NMP Online – User Update 8 – 14 March 2017

Completing Records

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Records – Producing and Submitting

NMP online has the facility to complete fertiliser records for Derogation Farmers. (It is planned to have a broader records facility to support Nitrates Inspections at a later stage).

Key Points in producing records

- A separate version of a plan is required to complete records
- The year of the Record Version of the plan should be the year for which the records are submitted/required
- The records Version will remain separate for records only – Any Nutrient Management Versions (same year) or Copies (different year) should be created from the original plan.

Where records have been entered previously

Where a user has already entered records on a Plan.

- Records remain visible on the Plan. You will be able to see that there are records on the plan by going to the records tab
- You will not be able to print a set of records from this Plan Version. Because of the functionality added (ability to use historic N&P) a separate records version needs to be created for working on the records system.
- The procedure for creating a records version is as set out below – all data entered will come through into the new records version.

Procedure for Creating a set of records

Where a plan exists in the system for the year for which the records are to be submitted follow the procedure laid out in Figure 1
The records version of the plan will not permit other reports to be generated subsequently. It is a separate version of the plan for records only.

Where the first plan in the system relates to the current year (e.g. for 2017) but you wish to use the system to produce records for a previous year (e.g. 2016) the procedure is slightly different. The main differences are

- You will need to make a copy of the plan for the previous year (e.g. 2016)
- You will need to change the concentrate records to reflect the concentrate usage for the year before the records year (e.g. 2015)
- Ensure that the land area is correct

The procedure is set out in Figure 2 below
Step 1 Detailed Instruction for Completing Records

Creating the Record ‘Plan’ Version

- Open the plan for which you want to complete the records. The plan year should be the year for which the records are being completed. If this is not the case either
  - Select the correct year if a plan exists
  - Create a copy of the plan for that year if not in existence
- Click on Copy/Version
  - Select Records version (see below). A records version of the plan will be created and to will be redirected to the Records Version
Step 2 – LPIS area, N&P

- Check the Plan Summary Farm Area on NMP online against ha’s declared on BPS 2016
- Check the Grassland area against the BPS Claimed areas
- This may require editing the land details to correspond with BPS
- Check % non-grassland crops – can’t have >20% tillage to apply for a derogation. Tillage lands include all arable crops and Arable silage

Check NhP for 2016 (this is for cattle only so check if there are non-bovines on the holding in 2016). Farms that applied for derogation in 2016 and ended up with <170.50NhP in 2016 do not have to submit derogation fertiliser records for 2016.

- Nitrates under farm details in B.P.S. will direct you to N&P details, or follow points below.
- Go to client in derogation online and in either 2017 or 2016 applications “View N&P enquiry details” for the period 01/01/2016 to 31/12/2016. This may not be on the top of the list –
could be 3rd row down the page. Use the Nitrogen figure as indicated below in the 5th Column and check the land areas match the BPS areas for 2016.

- In BPS search Herd number, go to farmer details – applications and Payments Summary and click on view to get the second screen grab below.

Or you can go via the bullet points below:
• BPS crops and net areas can be located in the BPS section of AgFood and by searching the herd number and the correspondence you get the screen below and select “BPS Application Form – Online” you can then view the BPS land details for 2016.

• Forestry parcels and farmyard areas (Non-grazed areas can be omitted); however some excel files may have these included as non-fertilised areas as these don’t affect the fertiliser plan.

• Below is a crop breakdown and summary of areas from 2016 – this farmer has >20% tillage and applied for derogation in 2016 however would not be eligible for derogation due to the 20% rule.

![](image)

Compliant for Crop Diversification: X

<table>
<thead>
<tr>
<th>Overview</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Agricultural Area</td>
<td>36.75</td>
<td>100.00</td>
</tr>
<tr>
<td>Of which:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tillage</td>
<td>9.22</td>
<td>25.10</td>
</tr>
<tr>
<td>Grassland</td>
<td>27.53</td>
<td>74.90</td>
</tr>
<tr>
<td>Other Eligible Usage</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crop Breakdown</th>
<th>Crop</th>
<th>Area (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arable</td>
<td>Triticale - Spring</td>
<td>3.65</td>
</tr>
<tr>
<td></td>
<td>Kale</td>
<td>1.25</td>
</tr>
<tr>
<td></td>
<td>Barley - Spring</td>
<td>4.32</td>
</tr>
<tr>
<td>Perm Grass</td>
<td>Permanent Pasture</td>
<td>27.53</td>
</tr>
<tr>
<td>Other</td>
<td>Farmyard</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Forestry</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Section 2 – Soil Samples
Check soil sample results page on NMP online to ensure that the existing soil sample results are eligible for the 2016 derogation fertiliser plan and parts/million are entered into the programme (samples must have been taken after the 15th September 2012).

- Soil sample results for 2017 derogation plan must have been taken after the 15th September 2013.
- Conacre land in for the second year of derogation must be soil sampled before the 2016 application can be submitted.
- 1st time derogation applicants in 2017 can submit a derogation application and a fertiliser plan based on “index 3 – no soil test” for 2017 but the entire farm must have soil results on farm before the 31st December 2017
- Previous derogations applicants that don’t have eligible soil samples before the 31st March cannot apply for derogation in 2017.
- DAFM will reject Derogation applications in 2017 if valid soil samples are not submitted.

Teagasc recommendation is that all derogation applicants must have soil sample results with an average of 5Ha of lands declared with a maximum of 8Ha per sample. This includes conacre/leased land for the second consecutive year.

<table>
<thead>
<tr>
<th>Sample Id</th>
<th>Sample Code</th>
<th>Sample Date</th>
<th>Sample Area</th>
<th>pH</th>
<th>Lime Req</th>
<th>P Value</th>
<th>K Value</th>
<th>Soil Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNDER HOUSE</td>
<td>CA00420(1)</td>
<td>22/04/2016</td>
<td>7.7</td>
<td>0.9</td>
<td>1.5</td>
<td>6.5</td>
<td>11.4</td>
<td>Clay</td>
</tr>
<tr>
<td>BOTTOM FIELD</td>
<td>CA00415(1)</td>
<td>22/04/2016</td>
<td>4.3</td>
<td>0.8</td>
<td>0.0</td>
<td>11.1</td>
<td>11.6</td>
<td>Clay</td>
</tr>
<tr>
<td>UNION HOUSE</td>
<td>CA00421(1)</td>
<td>22/04/2016</td>
<td>2.6</td>
<td>0.8</td>
<td>2.0</td>
<td>3.0</td>
<td>12.0</td>
<td>Clay</td>
</tr>
<tr>
<td>KILTE FIELD</td>
<td>CA00419(1)</td>
<td>22/04/2016</td>
<td>1.8</td>
<td>2.0</td>
<td>0.0</td>
<td>3.0</td>
<td>11.0</td>
<td>Clay</td>
</tr>
<tr>
<td>LONIO FIELD</td>
<td>CA00413(1)</td>
<td>22/04/2016</td>
<td>8.2</td>
<td>0.5</td>
<td>1.5</td>
<td>13.1</td>
<td>20.6</td>
<td>Clay</td>
</tr>
<tr>
<td>FIELD BY KELLYS</td>
<td>CA00414(1)</td>
<td>22/04/2016</td>
<td>6.4</td>
<td>6.3</td>
<td>3.5</td>
<td>3.5</td>
<td>12.0</td>
<td>Clay</td>
</tr>
<tr>
<td>2ND FIELD UNDER SHED</td>
<td>CA00416(1)</td>
<td>22/04/2016</td>
<td>4.3</td>
<td>7.0</td>
<td>1.0</td>
<td>11.0</td>
<td>15.0</td>
<td>Clay</td>
</tr>
<tr>
<td>FIELD UNDER SHED</td>
<td>CA00415(1)</td>
<td>22/04/2012</td>
<td>1.8</td>
<td>0.5</td>
<td>1.5</td>
<td>6.7</td>
<td>12.0</td>
<td>Clay</td>
</tr>
<tr>
<td>MIDDLE FIELD</td>
<td>CA00417(1)</td>
<td>22/04/2012</td>
<td>7.0</td>
<td>0.5</td>
<td>0.0</td>
<td>10.5</td>
<td>14.0</td>
<td>Clay</td>
</tr>
</tbody>
</table>

**Step 2 - Concentrates**
Check Concentrate usage tab

- Put in 2015 concentrate usage and **total N from 2015. If a plan was prepared for 2016 this should already have been entered**

### Step 2 – N&P

- Go to client in derogation online and in either 2017 or 2016 applications “View N&P enquiry details” for the period 01/01/2016 to 31/12/2016. This may not be on the top of the list and look at the Total Nitrogen figure on the left hand side
Enter N & P

- Adjust N&P to Actual levels on the farm by selecting “Edit Actual N&P from DAFM” – use DAFM N&P statements for bovines plus any other N&P from other grazing Livestock in question as per DAFM N&P statement.

This will impact on Max N and P in a couple of ways

- It will update winter N & P calculations
- It may change the Stocking rate band for max allowances
- It will switch off plan safety if it has been used
- It will switch off “Limit N&P level to 170 level”
- The Plan Summary will change at the bottom of each page
The Land and Fert max page will update the maximum chemical N and P which will also affect the max chemical allowed on the organic and chemical fertiliser pages. This will also update the MaxChemical Allowed at the bottom of the Records page.

Step 2 – Enter Fertiliser Records, and Manure Import/Export

- Enter Opening Stocks, Purchases, Sales and closing stocks of fertiliser
- Ensure Soiled Water Application method is entered (Storage Requirement Tab)
- Ensure that concentrate figures are for the year prior to the record year
- Ensure that Manure Imports and Exports reflect the actual figures (submitted to DAFM)

Step 2- Check Outputs

- Check Land and Fert Max Page for calculation of Maximum Chemical N and P
- Reports page will then look as below with a summary of fertilisers used

<table>
<thead>
<tr>
<th></th>
<th>N (kg)</th>
<th>P (kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Chemical Fertiliser Usage</td>
<td>17,070.0</td>
<td>1,706.0</td>
</tr>
<tr>
<td>Max Chemical Allowed</td>
<td>17,241.0</td>
<td>1,963.0</td>
</tr>
<tr>
<td>Balance</td>
<td>171.0</td>
<td>258.0</td>
</tr>
</tbody>
</table>

Steps 3 & 4 – Produce Report and Check

- Click on Reports – There will only be one option - Records
  - Click on Records
  - The system will create a PDF file in a new tab
- Check the records report on screen

Steps 5 – Save Report

- Save the report to your computer using the browser save facility.
  - In Chrome
    - Click on Menu Icon (3 Dots)
    - Click on More Tools
    - Click on Save Page As
Or
- Click on the download icon
- Save to appropriate location for later uploading
  - In Internet Explorer (Varies with version)
    - Click on File and Save as
  - Or
    - Or Click on the Tools Icon (Cog)
    - Click on File and Save as

Steps 6 – Upload Records
- Upload the file through Ag-Food website