



NMP Online User Update

Issue 13 | February 2019

Contents

Section 1 Derogation Overview	1
1. Derogation key dates 2019	1
2. Main Tasks to be completed as soon as possible.....	1
Section 2 Completing Derogation Applications and records	1
3. Derogation information and training	1
4. Documents to be uploaded to DAFM Derogation site with 2019 application	1
5. Maps that can be produced from NMP online for the client.....	1
6. Acknowledgement letters	2
7. Using and checking what is uploaded onto DAFM derogation online system.....	2
Section 3 Technical Information	3
8. Where 2018 or 2019 derogation applicants are no longer appearing on AgFood	3
9. Soil samples	3
10. 2018 derogation applicants that didn't reach the 170 NpH	4
11. Penalties for exceeding 170, 250 and excessive chemical N and P usage	4
12. DAFM penalties for insufficient slurry storage.....	4
13. DAFM penalties for excess Chemical N and P usage.....	5
14. Correcting NMP name and address details to match BPS AgFood details.....	5
15. Certification of Mineral Soils by a FAS advisor	5
16. GLAS applicants and derogation	5
17. DAFM Guidance document for Derogation.....	5
18. P Build-up plans for 2019	6
19. Records producing and submitting	6
20. Doing 2019 Derogation NMP's	7
21. Final Checks before closing date	8
22. Additional information on when and how to use previous years GSR for 2018 NMP's and records	9

Section 1 Derogation Overview

1. Derogation key dates 2019

Derogation Application Deadline 2019	31 st March 2019.
Derogation 2019 Records Deadline	31 st March 2019.
DAFM N&P Statements Available online for bovines	5 th February 2019
DAFM Online Derogation System	Mid-January

2. Main Tasks to be completed as soon as possible

- (i.) If not already done, send a **letter to all derogation clients** requesting 2018 records information
- (ii.) Check that all required **soil samples are taken** for derogation clients if not already done and address the soil organic matter issue before soil samples are taken. Organic matter is applicable to all soil samples taken for all farmers (Derogation, P Buildup, GLAS, tillage farms etc). Organic matter is applicable to all NMP's regardless of when the soil samples were taken.
- (iii.) In particular, identify farmers that will be applying for P build up in 2019 and ensure that all lands to be farmed in 2019 are soil sampled (max 5 ha per ha). Farmers with enough soil samples and all lands farmed have soil samples (including owned, conacre and leased and in 2019), can apply for P Buildup in 2019.

Section 2 Completing Derogation Applications and records

3. Derogation information and training

Full details on the Nitrates Derogation are available on the DAFM website at the following link

<https://www.agriculture.gov.ie/ruralenvironmentsustainability/environmentalobligations/nitrates/nitratesderogation/>

DAFM Nitrates Section can be contacted by phoning (053) 9163444 or by e-mailing nitrates@agriculture.gov.ie
Nitrates Directive Statutory Instrument available at

<https://www.agriculture.gov.ie/media/migration/ruralenvironment/environment/nitrates/2017/SINo605271217.pdf>

4. Documents to be uploaded to DAFM Derogation site with 2019 application

All documents associated with a derogation 2019 are to be uploaded in 2019 including the 2019 Derogation fertiliser plan for all derogation applicants (for existing derogation applicants, or applicants with new soil samples, for any soil P-Buildup plans, etc).

- New soil sample summary sheets and individual results
- New soil sample maps created from NMP online
- New Farmyard sketch related to 2019 derogation fertiliser plan

5. Maps that can be produced from NMP online for the client

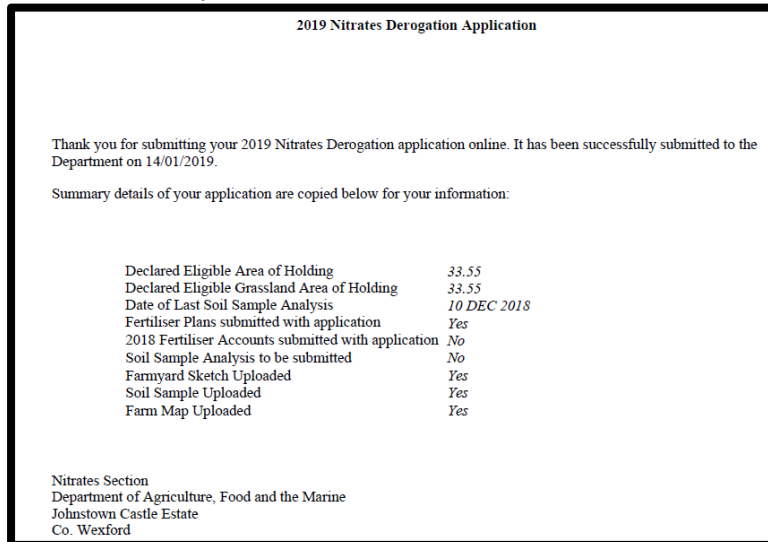
- Maps created from NMP online as outlined in the table below
- Advisors must interact with the Organic Matter >20% layer provided on NMP Online or AgFood which will start the discussion with OM and soil testing for later in 2019

- These maps must be legible and easily read by farmers so ensure all maps are at a scale that allow farmers to read any text and to ensure that the text fits into each plot as much as possible and this may mean that maps are printed on A4 or A3 portrait/landscape to facilitate this.

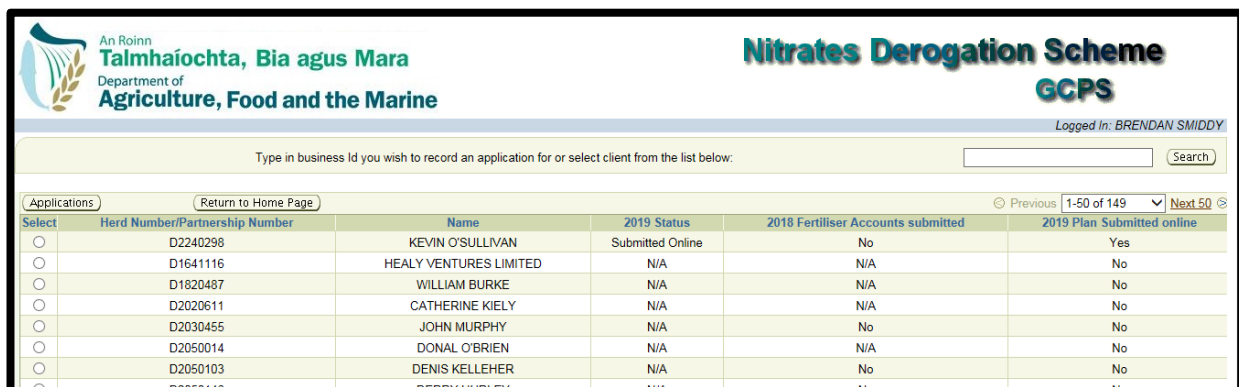
Map Title/Heading	Colour Layer to be selected	Label Layer to be selected	Pdf Name on this attachment	Who is to get this map
Mr Farmer - Derogation Soil Sample map	Plots	Plot Name and Lab Samples	Mr Farmer Derogation Soil Sample Map 2019 from NMP online	DAFM and Farmer
Mr Farmer – Lime Map 2018	pH Value	Lime	Mr Farmer Derogation Lime Map 2019 from NMP online	Farmer
Mr Farmer – P Map	P Value	None	Mr Farmer Derogation P Map 2019 from NMP online	Farmer
Mr Farmer – K Map	K Value	None	Mr Farmer Derogation K Map 2019 from NMP online	Farmer
Mr Farmer – Organic Matter Map	Plots	None but select Soils with 20>% Organic Matter in the custom layers	Mr Farmer Derogation Organic Matter Map 2019	Farmer

6. Acknowledgement letters

Acknowledgement letters from the DAFM online system is the final document to be printed off and presented to the farmer/kept on file.



7. Using and checking what is uploaded onto DAFM derogation online system



Print a full list of derogation clients from DAFM online system showing all associated to for BPS. There may be some non-derogation clients on this list.

- Under the 2019 status column there are “Recorded online” and “Submitted online”. This is to be checked daily before the 31st March deadline as “Recorded Online” means the application has been started but not completed and has yet to be submitted. Cross check this to ensure no applicants are left un-submitted by 31st March deadline.
- Derogation applications for 2019 and fertiliser accounts for 2018 cannot be applied/uploaded after midnight on the 31st March. If no fertiliser accounts uploaded for clients before the 31st March deadline than this will carry an automatic rejection from derogation 2018/penalty from DAFM (rate to be confirmed).
- Associated documents for 2019 applications can be submitted after the 31st March deadline.

Section 3 Technical Information

8. Where 2018 or 2019 derogation applicants are no longer appearing on AgFood

Where the 2018 application was made under a different name and this person’s 2018 details were not visible in the DAFM Derogation AgFood site; therefore the 2018 records could not be uploaded to the associated documents for 2018 (could apply to retired farmer/expired Herd Number/New partnership’s/New joint herd numbers etc); then the only way to submit these derogation fertiliser records is to email Nitrates@agriculture.gov.ie with a note explaining why the original applicant is not appearing on the AgFood Derogation site. DAFM have requested that the e-mail contains the herd number and reference to Derogation 2019 in the subject bar.

DAFM will upload these documents when the AgFood site shows the corrected names/agent associations. Agents can contact 0539163444 if they require further information.

For 2019 derogation applicants that could not be registered on the AgFood site before the closing date the only way to submit a 2019 application the softcopy in appendix 1; and email Nitrates@agriculture.gov.ie with a note explaining why this applicant is not appearing on the 2019 AgFood Derogation site. Any associated documents are to be attached to the application form. The application and associated documents are not to be sent in separate emails. Example of 2018 softcopy application (Appendix 1); **DRAFT** only please wait until the 2019 one is available.

9. Soil samples

Some derogation applicants may not have soil sample results back before the 31st March deadline. In these situations the following procedure can be followed:

- Create a plan using P index 4 for the areas with no results.
- Include a comment “soil samples will follow” in the DAFM online application comment box.
- Put in the “date they were posted to the relevant soil laboratory” as the date of the soil samples.
- The barcode for these samples can be uploaded to prove that the soil samples have been sent to the laboratory.
- When the soil results come back after the 31st March deadline a new plan with the new soil results and soil maps must be uploaded as soon as possible.
- Where no soil samples are present **DO NOT** create temporary soil samples. This gives an impression that all lands are sampled. Where “Temp”, “TSS – temporary soil sample” or “NST – no soil sample” or

other such terms are used these are to be disassociated with the plot and deleted and NMP online will automatically assign P index 3 status to these soils.

- New soil samples for the 2019 derogation year that were analysed in 2018 should be uploaded into the 2018 associated documents and also into the 2019 associated documents – DAFM advice in 2019.
- New soil samples for the 2019 derogation year that were analysed in 2019 should be uploaded into the 2019 associated documents – DAFM advice in 2019.
- Check soil samples used in 2018 were uploaded in 2018 or 2017 associated documents. If they were not uploaded upload those into the 2018 associated documents.

Conacre land for the first time in a derogation applicants BPS in 2019 can be assumed to be P index 3 for 2019 (has to be sampled if same conacre land is in BPS 2019 and 2nd year in derogation). For 1st time derogation applicants going for P buildup samples must be available for all lands at the start of the year in which P-Buildup is required. Every soil sample area for any samples taken since 01/01/2018 must be less than 5ha's and this can be checked on NMP online on the soil sample page. **NMP online doesn't flag if the soil samples since 01/01/2018 are >5ha's.**

10. 2018 derogation applicants that didn't reach the 170 NpH

Where 2018 derogation applicants didn't reach the 170 NpH requirements in 2018 must also submit derogation fertiliser records/accounts for 2018. This is a change from previous years. All derogation applicants in 2018 **must submit** derogation fertiliser accounts.

11. Penalties for exceeding 170, 250 and excessive chemical N and P usage

Farmers who did not apply for derogation in 2018 but who exceeded/breached 170 NpH or farmers with derogation in 2018 who exceeded/breached 250NpH

Non-Derogation cases	
Band	Penalty
>170<=180	1%
>180<=210	3%
>210<=250	5%
>250	20%

Derogation applicants	
Band	Penalty
250 -300	5%
>300	20%

Penalties apply to all direct payments.

12. DAFM penalties for insufficient slurry storage

The penalty guidelines for insufficient storage for DAFM inspectors at the moment are the same as those for applying excess fertiliser

% Deficiency	Penalties
>1% deficiency	1% penalty
>10% deficiency	3% penalty
>30% deficiency	5% penalty
>50% deficiency	20% penalty
The above are guidelines; the final decision is at the inspector's discretion, depending on all the information at hand.	

13. DAFM penalties for excess Chemical N and P usage

This is based on available N and P allowances and on actual chemical N and P usage. The penalties vary from 1-20%.

14. Correcting NMP name and address details to match BPS AgFood details

The agency admin within NMP online can edit the client's details under admin. DAFM have requested that when a herd status changes (e.g. creation of a partnership or new joint herd numbers) the agent association has to be created with DAFM again as these are new entities on DAFM records. DAFM have confirmed that due to GDPR & data protection legislation, unless the new agent association is created in these cases, no DAFM staff are able to deal with the advisor on the farmer's behalf for any scheme.

15. Certification of Mineral Soils by a FAS advisor

DAFM released the form in (Appendix 2) in the Nitrates Explanatory Handbook <http://www.agriculture.gov.ie/media/migration/ruralenvironment/environment/nitrates/2018Nitratesexplanatoryhandbook03042018.pdf>

This is to be completed for all NMP's not just derogations. The NMP plot number should be listed beside the LPIS number and what action was taken (Appendix 2).

- Where part fields/sample areas are indicated to be >20% OM and there is uncertainty around peat/mineral soils best practice would be to assume that all the field is peaty and encourage the farmer to take an OM sample where applicable
- The OM layer applies to all soil samples on all farms (Derogation, non-derogation, GLAS, tillage, P-Buildup plans etc)
- Organic matter is applicable to all NMP's regardless of when the soil samples were taken if those soil samples are still valid.

16. GLAS applicants and derogation

All derogation farmers must be checked to see if they are in GLAS and this is to be indicated in the Derogation 2019 File Closure Checklist. GLAS Tranche 1, 2 and 3 applicants that require a derogation in 2019 must have the fertiliser plan completed in NMP online where GLAS based actions restrict fertiliser usage. This includes

- GLAS participants that are approved for a Nitrates Derogation in any year of the GLAS contract are ineligible for LIPP (Low Input Permanent Pasture) and THM (Traditional Hay Meadow); and there will be claw back of any Low Input Permanent Pasture payments made to date.
- GLAS commonage lands as DAFM state that "GLAS Commonage lands must not be allocated chemical N and chemical P in the GLAS NMP".
- Mountain land and rough grazing lands that are not soil sampled must not be allocated chemical N and P in the GLAS NMP.
- Any GLAS restricted crops will appear as crop types on NMP online. (Appendix 3)

17. DAFM Guidance document for Derogation

DAFM released a guidance in 2018 and any agent dealing with Derogations work should familiarise themselves with the contents (Appendix 4); especially the common errors

18. P Build-up plans for 2019

For derogation farmers who are applying for the first time for P Build-up in 2019, these NMPs are to be submitted before the 31st March deadline. Where time is limited to complete these NMP's before the deadline the advice is to select P Buildup as yes in the general settings and upload into AgFood as normal. These plans will be checked after the 31st March deadline has passed and amendments can be made and the updated NMP uploaded.

19. 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).

- Before submitting record for 2018 it must be decided if the derogation applicant in 2018 was for an existing derogation applicant or a new derogation applicant
- **Option 1** - An existing derogation applicant is a person who was applied and was approved for derogation in 2017 and applied in 2018.
- **Option 2** - A new derogation applicant is where no application was applied/approved for in 2017 but was applied for in 2018
- Further examples of Option 1 and 2 are available in Appendix 5.

Option 1 - Existing derogation applicants records for 2018

- When doing records for 2018 check that all crops, land areas, concentrate usage are correct
- For existing derogation applicants ensure the Plan safety and Limit N&P allowed... are both no
- Use Historic Grassland stocking rate must be yes and put in GSR from 2017

- Create a records version
- Check closing stock for chemical fertiliser in 2017 and add in as opening stock in 2018 fertiliser records
- Enter purchases, sales and closing stock
- Check fertiliser balance at the bottom of the page

Option 2 - New derogation applicants records for 2018

- When doing records for 2018 check that all crops, land areas, concentrate usage are correct
- For new derogation applicants ensure the Plan safety, Limit N&P allowed..., are both no

- The Historic Grassland stocking rate is yes and insert 220 into the “Insert GSR from previous year”. DAFM clarification 29th January 2019.

Plan Settings

General Settings	Optional Settings	Units
Herd Number	<input type="text" value="G123456"/>	
County	<input style="float: right; text-align: right; border-bottom: none; border-right: none; border-left: none; border-top: none; width: 100%;" type="text" value="Galway"/> ▼	
Plan Safety	<input style="float: right; text-align: right; border-bottom: none; border-right: none; border-left: none; border-top: none; width: 100%;" type="text" value="No"/> ▼	
Limit N&P allowed to 170 Kg Level	<input style="float: right; text-align: right; border-bottom: none; border-right: none; border-left: none; border-top: none; width: 100%;" type="text" value="No"/> ▼	
Use Historic Grassland Stocking Rate	<input style="float: right; text-align: right; border-bottom: none; border-right: none; border-left: none; border-top: none; width: 100%;" type="text" value="No"/> ▼	
Insert GSR from previous year	<input style="width: 100%;" type="text"/>	

In the records section DO NOT complete the section below as this is only to be used for 2017 Records or previous years to 2017.

Plan - Records
⚙️ ⓘ ↗️

< Prev
Next >

Actual N & P Figures

N (kg)	P (kg)
16,874.0	2,580.0

Edit Actual N & P from DAFM

- Create a records version
- Check closing stock for chemical fertiliser in 2017 and add in as opening stock in 2018 fertiliser records
- Enter purchases, sales and closing stock
- Check fertiliser balance at the bottom of the page

20. Doing 2019 Derogation NMP's

The definition for an existing derogation and new derogation applicant in 2019 needs to be defined as per option 1 and 2 below.

- **Option 1** - An existing derogation applicant in 2019 is a person who was applied and was approved for derogation in 2018 and applies for a derogation in 2019. **When doing a NMP for 2019;** ensure the Plan safety and Limit N&P allowed... are both no and Use Historic Grassland stocking rate must be yes and put in GSR from 2018
- **Option 2** - A new derogation applicant in 2019 is where no application was applied/approved for in 2018 and applies for derogation in 2019. **When doing a NMP for 2019;** for new derogation applicants ensure the Plan safety, Limit N&P allowed..., are both no and the Historic Grassland stocking rate is yes and insert 220 into the "Insert GSR from previous year". DAFM clarification 29th January 2019.

21. Final Checks before closing date

- Check that all applications have been "Submitted online"
- Recorded online means that the application has been started but not submitted – see screen shot below
- Recorded means that the application has been started and accepting the Terms and Conditions hasn't been ticked, but not submitted

The screenshot shows the 'Nitrates Derogation Scheme GCPS' web interface. At the top, it says 'Department of Agriculture, Food and the Marine' and 'An Roinn Talmhaíochta, Bia agus Mara'. The user is logged in as 'JAMES BARR'. Below the header is a search bar with the text 'Type in business id you wish to record an application for or select client from the list below.' and a 'Search' button. Below the search bar is a table of applications. The table has columns for 'Select', 'Herd Number/Partnership Number', 'Name', '2017 Status', '2016 Fertiliser Accounts submitted', and '2017 Plan Submitted online'. The table contains four rows of data:

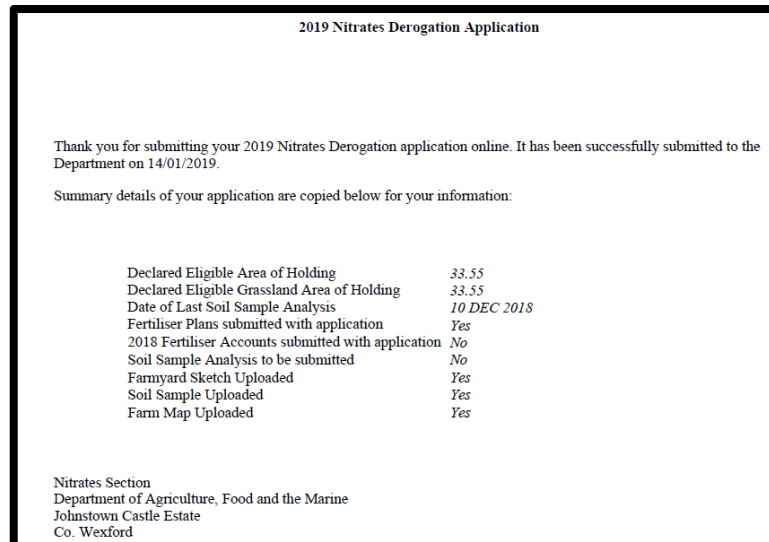
Select	Herd Number/Partnership Number	Name	2017 Status	2016 Fertiliser Accounts submitted	2017 Plan Submitted online
<input type="radio"/>	M1671014	WILLIAM LEAHY	Recorded Online	No	No
<input type="radio"/>	M1071815	PATRICK CASEY	Submitted Online	Yes	No
<input type="radio"/>	M1081136	JOHN HOURIGAN	Submitted Online	Yes	No
<input type="radio"/>	M1111418	TADHG O'BRIEN	Submitted Online	Yes	No

- FPRN's (partnerships) may be missing information on the home screen of the Derogation AgFood site.
- The 2019 status, 2018 fertiliser accounts received and 2019 plan submitted online will appear as blank – see screen shot below for MFP00150 which has been completed and the only way to check this is to go into the individual application and view the acknowledgement letter which should be stored in softcopy and hardcopy format.

The screenshot shows a table with columns for 'MFP Number', 'Name', '2017 Status', '2016 Fertiliser Accounts submitted', and '2017 Plan Submitted online'. The table contains six rows of data:

MFP Number	Name	2017 Status	2016 Fertiliser Accounts submitted	2017 Plan Submitted online
MFP00109	GARRETT, NOELLE, PAT, TOM BARRY		N/A	No
MFP00111	GERARD & COLUM QUAIN		N/A	No
MFP00121	BRIAN PATRICK & ANNE COLEMAN		N/A	No
MFP00127	THOMAS & JAMES CUSSEN		N/A	No
MFP00130	LYNAUGHT		N/A	No
MFP00150	MICHAEL & MARTIN CARROLL		N/A	No

- Check this against the documents uploaded for 2018 (records and the 2019 associated documents).
- Record of this on DAFM acknowledgement letter.



- At this stage if records are incomplete due to missing data then upload the incomplete records with farmer's signature on them (where possible).
- All applications can be submitted as the details on the application don't have to be 100% accurate.
- Where soil samples are missing then upload the soil sample bar codes from Nautilus/LIMS
If soil samples are unavailable then create a P index 3 plans; and upload this before the deadline

22. Additional information on when and how to use previous years GSR for 2018 NMP's and records

Additional information in Appendix 6

NMP Bulletin 11 was issued and can be located at

<https://www.teagasc.ie/media/website/environment/soil/NMP-Online--User-Update-11.1-Final.pdf>

Draft 2018 NITRATES DEROGATION APPLICATION FORM

(To exceed 170kg of N/ha/yr up to a max of 250kg N/ha/yr livestock manure limit)

CLIENT DETAILS

Name	
Herd No	
Type of Livestock	
Eligible area of Holding (ha)	
Eligible Grassland of Holding (ha)	
Storage Period (i.e. ZONE)	
Date of last Soil Samples	
Date last Fertiliser Plan Submitted	

DECLARATION: I have read the 2018 Nitrates Derogation Terms and Conditions document and am aware of the requirements attaching to my application. I agree to comply fully with those requirements. I agree that my application, Fertiliser Plan and Fertiliser Accounts may be subject to controls and I agree to make available documentation and other information as required by the Department of Agriculture, Food and the Marine for control purposes. To the best of my knowledge, all particulars given on this form are correct. I understand that the Department of Agriculture Food and the Marine is subject to the provisions of the Freedom of Information (FOI) Act.

NOTE: A **2018 Fertiliser Plan** must be submitted to the Fertiliser Section, Department of Agriculture Food and the Marine, Johnstown Castle Estate, Wexford, unless a previous Fertiliser Plan has been submitted to the Department in either 2015, 2016 or 2017. Fertiliser accounts for 2018 must be submitted on or before 31st March, 2019.

Draft – wait until DAFM issue 2019 version

Submitted by Applicant:

OR Submitted by AGENT:

Date:

Where the application is made on behalf of more than one person, all parties must sign

Appendix 2 – OM Certification



Certification of mineral soils by FAS advisor whereby organic matter analysis is not required

The farmer should be provided with a copy of this certification of mineral soils and should retain with other records as set out in section 5 of this handbook.

Herdowner Name: _____

Herdowner address: _____

Herd Number: _____

LPIS parcel Numbers

G2340031 plots 2, 3, 4 5 and part of 6 are on the OM layer. These are all mineral soils and confirmed with the farmer

G2340034 plots 7 and 8 are on the OM layer and no OM sample available for these but farmer has indicated these are peaty soils but without an OM sample these are assumed to be peat soil. Farmer will take OM samples of these areas later in 2018

FAS Advisor Name: _____

FAS Advisor Signature: _____

Date: _____

Appendix 3 Checklist for completing NMP for a farmer in derogation and GLAS

1. Is the farmer in GLAS and check AgFood for GLAS application? Be sure to ask all derogation clients are they in GLAS

2. Does the GLAS plan include THM or LIPP?

(GLAS participants that are approved for a Nitrates Derogation in any year of the GLAS contract are ineligible for Traditional Hay Meadow (THM) or Low Input Permanent Pasture (LIPP) and there will be claw back of any THM or LIPP payments made to date.)

3. Does the GLAS plan include any actions that have a fertiliser restriction?

Each of the categories of reduced fertiliser crop has a crop type in NMP-Online which must be selected

- **Arable Margins:** Fertiliser or lime cannot be applied to the margin. **The Gross Area of the Field can still be used for fertiliser calculations with no reduction for the Field Margin**
- **Breeding Wader and Curlew:** Fertilisers and other chemicals are not permitted on parcels in receipt of the GLAS Breeding Wader and Curlew payment.
- **Chough:** Maximum chemical nitrogen usage is 40 kg N per ha per annum on parcels in receipt of the GLAS Chough payment.
- **Corncrake:** Maximum chemical nitrogen application is 30kg N/ha per annum on parcels in receipt of the GLAS Corncrake payment.
- **Geese and Swans:** No fertiliser restriction
- **Grey Partridge:** Fertiliser can be applied at a maximum of half rate for the crop prescribed in Statutory Instrument 31 of 2014.
- **Hen Harrier:** Maximum chemical nitrogen usage is 40 kg N per ha per annum on parcels in receipt of the GLAS Hen Harrier payment.
- **Hen Harrier Wild Bird Cover Prescription for Non Natura Tillage Parcels:** Fertiliser can be applied at a maximum of half rate for a cereal crop prescribed in Statutory Instrument 31 of 2014.
- **Twite A:** Maximum chemical nitrogen usage is 35 kg N per ha per annum on parcels in receipt of the GLAS Twite A payment.
- **Twite C:** Fertiliser is allowed at a maximum of half rate for the crop prescribed in SI 31 2014, for the relevant cereal crop in the mix.
- **Commonage.** Commonage lands must not receive/be allocated chemical N and chemical P in the GLAS NMP. There is no requirement to soil sample these lands.
- **Mountain land and rough grazing** lands may also be excluded from soil sampling. However in these cases, the lands must not receive/be allocated chemical N and chemical P and these areas must be clearly identified on the Teagasc NMP system.
- **Environmental Management of Fallow Land:** Use of fertilisers (chemical or organic) is not permitted.
- **Farmland Habitat (Private Natura):** Where farmers have designated lands certain activities, known as Activities Requiring Consent (ARC) may be controlled.
- **Riparian Margins:** Fertilisers cannot be applied. **The Gross Area of the Field can still be used for fertiliser calculations with no reduction for the Field Margin**
- **Wild Bird Cover:** Fertiliser can be applied at a maximum of half rate for a cereal crop prescribed in Statutory Instrument 31 of 2014

Please see DAFM GLAS Circular 02/2016 (Jan 8)

<https://www.agriculture.gov.ie/media/migration/farmingschemesandpayments/glastranche1/circulars2015/2016/GLASCircular022016080116.pdf>

Appendix 4 Derogation Applications – Points to Note DAFM

DRAFT 2019 Derogation Applications – Points to Note

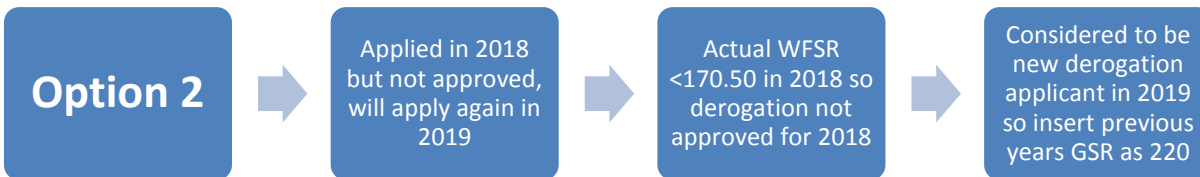
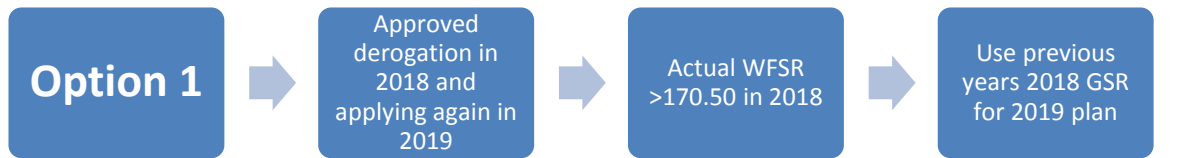
This document is for guidance only, and the full Terms & Conditions of the Nitrates Derogation Application should be referred to. The Terms & Conditions are available on the DAFM website

Nitrates Section can be contacted by phone at (053) 9163444 or by e-mail at nitrates@agriculture.gov.ie if you have any further queries.

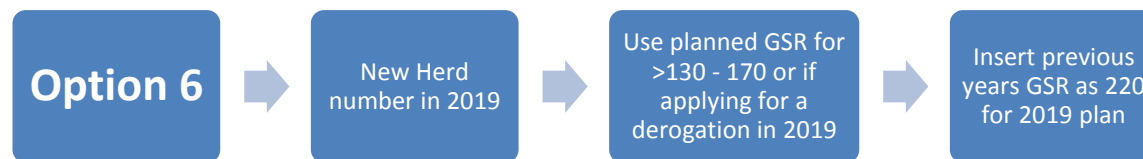
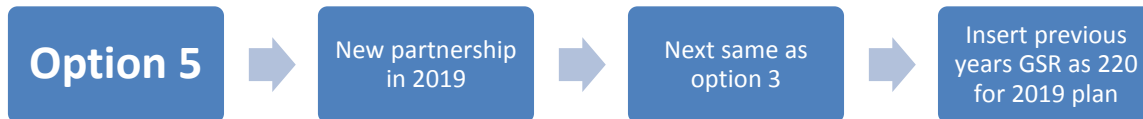
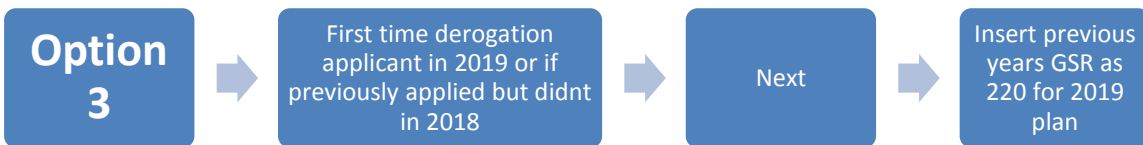
- Applications can only be made online. No postal applications will be accepted.
- The most common error is uploading documents under the incorrect year date of soil samples for 2019 date of analysis. Please ensure all documents are uploaded under the application for the relevant year. A report will not pick up documents loaded under an incorrect year, and the application will therefore fail a validation check.
- Another common error is uploading documents to the incorrect category, e.g. Soil Samples under Fertiliser Accounts. Please ensure that the documents are uploaded only under the correct category.
- Fertiliser Plans must be submitted with 2019 applications unless a Fertiliser Plan has been submitted to the Department in 2016, 2017 or 2018. Where a new or amended Plan is submitted for 2018 Derogation Applications, only a plan produced by the Teagasc online Nutrient Management Plan programme (e-NMP) is acceptable or Farmeye
- Valid soil samples must be uploaded unless previously submitted in 2016, 2017 or 2018.
- Fertiliser Accounts for 2018 for those who applied in 2018 must be submitted by the deadline of the **31st March** and uploaded under the **2018** Application and associated documents.
- You must submit a Farm Map indicating location of individual fields and corresponding soil samples, unless submitted online in either 2016, 2017 or 2018.
- You must submit a fully labelled Farmyard Sketch showing manure storage facilities and livestock housing, unless submitted online in 2016, 2017 or 2018.
- Livestock manure cannot be imported onto the holding. Importation will result in the withdrawal of the derogation and the farm will be subject to the 170 kg/ha limit thus incurring a penalty.
- Make sure all nitrates forms such as Record 3's, Record 4's and Record 5's are completed fully and legibly. The deadline for submitting these documents is 31 December 2018; however, they can be submitted at any point in the year by post or e-mail. If e-mailed please do not send a duplicate by post.

Appendix 5 Previous years GSR when completing a 2019 NMP

If doing a 2018 plan and records then the same principles apply (DAFM clarification March 2018).



- Option 2 above is invalid for 2018 due to actual WFSR; and it is still a requirement for all 2018 applicants to submit derogation records. Failure to do so will invalidate the 2019 application & available N/P allowances.



- For New Derogation Applicant (Options 2, 3, 5, & 6) the farmer will be allowed the 210-250 N per Ha available N and P figures. Inspections will be based on the plan submitted planned GSR for 2019. *Abbreviations: WFSR - Whole Farm Stocking Rate; GSR – Grassland Stocking Rate*
- Inspectorate will use previous years GSR where this is used to calculate fertiliser allowances
- Previous years GSR is the figure before exports and imports. Option 4 and 7 if >5% tillage can use the >170GSR allowances. For Glas and all other farmers farmer which are not in derogation use the previous year's GSR in plan settings

Appendix 6 Previous years GSR when completing a 2019 NMP

Please read this and familiarise yourself with the contents (Appendix 9)

- a) In accordance with DAFM guidelines, there is an optional setting s allows users to input this data as per the screen grab below (Appendix 9). Follow advice in sections 33 and 34. If tillage involved you will have to work out the GSR manually.

The screenshot shows the 'Plan Settings' interface with three tabs: 'General Settings', 'Optional Settings', and 'Units'. The 'General Settings' tab is active and contains the following fields:

- Herd Number: G2341068
- County: Cork
- Plan Safety: No
- Limit N&P allowed to 170 Kg Level: No
- Use Historic Grassland Stocking Rate: Yes
- Insert GSR from: 95

- b) There is a data section to show previous years Grassland Stocking Rate with planned grassland stocking rate and planned Whole Farm Stocking Rate

Whole Farm Stocking Rate Current Year	Grassland Stocking Rate Current Year	Grassland Stocking Rate Previous Year
87	87	95

When previous years Grassland Stocking Rate selected in accordance with DAFM regulation (Appendix 9), the NMP system will also show in the Plan Summary details under each page in NMP online.

Plan Summary

- Grassland Stocking Rate: 87 Kg/Ha
- Whole Farm Stocking Rate: 87 Kg/Ha
- Previous Year Grassland Stocking Rate: 95 Kg/Ha
- Farm Area: 69.0 Ha
- Grass Land Area: 69.0 Ha

This will also appear in the Land and Fert Max Page and Max Grassland Allowances will be based on this.

Fertiliser Plan - Land & Fert Max					
< Prev					Next >
	N	P Index 1	P Index 2	P Index 3	P Index 4
Max Grassland Allowance (Previous Year Grassland SR:95 kg/ha)	205	30	20	10	0

Where the user selects to 'Use Historic Grassland Stocking Rates' the system will use the entered figure as a basis for the statutory limits for the use of N and P. Recommended levels will continue to be based on the Green Book recommendations for the grassland stocking rate.

Key Points in producing records

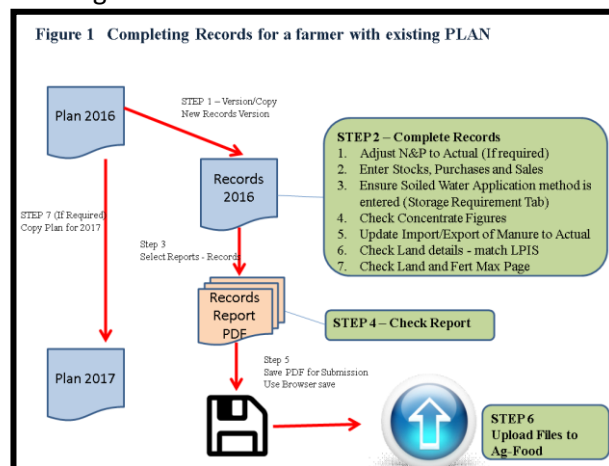
A separate version of a plan is required to complete records

- 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) must be created from the original plan and not the records version.
- Where a user has created a records version the user will only be able to print records reports.
- To complete a 2019 fertiliser plan make a copy of the last 2018 non-records version of plan created.

Procedure for creating a set of records for 2018

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 above.

- Take last 2018 version of plan created.
- Check areas and crops for 2018 before creating a Records version and check previous years GSR etc as in bullet point 36 above
- Check wintered livestock in December as the livestock producing slurry
- Create Records version for creating 2018 fertiliser records.



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. Problem if someone creates a new version of a records plan it allows the user to see the records tab but not the records report!!

Step 1 Detailed Instruction for Completing Records

Creating the "Records 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 and then create a Records version of that plan.
- 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. When created you will see the records tab on the page list on the right hand side of the screen

Create a new Version / Create a Copy

New version	Create a New Version of a plan for the same farmer and the same year To work on Plan created by other user To change a plan, but leave the existing plan in place
Create a copy	Create a copy of the plan for a different year
Records version	Create a records version of the plan

- Slurry
- Slurry Produced
- Slurry Storage Available
- Slurry Storage Balance
- Farmyard Map
- Storage Summary
- Fertiliser Plan
- Cereal crop yields
- Lime
- Land & Fert Max
- Organic fertiliser
- Chemical fertiliser
- Fertiliser Plan Summary
- Fertility Summary
- Records

Step 2 Update Optional Settings

Follow advice in sections 33 and 34.

Plan Settings

General Settings	Optional Settings	Units
Herd Number	<input type="text" value="G123456"/>	
County	<input type="text" value="Galway"/>	
Plan Safety	<input type="text" value="No"/>	
Limit N&P allowed to 170 Kg Level	<input type="text" value="No"/>	
Use Historic Grassland Stocking Rate	<input type="text" value="Yes"/>	
Insert GSR from previous year	<input type="text" value="170"/>	

Step 3 Update Land Setup.

- On the Records Version check the Plan Summary Farm Area on NMP online against ha's declared on BPS 2018
- Grassland Area = total grassland Area declared on BPS 2018 minus Arable Silage Area. Arable Silage declared on BPS as grassland but for Nitrates it is defined as Arable lands

- Check 2018 BPS tillage crops V's areas on NMP online. 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 for derogation include all arable crops and Arable silage. BPS includes arable silage as grassland
- Farm Area = total area declared on BPS 2018 (forestry is excluded from these calculations)
- Check land setup page to ensure that "Crop 1" is correct. Crop 2 only to be used for double cropping where winter cereal crop follows grassland/other tillage crop. Crop 2 can be used where fodder/catch crop (kale/rape/GLAS catch crop) sown after main crop. Simple check on this is checking the areas on the Land and fert Max page against the plan summary areas below. This is to apply to new Derogation fertiliser plans as well.
- Check that reference area is less than mapped area. This can be an issue when boundary nodes are moved to facilitate soil samples areas changing.

Name	Townland	Gross Area(Ha)	Ref. Area(Ha)	Mapped Area(Ha)	Soil Samples Ids	First Crop	Crop 2
1		5.0	5.0	3.3	1(2012),	Grazing	
1A	Ballybofey	10.0	10.0	10.0		1 Cut + Grazing	
2		5.2	7.5	3.3	2(2015),	Grazing	
3		6.0	6.0	3.3	3(2015),	Grazing	

Plan Summary

Grassland Stocking Rate: 209 Kg/Ha

Whole Farm Stocking Rate: 209 Kg/Ha

Farm Area: 63.2 Ha

Grass Land Area: 63.2 Ha

Non Grass %: 0

- Check NpH for 2018 (this is for cattle only so check if there are non-bovines on the holding in 2018). Farms that applied for derogation in 2018 and ended up with Whole Farm Stocking Rate <170.50NpH in 2018 have to submit derogation fertiliser records for 2018. This is referred to in Nitrates tables as NpH.
- Nitrates under farm details in B.P.S. will direct you to N&P details Screen shot below), or follow points below to get NpH figures for 2018 from AgFood Derogation section..
- Go to client in derogation section in AgFood and in either 2018 or 2019 applications "View N&P enquiry details" for the period 01/01/2018 to 31/12/2018. This may not be on the top of the list – could be 3rd row down the page. Use the figures below to check the land areas match the BPS areas for 2018.
- This is very important where the NpH is close to 170 and 210 bands for Nitrates.

Nitrates Information

Statement of organic nitrogen and phosphorus produced by cattle only.

Nitrates

Nitrogen [kg]	Phosphorus [Kg]	Year	Land [Ha]	Nph [N kg/Ha]	Period From	Period To
6638	992	2018	33.55	198	01/01/2018	30/11/2018
6087	909	2018	33.55	181	01/01/2018	31/10/2018
5484	819	2018	33.55	163	01/01/2018	30/09/2018
4883	729	2018	39.35	124	01/01/2018	31/08/2018
4260	636	2018	39.35	108	01/01/2018	31/07/2018
3637	542	2018	39.35	92	01/01/2018	30/06/2018

- In BPS search Herd number, go to farmer details – applications and Application Summary details

The screenshot shows the BPS search interface. At the top, there are navigation tabs: Home, Agent Tools, Applications, Farm Details, Correspondence, Search Herd, Search, Help, Contact Us, and Exit BPS. The main content area is divided into several sections:

- Personal Details:** Includes 'Established Foclose 2015-2019', 'Parcel Search', 'View Nitrates', and 'Applications and Payments Summary'.
- Agent Information:** Agent Name: SINEAD DEVANEY, Agent Company: TEAGASC.
- Current Client:** STEPHEN FAHY, Herd Number: G2360038.
- Applications:** A table with columns 'Application Type' and 'Total Submitted'. It shows 'BPS Application Form - Online' with a total of 1.
- News:** A section titled 'National Reserve / Young Farmer Scheme' with a sub-heading 'Payments under the National Reserve and Young Farmers Scheme have commenced since mid-December 2015 and will continue through January and February.'

Crop Totals	
Parcel Use	Crop Totals [ha]
Building	0
Grass Year 1	2.16
Permanent Pasture	15.32
Copse	0
Low Input Permanent Pasture	10.7
Forestry	0
Wild Bird Cover	1.18
Wheat - Winter	10.86
Kale	3.51
Triticale - Spring	4.37
Farmyard	0
Land Totals	
Land declared for Areas of Natural Constraint (ANC) Scheme [ha]	48.1
Total Claimed Area [ha]	48.1

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 2018.

- Check individual plots for correct MEA area is the same as the reference area on NMP online.

Townland	Land Parcel/ Plot Number	Commonage Fraction	Digitised Area(ha)	Reference Area(ha)	Request to Change to Reference Area	Claimed Area of each parcel(ha)	ORL Owned = O Rented-in = R Leased-in = L	Parcel Use in 2015	Aeolus Parcel
Ballynamockagh	G23304007		3.65	3.65		3.65	O	Triticale - Spring	
Ballynamockagh	G23304021		3.14	0.00		0.00	O	Forestry	
Ballynamockagh	G23304022		1.77	0.00		0.00	O	Forestry	
Ballynamockagh	G23304049A		2.31	2.19		0.94	O	Permanent Pasture	
Ballynamockagh	G23304049B		2.31	2.19		1.25	O	Kale	
Ballynamockagh	G23304057		3.78	3.75		3.73	O	Permanent Pasture	
Ballynamockagh	G23304060		4.34	4.32		4.32	O	Barley - Spring	
Ballynamockagh	G23304061		2.38	2.38		2.36	O	Permanent Pasture	
Carrowmore	G23406043		1.94	0.00		0.00	O	Forestry	
Carrowmore	G23406055		0.12	0.00		0.00	O	Farmyard	

- 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 2018 – this farmer has >20% tillage and applied for derogation in 2018 however would not be eligible for derogation due to the 20% rule.

Compliant for Crop Diversification: <input checked="" type="checkbox"/>		
Overview		
	Area(ha)	Area(% of Total Claim)
Total Agricultural Area	36.75	100.00
Of which:		
Tillage	9.22	25.10
Grassland	27.53	74.90
Other Eligible Usage	0.00	0.00
Crop Breakdown		
Crop Category	Crop	Area(ha)
Arable	Triticale - Spring	3.65
	Kale	1.25
	Barley - Spring	4.32
Perm Grass	Permanent Pasture	27.53
Other	Farmyard	0.00
	Forestry	0.00

Step 4 Soil Samples

Check soil sample results page on NMP online to ensure that the existing soil sample results are eligible for 2018 derogation fertiliser plan and parts/million are entered into the programme (samples must have been taken after the 15th September 2014).

- Soil sample results for 2018 derogation plan must have been taken after the 15th September 2014.
- Conacre land in for the second year of 2018 derogation must have been soil sampled before the start of the 2018 derogation year. If not create a P index 4 temporary sample and assign it to the relevant plots.
- Soil sample area cannot exceed 5ha's for soil samples received in soil laboratories after 01/01/2018. Check soil sampled area

Sample Id	Sample Code	Sample Date	Sampled Area	pH	Lime Req	P Value	K Value	Soil Type
UNDER HOUSE	CAG/2420-(1)	22/04/2016	7.7	6.9	1.5	5.5	114.0	Clay
BOTTOM FIELD	CAG/2415-(1)	22/04/2016	4.3	6.8	0.0	11.1	110.0	Clay
UNDER NEW HOUSE	CAG/2421-(1)	22/04/2016	2.6	6.8	2.0	3.0	123.0	Clay

- For Soil P-Buildup plans sampled area cannot exceed 5ha's for any soil sample area and all lands farmer (owned and conacre) must be sampled to a maximum of 5.0 ha's.

Step 5 Update Concentrate tab

- Use the DAFM 2017 N&P statement for bovines and add non-bovines total N and P.
- Exclude intensive enterprise N and P figures.
- Include only concentrate fed to grazing livestock.
- Don't include concentrate fed to intensive enterprises. Include concentrate fed from home grown cereals. Exclude any cereals pitted or clamped.
- Put in 2017 concentrate usage and total N from grazing livestock from 2017. If a plan was prepared for 2018 this should already have been entered but needs to be checked

Plan - Concentrate Feeds

< Prev Next >

Straight Feed Accounting Method: Book Value Last years total organic N: 13,028 kg Set Last Years Org. N

Compound Feed Accounting Method: Default(5kg) Total P Fed to Grazing Livestock: 416 kg

Change Feed Accounting Total P to be discounted: 237 kg

Net P contributing to Available Allowance: 180 kg

Search:

Name	Quantity (t)	P Content Data Source	P Content	Total P (kg)
Compound Ration (Default P 5 kg/t)	69.9	Default(5kg)	5.0	349.5
Soabean Meal	11.0	Book Value	6.1	66.9
	80.9			

- When checking concentrates be careful with quantities and size of bags. See below 4.22 tonnes of bulk ration and below that 20 x 25kg bags.

Our Account No.: 1743
 Account Manager: Declan Hickey
 Credit Limit: €15,000
 All amounts are in € as on 31 January 2018

Date	Description	Quantity	Price	VAT Rate	VAT	Amount	Status	Balance
01/01/2018	Balance Forward							0.00
15/01/2018	Sales Invoice SI-130210							
	BEEF GROW WEANLING (TNE - BULK)	4.22	240.00	0.00 %	0.00	1,012.80	Not Pd	1,012.80
	Total for SI-130210					0.00	1,012.80	Not Pd
23/01/2018	Sales Invoice SI-130519							
	CALF 17% PELLET (25KG)	20.00	7.00	0.00 %	0.00	140.00	Not Pd	1,152.80
	Total for SI-130519					0.00	140.00	Not Pd

0.5 tonne →

Step 6 Update Livestock and Animal Numbers

Balance animal numbers to match the total N and P produced from grazing livestock in 2017. By doing this and adjusting the animals over the winter than the associated slurry/FYM produced should be correct. Could work off ICBF numbers or reduce each category accordingly.

Check Organic Manures page to ensure the organic manures have been allocated correctly after the adjustments above and ensure that the applied slightly exceeds the estimated. This may affect the maximum chemical N and P on the farm.

- Best practice is for organic manures to be applied as per Nitrates Directive. Apply organic manures to P index 1, 2, 3 and 4 lands in this order to meet crop requirements as laid out below – footnote 3 from Table 13.
- ***Manure produced by grazing livestock on a holding may be applied to Index 4 soils on that holding in a situation where there is a surplus of such manure remaining after the phosphorus fertilisation needs of all crops on soils at phosphorus indices 1, 2 or 3 on the holding have been met by the use only of such manure produced on the holding.***
- Ensure plots receiving organic manures can receive them (accessible, capacity to take slurry, distance etc are all factors to be considered) and this is to be discussed with the farmer
- Check out https://www.teagasc.ie/media/website/environment/soil/NMP-Online-User-Update-6_1-Revised-5th-Jan-2017.pdf
- All organic manures should be allocated with the “Applied” just exceeding the “estimated”. When the organic manures are applied to P index 1 and 2 soils the P is only 50% available and the Maximum chemical P allowed will increase accordingly.

Step 7 Manure Import/Export

- Ensure that Manure Imports and Exports reflect the actual figures (submitted to DAFM)
- Ask farmer about Record 3, 4 or 5’s submitted to DAFM.
- Ask farmer if they imported or exported any organic manures

Step 8 Plan settings

There is a data section to show previous years Grassland Stocking Rate with planned grassland stocking rate and planned Whole Farm Stocking Rate

Stocking Rates		
Whole Farm Stocking Rate Current Year	Grassland Stocking Rate Current Year	Grassland Stocking Rate Previous Year
87	87	95

When previous years Grassland Stocking Rate selected in accordance with DAFM regulation (Appendix 14), the NMP system will also show in the Plan Summary details under each page in NMP online.

Plan Summary

Grassland Stocking Rate: 87 Kg/Ha

Whole Farm Stocking Rate: 87 Kg/Ha

Previous Year Grassland Stocking Rate: 95 Kg/Ha

Farm Area: 69.0 Ha

Grass Land Area: 69.0 Ha

This will also appear in the Land and Fert Max Page and Max Grassland Allowances will be based on this.

	N	P Index 1	P Index 2	P Index 3	P Index 4
Max Grassland Allowance (Previous Year Grassland SR:95 kg/ha)	205	30	20	10	0

Where the user selects to 'Use Historic Grassland Stocking Rates' the system will use the entered figure as a basis for the statutory limits for the use of N and P. Recommended levels will continue to be based on the Green Book recommendations for the grassland stocking rate.

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
- Must go to optional settings to select no for plan safety and Limit N&P level to 170 level
- The Plan Summary will change at the bottom of each page this should now reflect the DAFM NpH figures.
- 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 Max Chemical Allowed at the bottom of the Records page.

Step 9 Enter fertilisers used in 2018

- Enter Opening Stocks, Purchases, Sales and closing stocks of fertiliser.
- Check 2017 fertiliser records for closing stocks and add in as opening stock in 2018 fertiliser records
- Ensure Soiled Water Application method is entered (Storage Requirement Tab)
- Ensure that concentrate figures are for the year prior to the record year

Opening Stock

Type	Tonne	N (kg)	P (kg)
Urea(46%N)	3	1,380.0	0.0
		1,380.0	0.0

[Add Stock](#)

Fertilizer Purchases

Date	Type	Supplier	Invoice	Tonne	N (kg)	P (kg)
01/01/2017	10-10-20	Arrabawn	1234	15	1,500.0	1,500.0
01/02/2017	27-2.5-5	Arrabawn	12367	50	13,500.0	1,250.0
01/03/2017	CAN +S(27%N)	Glanbia	34546/980	40	10,800.0	0.0
					25,800.0	2,750.0

[Add Purchases](#)

Fertilizers Sold / Moved

Date	Type	Importer	Tonne	N (kg)	P (kg)
No data available in table					
				0.0	0.0

[Add Sold](#)

Closing Stock

Type	Tonne	N (kg)	P (kg)
No data available in table			
		0.0	0.0

[Add Closing](#)

- Fertilisers bought in from UK/NI can sometimes be in the forms below and may need to be converted to straight P and K. YARA fertiliser products sold normally have the P2O5 and the P content on the bags, however if imported directly from NI these could be just in the P2O5 form.
- Urea normally comes in 375kg's big bags and most other products come in 500kg bags. Check the dockets carefully and don't assume the big bag size.

Step 10 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
- If the Balance is in the negative excess chemical fertiliser has been used.

	N (kg)	P (kg)
Total Chemical Fertiliser Usage	17,070.0	1,705.0
Max Chemical Allowed	17,241.0	1,963.0
Balance	171.0	258.0

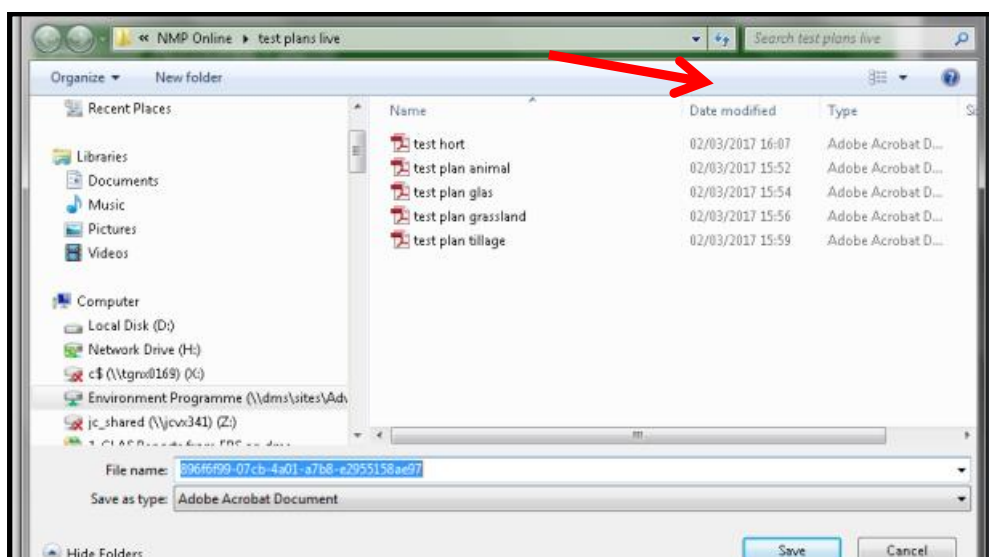
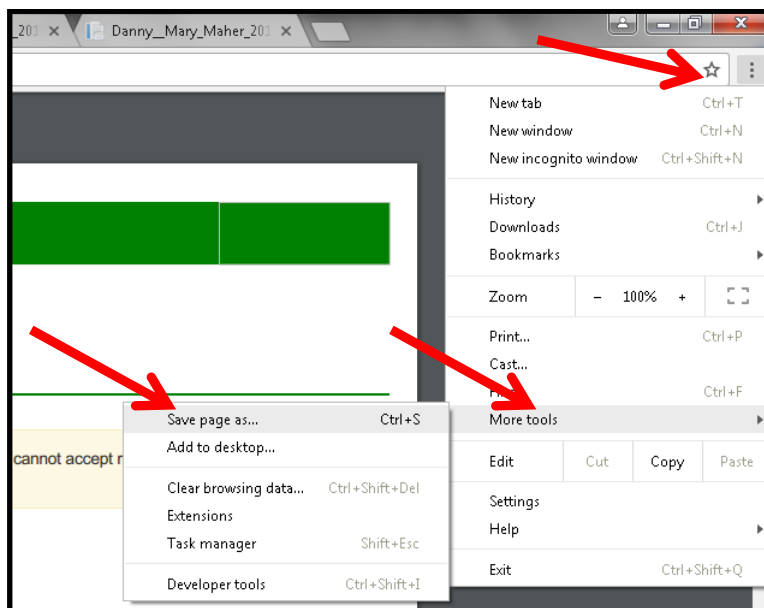
Step 11 Produce Report and Check

- 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
- Save to the shared folder

Step 12 Save Report

- Save the report to your computer using the browser save facility.
- 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 *John Farmer Address1 Derogation Records 2017.pdf*
 - Save in a central location



Step 13 Upload Records

- Upload the Records 2018 pdf through Ag-Food website

Step 14 Creating 2019 Fertiliser plans from the original 2018 fertiliser plans

- First time derogation applicants in 2019 can submit a derogation application and a fertiliser plan based on “index 3 – no soil test” for 2019 but the entire farm must have soil results on farm before the 31st December 2019. This is to be recorded on the file closure checklist.
- Previous derogations applicants that don't have eligible soil samples before the 31st March cannot apply for derogation in 2019.
- DAFM will reject Derogation applications in 2019 if valid soil samples are not submitted.
- New derogation applicants and existing derogation applicants taking new soil samples for the 2019 derogation year cannot have any soil sample area exceeding 5.00ha's if the soil samples were analysed after 01/01/2018.

Step 15 Summary Checklist

- Clients name on BPS must match the NMP online name.
- This applies to records and derogation fertiliser plans.
- Ensure Version is a Records Version
- Ensure that plan safety/limit to 170 are both no once 2018 total N figures entered on Records
- Match land areas and crops from BPS/Nitrates Statements to Records version
- Update stock numbers
- Update Concentrate Tab to 2017 concentrate and 2017 total N figures
- Check soil samples dates and sizes
- Organic manure page
- Check records page to ensure dates and fertilisers are correct
- Ensure that the following documents are on the hard copy records file. Copy of signed records 2018, DAFM N&P statement, Meal receipts/statements for 2017 and 2018. Fertiliser receipts and statements for 2018.