



# NMP Online – User Update 9 (15<sup>th</sup> May 2017)

## Submitting GLAS NMP's and Maps to DAFM

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### Update from Queries to DAFM

#### 1. GLAS NMP submission

DAFM have given clearance to start the submission process for all Agencies; and testing has shown that 90% of GLAS NMP's will submit successfully. However; some submissions will fail to get through to DAFM due to one of the TNMP Error codes that will appear to the user below (Appendix 1). Where the error code indicates that “You should update the records with DAFM Online Services section” then follow the instructions as per this link

<http://www.agriculture.gov.ie/agfoodinformationpages/agfoodagentforms/> or

The Text authorisation system is still the most efficient method to process client and agent association for all schemes except in the case of joint herds/partnerships and companies where the text system is not available.

#### 2. DAFM GLAS Circular 02/2016 (8<sup>th</sup> January 2016) [GLAS Circular 02/2016 Note on Soil Samples and Nutrient Management Plans \(NMPs\) in GLAS](#)

***Q: Are GLAS NMP's affecting GLAS payments?***

A: 2016 balancing payments of 15% will not be paid until GLAS NMP's are submitted. The current target date for these payments to issue will be from Mid-June 2017 GLAS NMP's for GLAS 1 and 2 applications not submitted before the end of 2017 will result in termination of the GLAS contract.

***Q: For GLAS 1 and 2 applicants what year should the GLAS NMP be for?***

A: GLAS NMP's should be for 2016 and reflect all lands declared for BPS; however as these GLAS NMP's are being submitted from the date of this Bulletin they can also be for the 2017 calendar year.

***Q: For GLAS NMP's where additional lands are taken on subsequently, what lands should be shown on the GLAS NMP?***

A: If additional land bought or long term leased or conacre for more than one year then these additional lands must be soil sampled as soon as possible but not later than the year end that they are first declared on the participant BPS. In the absence of soil sample results these lands can be assumed to be P index 3 for the first year. Conacre land taken for one year only can be assumed to be P index 3.

***Q: Do GLAS NMP's have to be submitted yearly?***

A: The Terms and Conditions of GLAS require that 1 GLAS NMP has to be submitted as per circular 02/2016. Under SI 31/2014 each farmer must keep within the overall maximum fertilisation rates for nitrogen and phosphorus (i.e., organic and chemical fertiliser combined) every year. DAFM can request a copy of an up-to-date NMP during an inspection. DAFM Inspectors may also look for soil analysis reports on the day of an inspection. All GLAS participants must have a **valid** GLAS NMP in place at all times during the GLAS contract once the initial GLAS NMP is submitted.

***Q: Can an agent submit their own GLAS NMP?***

A: Yes

***Q: If an agent incorrectly submits a GLAS NMP or associated soil map by a genuine and innocent error what is the procedure?***

A: A second correct plan and maps must be submitted to DAFM.

**Q: In NMP Online do agents have to complete the Lime, Organic and chemical pages within NMP online?**

A: The NMP must outline the total chemical Nitrogen (N) and chemical Phosphorus (P) for whole farm. Adjustments must be made by the GLAS Advisor when drawing up the NMP for GLAS area based actions that have a chemical N restriction, for example, LIPP, THM, Hen Harrier etc. Therefore in these cases, the limit for these parcels is the maximum imposed by the GLAS action. All other Nitrogen advice for grassland should be based on chapter 9 of the Teagasc publication *Major and Micro Nutrient Advice for Productive Agricultural Crops*, 1<sup>st</sup> April 2008 (The Green Book)<sup>2</sup> and in particular with tables 9.5 and/or 9.6. 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.

**Q: What information needs to be on the GLAS maps to be submitted to DAFM?**

A: GLAS Maps submitted to DAFM must provide adequate information for DAFM to identify field names, soil samples and soil sample codes and cross check this with the NMP. In the soil sample section of NMP online the sample Id or sample code must reflect the individual soil sample code as displayed on the soil sample report. GLAS Maps submitted to DAFM when using map viewer must select colour layer plots, label layer plot name and lab samples. Can either use ortho or grey layer but all maps must be legible. Scale can vary from different pages within the pdf. All GLAS maps submitted to DAFM must be contained in 1 pdf only.

**Q: Where herd numbers have expired, changed, sole traders gone to joint/companies/partnerships what lands, names etc.; what should the submitted GLAS NMP show if these things have changed since the original GLAS NMP?**

A: The GLAS NMP submitted should show the current herd number/FPRN, and name and lands as declared by that herd number or partnership on the recent BPS. If a sole trader applied for GLAS and this has now become a joint herd-number, partnership or company DAFM will pick up any changes from the original GLAS application and associate the submitted GLAS NMP to the original application provided that both the GLAS application and the NMP have the same DAFM business ID (herd number or partnership number).

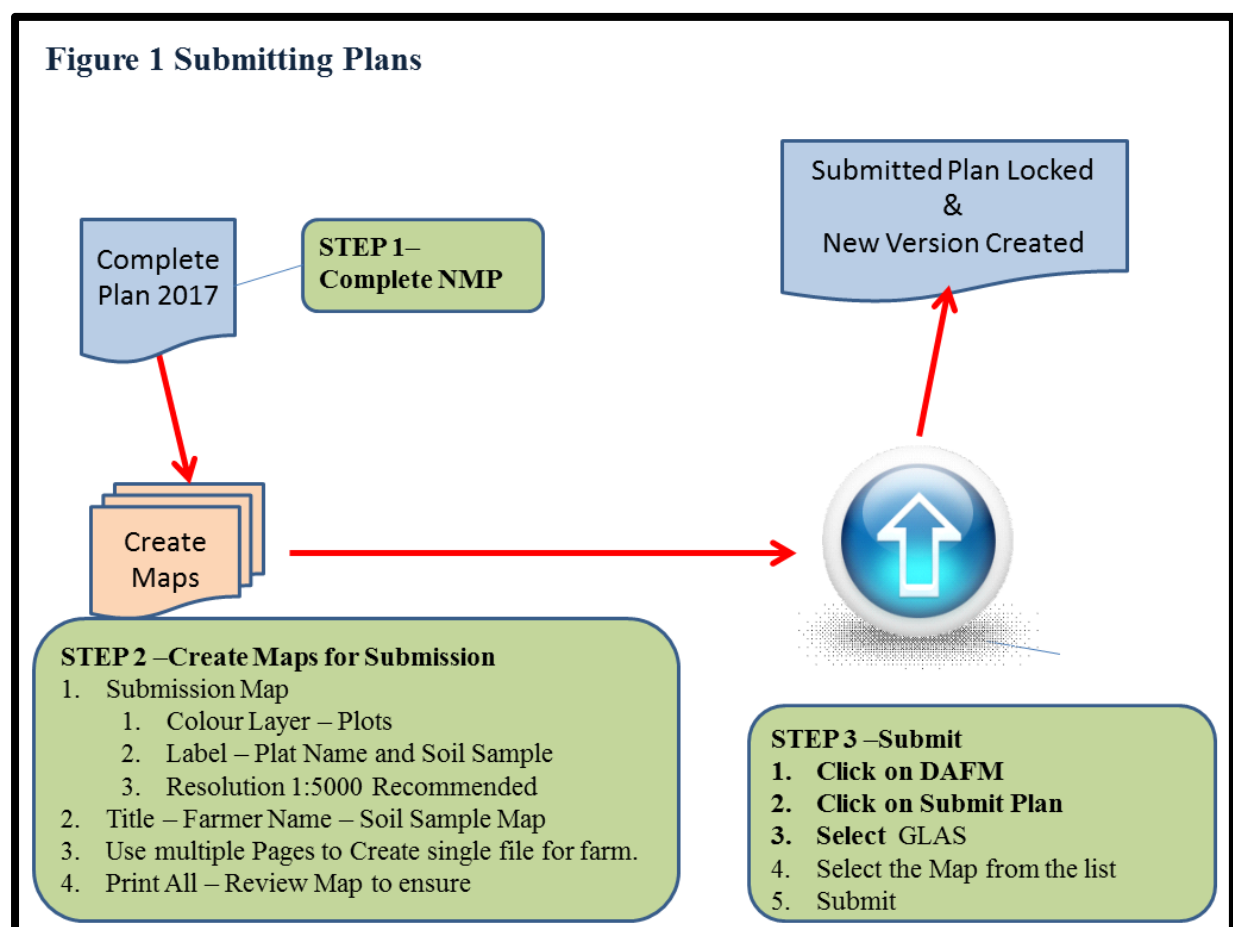
**Q: How should NMP's reflect GLAS actions with no fertiliser restrictions such as riparian zones and arable margins?** A: Riparian margins and arable grass margins are not area based actions. However a 30m riparian margin may have been digitised out and if so then this parcel cannot receive any fertiliser.

Additional information is also available at <https://www.teagasc.ie/environment/soil/nmp/>

## Key Points in Submitting Nutrient Management Plans

NMP online has the facility to submit fertiliser plans to DAFM directly. This facility must be used to submit all GLAS NMP's and associated soil maps to DAFM

- To submit an NMP for a client the adviser must currently be linked to the farmer with DAFM as a BPS or GLAS adviser (The Agent may not have submitted the original GLAS application)
- The adviser must be GLAS Trained
- The plan should be compliant with all provisions of GLAS and Nitrates regulations
- The submission requires two components
  - A Completed Plan
  - One PDF map of all the farmed area including labels for Plot IDs and Soil Sample IDs. This map/PDF must be created before selecting the Submit to DAFM button.



When a plan is submitted the version of the plan from which the submission is carried out is locked and no further changes can be made. A new version of the plan is automatically created, which can subsequently be edited.

## Creating Maps – Videos

Three instruction videos on creating maps have been created and are available on the NMP YouTube channel – see link below

**NMP – Creating Maps** – Shows how to create maps focusing on the Soil sample map for submission

**NMP Farmer Maps** – Shows other maps suggested to be provided to the farmer

**NMP – Maps with Multiple Pages** – Show how to create multiple page maps for creation of a single file for submission

<https://www.youtube.com/channel/UCSQ3tEQj7bg14W1KMJvYGngg>

## Detailed Instruction for Submitting a Plan

### Before Submitting

It is important to ensure that the plan is prepared to a high standard before it is submitted. The system is designed to provide warning of errors in the plan but it will not capture all potential errors. It is important that you follow your organisational guidelines for quality control before considering submitting a plan.

- When completing the plan check for any warnings in the plan.
  - Make sure warning which indicate that the plan is not compliant are acted on
  - However, some warnings may stay in the system as they do not indicate an invalid plan.
  - Some examples below that will prevent upload of plans (in these cases the ‘**Submit to DAFM**’ button will be disabled and greyed out)
    - Where Chemical N or P allocation exceeds the Maximum Allowed
    - Where Chemical N allocation exceeds the maximum allowed in a GLAS Measure
- Ensure that your Agent ID is connected to the client on Ag-food (Auth 5)
- Make sure that the map has been produced in the right format (See Below)

### Producing Maps

NMP Online has the capability to produce maps as a key part of its functionality. This functionality is required to produce a map for submission to DAFM with the plan and, more importantly, for providing visual outputs for the farmer to assist him/her in understanding and implementing the fertiliser plan. The system is very flexible in its ability to produce maps and takes a little getting used to.

### General Instructions

There are a number of general instructions in relation to mapping that it is useful to understand

1. There are two main menus to control what a map looks like
2. Layer Control – On the right of the screen
  - a. Controls the map as it appears on screen
  - b. Layer Control settings are used to initially create the map. Where you have layer control settings on a map before any pages are created the map pages (highlighted in grey) created will take their settings from layer control.
  - c. Once one page is created subsequent pages will take settings from existing pages
3. Edit Maps – The menu allows the user to create and edit maps for printing. .

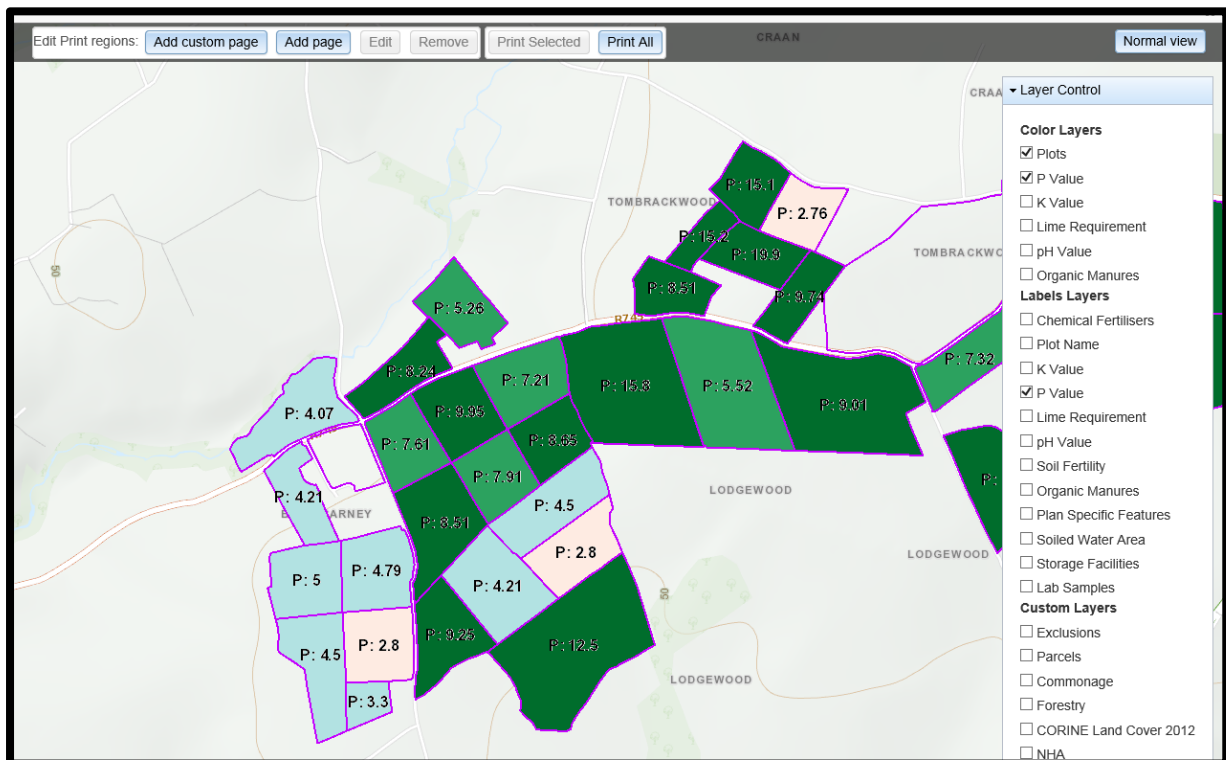
### Creating GLAS NMP Maps on Screen –Instructions

The screenshot displays the GLAS NMP software interface. On the left, a map shows a farm layout with several plots outlined in purple. The map includes labels for 'TOMBRACKWOOD', 'BALLY CARNEY', and 'LOGGEWOOD'. On the right, the 'Layer Control' panel is visible, containing two sections: 'Color Layers' and 'Labels Layers'. The 'Color Layers' section has a checked box for 'Plots' and unchecked boxes for 'P Value', 'K Value', 'Lime Requirement', 'pH Value', and 'Organic Manures'. The 'Labels Layers' section has unchecked boxes for 'Chemical Fertilisers', 'Plot Name', 'K Value', 'P Value', 'Lime Requirement', 'pH Value', 'Soil Fertility', 'Organic Manures', 'Plan Specific Features', 'Soiled Water Area', and 'Storage Facilities'. At the bottom of the interface, there is a table with three columns: 'Layout' and 'Result'. The table contains two rows, both with 'Land Parcel' in the first column, 'A4\_Portrait' in the 'Layout' column, and 'Donal\_Murp' in the 'Result' column.

|             | Layout      | Result     |
|-------------|-------------|------------|
| Land Parcel | A4_Portrait | Donal_Murp |
| Land Parcel | A4_Portrait | Donal_Murp |

- Click on **Map Viewer** and you will go into the map viewer page. You should see the plots on the farm – The scale will be determined by the spread of the plots
- Click on Layer Control
- In the colour layer – Plots should be selected – This draws the plots

- Click on the appropriate colour layer e.g. Plots (One only – If you select more than one a set of maps for each colour layer will be generated)
- Click on a Label Layer – e.g. for GLAS maps to submit select **Plot Name** and **Lab Samples**.
- The layers will appear on the screen but it is important to note that the text will not be at scale when printed.
- **YOU have created a screen version of the map**
- **To create a print map you must set-up a single or multiple pages as appropriate to cover the entire holding in the one print job/pdf.**



## Creating Print Maps

To create print maps 'Pages' need to be set-up. A map for a farmer can contain a single page or could involve several pages depending on the size and degree of spread of the farm. The printout you generate is determined by you as the user. However, there are a number of standard reports that will be suggested to form the mapping pack for a farmer.

## The Print Map Menu



- To create a page you have two options. As you will be using the edit facility you can use whichever option you prefer

- **Add Custom Page** – This allows you to draw around an area and the system will create a map with a scale to fit on what you have drawn
  - **Add Page** - Creates a pre-set page which you edit through the edit function.
- When you create a page the settings on the page will be copied from **Layer Control** (i.e. Colour layer and text layers). However, once a page has been created this link is broken. Subsequent changes to Layer Control will not affect the page settings. Any changes must be done using the edit button
- **Edit** provides a capacity to alter a series of settings for the print page. To edit a page the page must be highlighted by clicking on the page and then click edit
  - i. Page Title
  - ii. Scale
  - iii. Layout
  - iv. Colour Layer
  - v. Label Layer
  - vi. Custom Layer
- **Page Title** – This should indicate the Farmer Name, and the layers chosen. This can be edited by the user
  - i. Joe Bloggs – Colour Soil P, Label Organic Manure
- **Scale** – The scale which will normally be used will be 1:5000. However for farm facilities maps this will be 1:500.
- **Layout** – Sets page size and orientation. This can be changed to suit the layout and size of the farm
- **Colour Layer.** Normally a single colour layer should be set (If multiple layers are picked multiple pages will be printed)
- **Label Layer.** Multiple label layers can be selected depending on what the user wants to show
- **Custom Layer.** There are a series of extra layers which can be shown on the map. Select as appropriate
- **Ortho** – The printing of Ortho is achieved by turning on ortho on the screen – Clicking the ortho button on the map screen. Maps for DAFM must be legible so non-ortho may be the correct layer to use for maps being submitted to DAFM.

When you finishing editing map settings save and close the edit dialogue. The maps are produced by clicking on Print Selected or Print All as appropriate. Users will need to view the map in the print jobs at the bottom of the Map Viewer page.

### Producing maps for GLAS

A number of maps are recommended to be produced for GLAS. One of these is required for submission of the plan to DAFM. The others are used to improve the understanding of the farmer of the measures in the plan. The other maps produced for the farmer can vary depending on the Nutrient Management challenges on the farm.



## DAFM GLAS MAP

Settings

|   |              |   |
|---|--------------|---|
| 1 | Name         | Joe Bloggs GLAS Land Parcels and Soil Sample ID |
| 2 | Scale        | 1:5000  |
| 3 | Size         | A4 or A3  |
| 4 | Colour Layer | Plots   |
| 5 | Labels       | Lab Samples & Plot Name                         |

**This is the map that must be included in the submission of the plan to DAFM. Note the Date and time in the Print jobs to be able to filename**

## FARMER MAP 1 - Lime

Settings

|   |              |   |
|---|--------------|---|
| 1 | Name         | Joe Bloggs pH and Lime Requirement                                      |
| 2 | Scale        | 1:5000  |
| 3 | Size         | A4 or A3  |
| 4 | Colour Layer | pH Value  |
| 5 | Labels       | Lime Requirement – (Shows the value in tonnes for the year of the plan) |

## FARMER MAP 2 – P and Organic Manures

Settings

|   |              |                                  |
|---|--------------|----------------------------------|
| 1 | Name         | Joe Bloggs P and Organic Manures |
| 2 | Scale        | 1:5000                           |
| 3 | Size         | A4 or A3                         |
| 4 | Colour Layer | P Value                          |
| 5 | Labels       | Organic Manures                  |

## FARMER MAP 3 – K and Organic Manures

Settings

|   |              |   |
|---|--------------|---|
| 1 | Name         | Joe Bloggs K status and Organic Manures |
| 2 | Scale        | 1:5000                                  |
| 3 | Size         | A4 or A3                                |
| 4 | Colour Layer | K                                       |
| 5 | Labels       | Organic Manures                         |

## FARMER MAP 4 – P and Chemical Fertiliser

### Settings

|   |              |   |
|---|--------------|---|
| 1 | Name         | Joe Bloggs K status and Organic Manures |
| 2 | Scale        | 1:5000                                  |
| 3 | Size         | A4 or A3                                |
| 4 | Colour Layer | K Value                                 |
| 5 | Labels       | Organic Manures                         |

### Notes

1. When multiple pages selected the settings of each individual map page can be different. Care is needed when producing a report that the settings in all pages are the same
2. You can vary the page size
3. Ortho – Switching on Ortho in the general screen will switch it on for maps for printing
4. In general you should only select one colour layer – More than one colour layer will cause multiple maps to be printed with the same labels but separate maps for each colour layer

### Printing Maps (and saving for later submission)

**To create a pdf of maps for submission and/or printing use the print option**

There are 2 print options. Print Selected and Print All. Print selected becomes active when you have a page highlighted. It will generate a printout for the selected page. Print all will generate a printout for all pages created using their individual settings

### Submitting NMPs to DAFM

Before submitting a plan for a client you must first open the plan to be submitted.

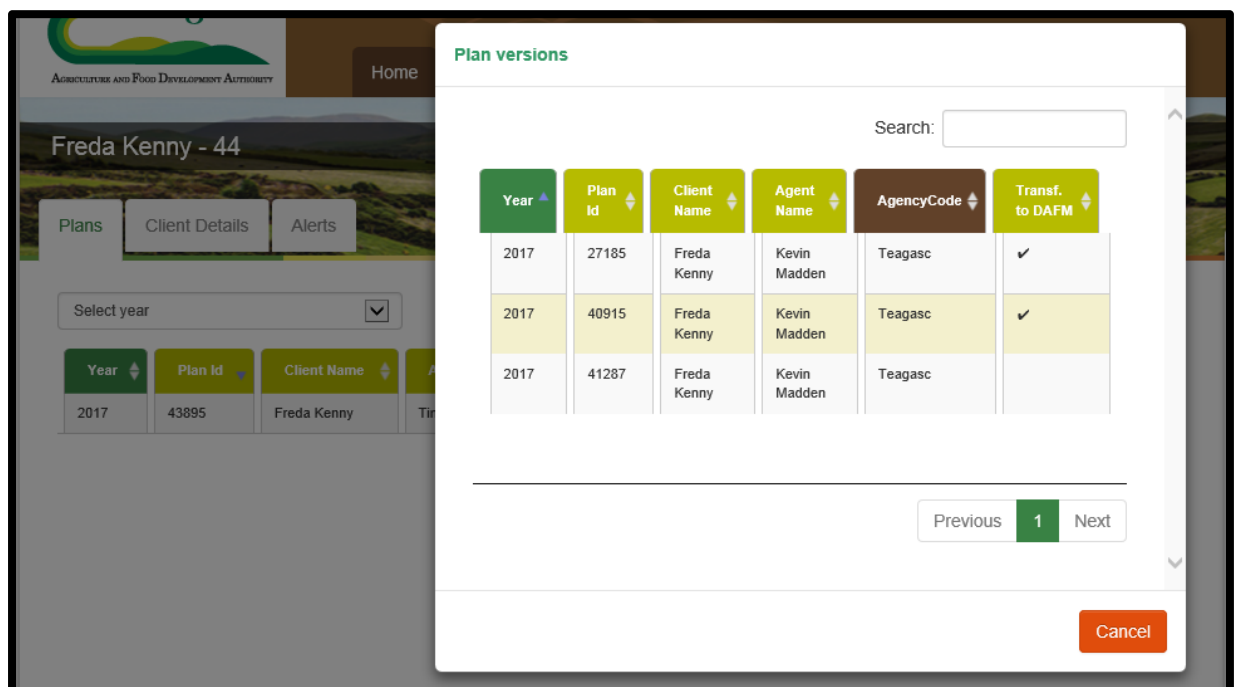
- Click on **DAFM** at the top of the screen - Click on Submit to DAFM

#### You will not be allowed to submit the plan if

- **Submit to DAFM is greyed out – this indicates that there is an error in the plan that means it cannot be submitted → Check and correct plan**
- **See NMP Online Bulletin 7**  
<https://www.teagasc.ie/media/website/environment/soil/Bulletin-7-NMP-Online-System-Update-March-2017-V1.pdf>
- **If the Maps File box indicates no files available Produce maps for submission**

- Select **GLAS** for report type. If the plan type that was initially created was a derogation plan type then select GLAS report for submission.

- Select the correct map to be submitted – Where there are multiple maps ensure you select the correct map for submission. You can only select a single file so all the land must be included in a single pdf
- Click on **Submit to DAFM**
- It takes approximately 30 seconds for the plan to submit. A turning circle will be visible at first but this may disappear. Wait until a message appears indicating that the plan has been submitted or that submit has failed. Where the plan fails to submit you will be provided with a description of the reason for failure to submit (Appendix1). Rectify the problem and try again.
- If submission is successful NMP creates a new version of the GLAS NMP so that the original version as submitted will be retained.
- When you go back to the home screen and select the client you will now see the new version and under versions you will see an indicator that a plan has been submitted.



- There will be an agency report available in the near future showing client name, herd number date of submission etc.

### Requirements for submission

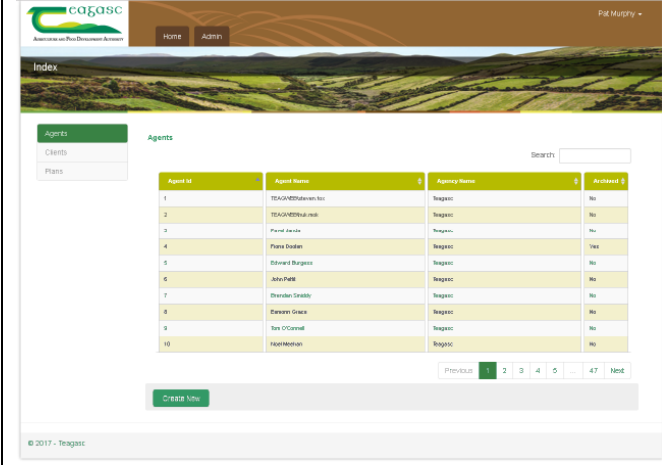
For a plan to be submitted through NMP online a number of values in the system and in DAFM systems need to be correct. In this document we go through the conditions which need to be met, how to check these and how to correct them.

- The agent must be correctly associated with the agency in NMP online and the agent must be correctly entered in NMP Online
- The agency ID must be correctly entered in the system
- The herd number used must match the current herd/FPRN number in DAFM systems

- There must be an association between the herd number and the agent on DAFM Ag-food system – either BPS or GLAS

### 1 Agent associate with agency with correct Agency Code

| Action                      | By Whom      |
|-----------------------------|--------------|
| Check Agent ID (AGT Number) | Agency Admin |
| Update Agent ID             | NMP Helpdesk |



The screenshot shows the Teagasc 'Agents' page. It features a table with the following columns: Agent ID, Agent Name, Agency Name, and Archived. The table lists 10 agents, with the first one being TEAGASC/Meavanon. A 'Create New' button is visible at the bottom left of the table area.

**To Check and Edit**

- Click on **Admin** (Agency Administrator)
- Click on **Agents**
- **If the agent is associated with the agency they will be listed**
- Click on the agent in question to select
- You will see the agent details. The bottom line of data contains agents Code.
- If the agent code is incorrect contact NMP Helpdesk
- If agent is not listed in your agency contact NMP Helpdesk

### 2. The agency ID must be correctly entered in the system

The agency code is fully controlled by the NMP Helpdesk. If you have a problem with submission of all clients from the agency contact the help desk to check the Agency ID. Agency ID is the AGY number.

### 3. The Herd number must match the herd number in the DAFM System

The Herd number used in NMP Online must match that the current DAFM system for the client.

| Action            | By Whom   |
|-------------------|---|
| Check Herd Number | Non Teagasc Agency Admin can change – See Below |
| Check Herd Number | Teagasc Agency contact the Helpdesk             |

- There are 2 places where herd number are set
- By agency admin under client details
  - For Teagasc contact NMP online Helpdesk

The reason for the two areas is to allow for potential changes in herd number. The system works as follows

- *When the client is first set-up a herd number is created*
- *Plans will be created using this herd number*
- *If the clients herd number is updated new plans will use the updated herd number but previously prepared plans will not be updated*
- *If you need to update previously prepared plans go to plan settings and on the first tab update the herd number*

**To Check and Edit Herd Number of Farmer**

- Click on **Admin** (Agency Administrator)
- Click on **Clients** – All Clients will be listed
- Search for the client – name , herd number
- Click on the client to select
- You will see the client details. Herd number is the fourth item
- Click on the edit button to change the herd number
- Edit the number and click on save
- By agent (Teagasc and non-Teagasc) at plan level.

**To Check and Edit Herd Number of Farmer**

- Select the plan
- Click on the settings button (The cog)
- Under General settings change the herd no
- Click on Close – edits Herd number at plan level

**4 Correct Association between Agent and Client on BPS or GLAS sections of Ag Food**

| Action                         | By Whom   |
|--------------------------------|---|
| Check Client Agent Association | Agent can check with Ag-food to see if the farmer is associated |
| If not Associated              | Use Auth 5 and Auth 3 as appropriate                            |

**Using Auth 5 and Auth 3**

**BPS Client- Agent Association**

- Only one agency can be associated
- Within the Agency multiple agents can be associated

**GLAS Client- Agent Association**

- Only one agency can be associated
- Within the Agency multiple agents can be associated
- The GLAS and BPS agencies can be different

Where you need to set up an Agency and Agent linkage

- Use Auth 5 – to connect Agent and Agency to Client (Must be signed by the client)
- Use Auth 3 – to disconnect client from original agency and agent where the client is currently associated with a different agency (This will need to be signed by the client or the original agency)

Auth 3

<https://www.agriculture.gov.ie/media/migration/farmingschemesandpayments/basicpaymentscheme/agfoodagentforms/DAFMAuth3060317.pdf>

Auth 5

<https://www.agriculture.gov.ie/media/migration/farmingschemesandpayments/basicpaymentscheme/agfoodagentforms/DAFMAuth5060317.pdf>

Other Useful Links

NMP Website <https://www.teagasc.ie/environment/soil/nmp/>

## Appendix 1

| TNMP Error | Text for Error Message to display to Advisor  |
|------------|---|
| TNMP-001   | The Plan Year is missing or entered incorrectly, it may be too old or ahead of the current calendar year. Please amend to current year.   |
| TNMP-002   | The business id entered is part of a Farm Partnership, please submit the Plan under the Farm Partnership Business ID (RFP number).  |
| TNMP-003   | <p>The applicant (farmer) business id entered is invalid as:</p> <ul style="list-style-type: none"> <li>a) It has been entered incorrectly or</li> <li>b) The applicant business id is end dated on Department of Agriculture, Food and the Marine Customer Client Service (DAFM CCS) system.</li> </ul> <p>If applicant business id is end-dated you should update the records with relevant DAFM DVO and enter correct business id.</p> |
| TNMP-004   | <p>The agency business id entered is invalid as:</p> <ul style="list-style-type: none"> <li>a) It has been entered incorrectly or</li> <li>b) The agency business id is end dated on Department of Agriculture, Food and the Marine Customer Client Service (DAFM CCS) system.</li> </ul> <p>If agency business id is end-dated you should update the records with DAFM Online Services section.</p>                                      |
| TNMP-005   | <p>The agent business id entered is invalid as:</p> <ul style="list-style-type: none"> <li>a) It has been entered incorrectly or</li> <li>b) The agent business id is end dated on Department of Agriculture, Food and the Marine Customer Client Service (DAFM CCS) system.</li> </ul> <p>If agent business id is end-dated you should update the records with DAFM Online Services section.</p>   |
| TNMP-006   | The association between Agency and Agent is invalid. You need to contact Department of Agriculture, Food and the Marine Online Services Section to update or create a valid association.  |
| TNMP-007   | The association between the applicant (farmer) and Agency is invalid. You need to contact Department of Agriculture, Food and the Marine Online Services section to update or create a valid association.   |
| TNMP-008   | The association between the applicant (farmer) and Agent is invalid. You need to contact Department of Agriculture, Food and the Marine Online Services section to update or create a valid association.  |
| TNMP-009   | System fault please contact Department of Agriculture, Food and the Marine Customer Client Service (DAFM CCS), contact number 049-4368279.  |
| TNMP-010   | Incorrect LPIS number entered please update number entered.   |
| TNMP-011   | The NMP upload was attempted for a Plan that was previously uploaded by a different Agency/Agent. All NMP uploads for this business id in current year must be uploaded by same agency/agent.   |