County of Door
SOIL & WATER CONSERVATION DEPT
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

How to Submit your Nutrient Management Plan to Door County SWCD

Prepare your nutrient management plan using the latest version of SnapPlus. Open the link "SnapPlus Download" on the Nutrient Management tab of the SWCD website to download the latest version.
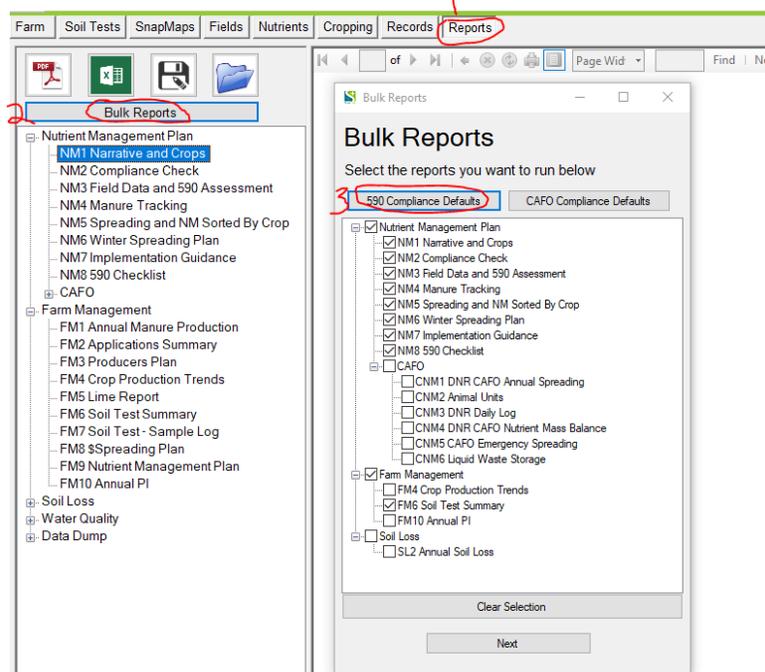
Prepare reports:
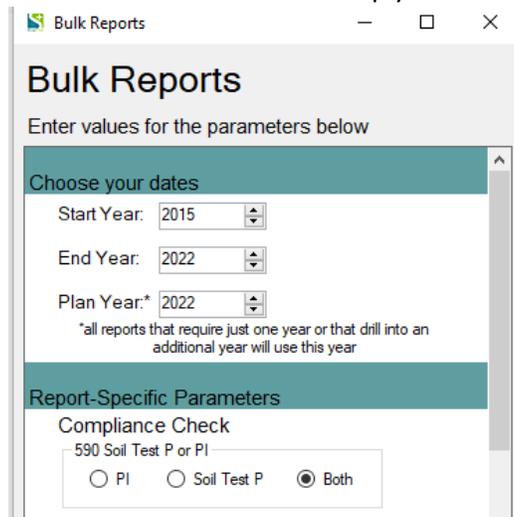These are the reports that will need to be submitted:

- Snap-Plus Compliance Check Report (*NM2*)

- Snap-Plus Field Data and 590 Assessment (*NM3*)

- Snap-Plus Manure Tracking Report (*NM4*)

- Snap-Plus Spreading and Nutrient Management Sorted by Crop Report (*NM5*)

- Snap-Plus Soil Test Summary (*FM6)*

- Snap-Plus Spreading Plan Report (*FM8*): Please include nutrients applied in fall 2022 for 2023 crops.

Exporting and Saving Reports from SnapPlus:

1) Go to reports tab in SnapPlus and click the bulk reports button. This allows you to choose multiple reports to generate at the same time.
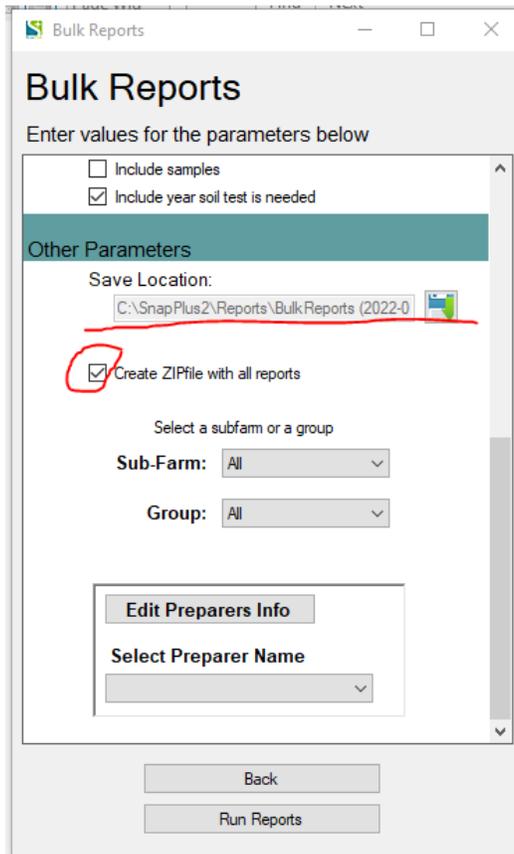2) Click on the "590 Compliance Defaults" button to select all the required reports. Then click next.

3) Make sure to update dates to include the current crop year.

4) Scroll down and make sure that the save location is somewhere that you can easily find on your computer. To change the location, click on the blue and green box and navigate to the folder that you would like to save it in.

5) Check the box that says "Create ZIPfile with all reports". This will put all the reports in one compressed folder that can easily be uploaded to the SWCD website. Then click on "Run Reports".

6) Once the reports are generated and saved to a folder, you can add your SnapPlus database to the folder. Navigate to where your SnapPlus database is saved and copy and paste it into your folder. Now all of your reports and SnapPlus database should be saved in a zip file.

📁 Archive	1/27/2022 9:12 AM	File folder	
📁 BulkReports (2020-01-15_09-48-27)	1/15/2020 9:58 AM	File folder	
📁 BulkReports (2020-02-06_09-36-19)	2/6/2020 10:23 AM	File folder	
📁 BulkReports (2022-01-27_09-06-38)	1/27/2022 9:07 AM	File folder	
📁 BulkReports (2022-01-27_09-10-33)	1/27/2022 9:11 AM	File folder	
📁 BulkReports (2022-01-27_09-10-33).zip	1/27/2022 9:11 AM	Compressed (zipp...	387 KB
📄 TestFarm.snapDb	1/27/2022 9:12 AM	SnapPlus Database	211 KB

Prepare Maps:

These are the maps that will need to be submitted:

- Reference Maps
- Soil Maps
- Restriction Maps
- Winter Spreading Maps (If you spread in the winter)
- Incorporation maps (if incorporation is needed)

Getting into SnapMaps:

1) Open the SnapMap tab and change the upload year to the current crop year.
2) Click the upload button to upload any changes and select the website button. This will open up SnapPlus in an internet browser.
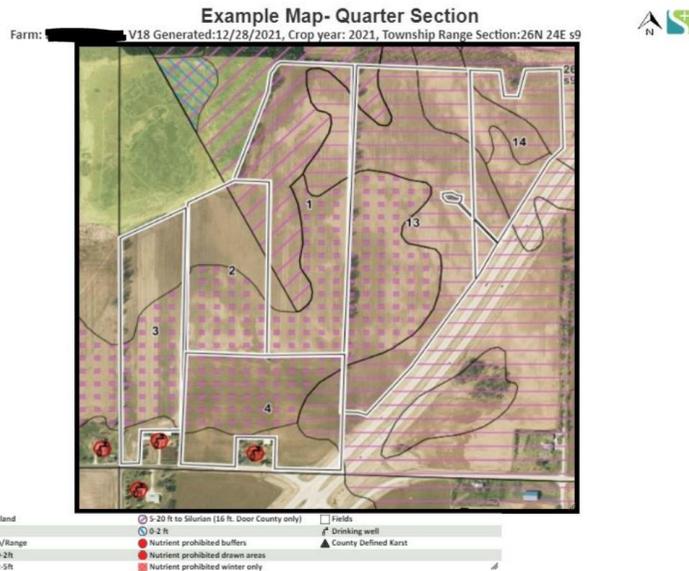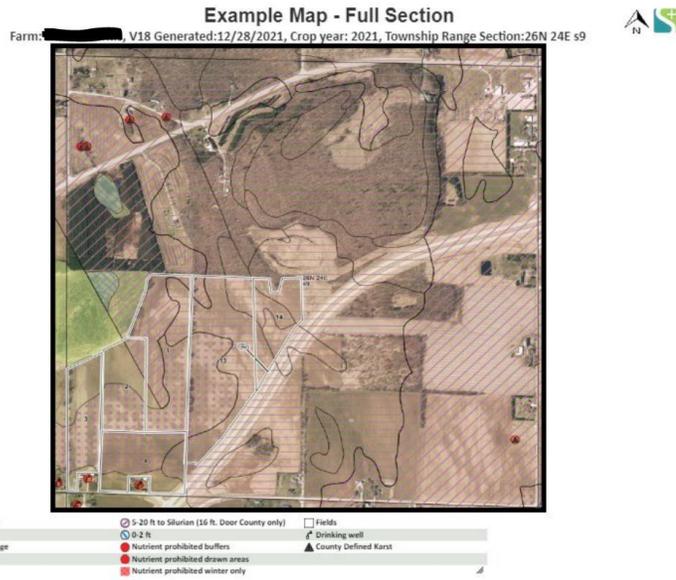
3) Once SnapMaps opens you can begin making any changes to field boundaries. When all of your field boundaries are updated, you can begin adding layers to the map.

Reference and Soils Map Requirements:

For this map, the layers that you need include:

- Townships/Range
- Roads
- Soils

When these layers are turned on, you can scroll to a specific field or group of fields. It is important to scroll in to only a couple of fields at a time. This makes the maps more readable and easier to use out in the field. We recommend not exceeding the size of one quarter section or no more than 10 fields.


Example Map - Full Section
Farm: ████████, V18 Generated:12/28/2021, Crop year: 2021, Township Range Section:26N 24E s9

Example Map- Quarter Section
Farm: ████████ V18 Generated:12/28/2021, Crop year: 2021, Township Range Section:26N 24E s9

Creating Reference and Soil Maps:

1) When you are scrolled into the correct size, select **PDF Creation** at the top of the screen and click **Define Print Map Area**. This allows you select the area the will show up on your map.
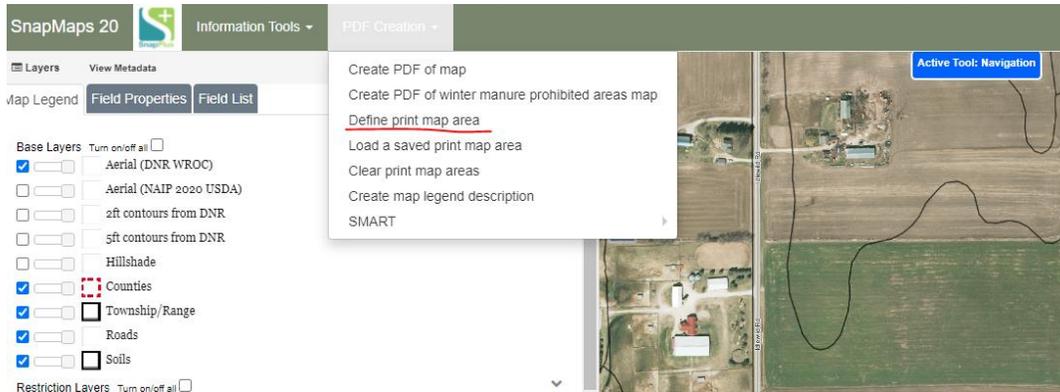
2) When the white box pops up, click okay. Then click on a corner and drag the blue box to include all of the fields that you would like to see on your map.
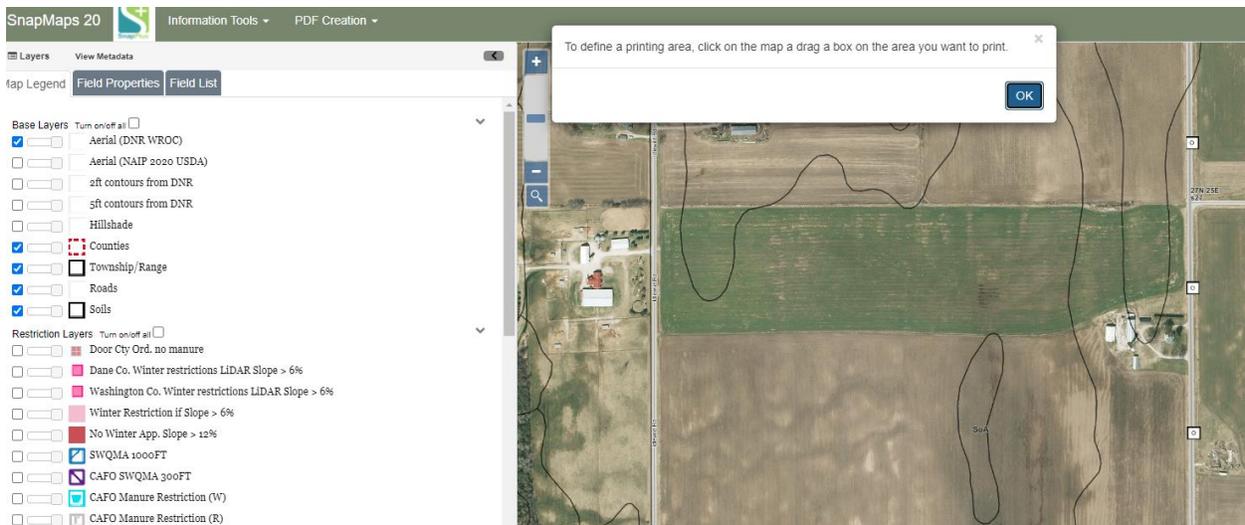
3) Click **Yes** to save your print area and **No** to redo it.
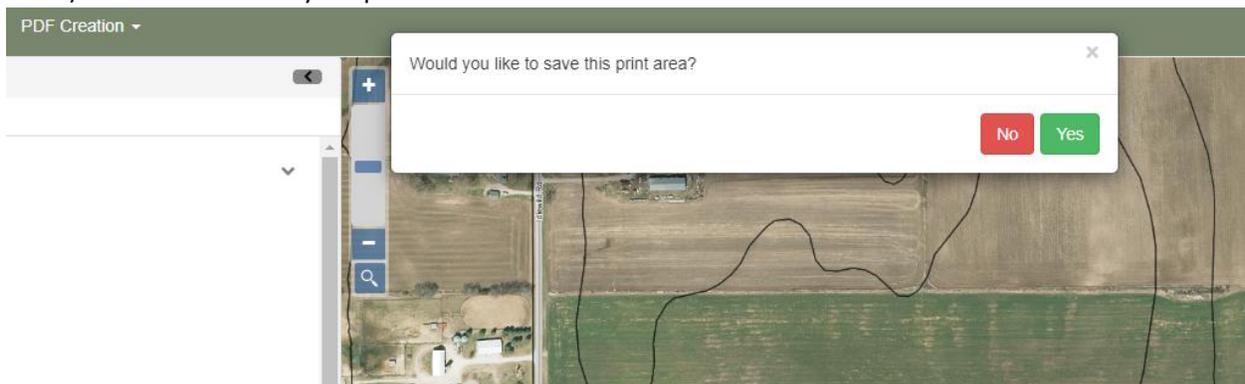
4) If you select yes, it will ask you to name your print area. Give it a name and click okay.

5) Once your print map area has been defined, select **PDF Creation** and then **Create PDF of map**.

6) Check the box **Use Custom Mapping Template.** This allows you to make a map from you print map area that you created. Select **OK** when it asks if you want to continue to the custom mapping page. This will open a new window
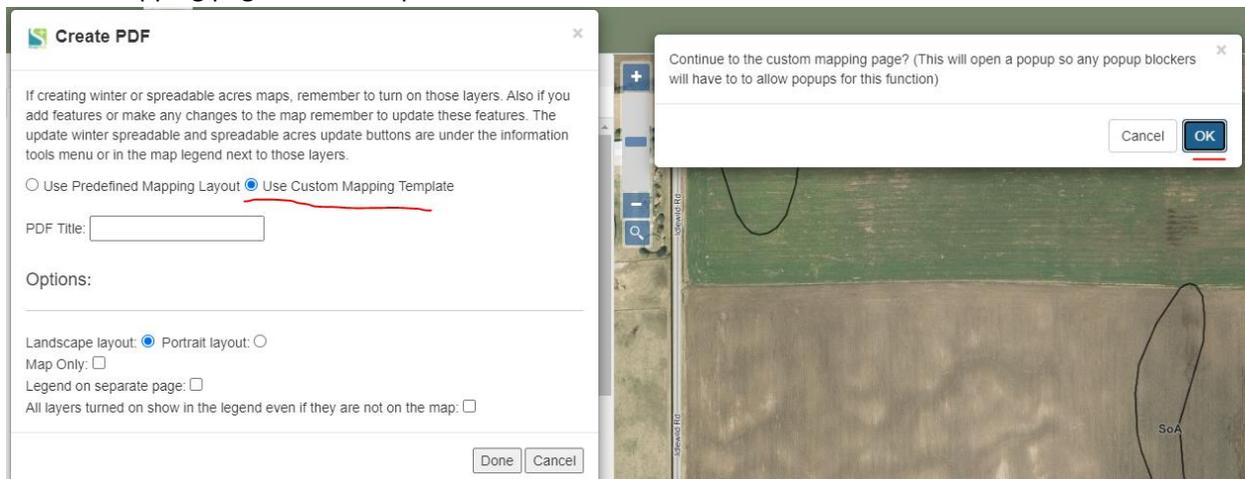
7) Add a title to your map and select your defined map area. You can create multiple defined map areas for different fields or groups of fields.

8) You can resize the map by clicking on the bottom right corner and dragging it to the correct size. Then click create PDF.

9) Once the PDF is created, it will pop up at the bottom of your screen with the name **CustomMap(#).** Click on the name to open the map.
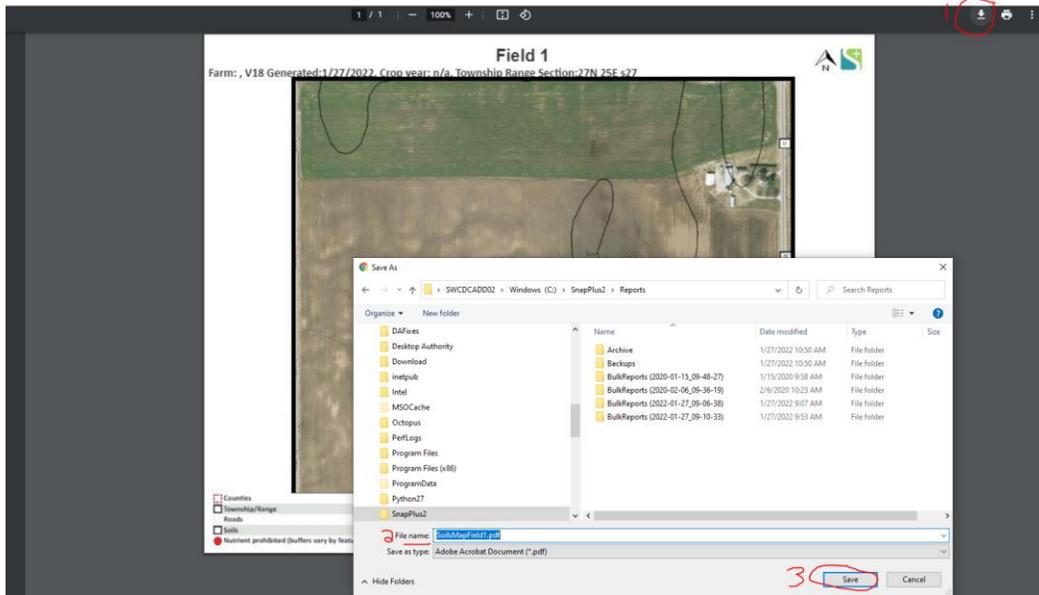
10) Once you have opened the map you can download it by clicking on the down arrow and save it to the same folder are your SnapPlus reports.

This process can be repeated for all reference and soil maps.

Restriction Map Requirements:
For these maps, the layers that you need include:
- Wells
- Karst Features
- Silurian Dolomite Areas - All three must be turned on (0-2 ft, 2-5 ft and 5-20 ft)
- 590 SWQMA 300 FT
- Surface Water (Perennial and Intermittent Streams)
- Areas with Fall nitrogen restrictions (P- High Permeability, R- Bedrock<20" and W-Wet<12" to Watertable)
- Concentrated Flow Channels (These can be created by clicking on Drawing Tools<Draw a Feature< Concentrated Flow Channel)

Follow the same process as the restriction and soil maps to create a map and save it as a PDF.

Winter Manure Spreading Map Requirements:
If you plan on spreading any manure during the winter you will need to submit Winter Spreading Maps. For these maps, the layers that you need include:
- Wells
- Karst Features
- Silurian Dolomite Areas - All three must be turned on (0-2 ft, 2-5 ft and 5-20 ft)
- Surface Water (Perennial and Intermittent Streams)

- Winter Spreading Layers (Slopes >6%, Well Compensation, Shallow Silurian 0-5ft bedrock, Channelized Flow 200 ft buffer, Direct Conduit to GW 300ft and Headland Stacks
- Winter Manure Prohibited Areas (Feb/Mar Liquid manure prohibited areas and winter manure prohibited areas)

Incorporation Map Requirements:
If manure will be applied in Silurian Bedrock areas and needs to be incorporated then incorporation maps are needed. These maps need to include the Silurian Dolomite layers and show areas where nutrients must be incorporated within 72 hours.

Complete 590 Checklist:
The Nutrient Management Checklist can be found on the Nutrient Management tab of the SWCD website. Scroll half way down the page and click on the **Nutrient Management 590 Checklist** link.

Please fill out the checklist completely and don't forget to sign at the bottom page two. SWCD **MUST** receive a signed checklist, so either mail this in or scan and save with other documents to submit.
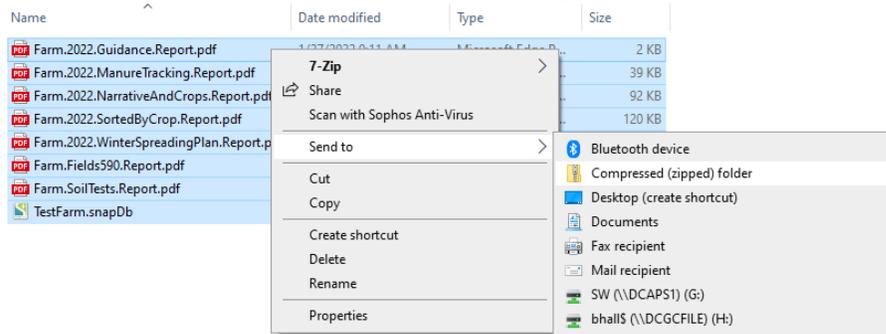
Creating zip files:
If you didn't create a zip file through SnapPlus when you generated your reports, this is how you can create one.
1) Select the files you want to add to the zip file.

2) Right-click one of the files. A menu will appear.
3) In the menu, click **Send to** and select **Compressed (zipped) folder**.

4) A zip file will appear. If you want, you can type a new name for the zip file.

5) Once you've created a zip file you can then add more files to it by dragging them onto the zip file's icon.

❖ **Make sure to add your maps and 590 Checklist to the Zip file.**

Upload Folder to Door County SWCD Drop Box:
The Drop Box is located on the Nutrient Management tab on the SWCD website.
1) On the Nutrient Management tab, scroll half way down the page and click on the **Submit Nutrient Management Plan** link.
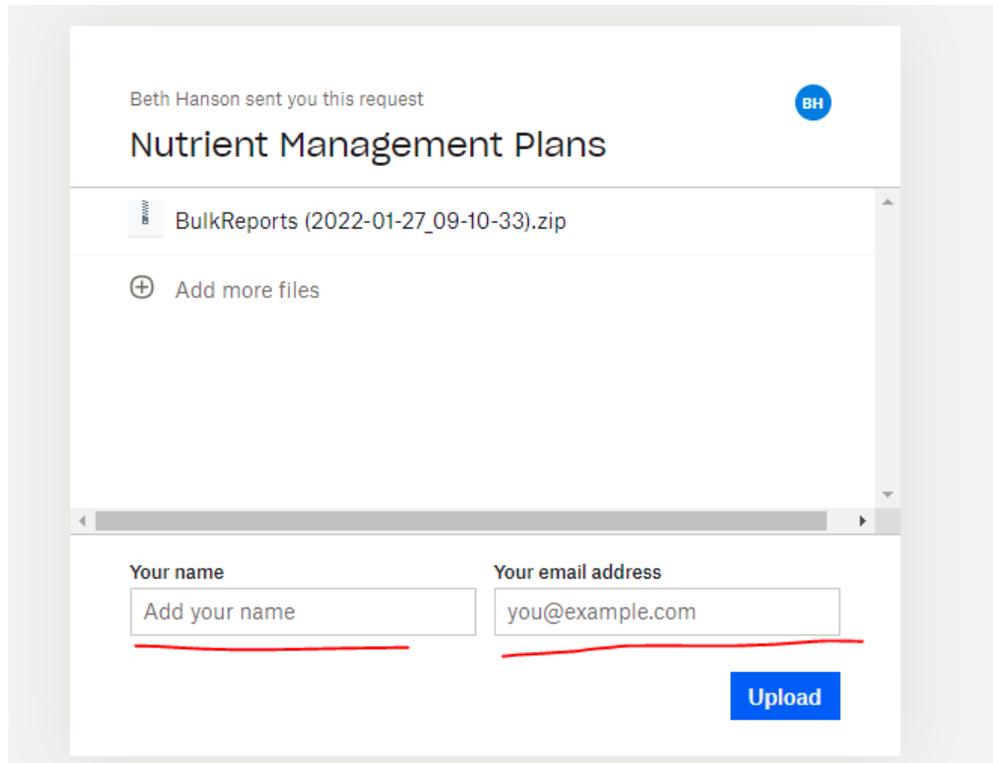

2) Once the Dropbox opens, click on the **Add files** button and select **Folders from computer.** Please submit all documents in one zip file instead of uploading multiple PDF's.
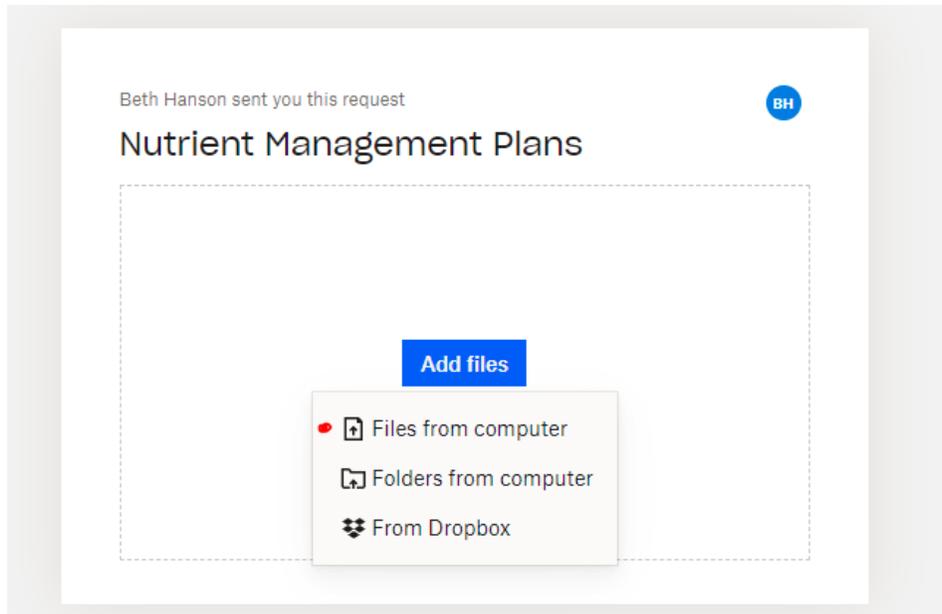
3) Navigate to where your zip folder is saved and click open.
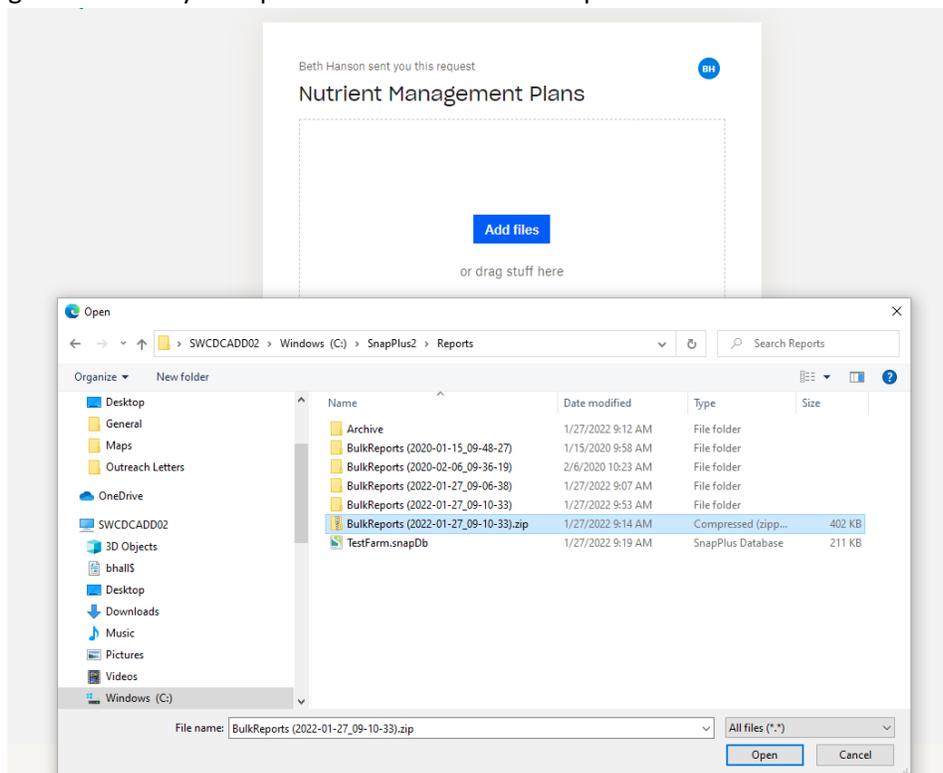
4) Once the zip folder is attached, add your name and email to the boxes below. Then click upload.

5) Once everything is uploaded you will receive this message and your nutrient management plan submission will be complete.