



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.

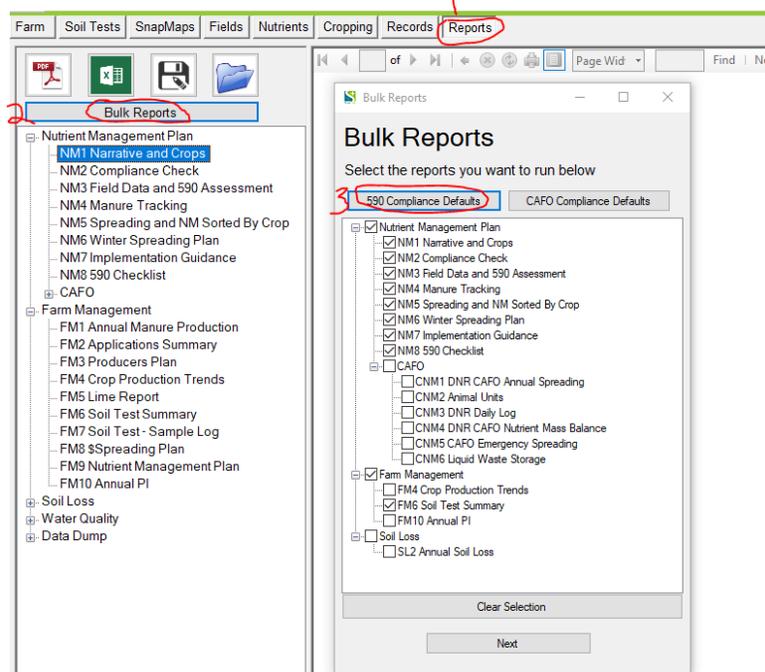
Prepare reports:

These are the reports that will need to be submitted:

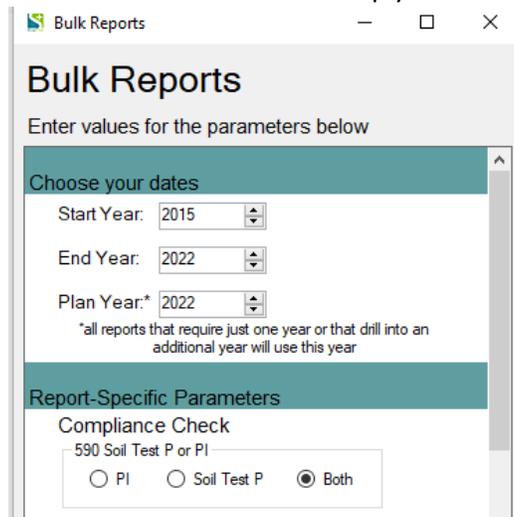
- Snap-Plus Compliance Check Report (NM2)
- Snap-Plus Field Data and 590 Assessment (NM3)
- Snap-Plus Manure Tracking Report (NM4)
- Snap-Plus Spreading and Nutrient Management Sorted by Crop Report (NM5)
- Snap-Plus Soil Test Summary (FM6)
- Snap-Plus Spreading Plan Report (FM8): Please include nutrients 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.

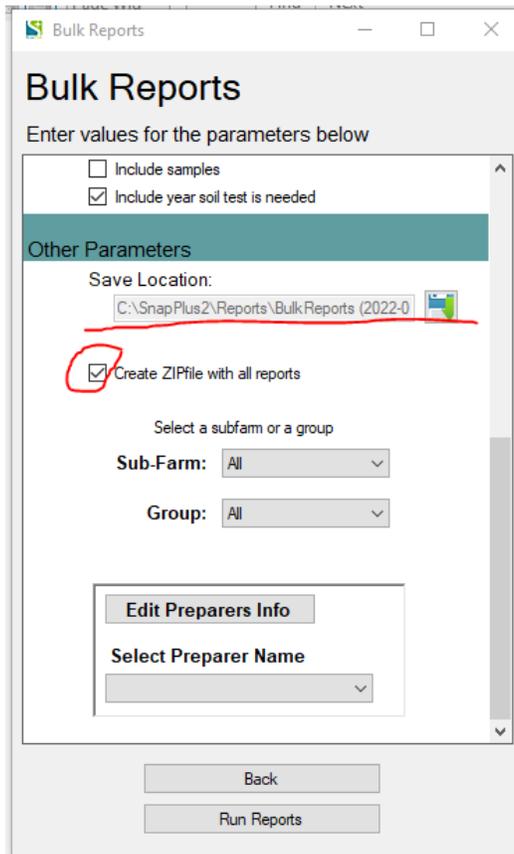


- 3) Make sure to update dates to include the current crop year.



The screenshot shows the 'Bulk Reports' application window. The title bar reads 'Bulk Reports'. Below the title bar, the text 'Enter values for the parameters below' is displayed. The main content area is titled 'Choose your dates' and contains three dropdown menus: 'Start Year' set to 2015, 'End Year' set to 2022, and 'Plan Year*' set to 2022. A note below these menus states: '*all reports that require just one year or that drill into an additional year will use this year'. Below this section is a 'Report-Specific Parameters' section with a 'Compliance Check' subsection. It includes a label '-590 Soil Test P or PI' and three radio buttons: 'PI', 'Soil Test P', and 'Both', with 'Both' selected.

- 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".



The screenshot shows the 'Bulk Reports' application window, scrolled down to the 'Other Parameters' section. At the top of this section, there are two checkboxes: 'Include samples' (unchecked) and 'Include year soil test is needed' (checked). Below this is the 'Save Location:' field, which contains the text 'C:\SnapPlus2\Reports\Bulk Reports (2022-0)' and a file explorer icon. A red line is drawn under this field. Below the save location is a checkbox labeled 'Create ZIPfile with all reports', which is checked and circled in red. Underneath are two dropdown menus: 'Sub-Farm' set to 'All' and 'Group' set to 'All'. At the bottom of the 'Other Parameters' section is an 'Edit Preparers Info' button and a 'Select Preparer Name' dropdown menu. At the very bottom of the window are two buttons: 'Back' and '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.

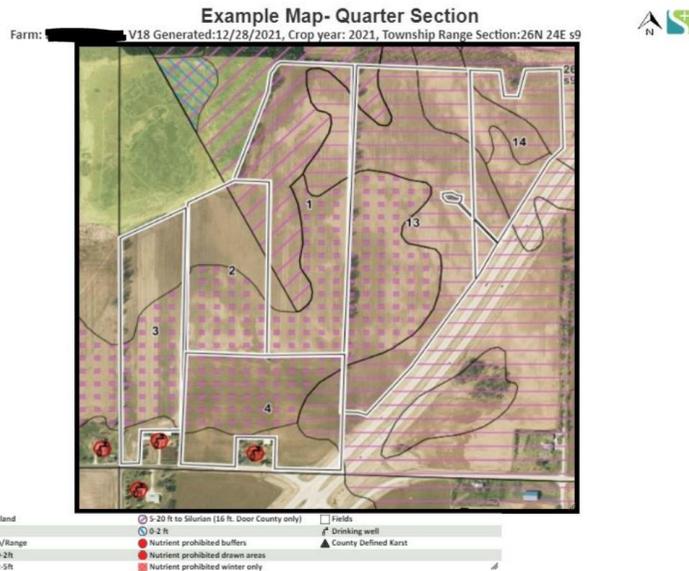
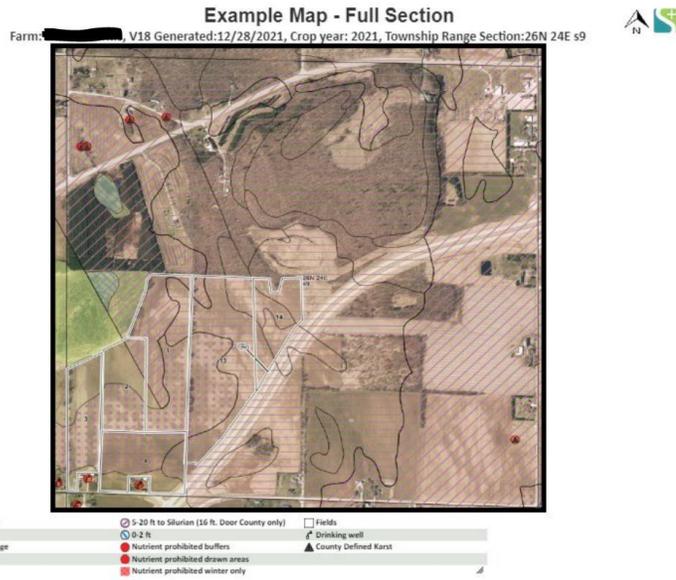
- 3) Once SnapMaps opens you can begin making any changes to field boundaries. When all of your field boundaries are updated, you can begin adding layers to the map.

Reference and Soils Map Requirements:

For this map, the layers that you need include:

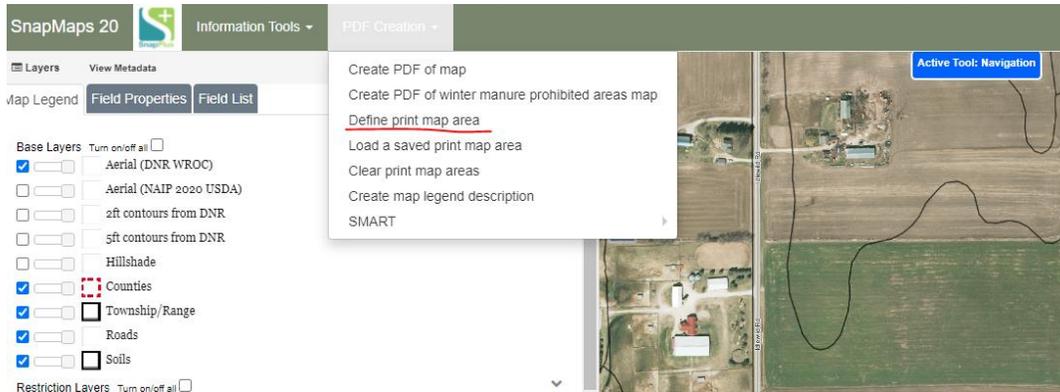
- Townships/Range
- Roads
- Soils

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.

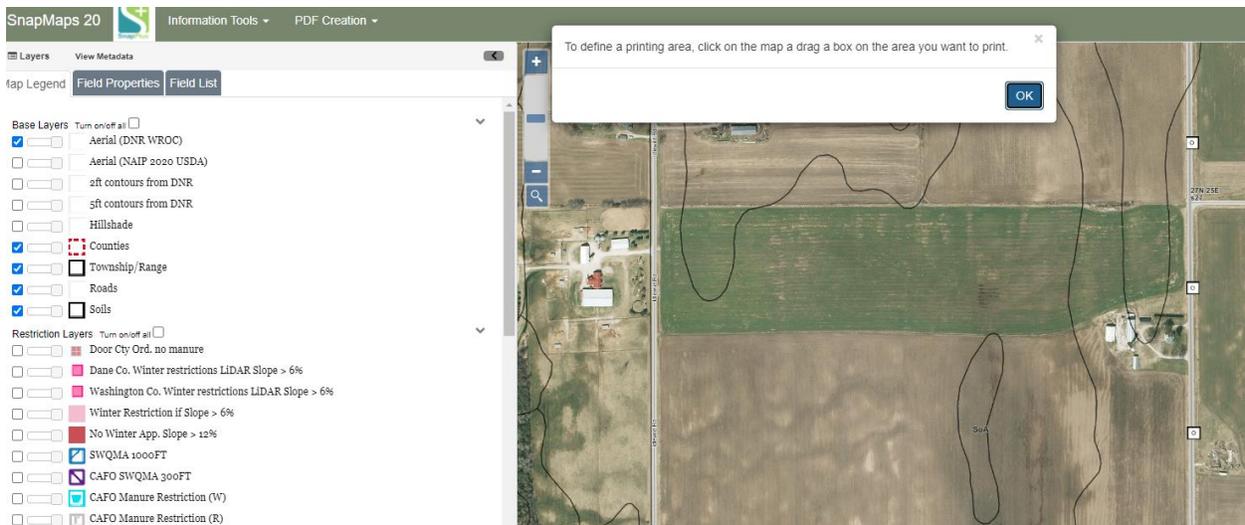


Creating Reference and Soil Maps:

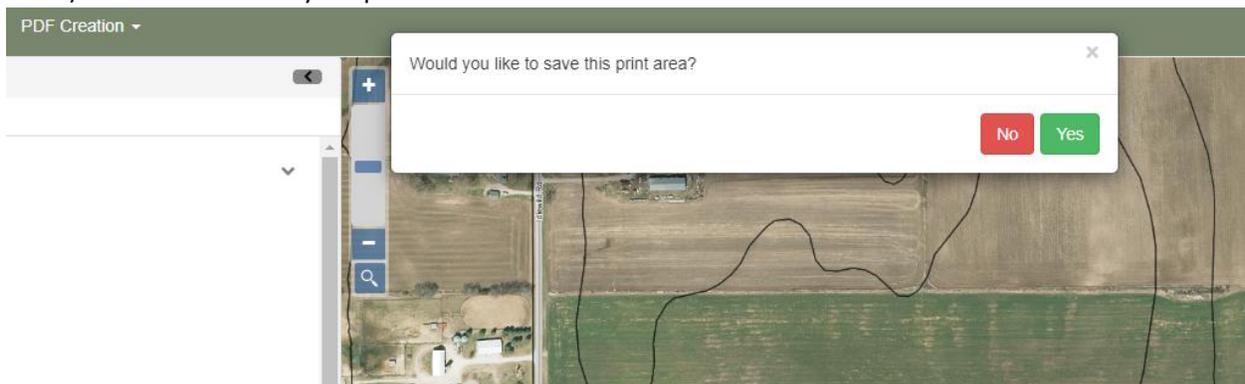
- 1) When you are scrolled into the correct size, select **PDF Creation** at the top of the screen and click **Define Print Map Area**. This allows you select the area the will show up on your map.



- 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.



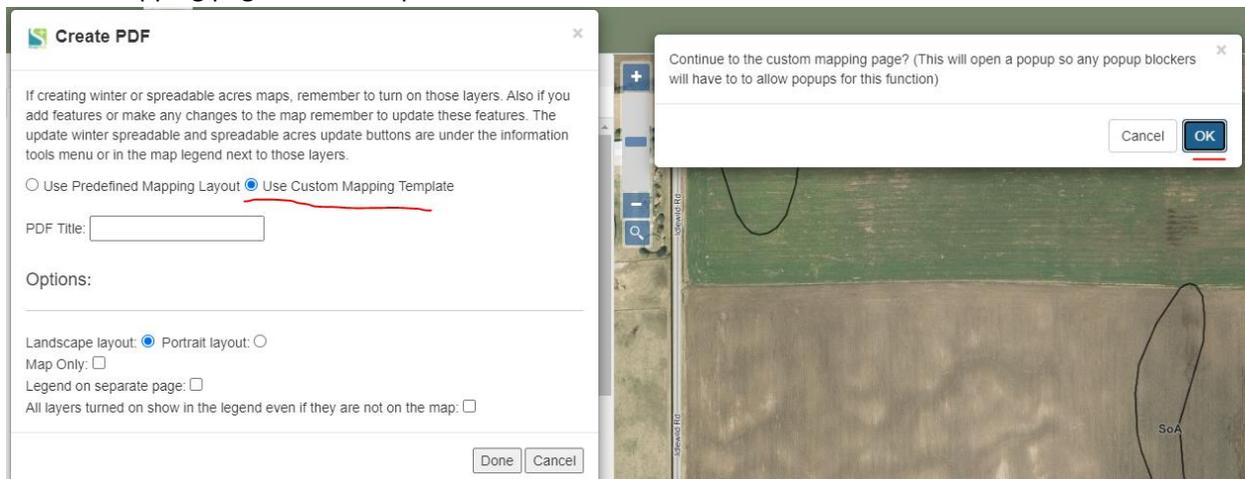
4) If you select yes, it will ask you to name your print area. Give it a name and click okay.



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.

Click and hold the mouse button down on an object on the map and move it to any place on the map.

Click on the corners of objects to resize them.

Landscape Portrait

Type in your title below:

1

Add inset map from user defined print areas:

2 ←

4

Field 1

Farm: , V18 Generated:1/27/2022, Crop year: n/a, Township Range Section:27N 25E s27

Counties Fields
 Township/Range Roads
 Soils
 Nutrient prohibited (buffers vary by feature)

- 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.

Type in your title below:

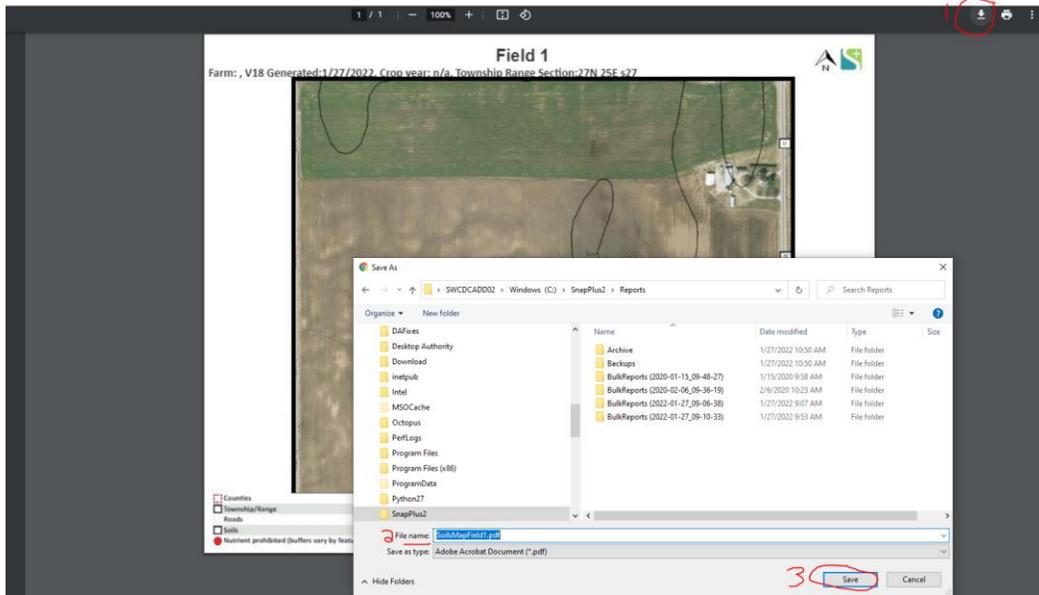
Add inset map from user defined print areas:

▾

Counties Fields
 Township/Range Roads
 Soils
 Nutrient prohibited (buffers vary by feature)



10) Once you have opened the map you can download it by clicking on the down arrow and save it to the same folder as 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.

• Incorporation Maps (if applicable)

Who needs an NMP

- **EVERYONE!** All crop producers and livestock producers that apply manure or other nutrients directly to agricultural fields shall comply.
- Since January 1, 2008, all farms are required to have an NMP for their cropland
- Required by the WI Department of Natural Resources for concentrated animal feeding operations with 1,000 or more animal units.
- Must be submitted by April 1st each year.

Nutrient Management Plan Submittal

[Submit Nutrient Management Plan](#)

[SnapPlus Download](#)

[Nutrient Management 590 Checklist \(DOC\)](#)

[No Nutrients Applied Form \(PDF\)](#)

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.

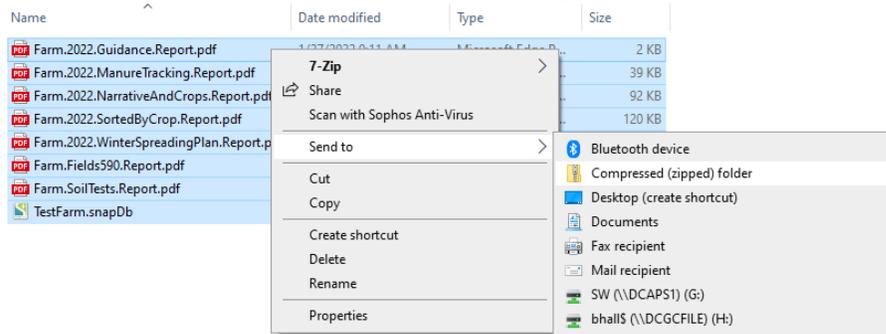
Creating zip files:

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.

Name	Date modified	Type	Size
Farm.2022.Guidance.Report.pdf	1/27/2022 9:11 AM	Microsoft Edge P...	2 KB
Farm.2022.ManureTracking.Report.pdf	1/27/2022 9:10 AM	Microsoft Edge P...	39 KB
Farm.2022.NarrativeAndCrops.Report.pdf	1/27/2022 9:10 AM	Microsoft Edge P...	92 KB
Farm.2022.SortedByCrop.Report.pdf	1/27/2022 9:11 AM	Microsoft Edge P...	120 KB
Farm.2022.WinterSpreadingPlan.Report.p...	1/27/2022 9:11 AM	Microsoft Edge P...	5 KB
Farm.Fields590.Report.pdf	1/27/2022 9:10 AM	Microsoft Edge P...	104 KB
Farm.SoilTests.Report.pdf	1/27/2022 9:11 AM	Microsoft Edge P...	60 KB
TestFarm.snapDb	1/27/2022 9:12 AM	SnapPlus Database	211 KB

- 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.

Name	Date modified	Type	Size
Farm.2022.Guidance.Report.pdf	1/27/2022 9:11 AM	Microsoft Edge P...	2 KB
Farm.2022.ManureTracking.Report.pdf	1/27/2022 9:10 AM	Microsoft Edge P...	39 KB
Farm.2022.NarrativeAndCrops.Report.pdf	1/27/2022 9:10 AM	Microsoft Edge P...	92 KB
Farm.2022.SortedByCrop.Report.pdf	1/27/2022 9:11 AM	Microsoft Edge P...	120 KB
Farm.2022.WinterSpreadingPlan.Report.p...	1/27/2022 9:11 AM	Microsoft Edge P...	5 KB
Farm.Fields590.Report.pdf	1/27/2022 9:10 AM	Microsoft Edge P...	104 KB
Farm.SoilTests.Report.pdf	1/27/2022 9:11 AM	Microsoft Edge P...	60 KB
Farm.SoilTests.Report.zip	1/27/2022 9:50 AM	Compressed (zipp...	402 KB
TestFarm.snapDb	1/27/2022 9:12 AM	SnapPlus Database	211 KB

- 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.

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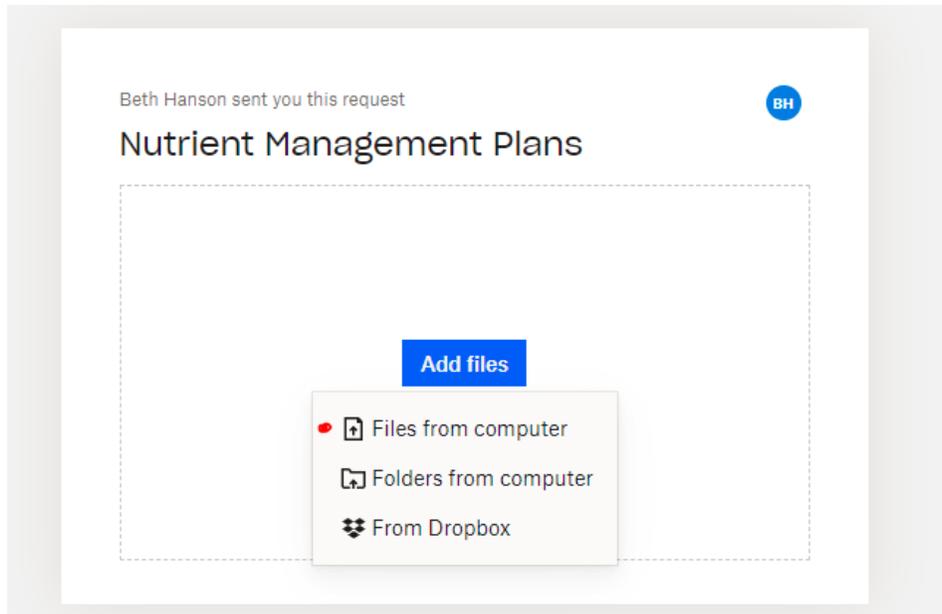
[Submit Nutrient Management Plan](#)

[SnapPlus Download](#)

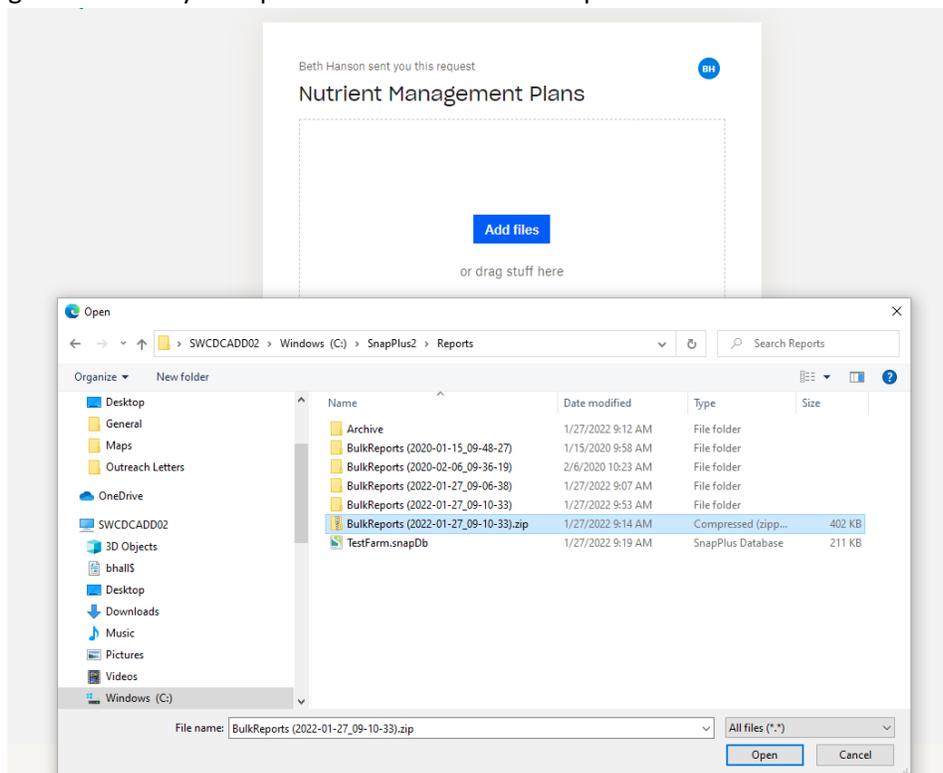
[Nutrient Management 590 Checklist \(DOC\)](#)

[No Nutrients Applied Form \(PDF\)](#)

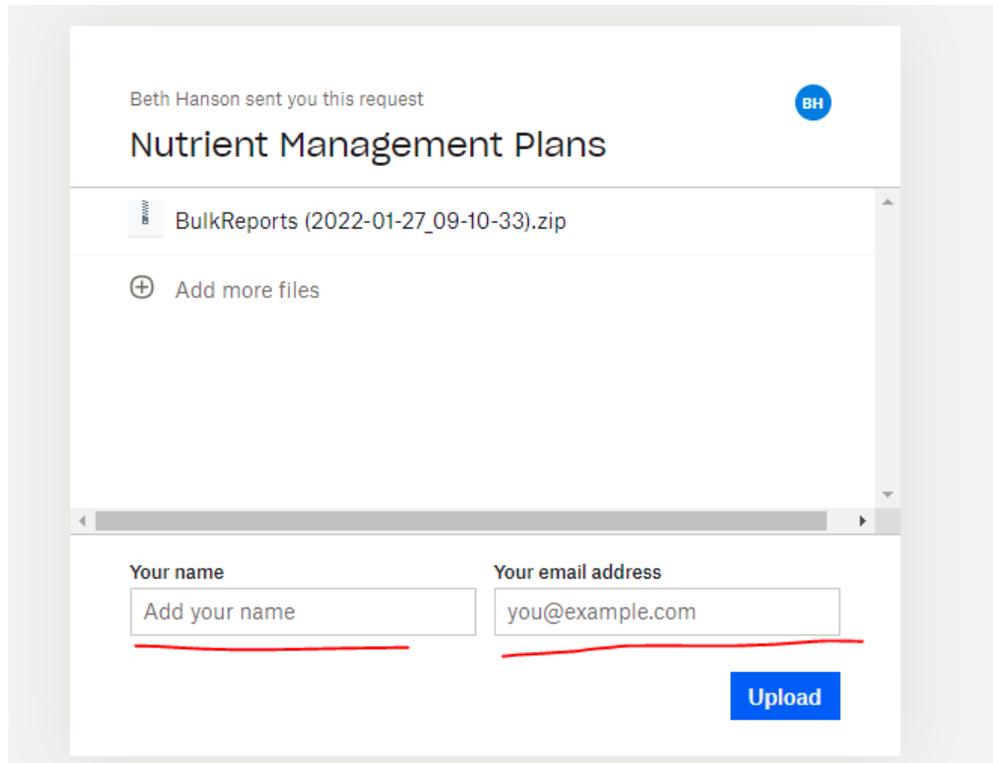
- 2) Once the Dropbox opens, click on the **Add files** button and select **Folders from computer**. Please submit all documents in one zip file instead of uploading multiple PDF's.



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.

