Nitrogen Management

Program Website

Instructions

CPNRD Nitrogen Management Program Website

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Reporting Instructions

REMINDERS: For best results, use Goggle Chrome or Firefox. (These are free downloads if you don't have them on your computer already.) You may have to enable pop-ups for this website. If you are having trouble viewing parts of this website, make sure pop-ups are allowed for cpnrd.gisworkshop.com.

This report form is due March 31st of each year. Page 1 is the report for the previous year's crop. Example: If you are completing the report that would be due March 31st 2019, Page 1 would be the actual crop production in 2018. Page 2 would be the planning for the crop grown in 2019.

Login Steps

1) On your computer's internet system, open the web-based program at **cpnrd.gisworkshop.com**
2) In the upper right-hand corner, click on the red "Login" button
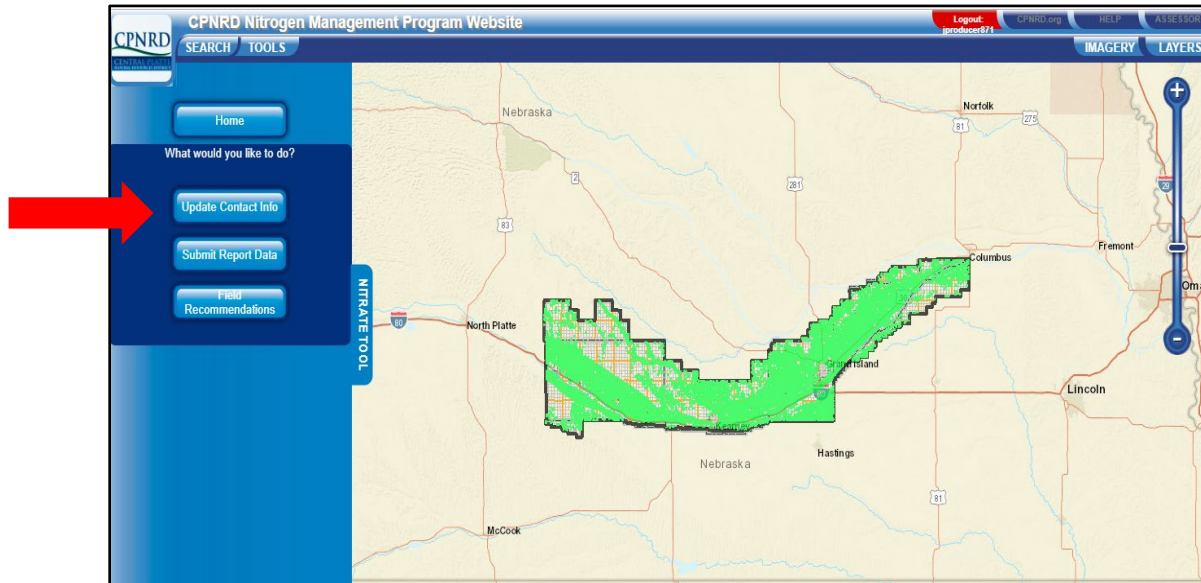3) Enter your username and password given to you by Central Platte NRD.
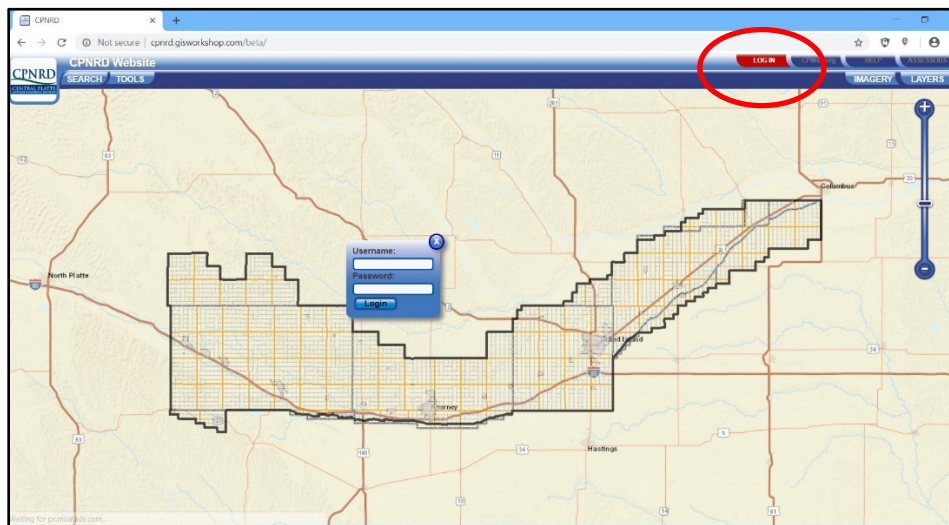
- Click once on "Nitrate Tool" found on the left side of the map. (see image below)
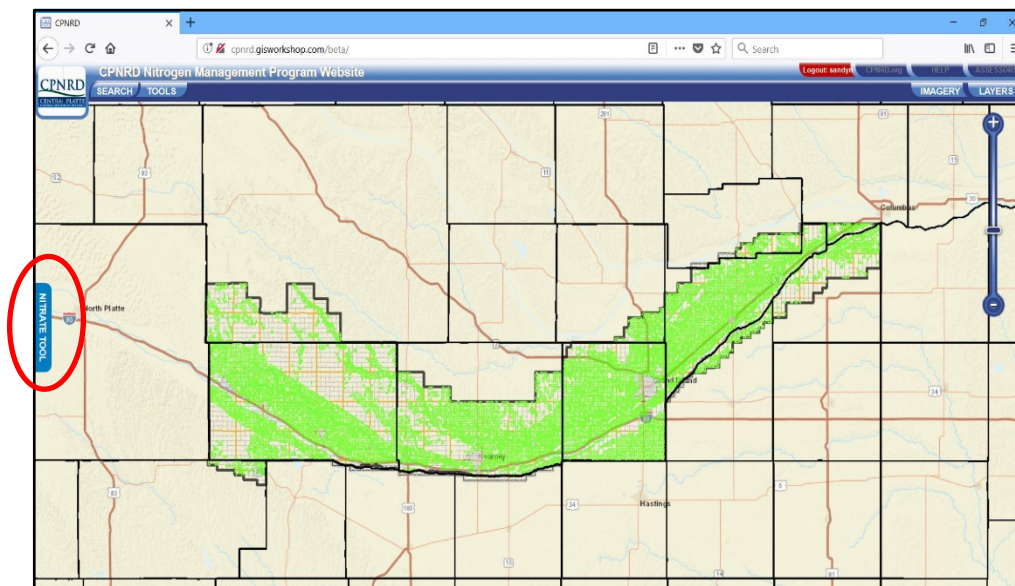
- The Nitrate Tool will slide out and this is where you can update your contact information, submit your report data and get your field recommendations.

Update Contact Info

- Please check the information and make any updates needed. When completed, click Save and close the form to return to the home menu.

View Your Fields

1) Click on "Submit Report Data"
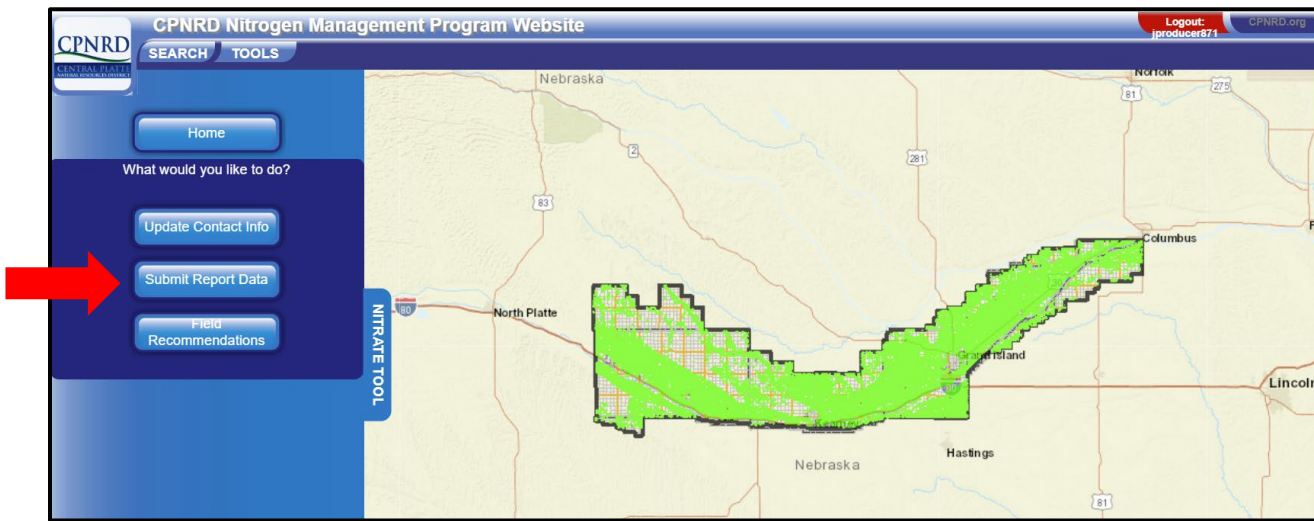
2) Click on the down arrow under Unsubmitted by "Select a Field"
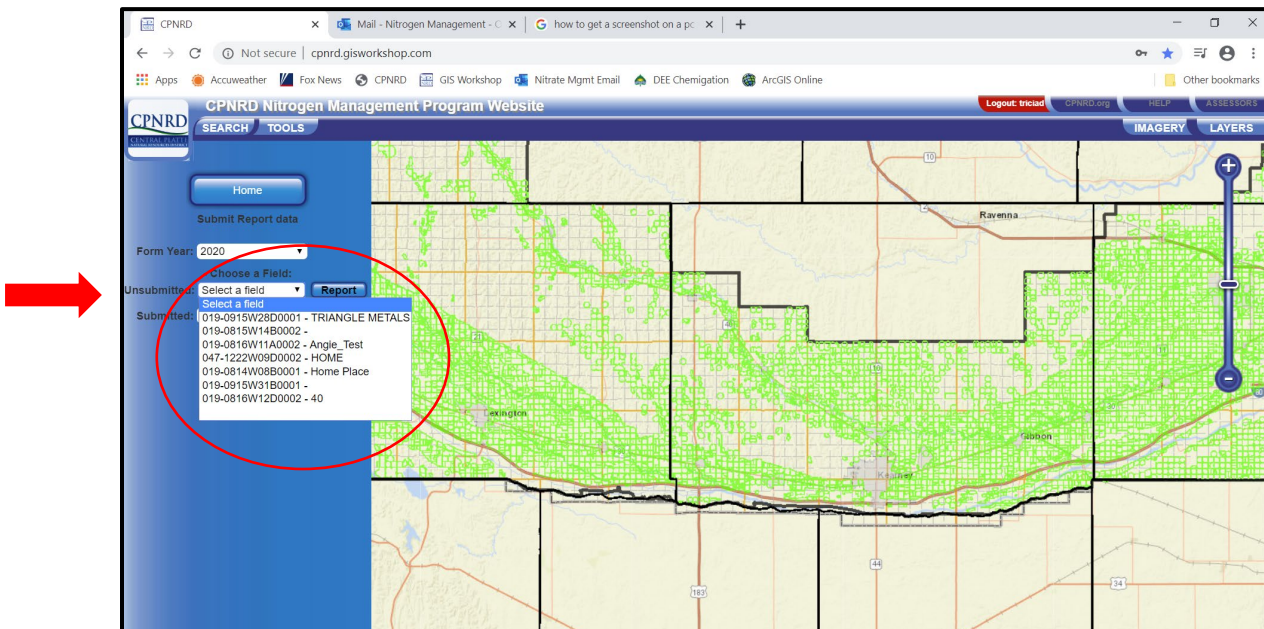
Note: You will see the fields that are assigned to you. If you are missing a field(s) or you farm a field that is not on the current list, contact Tricia ((308) 385-6282 or email dudley@cpnrd.org) and she will make any adjustments that are needed.

REPORTING REMINDERS

- There are two pages for the report: 1) Actual production from the previous year and 2) Planning report for the upcoming year (growing season). Each page will require you to scroll down to complete all the information.
- **The information you enter in the report is automatically saved so you can complete it at a later time.** You cannot submit a report until both pages are totally completed (unless you are not responsible for that field in the upcoming year).
- **Producer Information:** Your name will appear at the top of both pages, along with your certification number and expiration date.
- **Field Information**: This information will usually not change. The number of <u>certified acres in the field appears in this section</u>. The Field Name also appears in this section. This is the name you call the field and it can be changed. All other information in this section cannot be changed. This information will appear at the top of both pages of the form.
- The "Submitted" fields list is empty until you have successfully submitted a field report. Once a field report is submitted, it cannot be changed, only viewed. To change a submitted field report, you will need to contact Tricia.

Page 1: Actual production from the previous year

Submitting Your Report Data:

1) Use the "Submit Report Data" button to begin completing your reports. Selecting this button will display the image below. You will also notice that the map zooms to highlighted fields. The highlighted fields are the fields assigned to you.
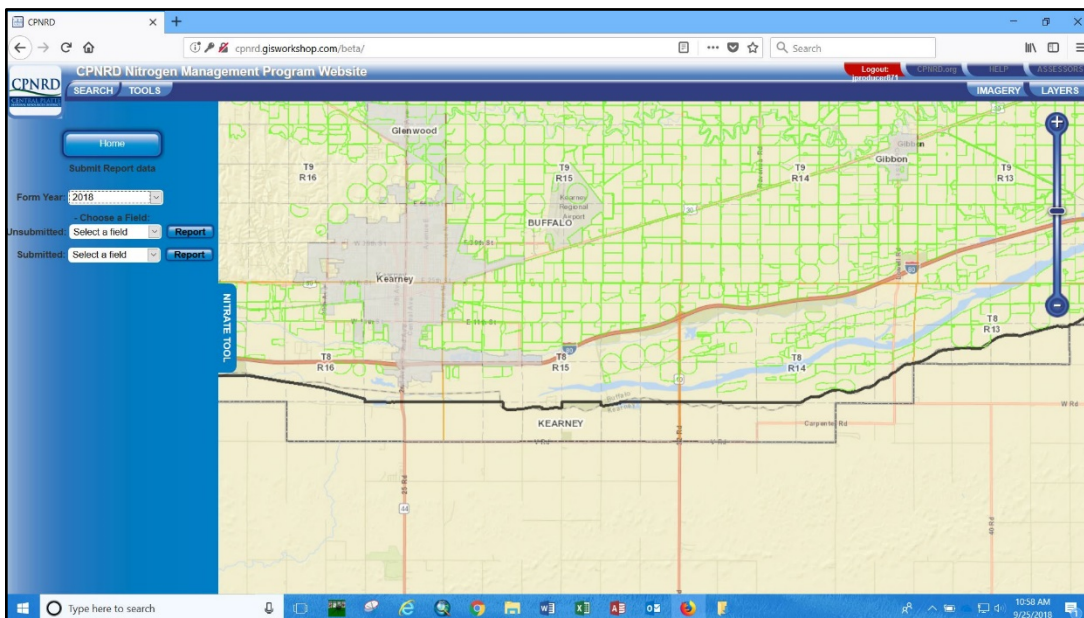
2) Use the dropdown menu to select the field from the "Unsubmitted" field's dropdown. When you select a field from the list the map will zoom to that field. Confirm that this is your field. After confirming the field is yours, click on the "Report" button. The report for the selected field will pop up on your screen.

- **Crop Information**: Page 1 is the actual production of the previous year's crop. This can be completed after harvest and saved until you are ready to complete Page 2.

Crop Information	Acres	Actual Yield
Field Corn		
Seed Corn		
Pop Corn		
Sorghum		
Potatoes		
Soy Beans		
Alfalfa		
Wheat		
Other		
Total Acres	0	

Tillage Practice [　　　　▼]
Did you plant a cover crop? [　　　　▼]
Other Crop Name [　　　　]

In this worksheet, you can enter all the crop acres and yields that were grown on this field. However, if you exceed your certified irrigated acres, you will get the following message shown below in red.

Soy Beans		
Alfalfa		
Wheat		
Other		
Total Acres	20	* Your total crop acres has exceeded the Certified Irrigated Acres of 17.19 Acres. Please make the necessary acre reduction in the crop acres or contact CPNRD to adjust the Certified Acres

- **Nitrogen Application Information**: You now have the ability to report each nitrogen applicaton as it is applied and the time it was applied. There is room for two Pre-Emergent applictions and six Post-Emergent applications. Click the + button to add additional applications.

Nitrogen Application Info:

Nitrogen Applied Pre-Emergent
Application 1: 50 lbs/ac   When Applied: Pre-Plant   Total Application(Pre): 50 lbs/ac
⊕ Add Application

Nitrogen Applied Post-Emergent
Application 1: 50 lbs/ac   When Applied: Sidedress
Application 2: 35 lbs/ac   When Applied: Fertigation   Total Application(Post): 85 lbs/ac
⊕ Add Application

Total Application (Pre/Pos): 135 lbs/ac

Was an Inhibitor Used? NO   If Yes, please email receipts to: noecker@cpnrd.org

- **Water Use Information**: Can be reported using:
  - Gallons per minute – Enter GPM (if necessary) and hours pumped. The inches per acre will appear in the Water Applied (in/ac) box to the right. **OR**

- Flow Meter – If you are using a flow meter, click Totalizer button in the drop down box and you can chose how your meter reports in the totalizer drop box. Enter last year's meter reading (if necesssary) and this year's meter reading and the Water Applied (in/ac) will calculate.

Water Use Info:

Choose your method of calculating water use (GPM or Flow Meter
GPM of Irrigation Well   650   GPM   Hours pumped: 100   Water Applied(in/ac): 8.36

OR

Flow Meter   Use multiplier on the face of the meter before entering meter reading.
Totalizer: Acres Inches   Previous Year's Meter Reading: 1568   This Year's Meter Reading: 1712
Water Applied(in/ac): 8.38

- **Additional Information:** Complete Page 1 by indicating whether you had any crop damage and if you will be responsible for this field in the upcoming year.

  You must answer the question "*Are you responsible for the production in this field for the upcoming growing season?*" and follow the instructions in the blue box in order to proceed.

Additional Information

Did you have any of the following (check a
☐ Hail Dar
☐ Wind Da
☐ Pests
☐ Water Damage
☐ Total Crop Loss
☐ Other   Comments

Info
You've completed Page 1 of the form. You will need to complete Page 2 for the upcoming year's nitrogen recommendation and compliance with the program. Press 'OK' to proceed to page 2.
OK   Cancel

Are you responsible for the production in this field for the upcoming growing season?
YES

Additional Information

Did you have any of the following (check a
☐ Hail Dar
☐ Wind Da
☐ Pests
☐ Water Damage
☐ Total Crop Loss
☐ Other   Comments

Info
If you are not responsible for this field in the upcoming year, do you know who it should be assigned to? If so, press 'OK' to enter producer's name at the bottom of the page, then click 'Save and Submit Report'.
OK   Cancel

Are you responsible for the production in this field for the upcoming growing season?
NO

Are you responsible for the production in this field for the upcoming growing season?
NO

Do you know who will be farming this field in the upcoming year? If so, please enter the producer's name.
Producer name:

Page 2 – Planning Report for Upcoming Year:

- **Irrigation Information:**

Irrigation Information

Check all irrigation methods that apply:
- ☐ Pivot
- ☐ Sub-surface Irrigation
- ☑ Gravity

How many wells are irrigating in this field? `1`

Does more than 1 well run into one irrigation pipe? `-  ▼`

If yes, how many wells are in the system? `[        ]`

Are wells registered in the correct location? `YES  ▼`

Well registration numbers are indicated on the map by a blue dot. If you don't see a blue ● dot on the map for your well, it may not be registered.

All irrigation wells need to be registered with the Department of Natural Resources. To be a legal well, the registration must show the well in the right location and under the current landowner's name. We have added well registration information to this program to draw your attention to these well registrations. To view where the well is registered, minimize the report by pressing the arrow button at the top of the screen. The blue dots are where the wells are registered with DNR.

Date 9/26/2018
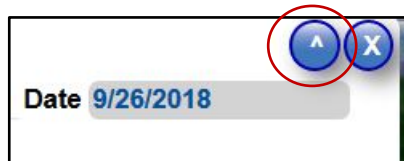
Producers need to account for all the wells that are in a system of wells (more than one well pumping into the same pipe).

The second question asks if the wells are registered in the correct location. If they are not and you would like help getting the registration corrected, please call our office (308) 385-6282 and ask for Dan.

- **Crop Information:**

  If you do not have credit for "N Available from Last Year's Crop" or "N Available from Manuare/Sludge", please enter 0.

	Acres	Expected Yield	N Available from Last Year's Crop	N Available from Manure/Sludge	N Needed before other credits
Field Corn	17	220	0	0	299
Seed Corn					
Pop Corn					
Sorghum					
Potatoes					
Soy Beans					
Alfalfa					
Wheat					
Other					
Total Acres	17				

Nitrogen Available from Last Year's Crop =

Beans – 45 lbs
Alfalfa – 120 lbs

Nitrogen Recommended
299 ⇕ lbs/ac

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All crops' acres and expected yields grown on this field can be entered on this worksheet. **As you enter the information, you will notice that the Nitrogen Recommended box to the right will change as you enter each credit (water test, soil test, etc.)**

- **Water Tests:** The water test for the primary well is the test that will be used to calculate the nitrogen recommendation. This well irrigates the majority of your field. For example, you have a pivot well and another well that irrigates a corner. The pivot well is your primary well. The other well(s) that may be used to irrigate corners or other parts of the field, can be entered in Test Results 2,3,4 and 5. **Report all water tests in parts per million (ppm).**

    Well registration numbers are required on the form.

- **Soil Tests:** District rules require that you take one composite soil test for every 80 acres. There is room on this report for up to four composite samples.
    Report all soil tests in parts per million (ppm).

    If you do not have a shallow sample, please enter 0 for the depth of sample and ppm of shallow sample.

    At the lower right hand side of the report form is the Nitrogen Recommendation for this field.

Submit Soil & Water Tests and Print Report Form:

On the bottom right hand side of the form you will see a Files tab. You will be able to submit your soil and water tests and inhibitor receipts using this tab. The lab tests and inhibitor receipts need to be scanned into your computer. When you click on the Files tab it will take you to the file folders on your computer. Highlight the files you

want to save and click open. This will save and submit the documents when you submit your report forms. You can also **Print** the report form by selecting Print at the bottom of the page.
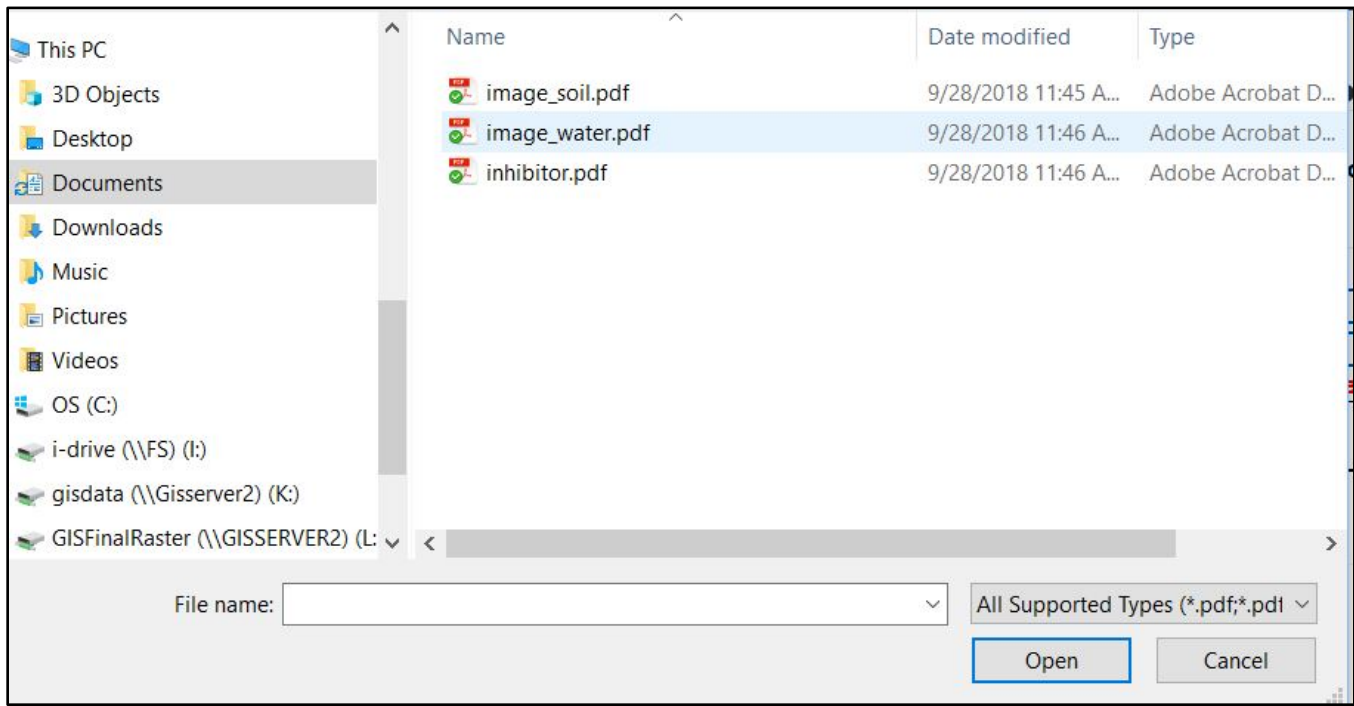
Submit Report:

- Once the report form is completed, you can submit your report. Click on the "Save and Submit Report" button then select "OK".

- If some of the required information has not been completed, you will see a window similar to the one below.

- You can take note of the incomplete information and click cancel to go back to the form to fill in the missing information. If you cannot provide the incomplete information, you will need to check the box at the bottom of the page and provide a reason as to why the information is incomplete. Click "Save and Submit Report" when finished.

- Once submitted, you will receive a message that says the report was submitted and a receipt will be generated.
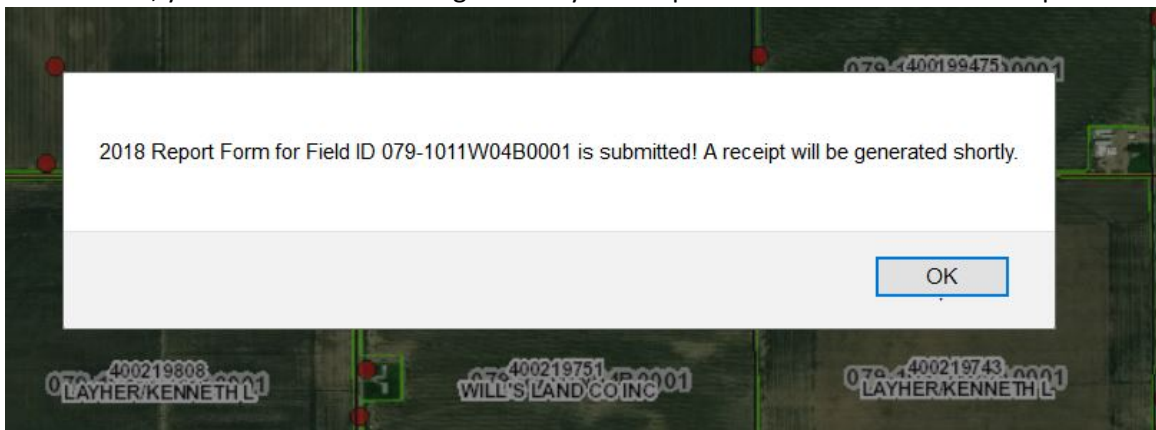
- The following box will appear. You can choose to open the receipt or save it to the "Downloads" file folder on your computer.
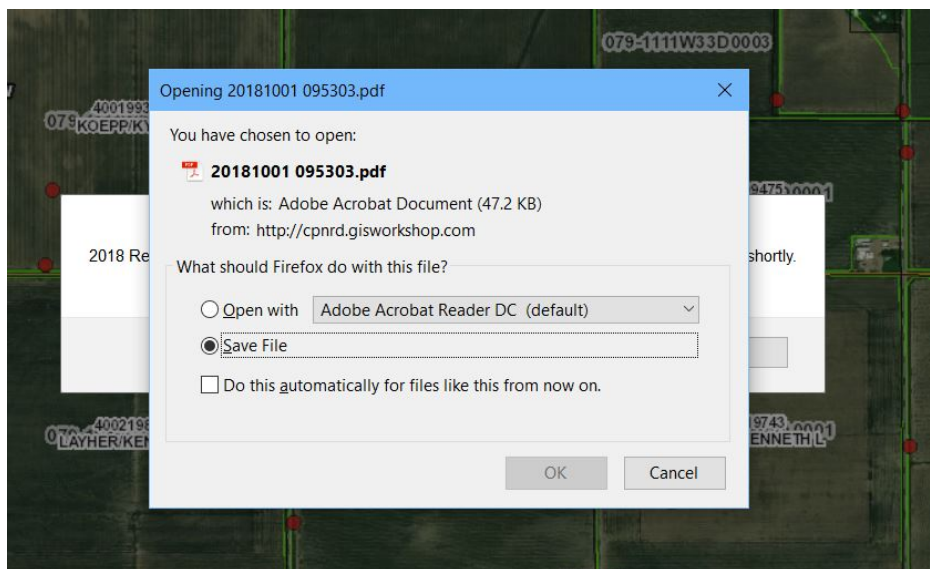
Below is a copy of the receipt:

Finish the reporting process

- Continue filling out the reports for all your fields listed under "Unsubmitted" field's dropdown.
- You should now notice that your submitted reports appear in the "Submitted" field's dropdown. You can select a submitted field and review the report if needed. If changes need to be made to a submitted report you will need to call Tricia at the NRD office (308 385-6282) or email (dudley@cpnrd.org) and she will make any corrections necessary.
- **This completes the reporting process.** All your report forms have been submitted to the NRD electronically. If you did not submit your soil and water tests and inhibitor receipt with the report forms, you will need to email a copy of your soil and water tests, manure/sludge tests and inhibitor receipts if used. The soil and water tests from the labs can be received by email if you request it from the lab.

If you have any questions or need help with the software program, please call Tricia at the NRD office (308) 385-6282 or email (dudley@cpnrd.org).