

# Conservation Application Suite

## Nutrient Management

### Plan Transfer and Land Unit Transfer

#### Guidelines

*Updated July 2025*

#### Plan Transfer

To request a plan written by another planner be moved to your planning queue, you will need either a request directly from the farmer or written agreements from both planners. To submit transfer requests or to determine if the farmer has a plan in the Nutrient Management Planning App, please contact Stephanie Dawley at [stephanie.dawley@dcr.virginia.gov](mailto:stephanie.dawley@dcr.virginia.gov).

Plans you wish to transfer to another planner can be done in the *Details* tab of the Nutrient Management Planning App. To reassign the plan, click the blue link next to your name under the *Plan Information* paragraph next to the *Plan Writer* line. The link will open a check list that will allow you to select the planner to transfer the plan to.

#### Land Unit Transfer

Acres that are mapped in *Active* nutrient management plans in the Nutrient Management App cannot be used in other plans. If that acreage has changed management and needs to be moved to a different plan, you can click on the land unit to see the name of the planner and plan ID number. You can either reach out to that planner to discuss transferring that land unit or contact Stephanie Dawley at [stephanie.dawley@dcr.virginia.gov](mailto:stephanie.dawley@dcr.virginia.gov) to get in touch with the planner.

To transfer land units the planner with the land unit currently in their *Active* plan must delete the instance out of the mapping function. The planner who is picking up the land unit will go into the mapping function of the plan they want to add the unit to with the plan changed to *Develop*.

The planner adding the unit will then select the *TOC* tab on the left side of the screen and put a check in the Statewide NM Plan Land Units check box. That will turn on a layer that shows all Nutrient Management acres that have been mapped, both active and expired. After selecting the box, the planner adding the unit can then use the *location search box* at the top right of the screen to find the land unit.

When the land unit has been located it will outlined in blue and can be clicked on. A white box will open with information relating to that unit. Any acres not in an *Active* plan will have

a hyperlink named “*Add to Plan as Land Unit*” at the bottom of the box. When the link is clicked that land unit will be added to the current plan.

To switch a plan from *Active* to *Develop* a planner can either choose to delete out the current *Completion Date* in the *Details* tab or choose the *Amend Plan* or *Modify Plan* link depending on the situation. To determine what situation is the best see the [NM Module Guidance for Creating New, Revised, Modified, and /Amended Plans - Feb. 2025](#) document.