

Conservation Application Suite

Nutrient Management

Create New/Copy for Revision/Amend Plan/Copy for Modification

Guidelines

Updated April 2025

The following guidelines pertain to the use of the **Create New**, **Copy for Revision**, **Copy for Modification**, and **Amend Plan** functions when writing and updating a Nutrient Management Plan (NMP) using DCR's *Conservation Application Suite (CAS)*.

Create New:

This function is used for the following situations:

1. An NMP is written for acres that have never been planned or that were part of a previous NMP that has been expired for over 18 months.
2. A NMP is written for the first time in CAS. *In the case where a NMP was written outside of CAS, make sure that the end date of the plan does not overlap with the starting date of the NMP written in CAS to ensure that acreage is not double counted.*

The **Create New** button will prompt the planner to begin the process of writing a new NMP by asking for plan and producer information, and once the planner agrees to DCR's *Data Ownership* conditions, a new unique plan ID will be issued. The NMP will become *Active* (or go to *Review* if necessary) once the planner enters a "Completion Date" in the *Details* tab.

Copy for Revision:

This function is used when a NMP written in CAS is ending its lifespan and a newly revised NMP needs to be written to keep the acres under active nutrient management. The original NMP being revised must either be *Active*, or it should have expired within 18 months of the date the revised NMP will become *Active*. See previous guidance for the **Create New** function if the NMP to be revised has been expired for over 18 months.

Note that only land units and previous soil tests will be copied. Crop rotations and nutrient applications from the original NMP will NOT be copied into the Revised NMP. The revised plan will be assigned an initial *Farm Name*: "Copy of... [Original Farm Name]". Please be sure to edit the farm name to remove the copy of. The **Copy for Revision** function will prompt the planner to assign start and expiration dates to the revised NMP- the start date must be **AFTER** the expiration date of the original plan to ensure that there are not spatial/temporal conflicts that prevent the NMP from being copied properly. If the original NMP is still *Active* and the planner would like the Start Date of the revised NMP to be before the Expiration Date of the original plan, they should first **Amend** the original plan and change the *Expiration Date* so that there is no conflict (see guidance on the **Amend Plan** function below).

Once start and expiration dates are selected, the original plan will become *Locked* to editing while all participant data, plan maps, animal/manure storage information, and previous soil tests are

copied into a new NMP with a unique plan ID. The planner will receive email confirmation when the **Copy for Revision** process has completed successfully. The planner can now write the revised NMP- it will become *Active* (or go to *Review* if necessary) once the planner enters a “Completion Date” in the *Details* tab.

Amend Plan:

The **Amend Plan** function is used when a planner wishes to make changes to an *Active* NMP. These changes include annual revisions and quick edits to a NMP within its lifespan, such as adding/deleting fields, modifying crop rotations, editing nutrient applications, or altering animal numbers. Because of the potential for these actions to make unintentional edits to previous years in a NMP, it is recommended that the **Amend Plan** function only be used for minor or field-by-field edits that do not use the various Bulk Edit functions. If more significant edits to an *Active* NMP are necessary, the planner should consider using the **Copy for Modification** function (see details below).

The NMP being amended must be *Active* for this function to appear. When selected, the **Amend Plan** function will take the NMP out of *Active* status and into *Develop*. An *Amendment Start Date* will automatically be populated for the date that the **Amend Plan** function was selected. Once edits have been finalized to the plan, the NMP will become *Active* (or go to *Review* if necessary) again once the planner enters an “Amendment Complete Date” in the *Details* tab.

While the **Amend Plan** function is a useful tool for making minor edits to an *Active* NMP, caution must be used so that previously entered data isn’t overwritten in the process of making changes to the plan. There is no “Undo” function in CAS, so previous versions of a NMP CANNOT be retrieved if NMP data is overwritten during an edit. The following edits to a NMP can result in data from previous seasons possibly being changed:

1. Using the *Apply Bulk Yield* function will change the yield for the selected crop in ALL years of the plan. If previous year Nutrient Applications were written with a different yield, these applications may no longer be accurate.
2. Using the *Copy Rotation* function will overwrite the entered crop rotation for ALL years in the plan, and in the process will erase all previously entered Nutrient Applications.
3. Adding new Soil Tests to the NMP (either with the Bulk Edit function or field by field) and selecting *Regenerate Nutrient Calculations* button will overwrite Nutrient Recommendations for ALL seasons in the plan. If previous year Nutrient Applications were written with a different Soil Test, these applications may no longer be accurate. *Note that if the *Regenerate Nutrient Calculations* button is not elected, the newly entered Soil Tests will only be used to make Nutrient Recommendations for crops entered to the NMP AFTER the new Soil Tests are entered- the new tests will not be applied to previously entered crops.
4. Editing P-Index inputs will recalculate the allowed Phosphorus levels for ALL seasons in the plan. If previous year Nutrient Applications were written with different allowed Phosphorous levels, these applications may no longer be accurate.

5. Changing field shapes/dimensions will result in new VALUES yield estimates to be calculated based on updated soil data. If previous year Nutrient Applications were written with a different yield, these applications may no longer be accurate.

Copy for Modification:

The **Copy for Modification** function is used when significant changes to an *Active* NMP must be made. These changes include actions like significantly altering field dimensions, adding new Soil Tests to existing fields, or changing Crop Rotations or Yields to existing fields using the various Bulk Edit functions. Because major edits to a NMP can result in data from previous seasons possibly being changed, it is recommended that the planner use the **Copy for Modification** function instead of the **Amend Plan** function when making significant changes to an NMP. The NMP being modified must be *Active* for this function to appear.

When selected, the **Copy for Modification** function prompts the planner to select a new *Start Date* for the modified NMP- this date will also be used to establish the *Expiration Date* for the original NMP. The **Copy for Modification** function then creates a copy of original NMP, changes the status of the original NMP to *Expired*, and assigns a unique incremented plan ID to the new copied plan to be modified. The modified plan will be assigned an initial *Farm Name*: “*Copy of... [Original Farm Name]*”. ALL data from the original NMP, including Crop Rotations and Nutrient Applications, will copy to the new NMP. Please be sure to edit the farm name to remove the copy of.

Once copied, the planner can make edits to the new NMP. If a mistake is made that results in irrevocable changes to data in previous years of the NMP, the modified NMP can be deleted, and the planner can return to the original NMP. See guidance above for the **Amend Plan** function for details on what edits can result in data from previous seasons possibly being changed unintentionally.

Once a copied NMP is made using the **Copy for Modification** function, the NMP can be edited just like a new NMP. The modified NMP will become *Active* (or go to *Review* if necessary) once the planner enters a “Completion Date” in the *Details* tab