
Watershed Agricultural Program SOP

3.1.13.01A

SEQUENCE FOR FAME DATA ENTRY

1. Farm
2. BMP Tab
 - a. Add BMP
 - b. Complete appropriate information
 - i. Pollutant Category
 - ii. Status – Approved
 - iii. BMP Number
 - iv. Practice Code
 - v. Within BMP description on form include
 1. ie. Nutrient Management 2016 – 2018
 2. ie. Precision Feed Management 2016 – 2018
 - vi. If the NM plan is updated, add the word ‘updated’ after the year.
 1. ie. Nutrient Management 2016 – 2018 Updated
 - vii. When QMA is completed for PFM plan
 1. ie. QMA Annual Implementation Plan 2016
 - c. IF QMA is updated add the word ‘updated’ after the year
 - i. Location
 - ii. Planning Units
 - iii. Prior Estimate
 1. 0.00
 - iv. Current Estimate
 1. 0.00
 - v. Check box for “include on WFP2”
 - d. Insert
 - e. Review data input
 - f. Add to Workload
 - i. Select year
 - ii. Insert
 - iii. Edit
 - iv. Select Agency (WAC)
 - v. Select Technician
 - vi. Status: In Progress
 - g. Close

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2. WFP3 Tab
 - a. Add WFP3
 - b. Description is 'Nutrient Management 2016-2018.
 - c. Description is "Precision Feed Management 2016-2018
 - d. Complete data
 - i. Description
 - ii. Install From Date
 - iii. Install to Date
 - iv. Attached Date Plan
 - v. Design Date
 - vi. Procurement Plan Date
 - vii. Attached Specifications
 1. 590 or 108
 - viii. Procurement Type
 1. No Cost BMP
 - e. Insert
 - f. Review
3. BMP
 - a. Add BMP
 - i. Select
 - ii. Units Designed
 - iii. Design Cost
 - iv. Units Complete
 - b. Insert
 - c. Review
4. Technician/Designer
 - i. Type
 - ii. Technician
 - b. Insert
 - c. Close from Technician box

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5. Close out of WFP3 screen
6. Go Into Reports tab
7. Agriculture
8. Forms
9. WFP3
 - a. Select Farm ID
 - b. Package Number
 - c. View Report
 - d. Export to Word
 - e. Open
 - f. Enable editing
 - g. Verify Information on form
 - i. Adjust form to two (2) pages
 - h. Save to
 - i. WAP Farm Files – Farms – Farm ID – Nutrient Management Folder/Precision Feed Management
10. Has to be added to the Whole Farm Plan (WFP2) – Admin Revision
 - a. Copy of Revision to land owner
 - b. Scan
 - c. File