User Guide to the Kentucky Ag Water Quality Planning Tool

EEC eForms
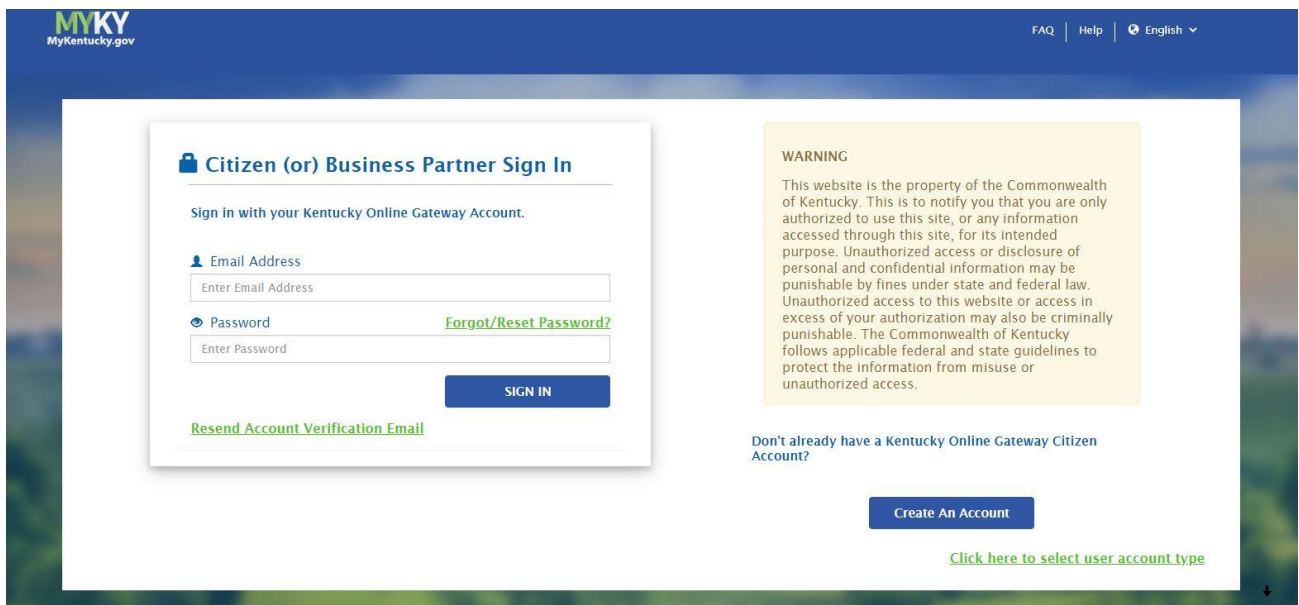
Contents

Welcome to the new online tool for creating a Kentucky Agricultural Water Quality Plan (AWQP). The goal of this tool is to simplify the flow of creating an AWQP. After a plan is complete, you can elect to download a .pdf file copy, thus eliminating the need to keep a paper, hard copy on hand. This electronic file can be kept on a smartphone, computer, or printed if preferred. The tool also allows users to retrieve a copy of a completed plan for future use or revision. *Note*: The recommended internet browser is Google Chrome. If using a different or older browser, some formatting and/or functions may not be visible.

This tool is designed to be intuitive and user friendly. Every online system has its quirks and caveats of use, and this tool is no exception. Please use this User Guide to navigate the tool. If you need assistance with developing your plan, you may reach out to your local conservation district or the KDOC field representative in your area. For technical support, you will find information on the following pages for that type of assistance.

The AWQP tool is an Energy and Environment Cabinet eForm found within the Kentucky Online Gateway (KOG) portal. If you do other business with the Commonwealth of Kentucky, you may already have an account within this KOG platform. If this is the case, you may use your existing account for the AWQP that you currently use for other applications. The front page of the KOG appears as follows:

Getting Started

- Please use the following link to access the home page of KOG (photo above): https://kog.chfs.ky.gov/home/ .
- You will prompted to sign in (if you already have an account), or you may create an account from this page from the button [Create An Account] in the bottom right corner of the screen.
  - *For a more direct option to sign directly into the EEC eForms section, please scroll to the end of this section to find the* Direct Login *instructions on page 7*.
- After selecting the "create an account" option, the following screen will appear. This is similar to any other account creation online. Complete the required information, including your email address and a password of your choosing. Save this information, as it will be used to log in to your account in the future.
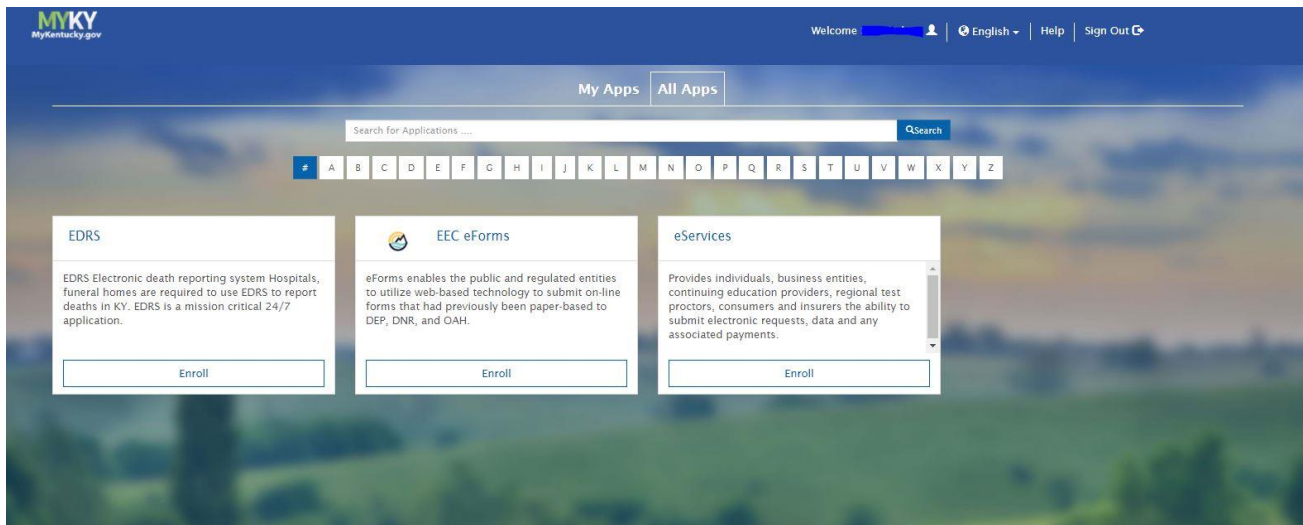

- After completing the above information, you will receive a confirmation email and an activation link. Once you have confirmed your email address with the activation link, you will be ready to log in to your new account.
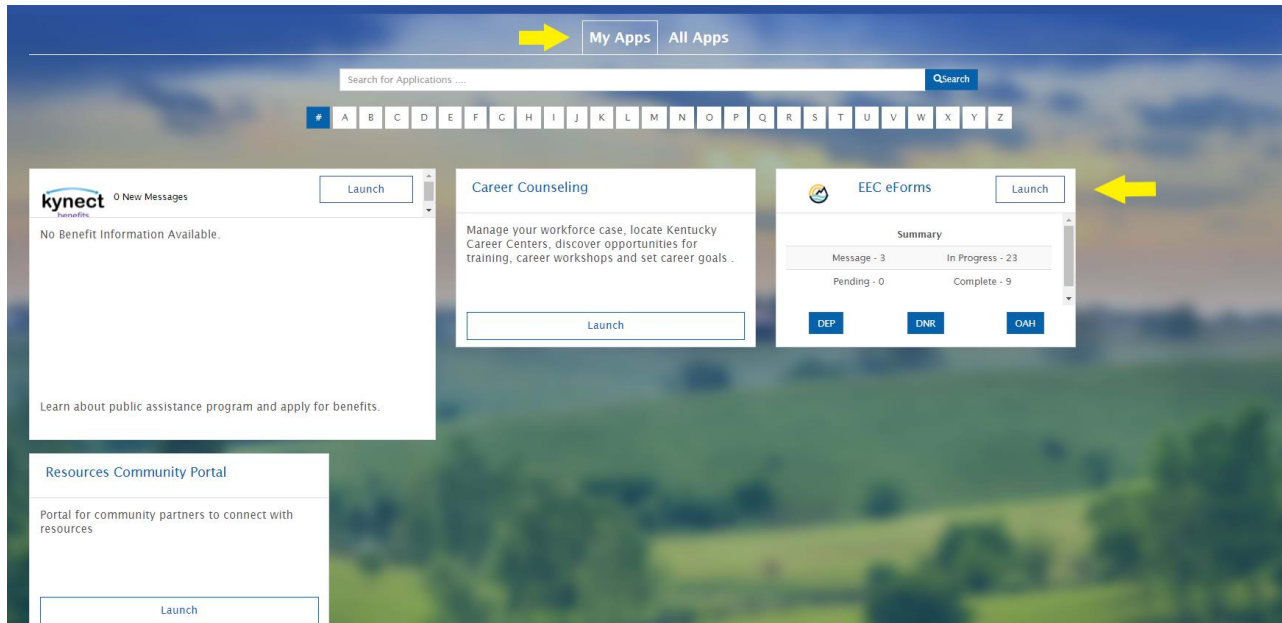
Initial Login

- Following your initial log in, you will see the following page:

- This page lists all potential agencies/uses of the platform ordered alphabetically. Simply scroll down until you see EEC eForms, or you may just click the letter "E" at the top of the page and it will show all of the selections under that letter as shown below:

- Simply click "Enroll" at the bottom of the EEC eForms box, and you will be in the correct section.
    - From this point forward, if you log into the system through this front door site, then only the agencies that you have selected will appear automatically if the tab "My Apps" is selected at the top of the screen:
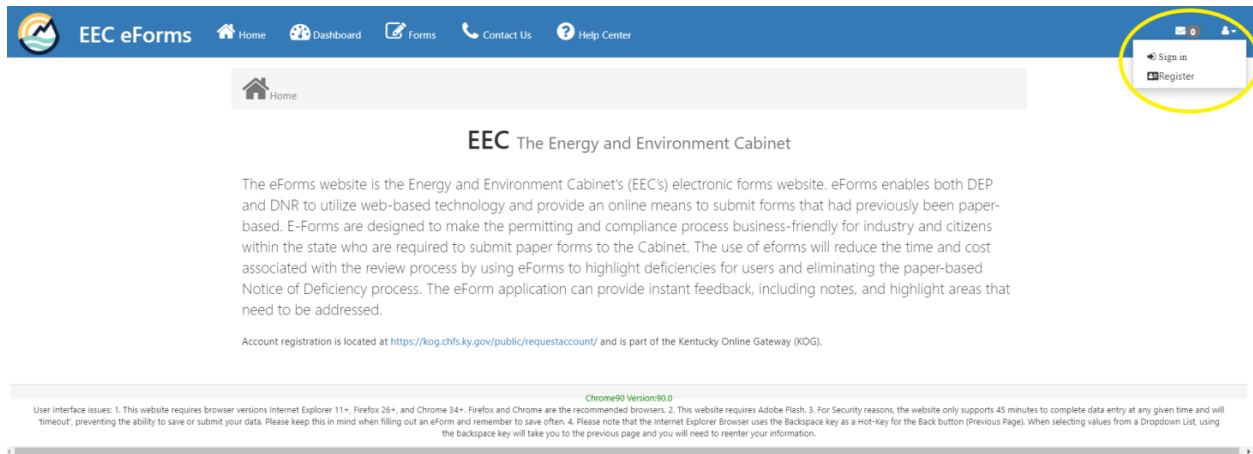

- Click "launch", and you will be in the EEC eForms section.

The above instructions are for the "front door" entry into KOG, for those that have used this platform for different types of business with the Commonwealth previously.

Direct Login

- For a more direct pathway into the EEC eForms section, you may use the following link: https://dep.gateway.ky.gov/eForms/Account/Home.aspx .
  - This will take you directly to the home page of the EEC eForms, and you may click the icon in the upper right hand corner to either sign in, or create an account (it will follow the same steps as above).

- This is simply a more direct path to the proper location within the platform. If this tool is all that you will be using KOG for, it is likely the preferred method.

Navigation within EEC eForms

- You will see five tabs at the top of the EEC eForms page.

  - The first, the "*Home*" icon , is simply the page viewed above.
  - The "*Contact Us*" icon has contact information for the Cabinet, and the ability to send a message if there is a question about the forms in use.
  - The "*Help Center*" icon has a Frequently Asked Questions section, and links to agencies and user help topics.
  - The "*Dashboard*" icon and the "*Forms*" icon will be the primary two tabs that are used to complete your AWQP.
    - The "*Dashboard*" section organizes a user's completed or in-progress eForms. This section is covered further in the EEC eForms Dashboard section on page 8.
    - Navigation of the "*Forms*" section to complete a plan is covered in the Create a Plan section on page 9.

EEC eForms Dashboard

- After you have saved your AWQP, you may want to return to access the plan you created. You may need to do another new plan for another farm, or in the future, the current one may need revision.

- From your home page, select the Dashboard icon at the top of the page.
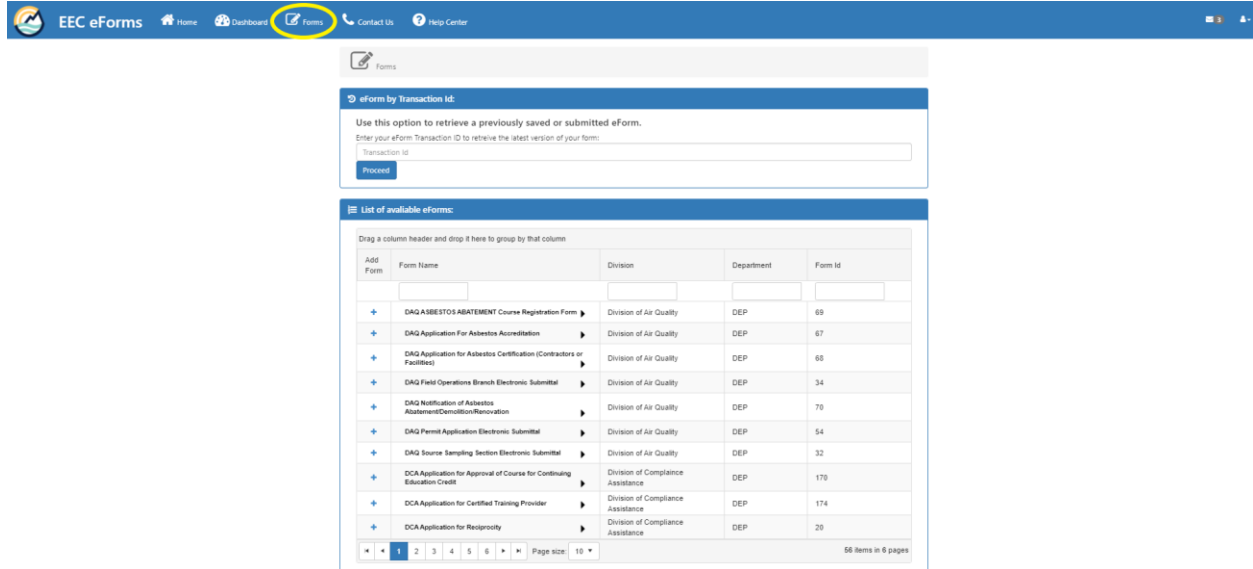

- After you have selected Dashboard, you will see the following page:

  o The Blue Box contains messages from the system. You will receive a message for each completed plan that you submit/complete.
  o The Green Box is a list (as shown in above example) of the "incomplete eForms". With regards to our tool, these are the plans that you "save" but have not completed. So, if you do not complete a plan, and need to return to the system to retrieve it or continue working on it, it is found in this section.
  o The Orange Box is not utilized within our AWQP tool, thus serves no purpose for our workflow.
  o The Red Box is a list of the completed/submitted plans. After you click on the option to finalize your completed plan on the form, and the system has had time to process that request, then it should appear in the list under this box. You will go here to retrieve your completed plan whenever you enter the system. If you only use this system for AWQPs, after the system has processed the plans, the number of messages (blue box) should be the same as the number of completed plans (red box).
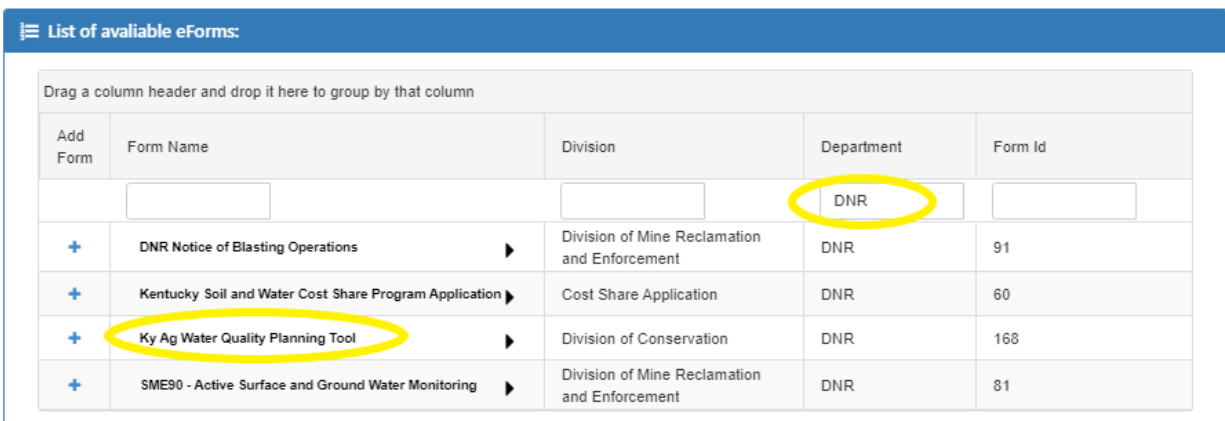
Create a Plan

- On the Home page, select the "Forms" icon . After selecting the icon, the following page will appear:

- You will see a list with 10 forms per page. These forms appear in alphabetical order, and include forms for both DNR (Department for Natural Resources) and DEP (Department for Environmental Protection). Notice that at the bottom of the page, you can select how many forms to view at a time in the "Page Size" drop down box. The form for which we are searching is entitled "**Ky Ag Water Quality Planning Tool**" (Form ID 168).

    o You can find the AWQP eForm by:
        - Expanding the selection of "Page Size" to 50, and scrolling down, *or*;
        - At the top of the column under "Department", simply type in "DNR" then click enter. This will only show forms located within DNR.

- To start a new form from this location, **you will click on the "+" symbol in front of the name**, under the column entitled "Add Form".

- This will open a new, blank form, and a six-digit ID number will be automatically assigned to that form at this point for future tracking.

    You will see the following page:

- Upon opening this page, you will then begin to fill out the required fields.
- Any field marked with an asterisk (*) is required, thus if these fields are not completed, you will get an error message upon attempting to save/complete.
- Hovering over a "?" box ⍰ provides more information about that input category.

- This page includes the following sections as described below:
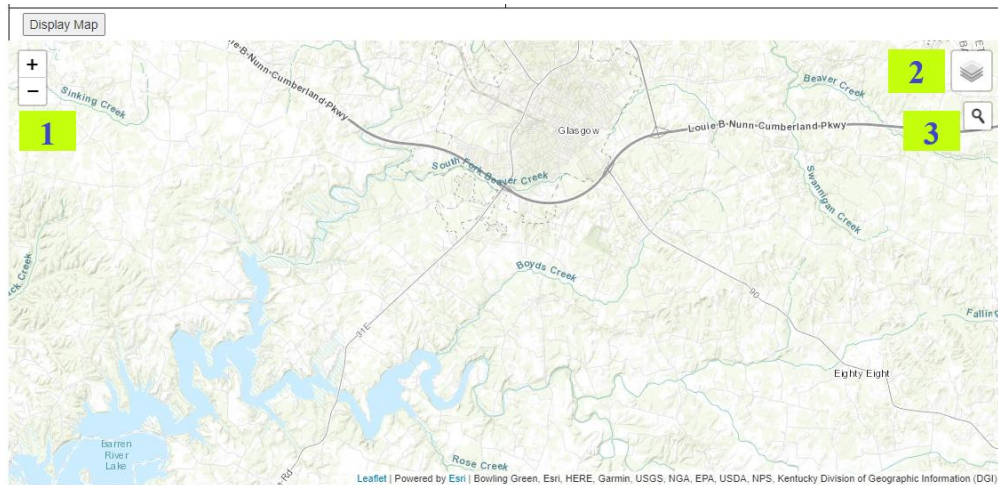
Farm Information

Farm Name(*) ⍰	Approximate Farm Acreage(*)
Farm Name	Acreage
Connection to Farm(*)	Farm Number/FSA Number(*)
▾	Farm Number/FSA Number

Farm Address

Street Address	City(*)	County
Street Address	City	▾
State(*)	Zip Code(*)	Contact #/ Phone(*)
▾	##### or #####-####	###-###-####
Latitude(decimal degrees)(✓)		Longitude(decimal degrees)(✓)
Range must be between 36.490000 and 39.150000		Range must be between -89.580000 and -81.960000

Display Map

Farm Mailing Address ☐ Check this box if mailing address is same as farm address

Street Address(*)	City(*)	County(*)
Street Address	City	▾
State(*)	Zip Code(*)	
▾	##### or #####-####	

- Farm Information
  - o The **Farm Name** is a name that is user-assigned to track which farm/operation this plan represents. This may be a nickname, a descriptive name, etc. that allows the user to easily distinguish from other farm locations or operations.
  - o The **Approximate Farm Acreage** is how many acres are on the farm that this plan covers. You may obtain your exact farm acreage from FSA, or a good approximation will also suffice for this entry.
  - o **Connection to Farm** is a drop down box in which you will indicate your relationship with the farm. Please select one of the three choices: *Land Owner, Operator, or Owner/Operator*.
  - o **Farm Number/FSA Number** is the identifying farm number assigned by the Farm Services Agency.

- Farm Address
  - o Please enter the location information for the *physical location* of the farm, including all address boxes, and the county from the drop down box (if the farm lies in more than one county, select the largest acreage of farm). Please include contact phone number in the space provided. *Note*: The following section is the farm *mailing* address; if these two are

the same, please check the box provided in the section break and the information is automatically populated into the following section.

o Please enter a GPS coordinate for your operation. It is important to enter an accurate GPS coordinate. If the farm is large, simply select a point somewhere near the center. Coordinates shall be in decimal format to six digits after decimal point. Please do not forget the "-"(negative sign) in front of the longitude value. To determine your GPS coordinate:

- Beneath the Latitude and Longitude entry boxes in this section, you will see a box entitled "Display Map". Display Map Click this box, and an interactive map will appear below it. There are three functions on the map that will assist you in finding your specific location.
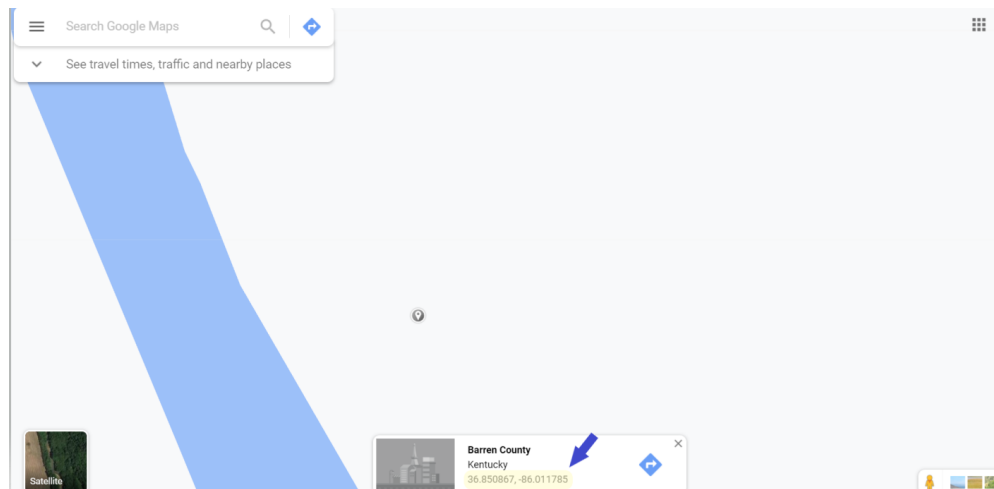

1. In the upper left corner of the map, you will see two small boxes stacked on top of one another. The top contains a plus sign "+", and the bottom a minus sign "-". The + zooms closer to the location, the minus zooms out, or away from the location.

2. In the upper right corner of the map, you will see a box that has a symbol of layered documents. If you click in this box, it will provide different map base imagery that may assist in finding your property. The map opens in a layer entitled *ESRI Topo*. *ESRI Imagery* will show a satellite imagery map in which you may zoom in and identify features such as buildings, field borders, etc. *National Geographic* is an enhanced topo layer with place and road names. *USA Topo* represents traditional USGS topographic maps. *Open Street Map* is simply a map of only roads, cities, towns, etc. *ESRI Transportation Imagery* is similar to the ESRI Topo, but with road and place names emphasized.

3. Located under the layer box above, you will see a box with a magnifying glass. Select this box, and you may type in a place name, street address, etc. and the map will be zoomed directly to that location.

Use one or a combination of these tools to locate your property. Once you have located your location, simply click it on the map. The latitude and longitude coordinates will automatically appear in the corresponding boxes, and you may now move onto the next section. If you click on a point and want to change it, simply click on another point and the coordinates will automatically update to the new coordinate. The following example is a location determined by zooming into the location on the *ESRI Imagery* layer:

- The GPS coordinates may also be determined by using an app on your cellular device, or by using Google Maps or similar websites. If you have not used Google Maps to retrieve a GPS coordinate: Simply zoom in to your operation as far as the zoom function will allow. Pick a point within your property and left click. A box will appear near the point, and it will contain the six-digit GPS decimal degree coordinate for that point. Google Maps also allows the user to toggle between a street map and an imagery map layer. An example is shown below:

13

- Farm Mailing Address
  - o Please enter the *mailing address* of the farm, including all address boxes, and the county from the drop down box. This mailing address may be utilized for any potential correspondence.

- Land Owner Information
  - o **Organization Name** is not a required field. If your operation is part of an incorporation, limited liability company, etc. that name should be entered in this field. If you are a family owned farm, this field may be left blank.
  - o The remaining fields document the name and address of the landowner of the property.
- Land User (tenant, manager, etc.) Information
  - o If the landowner is the same as the land user, then the box in the section break may be checked, and this information will be auto populated. If the land user is different, i.e. a tenant, manager, etc., then the remaining fields should be completed with the required information. As in the previous section, the **Organization Name** should only be completed if applicable.
- At this point, the first page is complete, and you may select the NEXT button [Next] to advance the following page.

Reminder: Be sure to periodically save your document by selecting [Click to Save] to prevent timing out or losing information (see Saving Progress on page 21 for details). When returning to the document after saving, you will return to the first page of the plan. The information you previously input is still there, but you will need to navigate through tabs to return to where you left off.

14

- After completing the first page, click the **Next** button and you will enter the second page of the plan. At this point, you will be asked a series of questions about your operation so that the system may guide the user to the correct sections and Best Management Practices (BMPs).

- You will notice that initially, the page is short with only one question. As you answer the questions sequentially, more questions will populate depending on your operation type. The tabs at the top of the section provide a visual progress tracker of your plan. In this case, the **Farmstead BMPs** section is highlighted. All plans will have these three tabs at a minimum.

- As you answer subsequent questions on operation type, you will see sections added to these tabs to reflect your operation type(s). The final question on this page will prompt new sections and questions such as Livestock BMPs, Cropland BMPs, etc.

Note: On the second question on the page described above: this question asks if you own or lease 10 or more acres. Per KRS 224.71, any agricultural/silvacultural operation that has 10 or more acres must develop and implement a Kentucky AWQP. However, if applying for funding through the Kentucky State Cost Share Program, you must have an AWQP even if the operation is less than 10 acres.

- Depending on your response, a BMP decision grid may pop up. Select the most applicable BMP for your operation based on the options in this pop-up grid.
- Some responses may trigger the addition of other tabs. For the example below, the operation indicated it has creeks or ponds, and livestock. As a result, the "Streams and Other Waters" and "Livestock" BMP tabs are populated at the top of the page. To complete this plan, answer the questions within those additional tabs.

- From the above page, the BMP grid for the solid waste question appears after answering "yes" to the third question. BMP options are listed in the far right column of the grid. The blue text is a clickable link to a 1-page description of the BMP, with additional information to help users make a decision. This information is also available on the Kentucky Division of Conversation website at: https://eec.ky.gov/Natural-Resources/Conservation/Pages/Best-Management-Practices.aspx

Is there solid waste generated from a residential and agricultural operation?(*) ?			
Yes			

Select a practice below that describes your farm: (minimum of 1 implementable BMP)

Plan to Implement	Have Implemented	Not Interested	BMP
☐	☐	☐	Farmstead #1: Solid Waste
☐	☐	☐	Farmstead #4: Well Protection

- By clicking the link to the "Farmstead #1" BMP, users are provided with the following explanation and visual depiction of that BMP based on the AWQA statewide plan:

- The BMP grid gives users three options to implement that particular BMP. The choices are: *Plan to Implement*, *Have Implemented*, or *Not Interested*. You <u>MUST</u> make a choice of one of the three options for each BMP option within the plan:
  - *Plan to Implement* indicates that the BMP is something that interests you or plan to do in the future, but have not implemented;
  - *Have Implemented* is a BMP that you have already utilized and;
  - *Not Interested* is a BMP that may not be applicable or practical for your operation.

- Following the example above, the next BMP tab is "Streams and Other Waters BMP":

- Notice that BMP Streams #3 is an option in both BMP grids for the first and last questions. The user selections for each BMP carries forward from one question to the next on the same tab. In this case, "Not Interested" is selected for the Streams #3 BMP, and this selection is auto populated in the next question where that specific BMP appears.

  Note: Simply navigating this plan and checking "**Not Interested**" for each and every BMP throughout the plan does not satisfy the requirements of KRS 224.71.

Reminder: Be sure to periodically save your document by selecting *to prevent timing out or losing information (see Saving Progress on page 21 for details). When returning to the document after saving, you will return to the first page of the plan. The information you previously input is still there, but you will need to navigate through tabs to return to where you left off.*

- An example of the completed Livestock BMP page is provided below exhibiting the same rules as previous tabs:

Ky Ag Water Quality Planning Tool

(*) indicates a required field; (✓) indicates a field may be required based on user input or is an optionally required field

ⓘ provides additional information about the field when mouse pointer is hovered

| General Info | Farmstead BMPs | Streams and Other Waters ... | Livestock BMPs | Plan Summary |

Do you have livestock or poultry in roofed, paved or confined feeding areas?(*)

No

Do you have livestock in unroofed, unpaved, confined feeding areas including pastures?(*)

Yes

Select a practice below that describes your farm: (minimum of 1 implementable BMP)

Plan to Implement	Have Implemented	Not Interested	BMP
☐	☑	☐	Livestock #1: Rotational Grazing
☐	☑	☐	Livestock #2: Stocking Density
☐	☐	☑	Livestock #10: Stack Pad
☐	☑	☐	Livestock #14: Heavy Use Area
☐	☑	☐	Livestock #15: Dead Animal

Do you apply animal waste to your land?(*)

Yes

Select a practice below that describes your farm: (minimum of 1 implementable BMP)

Plan to Implement	Have Implemented	Not Interested	BMP
☐	☑	☐	Livestock #11: Nutrient Management
☐	☐	☑	Livestock #5: Manure Management

Are there sinkholes onsite?(*)

Yes

Select a practice below that describes your farm: (minimum of 1 implementable BMP)

Plan to Implement	Have Implemented	Not Interested	BMP
☑	☐	☐	Silviculture #4: Sinkholes, Sinking Streams & Caves

Do livestock or poultry have free access to any creeks or ponds onsite?(*)

No

Do livestock have access to waterers?(*)

No

Does water/rainwater pass through your production areas(*)

Yes

Select a practice below that describes your farm: (minimum of 1 implementable BMP)

Plan to Implement	Have Implemented	Not Interested	BMP
☑	☐	☐	Livestock #18: Stormwater Management

Do you also produce forage crops (hay or pasture)?(*)
** Note: If you select 'Yes' below, it will open a new tab for Crops BMP

No

Do you have or plan to build poultry houses onsite(*)

No

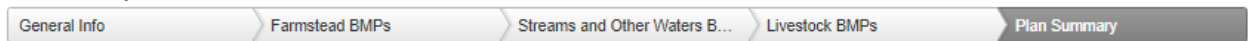**Do you generate milk/parlor/milk house wastewater?(*)**

No

Do you use animal waste (poultry litter or horse muck) as feed for other livestock onsite?(*)

No

Previous | Next

Click to Save | Click to Finalize

19

- After all of the BMP tabs at the top of the page are completed, you will progress to the **Plan Summary** tab:

- This summary tab includes a comprehensive list of all of the BMP selections made in the plan, a list of entitlements for the plan preparer, and a signature section.

  o Please enter your first name in the correct box, and your last name in the corresponding box.
  o The **Signature** box you will enter your full name.
  o In the **Signature Date** box, please enter the date that the plan is completed/submitted into the system.

The following is an example of this page:

Saving Progress

- It is important to remember, as with any document that you may work with online, that you should *periodically save the progress* that is made. *It is suggested to do this at no more than ten-minute intervals*. Within this application, at the bottom of each page, you will see the following options:

- Select the first (left) option, *Click to Save,* to save the progress that you have made to that point.
- Select the second option, *Click to Finalize*, when you are ready to finalize your plan and receive a copy for your records. If you attempt to click *Finalize* before all required fields are complete, you will get an error message stating that you have not completed all necessary fields, and those fields should have notations in red text.
- When you click to save your current progress, your selections will be saved, and you will exit the AWQP eForm. You will be directed to the "Form Details" page which appears as follows:

- This "Form Details" page summarizes the status of your current AWQP and provides a few options to the user.
    - If you are simply saving progress and would like to return to your plan, click *Continue with this eForm* , and you will return to your plan in progress.
    - You will also notice other information provided here. The useful entries are: **eForm Submittal ID -** this identification number is the number that the system uses to identify your unique document. If you, or your conservation district, need to retrieve this plan from the system at a later date, this number will allow you to easily find and open it. The **Date** is simply the date saved. **Submitted to EEC?** indicates if you have completed and submitted to the system. In this example, since this document has simply been saved, but not completed, it will indicate "no". **Form Info** is two identifying factors to help find this document if the submittal ID is not available. This

will be the farm name that you assign, and the farm number. The final option in this section is light blue box at the bottom Create a new eForm with values from this previously saved/submitted eForm. Select this option to create an entirely new form, with the same information that was entered into the original plan; i.e. the plan will be copied into a new form with a different ID number. Users of the AWQP Tool do not utilize the subsequent sections on this page.

Completing a Plan

- If you have completed work on your Kentucky AWQP and filled out the "Plan Summary" tab, click the button at the bottom of the screen labeled "Click to Finalize". The system will now process the completed plan, and you should see the following page appear:

- Notice that the top section of this page looks very similar to the page that is seen when the document is simply "saved", however the **Submitted to EEC?** question states "Yes", and there is no option to "continue with this plan".

- The second section (located below the first) allows the user to retrieve the plan. It may take several minutes for the system to process the plan, but after processing, you have the ability to download the completed plan. In the **Document(s)** section, you will see the first file entitled "**KyWQP_Printable.pdf**". Go to the far right column, and click the download symbol to download a copy of the Plan Summary.

- The final Plan Summary will appear as follows:

- This document is a summary of the AWQP that you created in the online portal, and serves as documentation of completion. On the second page, you will notice that there is a link to the BMP descriptions so that you will not have to reenter the portal to view these documents.

Conclusion

This concludes the User Guide for the Kentucky Ag Water Quality Planning Tool. You are now be ready to start your first plan in accordance with Kentucky Ag Water Quality Act requirements. After you complete and submit your plan, you will receive a message to the email address used for your account that the submittal has been made and completed. There will also be a link back to the system where you can download your plan as outlined previously in this document. Please keep in mind that the system will take several minutes to process the plan, so if you do not receive the email immediately, simply check back at a later time.

If you need further assistance on using this tool, please contact your local conservation district. For login or website technical issues, utilize the help tab found on the website in the EEC eForms header as shown below: