



Summer
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In the Know with Virginia Nutrient Management

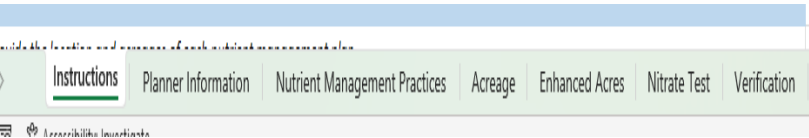
Activity Reporting for 2024

It's that time of the year when all certified planners receive an email from DCR regarding the submittal of "Annual Activity Reports" as required per the [Nutrient Management Regulations](#).

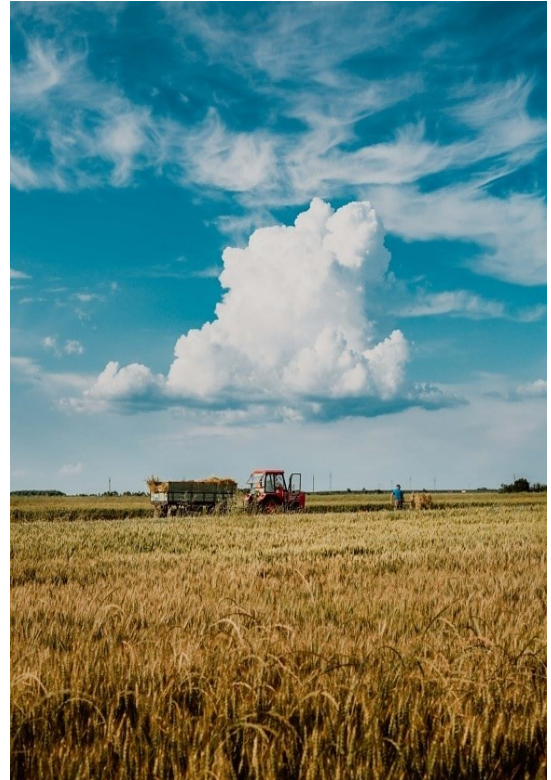
The reporting period for 2024 would be July 1, 2024 through June 30, 2024. These reports need to be submitted regardless of whether or not you wrote any plans in which case you would only need to complete the "Planner Information" tab and email it to: nmactivityreports@dcr.virginia.gov.

Currently the activity report is an excel format (.xlsx) you receive after your pass the certification exam. That single file will be updated by you annual and resent with the latest reporting information included.

Below is an image of the sheets tabs at the bottom of the activity report. The very first tab labeled "Instructions" is the starting point with explanations on how to fill out the report. After reading that simply click on the next tab "Planner Information" tab to begin reporting.



****NOTE:** Please do make sure you have your current personal information* included. If you change jobs and only have your work information on file we will not be able to contact you regarding certification renewals.



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Dedicated Activity Reporting Email

The following email address should be used for all activity reporting correspondence.

That includes questions about reporting as well as the reports themselves. Our new email address is: nmactivityreports@dcr.virginia.gov.

**Reports are due by
September 15, 2024**

Reporting Plans in the Online Module

As plan writing begins to transition into the online nutrient management plan writing system (referred to as the Module) acres are reported will transition as well.

All acres written in the Module are captured for reporting and **do not** need to be reported in the activity report under the acreage tab.

For the 2024 reporting year if plans have been written in both NutMan and the Module those acres written in NutMan are reported as normal. To capture the number of plans written in the module for certification renewal credit type in the number of new/ revised plans written in the Module like the image below. This is in the planner information tab.

Reporting Year	2024	
Number of New Plans	3	1 in module
Number of Revised Plans	28	1 in module

If all plans are module written type in 0 on the left and the number of new/ revised module plans on the right .

This process will be updated as more planners transition into the module. If you have any questions email nmactivityreports@dcr.virginia.gov .

Activity Reporting Instructions

1. You must send an Activity Report every year, **even if you have not written any plans during the reporting period.**

2. All your activity reporting should be done in one continuous excel file. After you are certified Susan will email you an excel sheet that will be the file you use for reporting plans.

A. Save this form where you can find it, as you will update the previous year’s form with current information and resend it, as requested. This is especially important if you are reporting plan acreage.

3. It is important to name the file as outlined in the “Instructions” tab of the spreadsheet.

A. That is **Last-name_Firstname_Certification Number_Activity Report_Reporting Period.** (Ex. Smith_John_101_Activity Report_2023)

4. If you do not have a specific location on your computer for Nutrient Management correspondence or plans we suggest the following location: (Windows 10 directory names) Select-This PC, Documents, right click

Documents for “New Folder”, name the folder “Activity Report”, save report using the format outlined in step “3A”.

5. Each year before sending the report go to the “Planner Information” Tab, update any contact information changes and be sure to update the Reporting Year, Number of New Plans, Number of Revised Plans.

6. If you have written or update plans, continue to the appropriate tabs to report you activities.

7. If you have questions about reporting there is information on the instructions tab as well as little hints in the cells. You will notice small red triangles in the upper right corners of the row and column labels. Click or point to these icons for a note box that describes what is to be filled in the row or column.

8. **ALWAYS** send reports and any related correspondence or questions related to the reporting activity to nmactivityreports@dcr.virginia.gov

A. Please **do not** send reports to Susan Jones’ email address.