



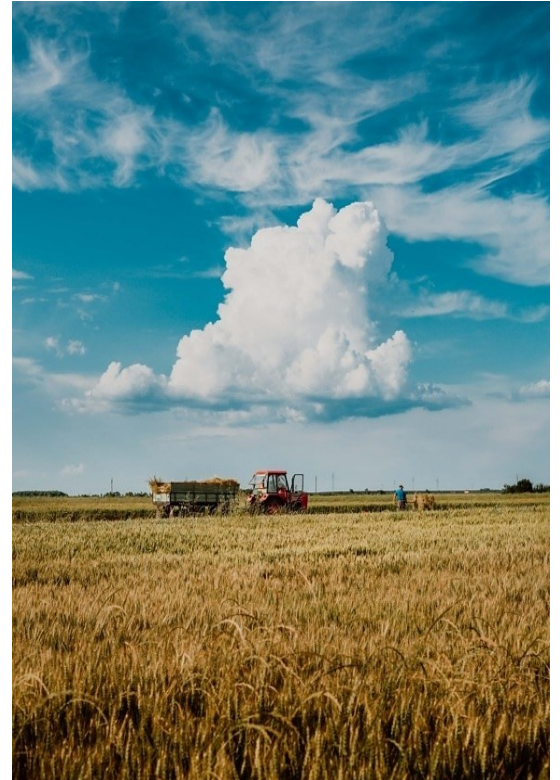
Summer
2026
Volume 3,
Issue 2

In the Know with Virginia Nutrient Management

General Nutrient Management Updates

Please take the time to read this newsletter thoroughly, it has a number of critical updates and reminders. Topics covered in this newsletter include:

1. Updates to the Online Plan Writing Module which will include an updated process for running the P-index that will be required starting August 1, 2026.
2. Two upcoming webinars on plan writing with CEUs attached see page three for information and registration.
3. Activity reporting reminders– that time of year is here again! If you are newly certified please email nmactivityreports@dcr.virginia.gov to obtain your template. **ALL** questions and reports must be sent to the nmactivityreports@dcr.virginia.gov email address.
4. New process for certification renewal! The form is online now, please use this instead of mailing in the paper copy. Check or money orders are still required, please put “NM Certification Renewal” in the for/memo line.
5. Reminders for updating your contact information, CEU requests, and if you’d like to be listed in the “For Hire” Directory which is being updated for publication on the DCR website.



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CEUs

Have you heard about a field day you think would be educational regarding nutrient management? A webinar related to nutrient management that sounds appealing? Please let us know!

We try to stay abreast of field days, conferences, and outreach events, but undoubtedly miss many. If there is an event you think might be eligible for continuing education credit, please contact stephanie.dawley@dcr.virginia.gov.

CEU events can be hosted by a variety of partnering agencies and do not have to be in VA. CEUs have been approved in NC, MD, DE, and other states.

P-Index Module Updates

Starting **August 1, 2026** the Phosphorous Index will no longer be available to run in the Module.

The current set-up in the Module requires ERA inputs from the planner which can be difficult to align with the online coding. This especially creates issues in fallow or three season, i.e. winter wheat and dc bean situations. A cascade effect can take place which can cause a major glitch and makes running the P-Index extremely difficult.

While we had hoped with recent updates that the speed of the system would allow for a fully functioning P-Index the latest issue will not be resolved until the Module rebuild in the next few years.

However, we do have a fully functioning version of the P-Index in the Nutrient Management Downloadable Spreadsheet (NMDS). The NMDS functions very similar to NutMan in nutrient allocation and entire plan visibility. P-index inputs are fast and minimal, the ERA is calculated for you.

Information on the NMDS can be found [here](#) under the NM Plan Writing App. Page three of this newsletter also has information on upcoming trainings regarding the P-Index transition.

Nutrient Management Plan Writing App

The Nutrient Management Planning portion of the Conservation Application Suite is available for VA Certified Nutrient Management Planners to use. This [Steps for Module Access](#) (PDF) outlines the steps needed to be taken to gain access to the Module. Below are pdfs and videos to help in using the new plan writing platform.

Guidelines

- [NM Module Guidelines for Creating New, Revised, Modified and /Amended Plans - Feb. 2025](#) (PDF)
- [NM Module Guidelines for Plan and Acreage Transfer- July 2025](#) (PDF)

Written Tutorials

- [NM Module NMDS: Project Overview](#) (PDF)
- [NM Module NMDS: Quick Launch Guideline](#) (PDF)
- [NM Module NMDS: Export/Import Technical Guideline](#) (PDF)
- [NM Module NMDS: Spreadsheet Technical Guideline](#) (PDF)

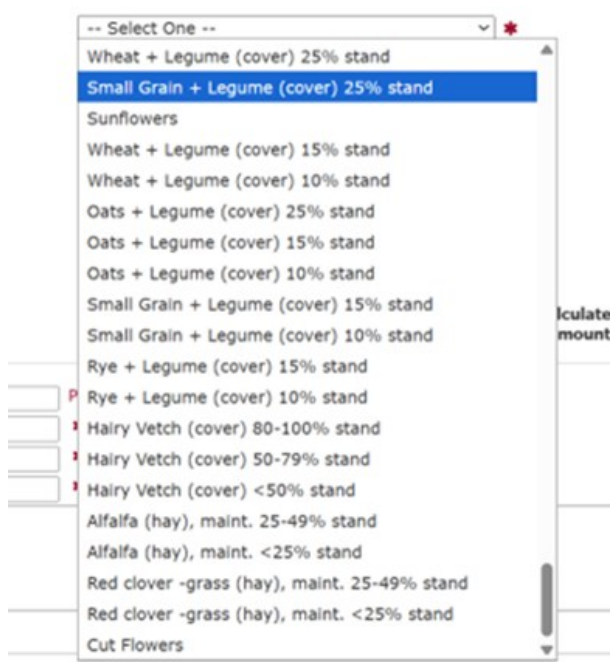
Video Tutorials

- [NM Downloadable Spreadsheet Demo and Q&A, April 1, 2026](#) (YouTube)
- [NM Online Plan Writing Module Balance Sheet Update Demo and Q&A - July 1, 2025](#) (YouTube)
- [Shapefile Import Tutorial](#) (YouTube)
- [Soil Test Import Tutorial](#) (YouTube)

Update to Crops in Module

There have been several requested crops added to the Module. If you go to the Crop Rotation tab, select the “Add Crop” button and scroll to the bottom of the list you’ll see the new additions starting after Triticale. These include sunflowers, cut flowers, and various legume and legume-small grain mixes that are now categorized by legume stand. This will give a more accurate reflection of residual nitrogen for the subsequent crops. If you have a crop you would like add please contact stephanie.dawley@dcv.virginia.gov.

Additionally cotton and peanuts default yields have been changed to more accurately reflect current averages and to correct p removal calculations. As with all yields they can be adjusted to match producer records.



Interested in the Online Plan Writing Program?

The Online Nutrient Management Plan Writing App (or Module) is available to all planners. To gain access to the Conservation Application Suite (CAS) that houses the Module, you first must take a brief webinar (45 mins) on internet and computer security, and complete a CAS request access form. Once the requirements have been completed your login credentials will be created. For more information click [here](#) or contact Stephanie Dawley at stephanie.dawley@dcv.virginia.gov.

Upcoming Webinars

June 23, 2026: 2:30-3:30 pm

Join us for a refresher on how to run the P-Index in NutMan and in the Module's Nutrient Management Downloadable Spreadsheet (NMDS). Topics to cover:

1. Steps to run P-index in NutMan
2. Steps to run P-Index in NMDS
3. Where to see P-Index results
4. What plan reviewers are looking for in the P-Index.

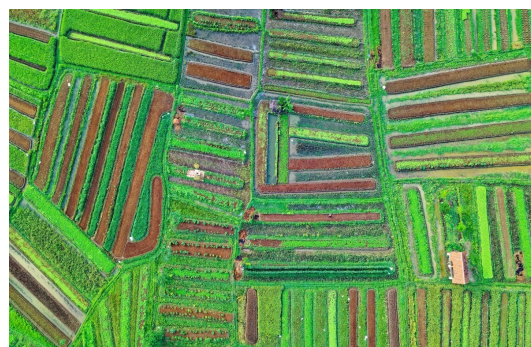
1.0 CEU will be available for those who attend live. A recording will be posted on the [DCR Website](#).

[Register here.](#)

July 6, 2026: 2:00-2:30 pm

Join us for a webinar exploring the various functions of excel and how it can assist you in writing fast, easy, and functional plans in the Nutrient Management Downloadable Spreadsheet (NMDS). 0.5 CEUs will be available for those who attend live. A recording will be posted on the [DCR Website](#).

[Register here.](#)



Dedicated Activity Reporting Email

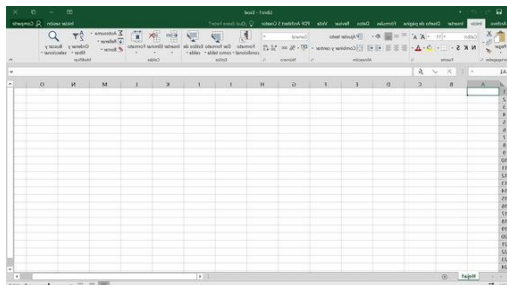
The following email address should be used for all activity reporting correspondence.

That includes questions about reporting as well as the reports themselves. Our new email address is:

[nmactivity-reports@dcr.virginia.gov](mailto:nmactivityreports@dcr.virginia.gov)

Please **DO NOT** send reports to Susan Jones' email address. Reports are to be sent to the address listed above.

**Reports are due by :
September 15, 2026**



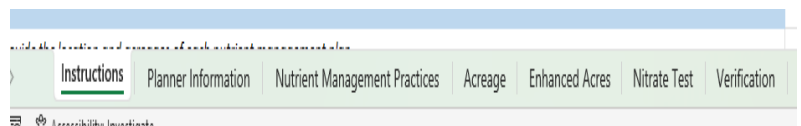
Activity Reporting for Program Year 2026

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 2026 would be July 1, 2025 through June 30, 2026. 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 in an excel format (.xlsx) you receive after you pass the certification exam. That single file will be revised by you annually 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.***

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.

3. 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.

4. It is important to name the file as outlined in the "Instructions" tab of the spreadsheet. Which is the following:

Last Name _First Name_ Certification Number_ Activity Report_ Reporting Period.

(Ex. Smith _John_101_ Activity Report_ 2023)

5. 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".

6. 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.

7. If you have written or updated plans, continue to the appropriate tabs to report you activities.

8. 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.

9. **ALWAYS** send reports and any related correspondence or questions related to the reporting activity to

nmactivityreports@dcr.virginia.gov

Please do not send reports to Susan Jones' email address.

Reporting Plans in the Online Module

As plan writing begins to transition into the Online Nutrient Management Plan Writing App (referred to as the Module) acres that 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. This also includes any Verification acres or Enhanced NM acres you report to the DCR through the Module, Direct Pay, or any other method.

For the 2026 reporting year if plans have been written in both NutMan and the Module ONLY the acres written in NutMan are reported as normal.

If all acres have been written in the Module you only need to complete the "Planner Information" tab. Under plans type in the number of plans completed with a line next to it saying "on file with the DCR". Reporting that you wrote plans in the Activity Report is used to determine how many CEUs are required for your certification renewal.

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

Recertification links

This is only for those recertifying in August 2026. An updated link will be created for the February 2027 recertification.

Agriculture Recertification
[Click Here.](#)

Turf and Landscape
Rectification [Click Here.](#)

Check or Money Order is still the required payment method. There is information on step 6/6 of where to send it, please include "NM Certification Renewal" in the for/memo.

There will be a dedicated space created on the website for recertification links. Planners will be informed of the updates as the space is created.

This is a new process for all so please do not hesitate to reach out with questions about any of the steps!

Please contact:
Stephanie
(stephanie.dawley@dcr.virginia.gov)
Justin
(justin.lindemeyer@dcr.virginia.gov)
or Susan
(susan.jones@dcr.virginia.gov)
with any questions.

Online Nutrient Management Certification Renewal

We've been working on a new and more convenient online system for nm recertification over the past year. The application is the same as the paper one but now can be submitted online. We will be progressing with this system in the future. The two links below, one for turf and one for ag, are for the planners needing to recertify in **August 2026**. To start the process, click on the appropriate links to the side of this article and follow the steps. If you are dual certified, please use the ag link.

Please note when you get to step 4/6, it says please upload current certificate that does not mean your nm certificate. This is for a certification of completion for an additional CEU course you would like to be used for consideration that is not on file with the DCR. The verbiage will be changed to reflect that point more clearly.

Credits must be related to NM and are based on the amount of time a webinar takes 1 hour = 1 CEU. . We do not accept anything under 25 minutes. It is always best to reach out to the DCR before taking a webinar to see if it is nm approved. We can accept CCA NM credits provided there is a copy of your report.

Nutrient Management Continuing Education Course(s) Attended and Plans Written Step 4 / 6

You are required to list four (4) hours of Department of Conservation and Recreation (DCR) approved continuing education, and the completion of at least one (1) nutrient management plan or an additional four (4) hours of approved continuing education.

Nutrient Management Continuing Education Course(s) Attended and Plans Written *

[Add an item](#)

Nutrient Management Plans Written over the past two (2) years

please upload your current certificate

No file chosen



DCR's Resource Management Plan Program

Are you interested in offering next-level services for your clients?

You can do that by offering Resource Management Plan planning services.

A Virginia Resource Management Plan (RMP) is a comprehensive conservation plan that includes agricultural best management practices proven to ensure the farm is meeting a conservation farming standard. A farmer's decision to have an RMP written or to implement the plan, is completely voluntary. The plans are written by certified RMP developers and are specific to the farm operation.

The RMP will address onsite erosion issues, including measures to protect perennial streams, and include recommendations for nutrient management. The RMP provides a list of agricultural BMPs for the farmer to implement.

What do you get?

Using the Direct Payment Initiative, RMP developers can be paid directly by DCR for both RMP development services and for certification services. Payment rates are currently \$13/acre for development and \$4/acre for certification.

What does the farmer get?

- Eligibility for enhanced tax credit
- Potentially higher priority for VACS funding
- Eligibility for RMP-2 payments for certified RMPs
- RMPs are written by certified RMP plan developers and provided at no cost to your farm.
- RMPs that have been certified as fully implemented are considered environmentally compliant.

Should newer, more stringent state regulations related to the Chesapeake Bay or local stream TMDLs be adopted, the certified RMP farm operation is considered compliant with nutrient, sediment and water quality standards. The certificate is valid for nine years provided the farmer continues to implement the RMP.

What do you need to do?

Currently-certified NM planners can apply to become a certified RMP developer. You must also either be a certified conservation planner or have experience and education in conservation and agriculture. The RMP developer application can be found here at <http://www.dcr.virginia.gov/form/DCR199-228.docx>

For more information, visit <http://www.dcr.virginia.gov/soil-and-water/rmp/> or contact DCR's Barbara McGarry, barbara.mcgarry@dcr.virginia.gov, 804-371-0297.

Online For Hire Planner Directory

Would you like to be listed in the [Planner For Hire Directory](#) on the DCR website? This directory is for planners wanting to advertise their services to the wider farming community.

If you are not listed in the directory and wish to be included, contact Susan Jones (susan.jones@dcr.virginia.gov) for the form to fill out with the needed information.



DCR Staff

Field Staff:

Carl Kling: Abingdon Office
Abby Pierson: Radford Office
Alec Lipscomb: Staunton Office
Scarlett Reel: Staunton Office
Caroline Schrider-Sullivan: Staunton Office
Stacy Polk: Staunton Office
Jay Marshall: Warrenton Office
Robert Shoemaker: Warrenton Office
Vacant: Tappahannock Office
Vacant: Suffolk Office
Rachel McAden-Farmer: Suffolk Office
Alex Hessler: Small Farms Specialist
(540) 290-3602 alex.hessler@dcr.virginia.gov
Palmer Bunce: Poultry Litter Transport Incentive Coordinator
(540) 416-5350 palmer.bunce@dcr.virginia.gov
[Click Here](#) to see full map of planner areas and contact information.

Office Staff:

Hunter Landis: Program Manager
Stephanie Dawley: Training and Certification Coordinator
Seth Mullins: Animal Waste Coordinator
Justin Lindemeyer: Urban Coordinator
Vacant: Biosolids Coordinator
Susan Jones: Training and Certification Technician
Marie Schirmacher: Direct Pay Specialist
Pamela Capps: Direct Pay Technician
Gonzalo Ortiz: Urban Specialist
[Click Here](#) for specific topics covered and contact information of office staff.

*Please make sure you have a non-work related email on file with the DCR! Your certification is attached to **YOU**, not your work. If you leave your current place of employment, and only have that email on file, it is difficult for us to keep in touch regarding your certification. Please contact Susan Jones at Susan.Jones@dcr.virginia.gov to check on/update your email status. A reminder to keep a copy of all plans you write for the lifespan of the plan in case of plan auditing. This includes plans you may have written for previous employment.*