



MANITOBA CONSERVATION

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Environmental Services

Livestock Section

# MMPFiler

Manure Management Plan Filer Software

MANURE MANAGEMENT PLAN FILER SOFTWARE

# User Manual

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

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## The MMPFiler

*The MMPFiler software is not a nutrient management extension software. Instead, it was designed by professionals from Manitoba Conservation with the objective of helping Manitoba's livestock producers track their manure management activities and register manure management plans with Manitoba Conservation in compliance with The Livestock Manure and Mortalities Management Regulation MR 42/98.*

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MMPFiler

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 Purpose

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**T**he *Livestock Manure and Mortalities Management Regulation MR 42/98* was enacted in 1998. Since that date, the number of livestock manure management plan annually registered with Manitoba Conservation has grown to over 500 plans per year. Livestock producers, professionals working with larger livestock producers, and consultants involved in the development of manure management plans have gained considerable experience in preparing plans meeting the requirements of Manitoba Conservation. Barring the initial challenges encountered with a very first manure management plan, many of the individuals working on the development of manure management plans have made suggestions for improving forms and filing process.

As the number of manure management plans grew to hundreds, it became clear that improvements to the manure management plan filing process were necessary to ensure effective communication with and timely feedback to livestock producers. The Manure Management Plan Filer software (MMPFiler) was designed with the objective of helping livestock producers, and those preparing a livestock manure management plan on their behalf, comply with the filing process and the terms of *The Livestock Manure and Mortalities Management Regulation MR42/98*. It allows for entering all the data required for registering a plan, preparing amendments to a plan and even forwarding a spreading confirmation to Manitoba Conservation. MMPFiler generates printouts of manure management plans on forms approved by Manitoba Conservation. MMPFiler also allows for electronically filing (“e-filing”) of the plans, amendments or spreading confirmation.

While MMPFiler is suited for users familiar with general nutrient management principles, as applied to management of livestock manure, it is not an extension software meant to demonstrate the value of livestock manure or that easily lends itself to trying out alternative manure application scenarios on a field or at the farm level. MMPFiler is aimed at *users* that routinely assess crop nutrient needs on the basis of soil test reports and rely on manure analyses as a basis for calculating anticipated manure application rates.

Registered users of MMPFiler will be personally updated, from time to time, about any changes to forms or manure management plan filing process and, when applicable, will receive updates of the software.

The purpose of this user manual is to complement the MMPFiler software. It contains detailed instructions and explanations for each menu and forms of the software, as well as steps to follow. While this user manual is designed to cover potential issues that may challenge users, it is quite likely that some steps or information requests may appear as unclear. In that event, we welcome any suggestions to improve the clarity of this user manual and the operation of the MMPFiler software itself.

Reference documents consulted in developing MMPFiler include the *Farm Practices Guidelines for Dairy/Hog/Poultry Producers in Manitoba* (MAFRI, 1998 and later), *The Soil Fertility Guide* (MAFRI, 2001), the *Tri-Provincial Manure Application and Use* manual, and the MARC98 (MAFRI, 1998) software. These documents contain a wealth of agronomic information that will be useful to *users*. *Users* requiring assistance with basic nutrient and manure management principles can consult with professional agronomists with Manitoba Agriculture, Food and Rural Initiatives or private companies that provide consulting services on this topic. Other software, such as MARC98, may also be helpful in estimating manure and nutrient application rates or strategy on the farm.

Livestock Section  
Environmental Services,  
Manitoba Conservation.

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M M P F i l e r

 Target Users

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M M P F i l e r

 Agronomic Advice

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*Proper installation is important to facilitate the updating of the software, as this will likely be required with any significant changes to The Livestock Manure and Mortalities Management Regulation MR 42/98. In addition, should users need assistance with MMPFiler, a careful installation will help pinpoint the causes for difficulties.*

## System Requirements & Installation

The MMPFiler software is a database application built within the Microsoft ACCESS 2002™ environment. The system requirements are the same as for using ACCESS 2002™ or more recent versions of ACCESS™.

### System Requirements

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MMPFiler

 General Requirements

Microsoft ACCESS 2002™ requires a computer of moderate processor speed and memory capacity. Below is a table of system requirements suggested by Microsoft Corporation for ACCESS 2002™.

<b>Computer/Processor</b>	Computer with Pentium 133 megahertz (MHz) or higher processor; Pentium III recommended.
<b>Operating System</b>	Windows 98, Windows 98 Second Edition, Windows Millennium Edition (Windows Me), Windows NT 4.0 with Service Pack 6 (SP6) or later, Windows 2000, or Windows XP or more recent.
<b>Display Monitor</b>	Display monitors of 17" or larger are best suited for a full screen view of MMPFiler screen menus.



A computer screen dimension of 430 mm (17") is preferable for proper viewing of MMPFiler menu screens. While a smaller computer screen will still work, the user will often have to scroll down on the screen's scroll bar to view the bottom of the menu. In some situations, setting a display monitor to a greater resolution will allow for viewing even the largest forms of MMPFiler.

## Software Requirements for MMPFiler

As MMPFiler is an application based on the Microsoft ACCESS 2002™ software, either a licensed copy of this software (or more recent version) or else a runtime version of ACCESS 2002™ is required. Owing to important changes made to Microsoft ACCESS after year 2000, MMPFiler cannot be run with ACCESS 97™ or ACCESS 2000™.

*Users* that have a licensed version of ACCESS 2002™ or later version can simply launch MMPFiler (mmpfiler.mde) as any other ACCESS document. No other software is required.

*Users* that do not have a licensed version of ACCESS 2002™ or later version may use a runtime version of ACCESS 2002™. No other software is required.

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MMPFiler
 Software Requirements

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## Installation

An installation package is available on Manitoba Conservation's website at [www.gov.mb.ca/conservation/envprograms/livestock/index.html](http://www.gov.mb.ca/conservation/envprograms/livestock/index.html).

*Users* that own a licensed version of Microsoft ACCESS 2002™ or later can download the installation package "MMPFiler" which contains the software files in a compressed folder. Simply download the compressed folder and save it onto a suitable temporary location on your computer hard disk. Extract the compressed files and save them in a location of your choice.


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DOWNLOADING
 Users of ACCESS 2002

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**NOTE:** *Users* that have a Microsoft ACCESS97™ software already installed on their computer may experience issues after installing a runtime version of ACCESS 2002™. Known issues relate to trying to launch the older version of ACCESS™ after installing the runtime version. Preferably, any previous versions for ACCESS™ should be uninstalled prior to installing ACCESSrun time version. Where *users* had created databases with earlier versions of ACCESS™ will be able to convert their databases to the ACCESS 2002™ format easily, unless the databases contain macros. In the later cases, these macros will have to be re-created.

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 Users Without ACCESS
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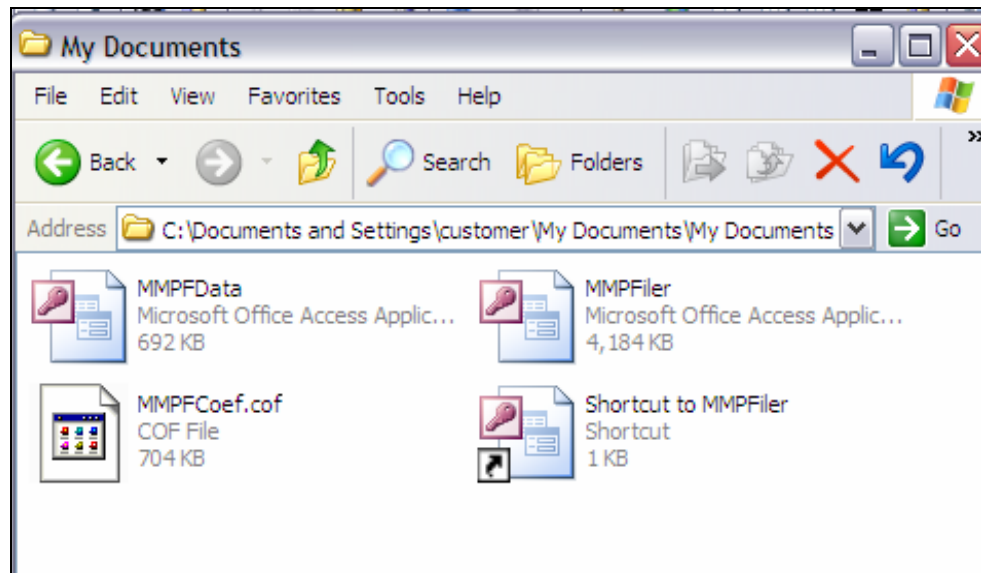
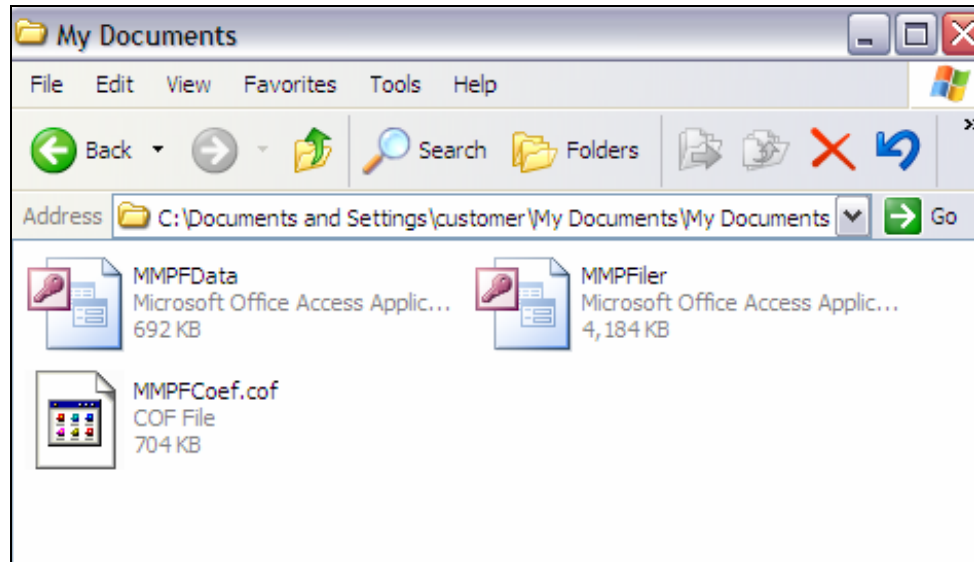
**INSTALLATION**

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 Installing MMPFiler

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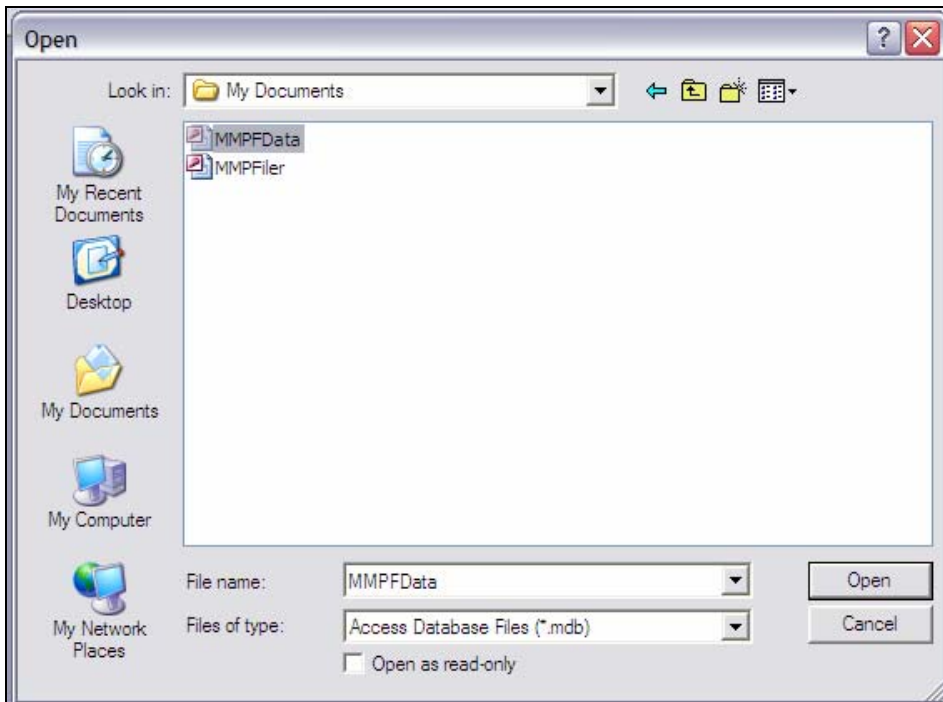
Locate the MMPFiler file on your computer. Double click this MMPFiler file to enter the program. This is the file you will use to enter the program in future as well.



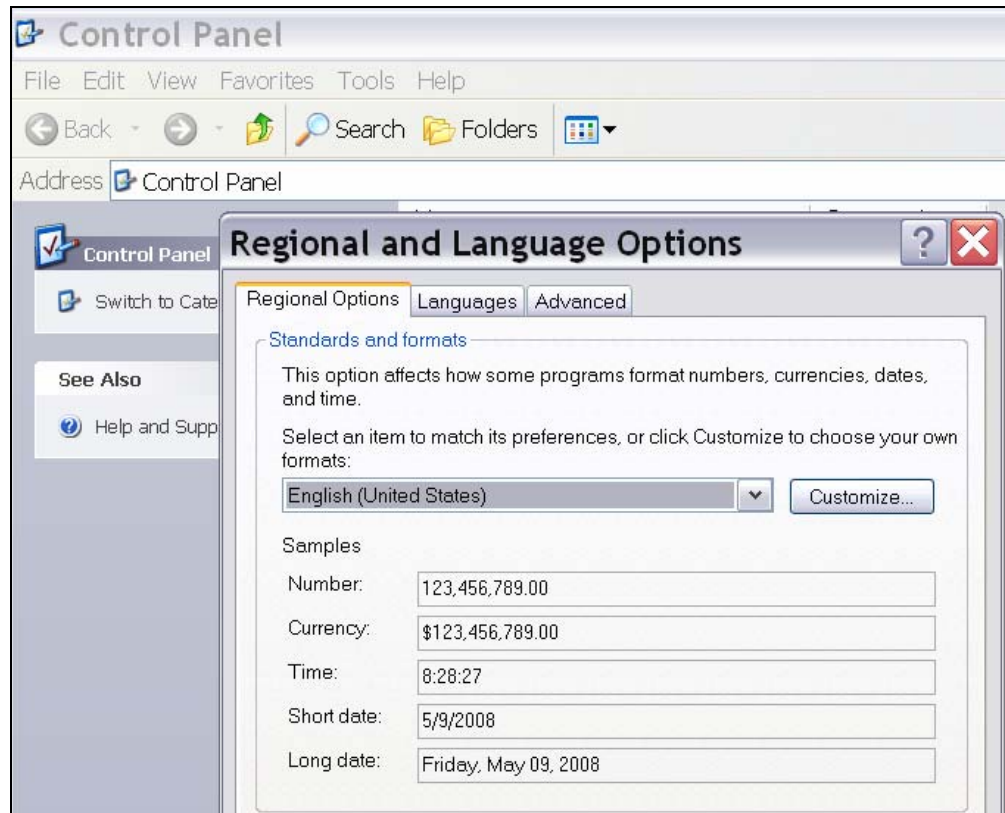
If you like, you may create a shortcut to this file and place the shortcut on your desktop. This will make it easier to find and open the program in future.



Upon program start up, you will be prompted to link the MMPFiler program to the other files included in the download package. You may receive messages similar to those shown above, in which case you will select OK for each message.



You must now locate the file by navigating to the folder in which you had extracted the MMPFiler program. Once you have found it, select the file called MMPFData and click Open.



Please ensure that your computers “Regional and Language Options” are set to “English (United States)”. Most computers are set to this by default. This setting is required in order to import the users e-filed plan into Manitoba Conservations database.



Chapter  
3

# MMPFiler – Database Structure

MMPFiler is primarily a database designed to organize the information required for developing livestock manure management plans and for assisting in filing them with Manitoba Conservation in accordance with *The Livestock Manure and Mortalities Management Regulation* MR 42/98. This database allows simplifying the repetitive tasks of entering operation sites and field information, as well as preparing manure application confirmation forms.

Understanding the database structure may help in preparing the information and filing in the general information requested in the very first forms that arise upon initial use of MMPFiler.

MMPFiler TREE  
Virtual Structure



The database can be thought as a file cabinet with a series of folders that are interrelated. Some folders may be used to file permanent information, such as an *operation's* name and location, while some folders that are associated with the *operation* may be more dynamic, which need to be entered or updated on a yearly basis, as is the case of manure management plans.

## Main Components of MMPFiler

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MMPFiler STRUCTURE

 Record Creator

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The software allows for many “record creators”, the individuals that enter the data or develop manure management plans. The *record creator* acts on behalf of a *corporation* or farm entity, be it as an employee, owner or consultant. MMPFiler places no limits on the number of *corporations* that can be worked on interactively.

---

MMPFiler STRUCTURE

 Corporation


---

Each *corporation* may have a single site or barn for livestock production, may have multiple sites, or multiple livestock species. To some extent, the regulatory requirements dictate how the information should be entered for corporations that have multiple sites and livestock species. While the information on the *corporation* is fairly limited in MMPFiler, this is one main folder in the database. For family farms or *corporation* that own a single livestock production site, the corporation information may simply be the same as that requested for the *operation* production facilities.

**Livestock Production  
Corporation A**

---

MMPFiler STRUCTURE

 The Livestock Operation


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In some situations, a larger corporation may own or manage two or more production sites or facilities that operate independently. Whether or not each of the production facilities needs to file a separate manure management plan largely depends on past registration practices, or advice from the Livestock Environmental Program of Manitoba Conservation. For example, if the current practice is to register a manure management plan for four independent production sites of a *corporation* that has in fact six barns at different locations, where two of them fall below the animal unit number triggering the mandatory registration of a manure management plan, then four *operations* should be created with the intent of developing complete manure management plans for each of them. MMPFiler allows to develop manure management plans for the other two *operations*, but they need not to be submitted for registration.

**Production Facility  
Site 1  
Swine  
Farrow to Wean - 300 AU**

---

MMPFiler STRUCTURE

 Operation Information

---

The *operation* is associated with a particular site, an owner and, sometimes, a manager. This information is part of the *operation* main folder. Another obvious characteristic of the *operation* is the type and number of livestock reared at the operation's facilities. This information does not change often, and can be placed in a folder that does not need the attention of the user unless a change requires updating of the information.

**Livestock Inventory  
& Animal Units**

Each *operation* can have a series of fields that are available for manure application. Permanent information such as legal description of the location, field codes, soil types and soil series name, and surface available for spreading is entered in the *operation* information folder. This is also where the user can save information on the land owner, etc...

**Fields Available for Spreading**  
 Location, Owner  
 Soil types, soil series, farmed acreage, etc.

---

MMPFiler STRUCTURE

---

Field Information

---

The manure management plan “folder” is the most dynamic element of MMPFiler. This folder groups all information from manure types and volumes available for spreading, storage system and location, and selection of fields for spreading. This folder is updated yearly, and its usefulness lies in the ability to systematically enter the information, update it as required and file it from a report printed out or electronically.

**MMP 2005**

**Manure Properties**

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MMPFiler STRUCTURE

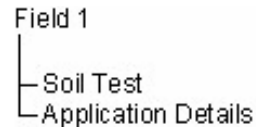
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The Manure Management Plan

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**Manure Storage**

Under each *operation*, comprehensive manure management plans can be specifically developed on a yearly basis. These manure management plans are in fact a repertoire of information describing manure management activities, inclusive of lists of fields where manure spreading is anticipated for that particular *crop year*, soil test report history, intended spreading method, etc. In addition, more than one manure management plan can be developed in the same year for the same *operation*, as this is required when an *operation* that spreads both liquid and solid manure. Each of these manure types possess different nutrient contents and have different equipment for spreading, and consequently two separate manure management plans allow to clearly indicate what manure is applied where and how.

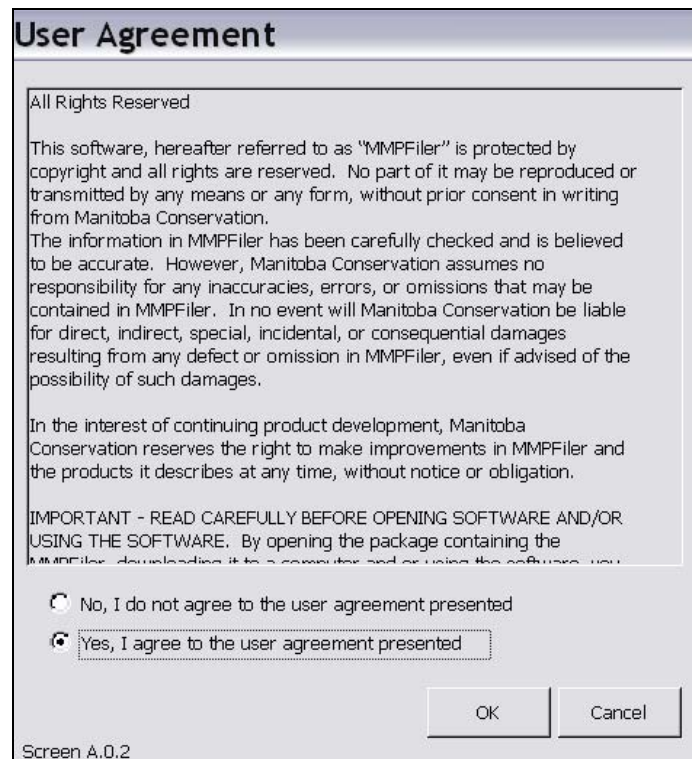


Finally, alternative manure management practices, such as treatment or transfer to third parties are also part of the manure management plan. The relevant information can be entered in the manure management plan folder in lieu of or concurrently with the more common information on manure spreading practices.

*Once MMPFiler is installed and launched, the user will be prompted for entering specific information on the corporation, the operation, its livestock inventories, and the fields that will be used for manure application. The user should have this information at hand when first launching MMPFiler.*

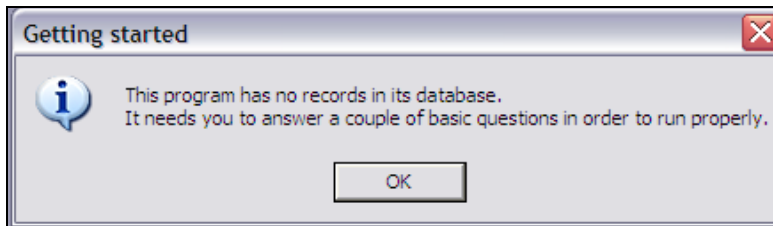
## Getting Started

Upon first use, MMPFiler requires confirmation that users read and conform to the terms of a User Agreement for this copyrighted software. The software will not launch unless the users indicate their consent to comply with the User Agreement.





Next, MMPFiler requests a limited amount of information on the main *user* to customize this version of the software. This information is mainly for the user's own reference and will not be included as part of the manure management plan information. Once this basic information is entered, the *user* is presented with forms to enter basic data for the first corporation and operation.

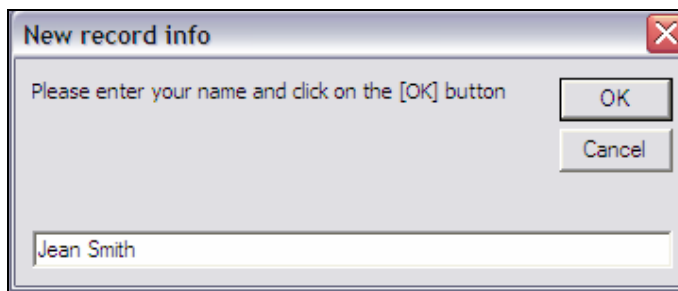


The *user* name information is for the *user's* viewing only. If the *user* chooses to electronically file or “e-file” a manure management plan, this information is not sent along with the information on manure management.

---

**FIRST LAUNCHING**
 User Name
 


---



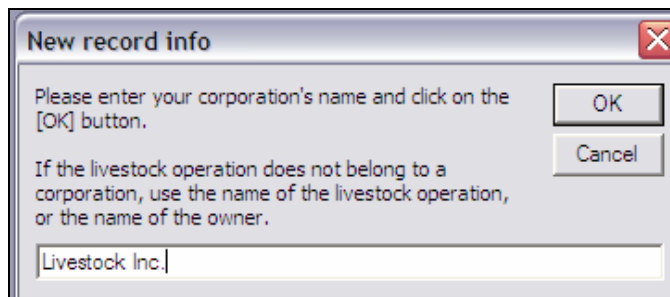
## Corporation Data

In the event that the *user* develops manure management plans for a *corporation* that owns or manages more than one livestock operation, the *corporation* name should be repeated on each of the documents related to the manure management plans. The *corporation* name is first entered and will be used throughout all forms and documents produced by MMPFiler. *Operations* that are incorporated can simply repeat the operation's name in the *Corporation* information. The *corporation* information is the umbrella folder under which one or more *operations* information can register a manure management plan.

---

**FIRST LAUNCHING**
 Corporation Data
 

---



Finally, the *user* may include any other relevant information that he or she may deem useful in the last prompted menu. Again, this information is for the benefit of the *user* and is facultative; these comments are not exported with the *operation's* data with the “Export” function of MMPFiler (see Chapter 8 for a description of MMPFiler’s Export function).

## Data Entry for a First Operation

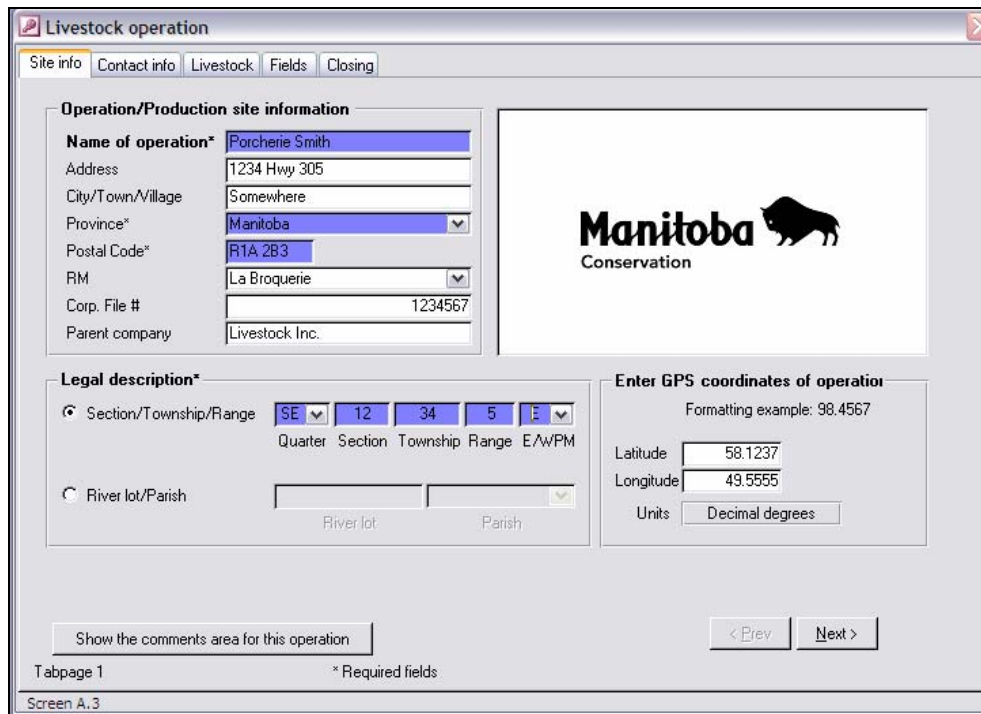
Once the very basic *corporation* or company information is entered, MMPFiler immediately prompts the *user* for entering specific information for a first livestock *operation* via the Livestock Operation form.

The use of Livestock Operation form is covered in Chapter 5. A virtually limitless number of other operations can be added later, using the same form via the “Livestock operation portal” form, which is discussed in Chapter 7.

## Forms

MMPFiler generates a series of forms to guide the user when entering data. At first launching, these forms are presented to the *user* one after the other. Once a first *operation* is entered in the database, the *user* can navigate between these forms to update specific data, develop new or amend manure management plans, or perform any other activity pertaining to the registration of the plans.

For reference in this user manual and for any other assistance, all MMPFiler forms are identified. Each form has a form title, such as Livestock operation. Some forms may be comprised of a series of sub-forms, referred to as “tabpages”. The tabpages can be accessed via the tabpage’s tab, located at the top of the form, or by toggling the tabpage **<Prev** or **Next>** buttons in the lower right corner of the form.



For precise referral to a specific form, the form is also identified by a “Screen” number located in the lower left corner of the form, such as the “Screen A.3” reference in the figure above. Similarly, tabpages also have a number, and the Site Info tabpage of the Livestock operation form could be referred as “Tabpage 1 of Screen A.3”.

Some forms also feature buttons for additional comments, while other have specific notes to draw the attention of the *user* to mandatory fields or other information.

When a form features mandatory fields to be filled in, the *user* must enter appropriate information in these fields before they can proceed to the next form or sub-form. If a mandatory field is not filled in, a reminder message appears on the screen. In most cases, these mandatory fields are shaded blue.

The *user* can easily navigate within a form by clicking on tabpage tabs, located near the top of the form, or between subforms and forms by clicking the **<Prev** or **Next>** buttons. However, where tabpages or subform require filling in fields, mandatory fields must be filled in with information before the *user* can proceed to another form or tabpage.

*For most livestock operations, site identification and management personnel, livestock inventories, and fields usually selected for manure application are data that do not frequently change. MMPFiler allows entering these in the Livestock operation main folder via a master form.*

## Livestock Operation Data

This software has for purpose to help livestock operators to prepare, organize and produce all the information required to prepare manure management plans. When all MMPFiler forms are filled in, a *user* can rest assured that all the information entered and required by Manitoba Conservation for registering a manure management plan appears in the right formats and locations. *Users* and livestock operators are encouraged to maintain a file “paper” copy of all the reports generated by MMPFiler and to complete their files with any other information that they may wish to keep in the same file cabinet folders.



### Operation Data


The *operation* data is amongst the most critical information of the manure management plan. Beyond specifying the exact site location, it allows to list all the pertinent contact persons and, to a limited extent, their roles and responsibilities in the management of the livestock *operation*. The information that is entered via the Livestock operation form is part of the livestock *operation* folder and is transcribed verbatim to the *operation's* manure management plans.



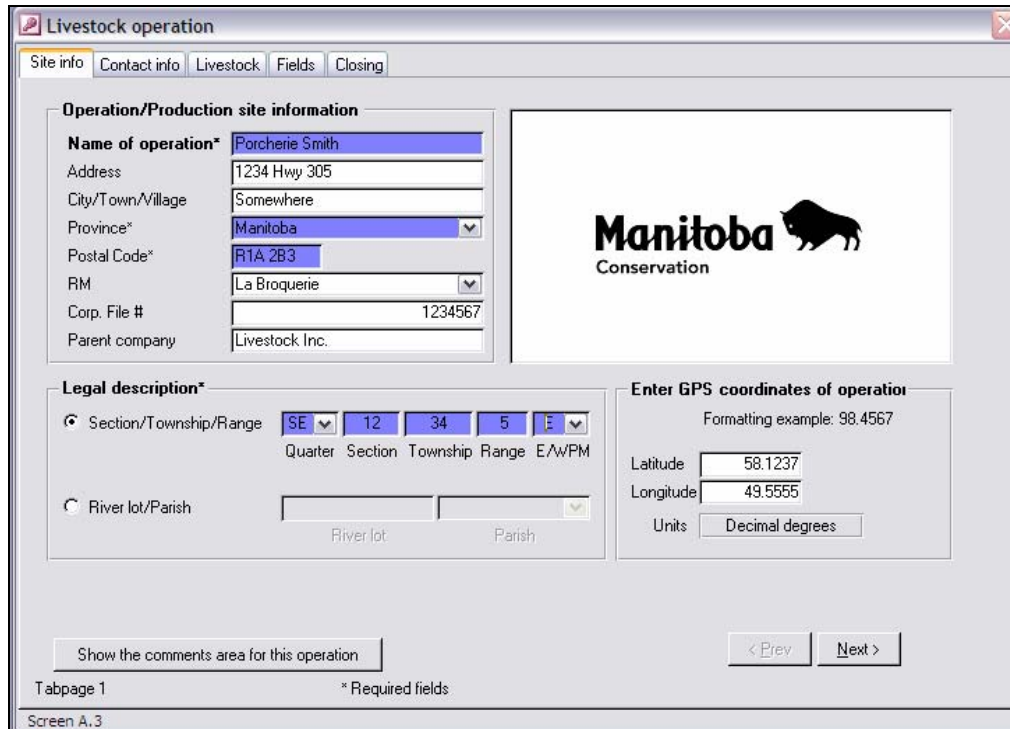
The “Site info” tabpage is the first tabpage of the Livestock operation form. The user must ensure that the information entered is accurate for exact cross-referencing with prior manure management plans registered with Manitoba Conservation. The manure management plan “registrar” with the Livestock Environmental Program of Manitoba Conservation classifies manure management plans according to the name of the operation. Mistakes in the name of the operation would result in a different or new entry, thereby cutting the relationship between this manure management plan and any previous manure management plans.

## OPERATION DATA

---

 Site Information
 

---



**Livestock operation**

Site info | Contact info | Livestock | Fields | Closing

**Operation/Production site information**

Name of operation\* Porcherie Smith  
 Address 1234 Hwy 305  
 City/Town/Village Somewhere  
 Province\* Manitoba  
 Postal Code\* R1A 2B3  
 RM La Broquerie  
 Corp. File # 1234567  
 Parent company Livestock Inc.

**Legal description\***

Section/Township/Range SE 12 34 5 E  
 Quarter Section Township Range E/WPM  
 River lot/Parish  
 River lot Parish

**Enter GPS coordinates of operation**

Formatting example: 98.4567  
 Latitude 58.1237  
 Longitude 49.5555  
 Units Decimal degrees

Show the comments area for this operation

< Prev Next >

Tabpage 1 \* Required fields

Screen A.3

The information required in the “Site info” tabpage is quite conventional. When examples for the information format (e.g. GPS coordinates) are not shown, information format “filters” will guide the data entry, as is the case for the postal code. To avoid typographic mistakes, common information such as rural municipality and parish names can be picked from drop down lists as opposed to having to spell them out entirely. The list searches for the closest match in the common list of rural municipalities of Manitoba. Note that in the “Operation/production site information” box in the upper left corner of the tabpage, parish names can be selected in the “RM” dropdown list.

While most *users* will be very familiar with entering legal site location description in the section-township-range format, river lot designation is quite different. As it is more common, the section, township, range site designation is the default entry menu.

## OPERATION DATA

---

 River Lot Designation
 

---

In an effort to standardise the way the *users* enter the information for river lots, the convention shown below should be followed for designating the site location of an *operation* on river lots.

By toggling the round button in the “Legal description” information box (lower left corner of the tabpage) in the “Site info” tabpage, the information entry boxes are activated. If an *operation’s* livestock production facilities are all located onto a single river lot, then simply indicate the river lot number. Where the livestock production facilities are located on more than one river lot, indicate the full river lot number with the lowest numeral first, followed by a hyphen, and then indicate the end river lot number. In the example below, the livestock housing structure and manure storage facilities are located on river lots 101 and 102. If, in another situation, the facilities are spread over parts of river lots 119, 120, and 121, for example, then the river lot number notation would be 119-121.

Finally, pick the parish name into which this river lot is located in the drop down box that is located to the right of the “River lot/Parish” data entry box.

Once you are done with entering the required information, click on the **Next>** button to advance to the “Contact info” tabpage. If any of mandatory information boxes, highlighted with a blue background, are left without any information, a prompt message will request that the information be entered before you can proceed to the next tabpage.

For some livestock operations, many individuals are often associated with manure management activities. In the case of family farms, the same person may handle all activities, from the preparation of the manure management plan up to the spreading activity by itself. The “Contact info” tabpage allows for identifying up to three individuals under general responsibilities in relation with livestock manure management at the *operation*.



Where the owner is also the principal contact at the livestock production site itself, as would be the case when he/she is directly involved in the day to day livestock husbandry activities, the “Same as owner” button can be toggled to copy the information from the “Owner information” box to the “Site contact information” and “MMP contact information” boxes.

In situations where more than one person is assigned responsibilities such as primary contact person at the site or preparation or oversight on manure management plans, then simply fill in the “Site contact information” and “MMP contact information” boxes with the appropriate information.

**Livestock operation**

Site info | **Contact info** | Livestock | Fields | Closing

**Owner information**

First name: Jean  
 Last name\*: Smith  
 Work phone number\*: (204) 123-4567  
 Home phone number: (204) 890-1234  
 Mobile phone number: (204) 567-8901  
 Fax number: (204) 234-5678  
 E-mail: jsmith@localnet.com

Address\*: 4567 Hwy 305  
 City\*: Somewhere  
 Province\*: Manitoba  
 Postal Code\*: R1A 4B5

**Site contact information**

Different from owner  Same as owner

First name: Jean  
 Last name\*: Smith  
 Work phone number\*: (204) 123-4567  
 Home phone number: (204) 890-1234  
 Mobile phone number: (204) 567-8901  
 Fax number: (204) 234-5678  
 E-mail: jsmith@localnet.com

**MMP contact information**

Different from owner  Same as owner  Same as contact

First name: Jean  
 Last name\*: Smith  
 Work phone number\*: (204) 123-4567  
 Home phone number: (204) 890-1234  
 Mobile phone number: (204) 567-8901  
 Fax number: (204) 234-5678  
 E-mail: jsmith@localnet.com

Show the comments area for this operation

< Prev Next >

Tabpage 2 \* Required fields

Screen A.3

Once you are done with entering the required information, click on the **Next>** button to advance to the “Livestock” tabpage. If any of mandatory information boxes, highlighted with a blue background, are left without any information, a prompt message will request that the information be entered before you can proceed to the next tabpage.

## Livestock Production Data

Among the basic information about the livestock *operation*, some basic data about the livestock inventories is required. This information is entered via the “Livestock” tabpage of the Livestock operation form.

---

### LIVESTOCK DATA

---

- Livestock Inventory List

The form under the “Livestock” tabpage is in fact a list of all livestock reared in a livestock *operation*. To add a first livestock description, click on the **Add** button. The “Livestock information” subform will appear. The livestock species can be chosen from a list, and the associated type of livestock production can also be selected.

These lists of livestock species name and production types are in accordance with the terminology used in Schedule A of the manure management plan registration form, reproduced in Appendix I, to identify most types of livestock production models in use in Manitoba. This list is adapted from the livestock inventory list presented in the *Farm Practices Guidelines* series (MAFRI, 1998a). By choosing the livestock species and production types in the lists provided by MMPFiler, the *user* can avoid misunderstandings in describing an *operation*'s livestock inventories.

The screenshot displays the 'Livestock operation' software interface. At the top, there are tabs for 'Site info', 'Contact info', 'Livestock', 'Fields', and 'Closing'. The 'Livestock' tab is active, showing a table with columns for 'Species', 'Type', and 'Number'. To the right of the table are buttons for 'Add', 'Edit', and 'Edit livestock entry | move'. A 'Livestock information' subform is open in the foreground, containing a table with columns for 'Species\*', 'Type\*', and 'Number\*'. The 'Species' dropdown is set to 'Pigs' and the 'Type' dropdown is set to 'Growers/finishers', with the 'Number' field containing '2800'. Below this table is a 'Comments' text area with the text 'Hoop Shelter - Solid Manure'. A note below the comments area reads: 'If you enter a species, or type that is not on the list, please contact Manitoba Conservation for an updated list.' There is an 'OK' button at the bottom right of the subform. At the bottom of the main window, there is a 'Show the comments area for this operation' button, '< Prev' and 'Next >' buttons, and the text 'Tabpage 3' and '\* Required fields'. The bottom left corner of the window says 'Screen A.3'.

There may be production models that are not included in the lists supported by MMPFiler. In that situation, the *user* should firstly indicate a relevant comment in the “Comments” box. Secondly, the *user* should formally contact the Environmental Livestock Program at the address shown in Appendix II to inquire about the possibility of updating the livestock species and/or livestock production type lists.

There are at least two situations that justify multiple livestock entries. One situation is when an *operation* rears more than one type of livestock. An example of this situation would be a dairy operation that also rears beef cattle. In this situation, the *user* can simply add more livestock species, type and numbers as required.

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LIVESTOCK DATA

 Multiple Livestock Entries

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Double-click to edit a livestock entry

Show the comments area for this operation

< Prev    Next >

Tabpage 3                      \* Required fields

Screen A.3

Another situation where more than a single livestock production type and species would be required is where part of the *operation* produces one type of livestock manure while the other part of the *operation* may have a different manure management or handling system and produces a very different manure type. Examples of this include a swine producer who essentially has a farrow to finish operation, but rears sows in a conventional housing with liquid manure management, while the growers/finishers pigs are reared on solid manure in biotech shelters. However, only one type of livestock manure type (*e.g.* liquid manure) is allowed by MMPFiler per manure management plan.

It is quite likely that the *user* will want to edit the information data after it has been entered a first time. The **Edit** button allows for returning to the “Livestock information” subform to change any information that was previously entered.

---

LIVESTOCK DATA

 Editing Livestock Data

---

Be it as a result of a mistake or otherwise, there may be situations where the *user* may wish to delete an entry from the livestock production list in the “Livestock” tabpage. This can be done via selecting the entry by clicking on it, and then clicking on

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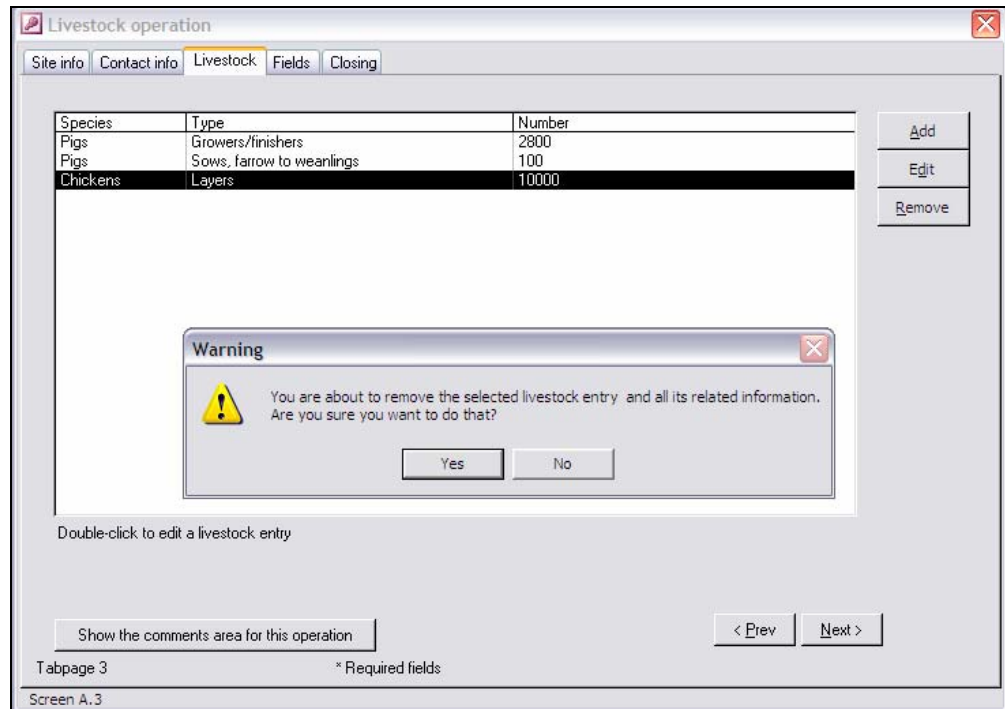
LIVESTOCK DATA

 Deleting Livestock Data

---

the **Remove** button. A brief Warning message will appear asking the *user* to confirm the intention of deleting the livestock data from the list.

When an entry from the livestock production list is deleted, all associated information, such as past manure management plans, will also be deleted. This action should be carefully thought of before proceeding with it.



Once you are done with entering the required information, click on the **Next>** button to advance to the “Fields” tabpage. If any of mandatory information boxes, highlighted with a blue background, are left without any information, a prompt message will request that the information be entered before you can proceed to the next tabpage.

## Basic Field Information

While the *user* will learn in the next chapters that field information can be added through other forms in MMPFile, it may be more convenient to add all the basic field information at once via the “Fields” tabpage of the Livestock operation form.

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FIELD INFORMATION

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Purpose of Field Data

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Basic field data covers the “permanent” information, such as soil types and series names, and other information that does not change frequently, such as land ownership. The “Fields” tabpage is a repertoire of the fields that an *operation* manages for the purpose of applying nutrients from livestock manure. Once the fields are entered into

the “Fields” sub-folder or tabpage, the *user* will be able to select them for any future manure management plan prepared with MMPEfiler for that *operation*.

To add a new field into the “Fields” tabpage list, click on the **Add** button. The “Fields” subform will appear.

Legal	River lot	Parish	Field ID	Field size	NE corner (x,y)	NW corner (x,y)
--	100-5	St. Laurent	West 24(	240	(. )	(. )
SE 12-34-5 E			North 1/4	120	(. )	(. )
NW 12-34-5 E			-	155	(. )	(. )
SE 13-34-5 E			-	100	(. )	(. )

---

 FIELD INFORMATION
 

---

 Entering Field Data
 

---

The legal description data for fields can be entered, depending on the case, in section-township-range or river lot format. For examples of how to indicate the river lot number where multiple adjacent river lots are farmed as a single field, please refer to the item “River lot designation” of the section “Operation Data” of this Chapter.

In addition to the legal description for quarter sections or river lots, each field can be identified with a “Field ID”, thereby allowing for more than one field in a quarter section or a series of river lots lumped together. This will help cross-references manure management plan information with the landowner’s field designation system.

While not mandatory, many landowners have GPS coordinates for their fields. When available, it is a good practice to include this data with your field information. The farmed area must be indicated, exclusive of bushes, areas not in production and setbacks from watercourses. The landowner’s name and phone number, as well as that of any leaseholder, when applicable, are required. Where there is no leaseholder, a check box can be clicked to copy over the landowner information to the leaseholder’s data boxes.

---

 FIELD INFORMATION
 

---

 Field Location
 

---

## FIELD INFORMATION

 Soil Information

Since June 2004 specific soil information is required for each field. This information can be obtained from at least four official sources, three of which are soil survey reports. The fourth source is the Manitoba Agriculture, Food and Rural Initiatives Agri-Maps on-line soil information website (<http://www.gov.mb.ca/agriculture>). Alternatively, the *user* can consult with Manitoba Agriculture, Food and Rural Initiatives for information in this regard. The information requested includes the soil texture, referred to in the soil survey reports as the “soil surface texture”, soil series name, and soil agricultural capability class.

When using the Manitoba Soil Survey Reports as the source of information, the *user* must cite the report number from which the information is obtained for. An additional information box appears when that soil information source is selected.

## FIELD INFORMATION

 Entering Soil Class

Where a field features more than one soil class, the class for the least productive soil class that will receive livestock manure should be entered (*cf.* Appendix I, *The Manure Management Plan Registration Form*). In the event that the livestock producer would want to exclude a small area of low crop productivity (soil class) from the rest of the field, only the soil class for the least productive soil remaining should be indicated. In that event, the *user* should make clear notes to that effect in the “Comments” box, for reference at a later date.

In situations where a field is comprised of sizeable area of productive soils, and a clearly defined second area of lower productivity, *users* can elect to divide the field into two distinct “fields” when time of planning and applying livestock manure comes. This would allow for using an application rate as high as necessary on the best land, while using lower rates on the less productive parts of the original field.



**Fields**

**Livestock operation**

**Legal description\***

Section/Township/Range\* SE 12 34 5 E North 1/2  
Quarter\* Section\* Township\* Range\* E/WPM\* Field ID

River lot/Parish  
River lot Parish Field ID

**Field size\*** 120 acres

**Contact information\***

	First name	Last name*	Phone number*
Owner	Jean	Smith	(204) 123-4567
Lease holder	Jean	Smith	(204) 123-4567

Click here if the lease holder is the same as the owner (or there is no lease holder)

Comments

**Enter 4 corners of field**

Formatting example: 98.4567

**NW** Latitude Longitude **NE** Latitude Longitude  
 Latitude Longitude Latitude Longitude  
**SW** Latitude Longitude **SE** Latitude Longitude  
 Units Decimal degrees

**Soil information**

Information source: Manitoba Soil Survey report

Report #:

9	Grandview
10	Nelson River Basin
11	Pasquia
12	Fisher-Teulon
13	Swan River1
14	South Eastern
15	Lac du Bonnet
16	Grahamdale

OK

\* Required fields  
Screen A.5

**Fields**

**Livestock operation**

**Legal description\***

Section/Township/Range\* SE 12 34 5 E North 1/2  
Quarter\* Section\* Township\* Range\* E/WPM\* Field ID

River lot/Parish  
River lot Parish Field ID

**Field size\*** 120 acres

**Contact information\***

	First name	Last name*	Phone number*
Owner	Jean	Smith	(204) 123-4567
Lease holder	Jean	Smith	(204) 123-4567

Click here if the lease holder is the same as the owner (or there is no lease holder)

Comments

**Enter 4 corners of field**

Formatting example: 98.4567

**NW** Latitude Longitude **NE** Latitude Longitude  
 Latitude Longitude Latitude Longitude  
**SW** Latitude Longitude **SE** Latitude Longitude  
 Units Decimal degrees

**Soil information**

Information source: Canada Land Inventory, National Soil Database, Agric

Clay loam

Surface texture: 3 m

Class\* Limiting factors\* (worst soil used for spreading)

Soil name (series): Agassiz

- Agassiz
- Agnew
- Alexander
- Algar
- Almasippi
- Alonsa
- Altamont
- Anderson Point

\* Required fields  
Screen A.5  
Screen A.3

Once the mandatory information is entered, the **OK** button takes the *user* back to the “Field” tabpage. Additional fields can then be entered by clicking the **Add** button.

---

FIELD INFORMATION

Deleting a Field

---

When a field needs to be deleted from the list in the “Fields” tabpage of the Livestock operation form, the **Remove** button can be used. However, the *user* should ensure that this field is not associated with any past manure management plan, as any livestock manure management data associated with that field will also be lost.

---

FIELD INFORMATION

Finished with Field Information

---

Once you are done with entering Field information, clicking on the **Next>** button will take you back to the Livestock Operation tabpage, now at the “Closing” tabpage. Clicking on the **Close** button allows for saving all the new information entered for the new operation. The **Close** button launches the Livestock operation portal which allows to develop manure management plans and perform associated activities. The features of the Livestock operation portal are discussed in details in the following Chapters.

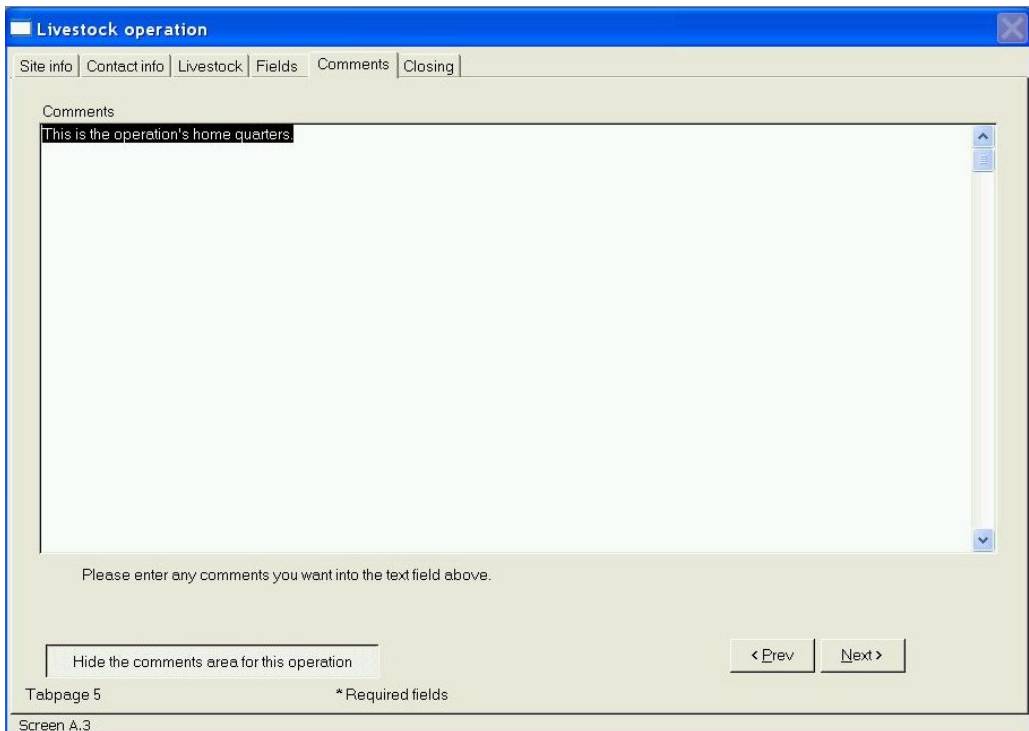
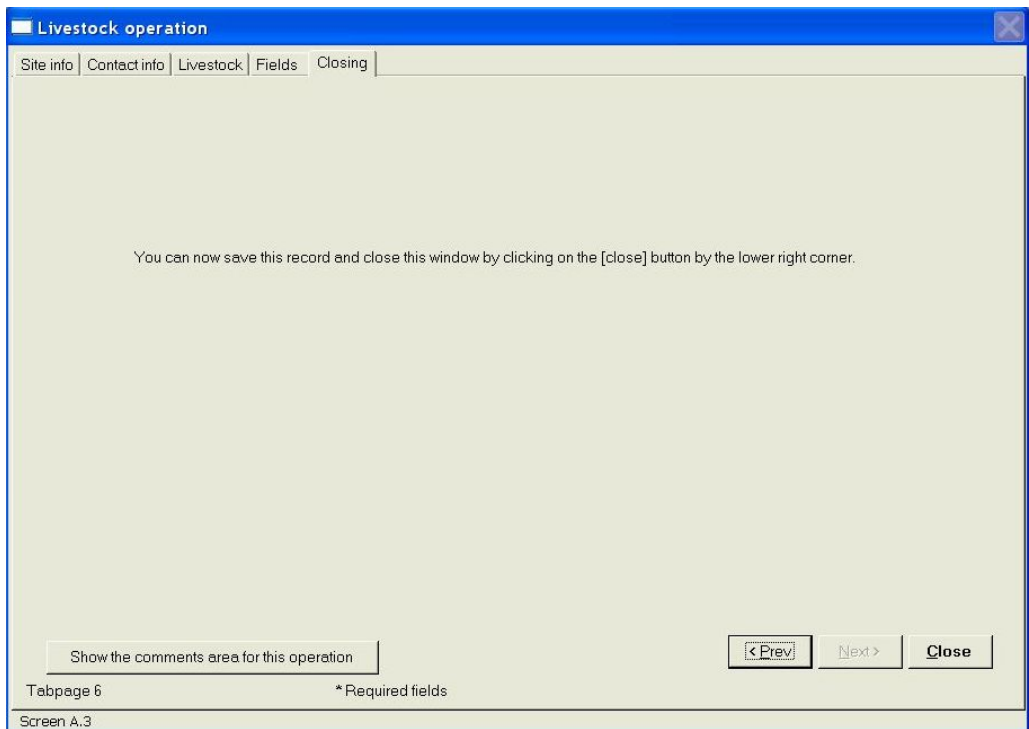
---

COMMENTS

Enter “Public” Comments

---

There may be comments that would help both the *user*, the livestock operator and even Manitoba Conservation’s staff understand certain particularities of the *operation*, such as a livestock production model that differs from the choices provided in the manure management plan form Schedule A (*cf.* Appendix I, *The Manure Management Plan Registration Form*), for example. These comments can be attached to the *operation* folder by clicking on the **Show the comments for this operation** button.



However, the user should be aware that these comments will be exported with the "Export" feature of MMPFiler, and can be viewed by Manitoba Conservation's Livestock Environmental Program.

*The Livestock Operation Portal is the heart of MMPFiler.  
After first launching, the Livestock Operation Portal becomes the “start up” form from which the user can navigate through all the forms and functions of MMPFiler.*

## Livestock Operation Portal

**A**fter initial launching of MMPFiler, the Livestock Operation Portal becomes the “start up” screen or form of the software. It has been customized to the manure management plan designer name and corporation that he/she is associated with or develops manure management plans for.

The Livestock Operation Portal allows the *user* to navigate through all functions of MMPFiler. From this start up point, new management plans can be prepared or existing plans can be amended.

**Livestock operation portal**

Corporation/record info  
 Designer:   
 Organization:

Livestock Operation info  
 Name:

**Manitoba Conservation**

Version: 1.01.002


Screen A.6

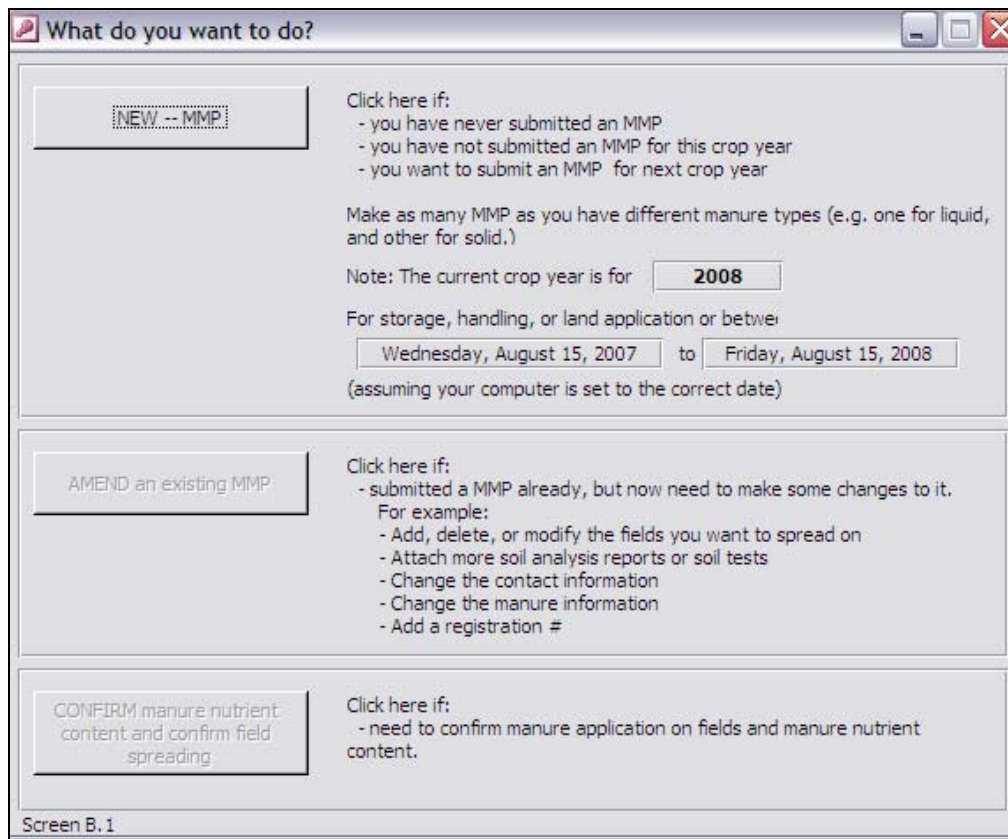
## Manure Management Activity Menu

The **Manure Management Plan System** button launches the manure management plan activity menu which offers three options. The *user* can either start to work on a new manure management plan, amend an existing manure management plan (e.g. to add a field), or produce a confirmation report for manure nutrient content and land application of manure for a registered manure management plan.

The **NEW – MMP** activity is discussed in details in Chapter 7. An explanation of how to prepare an amendment to a manure management plan is presented in Chapter 9. Chapter 10 deals with the specifics of producing a report with the function

CONFIRM manure nutrient content and confirm field spreading

MMP SYSTEM	
	Manure Management Planning Activities



**What do you want to do?**

**NEW -- MMP**

Click here if:

- you have never submitted an MMP
- you have not submitted an MMP for this crop year
- you want to submit an MMP for next crop year

Make as many MMP as you have different manure types (e.g. one for liquid, and other for solid.)

Note: The current crop year is for **2008**

For storage, handling, or land application or between:

Wednesday, August 15, 2007 to Friday, August 15, 2008  
(assuming your computer is set to the correct date)

**AMEND an existing MMP**

Click here if:

- submitted a MMP already, but now need to make some changes to it.

For example:

- Add, delete, or modify the fields you want to spread on
- Attach more soil analysis reports or soil tests
- Change the contact information
- Change the manure information
- Add a registration #

**CONFIRM manure nutrient content and confirm field spreading**

Click here if:

- need to confirm manure application on fields and manure nutrient content.

Screen B.1

## Navigation Between Corporations and Operations

The *corporation* and *operation* folders can be accessed via the [Livestock operation portal](#). Among other actions, new *corporations* can be added to the database and new *operations*

may be entered within any existing *corporation*. Data related to the existing *corporations* and *operations* can also be easily updated.

---

ADD/UPDATE CORPORATION

Navigation through the Corporation Folder

---

See current farm information or select another operation, or corporation

is a button that takes the *user* to the Advanced options menu for a range of functions related to the addition or updating of *corporation* and *operation* data.

Advanced options

Choose the program you want to run

Create or select another corporation

Allows you to manage more than one corporation of livestock operations. This means you can add, remove, or make manure management plans for other corporation's livestock operations.

Select another operation of corporation

Allows you to manage another farm of this organization. This means you can add, remove, or make manure management plans for other livestock operations.

View/update currently selected livestock operation's values

Allows you modify the default values you can use to generate manure management plans

Cancel

Screen A.7

## Manage Corporation Information

---

ADD/UPDATE CORPORATION

Add/Update/Delete a Corporation

---

The **Create or select another corporation** function takes the *user* to a subform that provides the option of either creating a new corporation, editing information about the corporation or simply removing a corporation that may have been entered by mistake.

Corporation

Corporation ID 12

Designer\*

Corporation\*

Comments

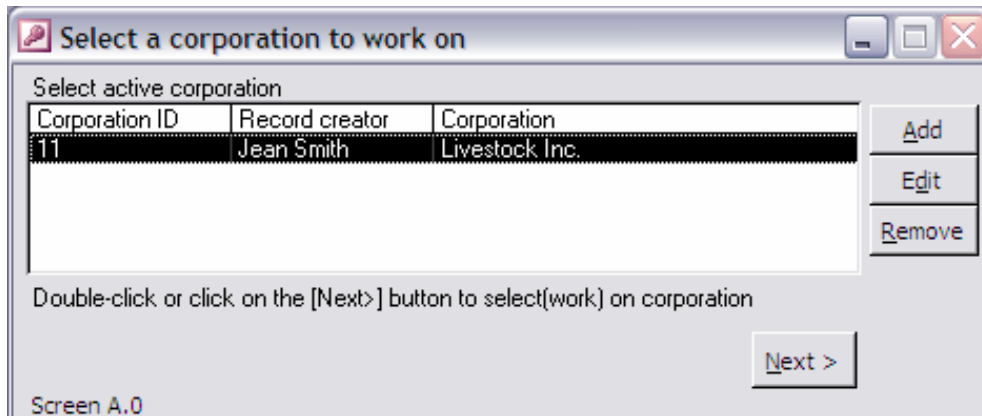
\* Required fields

Screen A.1

OK

Clicking on the **Add** button take to the *user* to the Corporation form, where the *user* can enter his/her name and the name of the new *corporation*.

Similarly, selecting a *corporation* in the list and clicking on the **Edit** button takes the user to the same Corporation form, this time showing the name of the designer and the *corporation* as well as any comments that were entered to describe a feature of the *corporation*.



The **Remove** button allows the *user* to delete the selected *corporation* in the list. Again, this action will also delete all the data that is related to this corporation, inclusive of related livestock *operation* data and manure management plans.

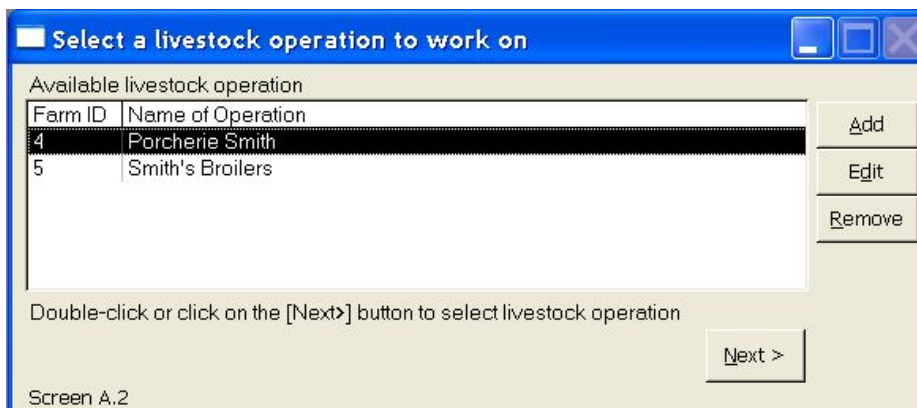
The **Next>** button takes the *user* to the Select a livestock operation to work on form to select one *operation*.

## Managing Operation Information

The Select a livestock operation to work on form can be opened either as a result of choosing an alternative corporation to work on, as described above in this Chapter, or from clicking on the **Select another operation of corporation** button of the

---

ADD/UPDATE OPERATION  
 Select an Operation



Advanced options menu. The function of this form is to allow for adding, updating or deleting livestock *operations* data.

To add a new *operation*, all it takes is clicking on the **Add** button. This action launches a blank Livestock operation form. For information about how to fill in the Livestock information form, please refer to Chapter 5.

Any information describing an *operation* can be updated by clicking on the **Edit** button after selecting the *operation* that requires updating. This action also launches the Livestock operation form, but this time it reveals the current information found in the livestock *operation* folder. Alternatively, the “View/Update” button of the Advanced options menu also launches the Livestock operation form, but with the information pertaining to the current livestock *operation*. Details about the information contained under each tabpage of the Livestock operation form are discussed in Chapter 5.

View/update currently selected livestock operation values

Finally, the user can delete any *operation* for which information was mistakenly entered, or that needs to be removed from the database by clicking on the **Remove** button. This action will effectively delete all of the data pertaining to livestock information, fields and manure management planning for that *operation*.



# Chapter 7

*Preparing new manure management plans is the final purpose for using MMPFiler. Once the basic information is entered about a livestock operation, the user can now concentrate on livestock manure management without worrying about whether or not the operation's or corporation's basic information will "print" properly.*

## Preparing a New Manure Management Plan

It is not by any coincidence but rather by design that the **Manure Management Plan System** button of the Livestock Operation Portal is normally highlighted. This is the function of MMPFiler that *users* will most often work with. As indicated in Chapter 6, clicking on the **Manure Management Plan System** button launches the What do you want to do form. By clicking the **NEW – MMP** button of this form, the *user* can now begin preparing a new manure management plan. This Chapter will explain in detail the steps required to prepare a new plan.

What do you want to do?

**NEW -- MMP**

Click here if:

- you have never submitted an MMP
- you have not submitted an MMP for this crop year
- you want to submit an MMP for next crop year

Make as many MMP as you have different manure types (e.g. one for liquid, and other for solid.)

Note: The current crop year is for **2008**

For storage, handling, or land application or betwe:

Wednesday, August 15, 2007 to Friday, August 15, 2008  
(assuming your computer is set to the correct date)

**AMEND an existing MMP**

Click here if:

- submitted a MMP already, but now need to make some changes to it.

For example:

- Add, delete, or modify the fields you want to spread on
- Attach more soil analysis reports or soil tests
- Change the contact information
- Change the manure information
- Add a registration #

**CONFIRM manure nutrient content and confirm field spreading**

Click here if:

- need to confirm manure application on fields and manure nutrient content.

Screen B.1

## Preparing a MMP – Review of the operation’s data

Before getting down to the heart of the dispatching of livestock manure to a series of fields, MMPFiler prompts the *user* with the first task of specifying the *crop year*, and then to review the operation information. This is because some of the information may change from year to year, such as the contact persons at the site or the consultant retained for preparing manure management plans.

Once a first MMP is prepared, a warning message reminds *user* to update past plans with the registration number provided by Manitoba Conservation. To amend a plan, *users* can click on the **Amend an existing MMP** button, accessible from the **What do you want to do?** form. See Chapter 9 for details.

The subforms that flow from clicking on the **NEW - MMP** button are the same as discussed in Chapter 6, with a few additional functions. Chapter 6 should be consulted for any basic questions in regard to these subforms.

The *crop year* differs from the current year. For the purpose of planning land application of livestock manure, and any other crop nutrient (fertilizer, compost, etc...), the *crop year* is defined by the year for which the landowner plans his fertilisation program. This is the year during which most of the nutrients applied from livestock manure will be effectively used by the crop. For example, a manure application in fall 2004 (after August 15) on a field to be seeded into barley in spring 2005 will result in the applied nutrients being used during the 2005 growing season. Therefore the *crop year* is the year 2005. The *crop year* must be entered in the “Crop year” box of the Livestock operation form.

---

CROP YEAR

---

What is the *Crop Year*?

---

**Livestock operation**

Crop year (YYYY)\* **2008** < -- Set using current crop year

Site info | Contact info | Other info

**Operation/Production site information**

Name of Operation\* Forcherie Smith  
 Address 1234 Hwy 305  
 City/Town/Village Somewhere  
 Province\* Manitoba  
 Postal Code\* R1A 2B3  
 RM La Broquerie  
 Corp. File # 1234567  
 Parent company Livestock Inc.

**Legal description\***

Section/Township/Range  
 River lot/Parish 101-102 St. Clements

**Enter GPS coordinates of operation**  
 Formatting example: 98.4567  
 Latitude 58.1237  
 Longitude 49.5555  
 Units Decimal degrees

Show the comments area for this operation

Tabpage 1 \* Required fields

Screen B.2

Carefully review the first tabpage “Site info” of the Livestock operation form, which shows the site location. Under most conditions, there should be no changes required, and the **Next>** button will open the second tabpage. Should there be permanent changes to make, such modifications are best accomplished through the Advanced options form, as explained in the section “Navigation between corporations and operations” of Chapter 6.

REVIEW OPERATION DATA

Site and Contacts Data

The second tabpage “Contact info” of the Livestock operation form that is activated pertains to the site and manure management planning contact information. This type of information may be less permanent by definition, and can be updated from plan to plan. If the information entered initially as part of the livestock *operation* folder is correct, no changes are required and click on the **Next>** button.

The third tabpage “Other info” allows indicating whether or not the filing of the manure management plan is the result of a Manitoba Conservation director’s order. Manitoba Conservation only registers manure management plan from *operations* with more than the regulated threshold of 300 animal units (per livestock species) or for *operations* that are specifically the subject to a director’s order in that regard.

REVIEW OPERATION DATA

Yearly Details

A final step remains the review of any comments that is part of the *operation’s* folder. If the *user* intends to e-file the manure management plan, he/she should ensure that these comments are appropriate for review by Manitoba Conservation staff.

REVIEW OPERATION DATA

Comments

Once the comments are reviewed and updated as required, clicking on the **Next>** button will close the comments area and bring back the third tabpage “Other info”.

The screenshot shows a web browser window titled "Livestock operation". At the top, there is a "Crop year (YYYY)\*" field with the value "2008" and a button labeled "< -- Set using current crop year". Below this are four tabs: "Site info", "Contact info", "Comments", and "Other info". The "Comments" tab is active, displaying a text area with the text "This is the operations home quarter." Below the text area is a prompt: "Please enter any comments you want into the text field above." At the bottom of the form, there is a button "Hide the comments area for this operation" and two navigation buttons: "< Prev" and "Next >". The footer of the form includes "Tabpage 3" and "\* Required fields". The label "Screen B.2" is visible at the bottom left of the window.


The screenshot shows the same "Livestock operation" web browser window, but with the "Other info" tab active. The "Crop year" field remains "2008". The "Other info" tab contains a checkbox labeled "Ordered to file by Manitoba Conservation" followed by a text input field for "Director's order #". Below this is a prompt: "Please ensure that the information is correct. Then click on the [Continue] button to move on to the next screen". At the bottom, there is a button "Show the comments area for this operation" and three navigation buttons: "< Prev", "Next >", and "Continue". The footer includes "Tabpage 4" and "\* Required fields". The label "Screen B.2" is visible at the bottom left of the window.

Once the *user* is finished with the review and updating of the *operation* data, clicking on the **Continue** button will save all the changes for the *crop year*. This is highlighted by a brief message.

---

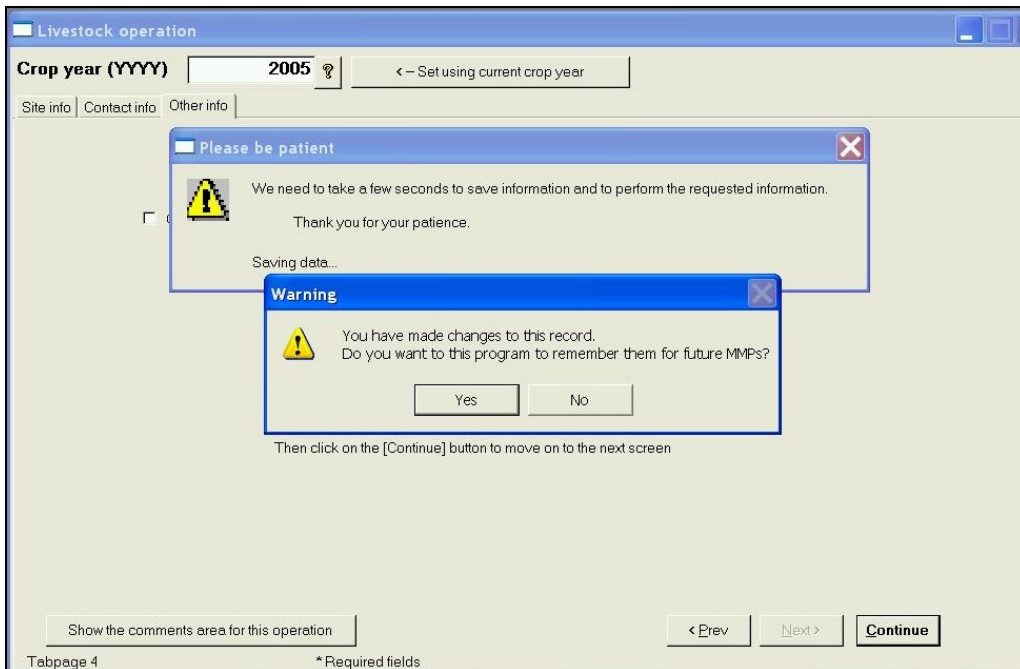
REVIEW OPERATION DATA

---

 Saving Yearly Data

---

If changes are made beyond simply changing the *crop year*, a second message prompts the *user* to indicate whether these changes should be made permanent for all future manure management plans. This action would be appropriate if the changes were thought to be valid for at least another *crop year* or, alternatively, another manure management plan for the same *operation* and for the same *crop year*, as would be the case for another livestock production or manure type.



## Select the Livestock Production for the MMP

The *users* may note that on all forms and subforms associated with a manure management plan, the very top section shows information about the *operation* and current livestock manure type, or field. On some livestock *operations*, there are more than one livestock specie or type with more than 300 animal units equivalent of livestock. In this situation, the *user* must specify which livestock type is the object of the manure management plan.

To select a livestock specie and type, click on the relevant line for the current manure management plan, then click on the **Use selected** button in the *operation* list of livestock production types, from its folder. This will transfer the livestock type to the “active” livestock information list for the current manure management plan. Clicking

---

LIVESTOCK TYPE

---

Select One or More Livestock

---

on the **Use all** button will transfer all listed livestock species and types to the “active” list. It may take a few seconds for the list to be updated.

More than one livestock specie or production type can appear on the same manure management plan for as long as the selected livestock specie(s) or production type(s) result in a single manure type (e.g. all liquid manure) to manage on account of uniform properties and nutrient content, etc... Examples include situations where manure from an egg layer barn is stored into the same storage structure as liquid manure from a grower/finisher pig barn.

The cumulative animal units for all selected livestock species or types are calculated and reported in the lower portion of the subform. Clicking on the **Next>** button opens the livestock Manure Nutrient Information.

---

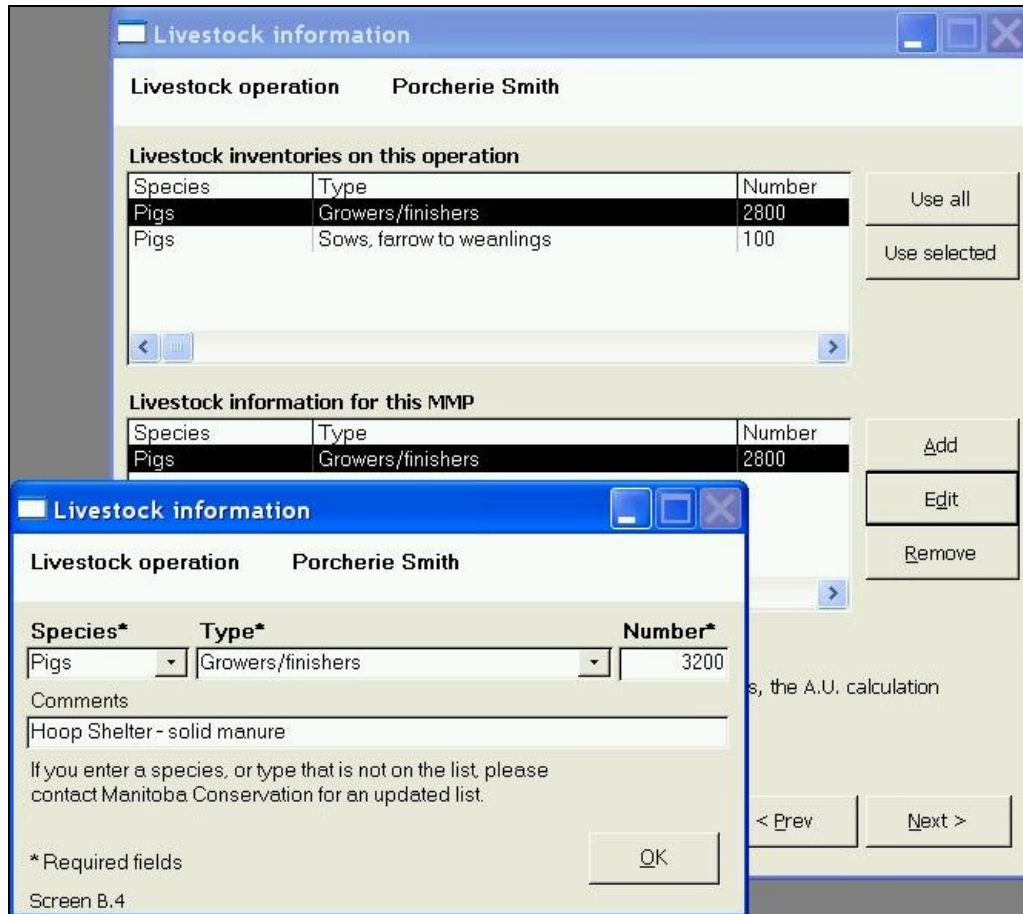
LIVESTOCK TYPE	
<input checked="" type="checkbox"/>	Update Inventories

---

The Livestock Information form also allows for adding new livestock species and production types, or editing existing ones, if changes occurred during the past year since the last manure management plan.

Clicking on the **Add** button will open the Livestock information form for the *operation*. Clicking on the **Edit** button will also open Livestock information form, but

this time with the information for the livestock species and types that are currently selected. Refer to the section “Livestock Production Data” of Chapter 5 for details about how to fill in this form.

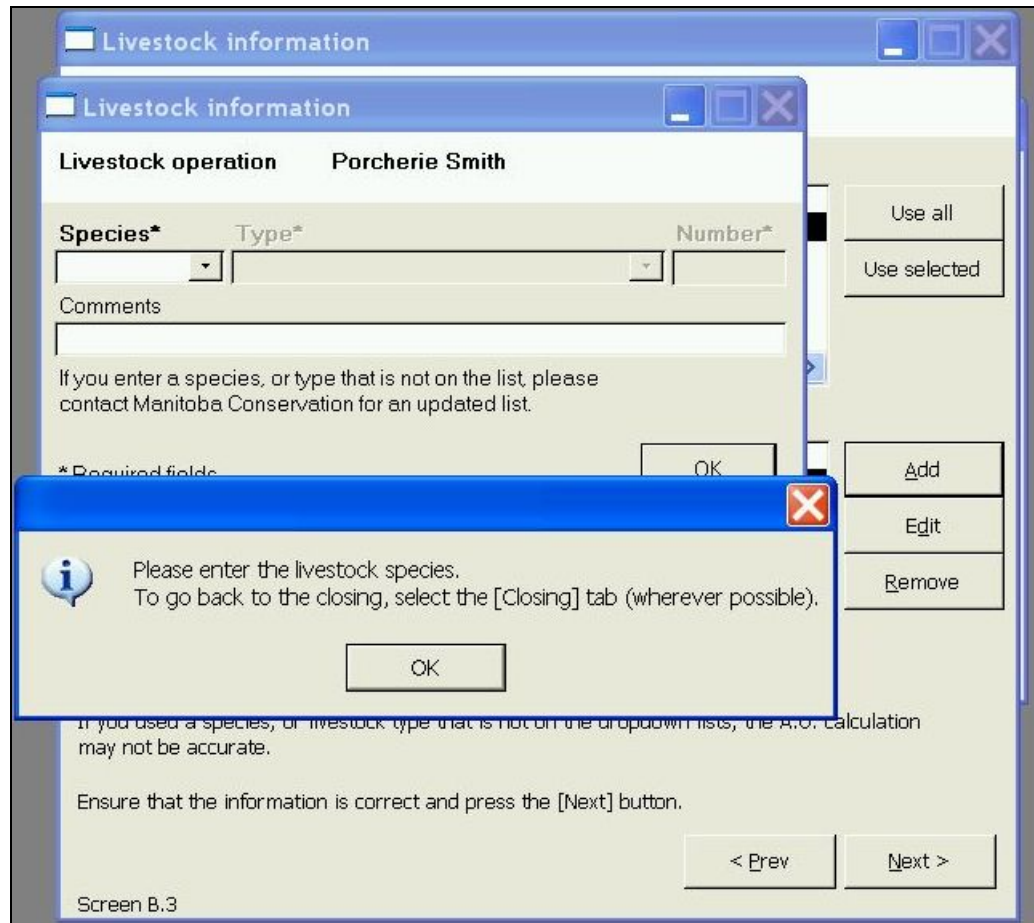


If by mistake the **Add** button is toggled instead of the **Use selected** or the **Use all** button for transferring the livestock operation from the *operation* list, then the *user* is “confronted” with the Livestock information form. Clicking on that form’s **OK** button while the information boxes are empty will generate an error message. To close this form, simply select any livestock specie and type, enter any number and then click the **OK** button. Once you are back to the Livestock Information form, you can remove this extraneous “livestock specie and type” by clicking on the **Remove** button. Alternatively, click on the “Close Report” function, located above the main form area. If an invalid or undesired entry is still shown in the list, simply select it and click on the **Remove** button to delete it.

Finally, clicking on the **Next>** button will open the Manure storage information form.

---

LIVESTOCK TYPE	
<input checked="" type="checkbox"/>	Didn't Want To Do That!



## Manure Storage Information

The *Livestock Manure and Mortalities Management Regulation* MR42/98 requires that livestock producers include specific information in regards to the livestock manure storage facilities or practices. This is the purpose of the Manure storage information form. In the case of constructed manure storage facilities, MMPFiler allows to enter this information once and to carry it over from one year to another. Conversely, where solid manure is field stored at different locations from year to year, this information must be updated for every manure management plan.

The type of manure between liquid (less than 5 % solids), semi-solid (between 5 and 25% solids) and solid manure (more than 25% solids) must be selected in the “Manure Form/Storage system” information box. The *user* must then identify the appropriate storage situation at the livestock *operation* by checking one of the two check boxes for either “Central storage of manure” or “Field storage of manure”.

---

### MANURE STORAGE

---

- Adding a Manure Storage



The location of the manure storage structure or field storage sites is entered by clicking the **Add** button, which triggers the “Manure storage” subform. The legal location for the storage can be directly entered following the convention used for the *operation* site location (see section “Livestock Operation Data” in Chapter 5). MMPFiler provides a default legal description for the storage structure, assuming that it is on the same property as the livestock *operation*; if not, changes must be made.

---

MANURE STORAGE

---

Location of Storage

---

In the case of constructed manure storage structures, the registration number or the permit number of the construction must be indicated. In all cases, the anticipated livestock manure storage duration must be entered.

When solid manure is field stored in more than one field, the *user* must add as many storage locations as there are field storage sites. However, if the storage sites are all in the same field under a single legal description, then only one location entry will suffice. Clicking on the **Next>** button will now open the “Manure nutrient information” subform.

## Manure Nutrient Information

Livestock manure is a valuable source of crop nutrients. When managed properly, crop producers can expect returns as good if not better than from commercial fertilizers.

---

MANURE NUTRIENTS



Volume

---

The Manure nutrient information form allows for entering the livestock manure properties. The first information required is an estimate of the manure volume available for land application. Once a manure type was selected via previous form entries, the default units for the volume are the most common units for either solid or liquid form of manure.

**Manure nutrient information**

**Livestock operation** Porcherie Smith  
**Type of manure** Pigs

Manure volume to be land applied  Tons   Click here to enter actual manure content after spreading and related functions

The earliest estimated manure land application date  (e.g. YYYY-MMM-DD)

Manure nutrient content\*

Total N*	NH <sub>4</sub>	P*
<input type="text" value="11"/>	<input type="text" value="0"/>	<input type="text" value="8"/>
Units <input type="button" value="lbs/ton"/>	<input type="button" value="lbs/ton"/>	<input type="button" value="lbs/ton"/>

Note: You must use units consistent with those used for the manure application rate. Use values reported on a "wet" basis or "as received" basis.

Nutrient content (standardized)

Total N	NH <sub>4</sub>	P
<input type="text" value="11"/>	<input type="text" value="0"/>	<input type="text" value="8"/>
<input type="button" value="lbs/ton"/>	<input type="button" value="lbs/ton"/>	<input type="button" value="lbs/ton"/>

Source of information  
 Click here if it was an actual analysis (otherwise assume values were estimated)  
 Lab\*


Source of estimate\*

Comments

Screen B.7 \* Required fields

Manitoba Conservation requires that livestock operators provide the earliest date when manure application is likely to proceed. This date should be consistent with regulatory bans for winter spreading, should the *operation* be subject to these under *The Livestock Manure and Mortalities Management Regulation* MR 42/98.

---

MANURE NUTRIENTS	
	Anticipated Application Date

---

A critical information is the actual estimated nutrient content of the manure. From this information, the *user* will be able to better appreciate how many fields will be required for spreading the livestock manure produced by the *operation*. This information is used by MMPFiler to help the *user* in this aspect.

---

MANURE NUTRIENTS	
	Nutrient Content

---

There are many sources of data on manure nutrient content available to the *user*. The past records of nutrient content from the livestock *operation* itself, from samples of manures sent for laboratory analysis in previous years, is the best source of information. It is an excellent practice to take composite sample of manure during the spreading operation to verify actual nutrient levels in the manure that is being spread. In addition to providing base data for the coming years, it will help the landowner plan the needs for fertilizers to meet crop requirements.

To make a composite sample, the operator can take smaller samples (1-2 litre or shovel full) from time to time during pump-out or loading of manure spreaders, and placing them in a container. At the end of the spreading time, the sample is thoroughly mixed and a smaller sample extracted and sent for laboratory analysis. The “sub-samples” should be kept cold at all times and sent in a small cooler to the laboratory.

If the *operation* does not have any data from previous years on manure nutrient content. *The Farm Practices Guidelines for Beef/Dairy/Hog/Poultry Producers in Manitoba* (MAFRI, 1998 and after) provide average values, as does the *Tri-Provincial Manure Application User Guide* (MAFRI, 2004). The above choices for information source and others are available in the list “Source of estimate”; the *user* can enter alternative information if necessary in that data box. Where the information is from an actual manure analysis, as would be the case for a confirmation report, check the box “Click here if it was an actual analysis...”.

The estimated or actual total nitrogen (Total N), ammonia or ammonium (NH<sub>4</sub>) and total phosphorus (P) must be entered in the appropriate boxes. Check the appropriate units for each. To suit the information from your laboratory report, different units can be selected for different nutrients. MMPFiler will automatically convert this information into a single set of units.

Clicking on the  button saves the information and opens the [Spread fields information](#) form.

## Select Fields for Land Application

The [Spread fields information](#) form shows an inventory of the fields entered previously in the *operation* folder. The *user* can select any of these fields to add them to

the current manure management plan. Additional fields can be added to the *operation's* list from this menu as well.

---

SPREAD FIELDS

---

Selecting Fields for this MMP

---

The Spread fields information form is similar in design and function to the “Livestock information” subform reviewed earlier in this Chapter in the “Select the livestock operation for the MMP” section. The user can transfer fields from the *operation* list one by one or all at the same time. Fields can be removed and new fields added to the *operation's* list.

**Spread fields information**

**Livestock operation Porcherie Smith**

**Fields used in the past**

Field size	Legal	Riverlot/parish	Field ID
240	--	100-5- St. Laurent	West 240
120	SE 12-34-5 E	-	North 1/2
155	NW 12-34-5 E	-	.
100	SE 13-34-5 E	-	.

**Fields selected for this MMP**

Field size	Legal	Riverlot/parish	Field ID	Spreading
120	SE 12-34-5 E	-	North 1/2	No
240	--	100-5- St. Laurent	West 240	No

Buttons: Use all, Use selected, Add unlisted field, Remove field, Edit field

To enter manure application information for field, press the [Edit field]. Then ensure that the information is correct and press the [To field summary] button.

Buttons: < Prev, To field summary >

Screen B.8

---

SPREAD FIELDS

---

Enter Spreading Information

---

Once a field is entered in the list “Field selected for this MMP”, the *user* must enter details about the manure application that is intended for that field. The **Edit field** button allows for reopening the “Fields” subform. This time, the “Fields” subform is comprised of two additional tabpages, one for entering soil test reports, and the other for specifying the details of the manure application on that field.

It is easy to note on the “Fields” subform information about the current field location and identification, at the very top of the subform, to remind the *user* “where” he/she is. The first tabpage shows the information transposed from the *operation's* folder. Unless there was a data entry mistake, simply click on the **Next>** button to open the “Soil tests” tabpage.

**Fields**

Livestock operation: Porcherie Smith  
Field Legal: SE 12-34-5 E - Parcel: North 1/2

General field info | **Soil tests** | Manure application details

**Legal description\***

Section/Township/Range: SE 12 34 5 E North 1/2  
Quarter Section Township Range E/WPM Field ID

Please provide a hardcopy diagram of the particular parcel.

River lot/Parish: \_\_\_\_\_ North 1/2  
River lot Parish Field ID

Field size\*: 120 acres

**Contact information\***

Owner	First name	Last name	Phone number
	Jean	Smith	(204) 123-4567
Lease holder	Jean	Smith	(204) 123-4567

Click here if the lease holder is the same as the owner (or there is no lease holder)

Comments: \_\_\_\_\_

Tabpage 1

\* Required fields

< Prev Next >

Screen B.9

The “Soil tests” tabpage shows a list of soil tests that are associated with that field, if any were entered previously. To enter information from a new soil test report from a laboratory, click on the **Add** button to launch the “Soil analysis” subform.

---

SPREAD FIELDS

---

Entering Soil Test Data

**Fields**

Livestock operation: Porcherie Smith  
Field Legal: SE 12-34-5 E - Parcel: North 1/2

General field info | **Soil tests** | Manure application details

**Soil tests of this field for this MMP**

Date sampled	Lab	Crop	Yield	Units	N (0"-6")	N (6"-24")	N (0"-24")	Units
2008-Sep-14	Agvise Laboratories	Canola	35	bu/ac	20	20		lbs/a

Add Edit Remove

Select the soil test to edit

Tabpage 2

The “Soil analysis” subform allows for entering the results from soil analysis laboratory without having to convert any data, for as long as the *user* is meticulous in specifying the correct units for each data entry. MMPFiler calculates information for the first 60 cm (24 inch) of soil for nitrates, and the first 15 cm (6 inch) of soil for phosphorus, and converts all units into “lbs/ac” equivalents for all nutrients. Note

that phosphorus must be entered in the detailed information box as ppm. *Users* should verify the calculated values in the “Calculated summary information” boxes to ensure that values entered result in realistic values in the soil profile.

Other information required includes cropping plans and expected yield levels, as well as the recommended nutrient application suggested by the soil analysis laboratory. MMPFiler also displays the maximum nitrogen application rate suggested by Manitoba Agriculture, Food and Rural Initiatives for this crop for optimum soils and growing conditions (MAFRI, 2001), as a reference, in the “Anticipated maximum N application needed” section of the subform. Only exceptional soil, moisture and growing conditions would justify nitrogen application rates exceeding this value. Also average phosphorus crop removal is displayed to assist the user in complying with phosphate application restrictions if applicable.

Once all information is entered, click on the **OK** button to return to the “Soil analysis” subform. Clicking on the **Next>** button of the “Soil analysis” subform will take the *user* to the “Manure application details” tabpage.

---

SPREAD FIELDS

---

Don't Have a Soil Test

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Quite often, manure management plans are prepared in the summer, before harvest, or in the middle of the winter. In either case, it may not be possible to obtain soil tests in time to submit a plan for registration with Manitoba Conservation. The *user* can simply skip the “Soil analysis” subform, and proceed with the manure application details. Soil test information can be submitted at a later date, up to two weeks before the actual spreading data via a manure management plan amendment (see Chapter 9).

Here it is, where the *user* finally writes down the *operation's* spreading intentions. The “Manure application details” tabpage allows for entering all the necessary details to corner the spreading plans for the selected fields. It is more important to specify approximate intentions rather than performing precise calculations of volumes and nutrients rates to be applied, as these often change to some extent when comes the time of spreading. This is because, right up to the last few days before the actual spreading, the landowner may decide to change cropping plans, or a field may no longer be available or even suitable for spreading.



The “Manure application details” subform is designed to provide the *user* with an approximate idea of how much manure could be spread on a field according to likely spreading scenarios, based on the soil analysis report’s data. With this information, the *user* will be in a better position to decide how many fields would be necessary to complete the manure application.

The screenshot shows a software interface titled 'Fields'. At the top, it displays 'Livestock operation Porcherie Smith' and 'Field Legal 100-5 - St. Laurent - Parcel: West 240'. Below this are three tabs: 'General field info', 'Soil tests', and 'Manure application details', with the last one being active. The form is divided into several sections:

- Confirmation and Timing:** Includes checkboxes for 'Confirmation of Spreading' and 'Is the proposed crop grazed?'. A section for 'When are you applying?' has a 'Season' dropdown set to 'Fall' and an 'Anticipated manure application starting date' set to '2007-Sep-20'.
- Application Method and Weather:** 'Application method' is set to 'Injection' and 'Anticipated weather during spreading' is 'Cool & Dry'.
- Soil Test Data:** 'From latest soil test' section shows 'Crop Canola', 'Target yield 40 bu/ac', 'Crop nitrogen recommendation 125 lbs/acre', and 'Soil nitrate 43 lbs/acre'.
- Losses and Application Rate:** 'Expected Ammonia Loss' is 0%, and 'N Losses from Fall application' is 20%. The calculated 'Manure application rate' is 6667 Imp. Gal./ac.
- Fertilizer Requirements:** Fields for 'Non manure nitrogen fert' (0 lbs N/acre) and 'Non manure phosphate fert' (0 lbs P205/acre).
- Duration:** 'How many years is this application for:' is set to 1.

A note at the bottom states: 'Note: Based on your information, this manure application rate along with the additional nitrogen fertilizer indicated should meet the nitrogen requirements for this crop. Unless a manure analysis taken shortly before spreading shows nutrient content different than those reported in this Manure Management Plan, the application rate should be in agreement with the value calculated here.' Navigation buttons for '< Prev', 'Next >', and 'OK' are at the bottom right. The footer says 'Screen B.9'.

At the stage of planning manure applications, the *user* should simply indicate the season when applications are due to occur, the method of application (chosen from a list), and the most likely weather conditions. This information is used to calculate a preliminary application rate using the same approach as that of the MARC98 calculator software (MAFRI, 1998). If the soil test information was missing, no application rate calculations are done.

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SPREAD FIELDS

Custom Applicators

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In the event that the livestock *operation* contracts out the spreading of livestock manure, the name of the custom applicator should be indicated. Starting in 2008, custom livestock manure applicators will have to obtain a license from Manitoba Agriculture, Food and Rural Initiatives; the license number will have to be included here at that time.

---

SPREAD FIELDS

Nitrogen Top Up?

---

If the landowner has plans to add nitrogen or phosphate fertilizer in addition to the amounts applied as livestock manure, this amount should be entered in the form. In that event, the calculated manure application rates are proportionally reduced, and more land will be required to apply the livestock manure available for spreading. The user must also enter how many years the application pertains to. In most cases the user will select one year. However if the user applies on a P basis, and is permitted by regulation to do so on a multi-year basis, then values of up to five years can be selected.

---

SPREAD FIELDS

More Fields or Finished?

---

Clicking on the **OK** button returns the *user* to the Spread fields information form. From past experience, many *users* already have a fair idea of how many fields are necessary to handle the available manure volumes. To add another field, simply select another field from the list under the box “Fields selected for this MMP” and click on the **Edit field** button to repeat the above steps.

**Spread fields information**

Livestock operation **Porcherie Smith**

**Fields used in the past**

Field size	Legal	Riverlot/parish	Field ID
240	-	100-5- St. Laurent	West 240
120	SE 12-34-5 E	-	North 1/2
155	NW 12-34-5 E	-	-
100	SE 13-34-5 E	-	-

**Fields selected for this MMP**

Field size	Legal	Riverlot/parish	Field ID	Spreading
240	-	100-5- St. Laurent	West 240	No
120	SE 12-34-5 E	-	North 1/2	No
155	NW 12-34-5 E	-	-	No
100	SE 13-34-5 E	-	-	No

To enter manure application information for field, press the [Edit field].  
Then ensure that the information is correct and press the [To field summary] button.

< Prev      To field summary >

Screen B.8



## The Manure Management Plan at a Glance

By clicking on the **To field summary** button to open the Field application summary form, the *user* can at glance appreciate whether enough fields are listed for receiving all the volume available in the current or coming crop year.

This Field application summary form shows the total volumes of livestock manure to apply, how much of that volume could be applied, according to the spreading information and soil test data provided. This Field application summary form, when turned directly from a manure management plan in progress, shows many options for *users* that are finished with entering information.

At the bottom of the Field application summary form, MMPFiler reports the amounts of manure that could theoretically be applied on the listed fields for which soil test information was entered. When more fields are required, simply click on the **<Prev** button to return to the Spread field information form to add other fields.

---

VOLUME SUMMARY
<input checked="" type="checkbox"/> Application Summary

---

**Livestock operation Porcherie Smith**

Manure volume available for land application:  Imp. Gallons

Field application summary

Legal	Riverlot/parish	Field ID	Field size	Manure application rate	Units	Volume used
--	100-5- St. Laurent	West 240	240	6667	Imp. Gal./ac	1600080
SE 12-34-5 E	-	North 1/2	120			0
NW 12-34-5 E	-	-	155			0
SE 13-34-5 E	-	-	100			0

Total manure volume used:  Imp. Gallons

Units

Screen B. 11

If the volume value shown in the box “Total manure volume used” is less than the “Manure volume available for land application”, then more fields should be listed for receiving livestock manure for that crop year. However, this matter of fact holds only for situations where soil analysis report information was entered for each field listed in the Field application summary form. When soil analysis data are missing, MMPFiler does not calculate an application rate for the currently selected field.

---

SPREAD FIELDS

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Avoiding Amendments

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It is a very good practice to add more fields than actually necessary for land applying the livestock manure volumes available for spreading. By having two or three additional fields, the livestock *operation* will have more options for modifying land application plans should conditions be unfavourable for spreading on some of the listed fields. This may save the *user* the task of submitting a manure management plan amendment within few days of the actual spreading date.

---

SPREAD FIELDS

---

All Finished?

---

When the *user* is all done with entering the manure application information, all that remains is to print, verify and submit the manure management plan.

By clicking on the **Print** button, MMPFiler will set out to print the plan. Likewise, if the **Export** button is selected, MMPFiler will extract all the relevant information about the current manure management plan and create a “filename.mmp” file in a format acceptable to the Livestock Environmental Program of Manitoba Conservation. Turn to Chapter 8 for information relative to printing and e-filing of manure management plans.

Alternatively to or concurrently with land application of livestock manure, some *operations* may manage livestock manure by providing it to third parties or treating livestock manure. Information about these options can be entered via the **Transfer information** and the **Treatment information** functions. These functions of MMPFiler are presented in Chapter 11 and 12, respectively.

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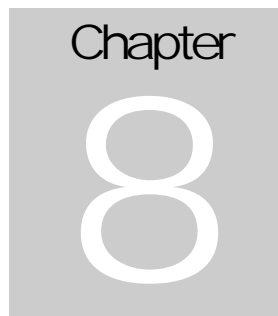
SPREAD FIELDS

---

Need a Recess?

---

In the event that the *user* must interrupt working on a manure management plan before all the livestock manure “is spoken for” by listing sufficient fields for land application, a message will ask the *user* to confirm his/her intentions to finish working on the plan. The *user* will be able to resume data entry for the manure management plan by amending the plan later, via the [MMP amendment portal](#), as described in Chapter 9.



*Once all is said and done, it is time to review the information, file a copy in your cabinet folders and submit your work to Manitoba Conservation for registration.*

## Printing and Submitting a Manure Management Plan



**B**y now, the Manure Management Plan is completed! Before submitting your plan or filing it into a file cabinet, it is a good practice to review the printed version, to ensure that all the information entered is devoid of typographical mistakes and any other errors. Reviewing the printed copy will also allow for understanding the relationship between the structure of the MMPFiler database and the *Manure Management Plan Registration Form* of Manitoba Conservation. This step will further help in organizing your information for subsequent manure management plans.

After a thorough review, the plan will be ready for e-filing. This Chapter explains how to print your manure management plan and, if the *user* has Internet access, and how to electronically submit a manure management plan to Manitoba Conservation's Livestock Environmental Program.

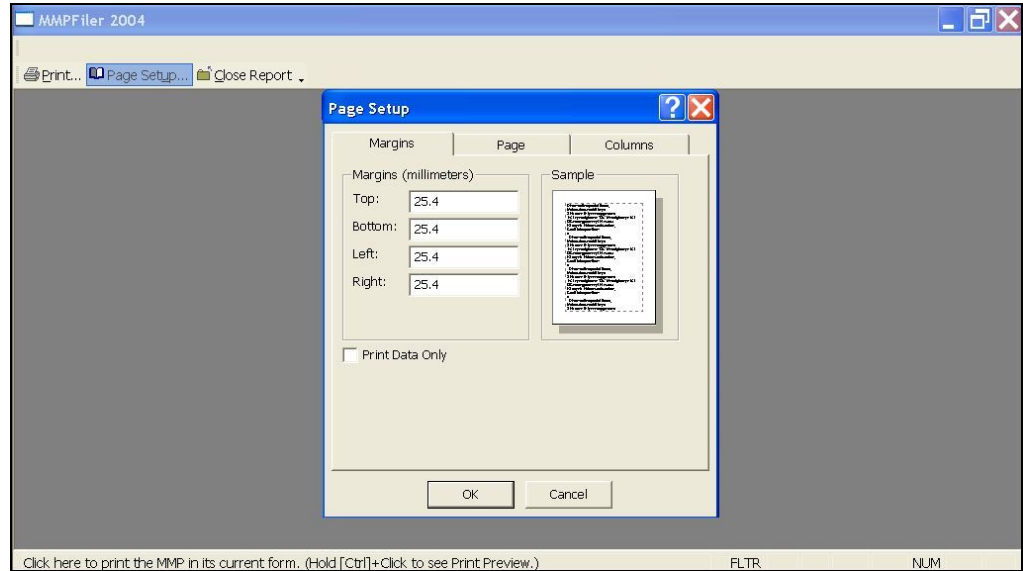
### Printing a Manure Management Plan

The printing function of MMPFiler can be accessed from two different menus, the Field application summary form and the MMP amendment portal. In either case, MMPFiler prints the active manure management plan and prepares reports for printing. Clicking on the **Print** button will launch the printing of the entire manure management plan on the computer's default printer.

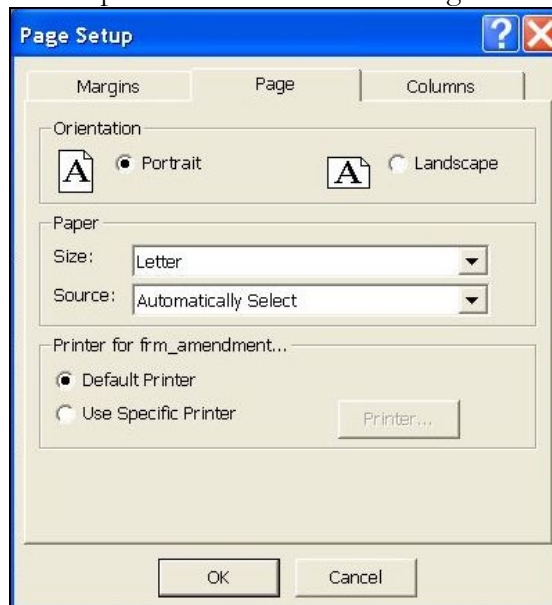
As for other software, MMPFiler will automatically choose the default printer. Manure Management Plans should print without issues on the majority of printers, provided that the printer does not have a specific requirement for a bottom margin that would exceed 13 mm (0.5 inch).

In the event that some of the pages of a manure management plan did not print properly, the *user* may have to set specific printer parameters for printing via the “ Page SetUp” function (located just under the MMPFiler header). The “ Page SetUp” function is comprised of three tabpages.

Setting different margin sizes with the “Margins” tabpage may be useful to solve situations where the bottom part of a specific page in the manure management plan prints on a separate page.



The “Page” tabpage lets the user choose an alternative printer, to the default printer. The paper size and the print layout should not be changed as manure management plans are best printed with the default settings.




The third tabpage, “Columns”, is meant for documents with multiple columns printing from databases. The default settings in the “Columns” tabpage should not be changed from the default values.

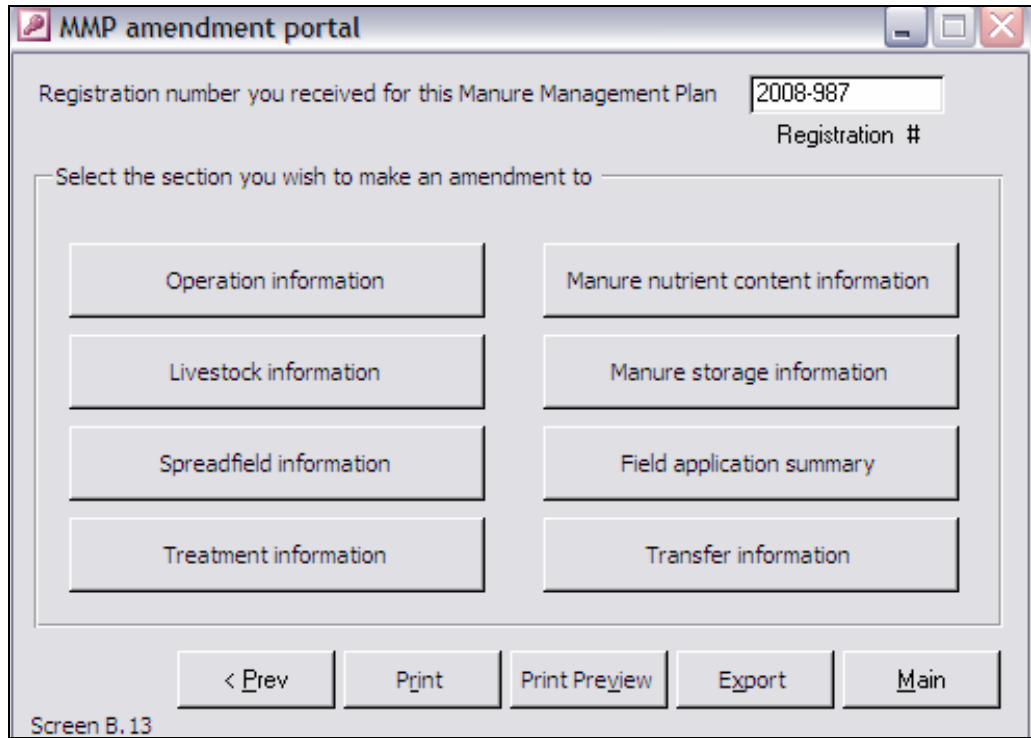
MMPFiler can display each section of a manure management plan on the computer screen before printing it. This function can be useful when only parts of the manure management plan need to be printed. This would be the case when preparing amendments for a manure management plan or a spreading confirmation, for example.



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PARTIAL PRINTOUTS

 View and Print Sections

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Selecting the **Print Preview** button will open a series of MS ACCESS reports for viewing. The *user* can view each form and decide on whether or not it needs to be printed. To print the form, simply click on the Print... tool, located in the top left corner of the main window. When a particular section of the manure management plan is not required, simply close the “report” by clicking on the  icon located in the top right corner of the report.

## E-Filing of Manure Management Plans

Electronic filing of a manure management plan consists of preparing a stand-alone computer file with all of the information required by the Livestock Environmental Program of Manitoba Conservation for electronic capture of the plan’s data. This is not the same as sending an electronic text document that reproduces the manure management plan registration form. MMPFiler prepares a file in a format that allows Manitoba Conservation staff to directly enter the manure management plan information into their database, virtually eliminating most possible data entry errors.

Electronic or e-filing of manure management plan has for objectives to accelerate the processing of applications for manure management plan registration. Manure management plan information can be easily e-mailed to the Livestock Environmental Program office for prompt processing.

The “export” function of MMPFiler can be accessed either via the Field application summary form or the MMP amendment portal (see Chapter 9), where the **Export** button is located. By clicking on the **Export** button, the Export form is opened. This Export form is in fact the equivalent of section F - “Certification of Manure Management Plan” of the *Manure Management Plan Registration Form* of Manitoba Conservation (see Appendix I). The *user* must fill in this form before the second **Export** button, located on this form, is enabled to launch the creation of a proper e-filing file for the active manure management plan.

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E-FILING A MMP
✉ Exporting MMP Data

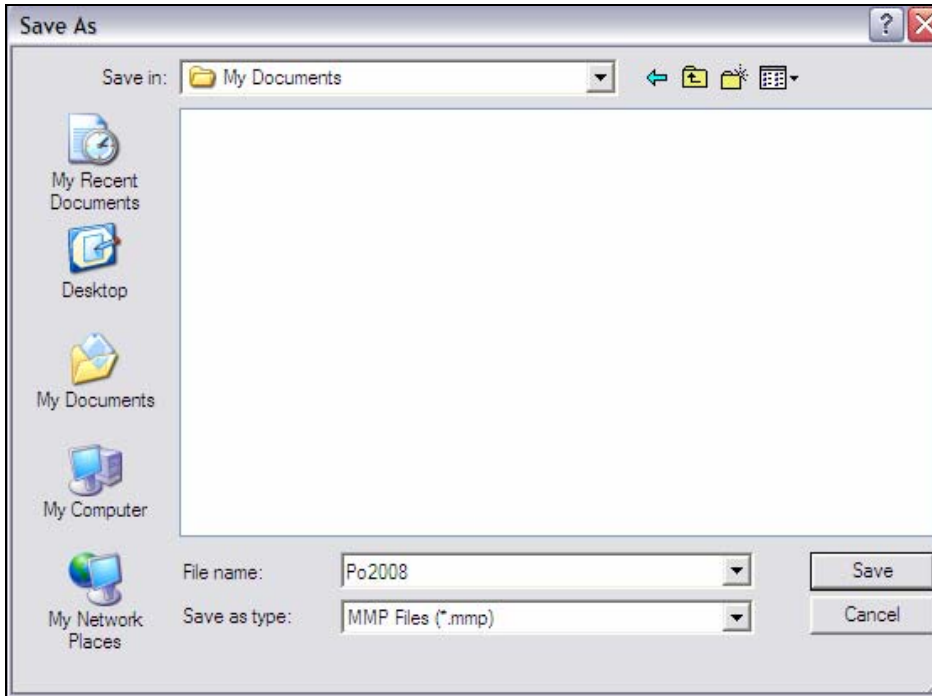
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E-FILING A MMP
✉ E-file Name

Upon clicking on the **Export** button of the Export form, a “Save As” menu is displayed, prompting for a location where the file should be saved. MMPFiler assigns a default e-filename to the export files for manure management plans, consisting of the first two letters of the *operation’s* name and the crop year. The *user* can and should customize the e-filename, to minimize risks of overwriting an original manure management plan file with amendments for the same *operation* and crop year. For

example, the file name could consist of the operation name followed by the date that the file was exported.

MMPFiler attributes its own “filetype” to manure management plan files, the “mmp” filetype. This filetype should not be changed; otherwise the manure management plan file will be rejected.



## Submitting a Manure Management Plan to Manitoba Conservation

Whether the manure management plan is e-filed, or printed for mailing or transmittal by FAX as a filled *Manure Management Plan Registration Form* (see Appendix I), the information required in Section F - “Certification of Manure Management Plan” of the manure management plan must be filled in and the proper signatures provided. When submitting a printed version of the manure management plan, the livestock operator and any professional who prepared the plan on his/her behalf must provide a signature in Section F. In the case of e-filing, the information required in the Export form is equivalent, although Manitoba Conservation may require signature after receipt of an electronic application for manure management plan registration.

The actual e-filing consists of forwarding the MMPFiler document (manure management plan, amendment or confirmation report) to Manitoba Conservation via

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CERTIFICATION

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Signing the MMP

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E-FILING PROCESS

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Submit via E-Mail

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electronic mail (E-Mail). The *MyFilename.mmp* file should be sent as an attached file to the following e-mail address:

[mmpregistration@gov.mb.ca](mailto:mmpregistration@gov.mb.ca)

The MMPFiler filename should be copied in the subject section of the electronic mail document. The correspondence should clearly state the name of the person who certified the content of the MMPFiler document.

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E-FILING PROCESS

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Soil Test Reports

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If a manure management plan is e-filed, the *user* and the livestock operator are both responsible for keeping the original copy of the soil test reports. Electronic versions of soil test reports may be forwarded by e-mail as attached documents.

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E-FILING PROCESS

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Receipts

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Shortly after receiving a manure management plan registration form, Manitoba Conservation will review the information and issue an official receipt. However, there are times in the year where the number of manure management plans to review slows down the issuance of receipts.

Some *users* may want a confirmation that the e-filed manure management plan successfully reached the appropriate mailbox within Manitoba Conservation. While not equivalent to the official receipt issued by Manitoba Conservation, *users* can enable the “Delivery Receipt” and “Read Receipt” options of their e-mail software when e-filing a manure management plan. The “Delivery Receipt” will return an automatic e-mail message confirming the date and time at which an e-filed plan was delivered to Manitoba Conservation’s computer system. The “Read Receipt” returns a notification of the date and time at which Manitoba Conservation’s staff open the e-mail message that includes the manure management plan.

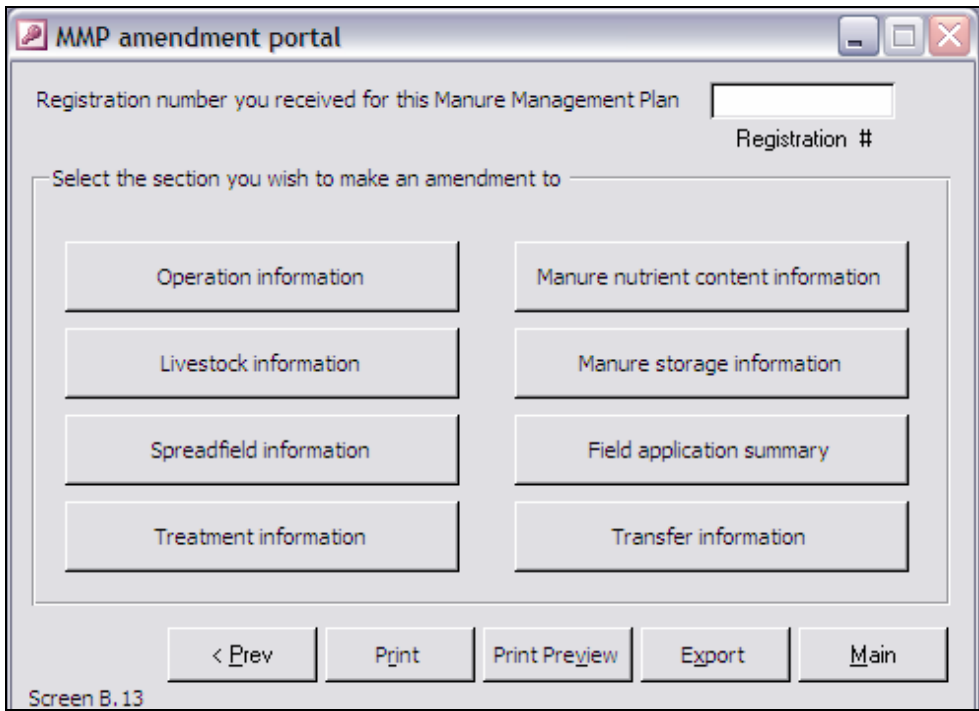


# Chapter 9

*For many reasons, manure managements plans are somewhat of a moving target. On that account, MMPFiler facilitates the efficient preparation of manure management plan amendments that build upon the original plan.*

## Amending a Plan

There are probably a few more reasons for amending a manure management plan than choices for information to proceed with in the MMP amendment portal menu of MMPFiler. The choices offered by MMPFiler for amending a manure management plan are obviously the most common ones. The MMP amendment portal menu can be accessed by clicking on the



**Manure Management Plan System** button of the start up menu and then the **Amend an existing MMP** button of the subsequent menu.

*Users* may wish to resume working on a manure management plan that was set aside for some reason, to simply complete the plan. In many other situations, either the original plans for manure application did not work out, or the *user* simply needs to forward the soil test information for the fields that will receive livestock manure.

## Updating data with MMP amendment portal

Once the **Amend an existing MMP** button is clicked, the *user* views the Select which MMP you want to edit form. This form lists all manure management plans, past and current, which were prepared for the currently selected livestock operation.

Through the MMP amendment portal, information relative to a specific, yearly manure management plan can be modified. Changes are often recorded only for the currently selected manure management plan. Some information of *operations* that are common to all manure management plans, such as correcting mistakes in basic field information or adding fields, for example, can also be changed via the MMP amendment portal.

MMP ID	Reg. #	Crop year	Ordered to file	Storage system	Type
18		2008	No		
19	2006-9875	2008	No	Solid	Pigs
20	2008-987	2008	No	Liquid	Pigs

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### AMENDING A MMP

- Registration Number

When the *user* is preparing a formal amendment for the purpose of submitting to Manitoba Conservation, the amendment must show the registration number issued by Manitoba Conservation for the original manure management plan for the crop year in question. This number must be entered in the top right corner of the

MMP amendment portal menu. Once entered, this number is included in the footer of the registration form's sections B to E, when printing amendments and spreading confirmation forms.

## Updating Operation's Information on a Plan

When the modifications are permanent, such as updating the owner's address, name, or any information that should be used on all manure management plans from the time of updating forward, such changes are best accomplished via the Advanced options menu. Details on how to use the Advanced options menu are presented in the section "Navigation between corporations and operations" in Chapter 6.

The **Operation information** option can be used to change information for a given plan in regard to "temporary" information such as a new site's contact names. The **Operation information** button opens a "local" version of Livestock operation form, which is extracted from the *operation's* folder. For a discussion of the data entry features of the Livestock operation form, refer to Chapter 5, section "Operation Data". When changes to the form are completed, click on the **Done** button to return to the MMP amendment portal.

As a general rule, changes to the *operation* information should be limited to site contact information and comments that are valid only for the current manure management plan. Some of the *operation* information changes made via the Livestock operation form of the MMP amendment portal may not be carried to the *operation* information folder, nor any other manure management plan.

The **Livestock information** button allows to make limited changes to the livestock inventories of an operation, to reflect the fluctuating inventories that occur in some livestock production models. Clicking on the **Livestock information** button will open the Livestock information form, which allows to change the livestock numbers and even add new livestock production types. When changes to the form are completed, click on the **Done** button to return to the MMP amendment portal. An explanation of the function of the Livestock information form is presented in Chapter 5 at the section "Livestock Production Data".

Changes made in the Livestock information form are also recorded into the *operation* folder and will be accessible for subsequent manure management plans.

## Amending Livestock Manure Information

Specifically with regards to livestock manure information, two main categories of information may require updating after the production of a manure management plan, namely manure storage and manure volume, and nutrient data.

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 AMENDING A MMP

 Operation Information
 

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 AMENDING A MMP

 Operation's Livestock Inventories.
 

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## AMENDING A MMP

 Manure Information

Information on these topics can easily be changed via the **Manure nutrient content information** and **Manure storage information** buttons. The **Manure nutrient content information** opens the Manure nutrient information form, where the livestock manure volume, nutrient content and other data can be updated. This data applies only to the current manure management plan.

Clicking on the **Manure storage information** button will launch the Manure storage information form, where the *user* can update information relative to storage type, location(s), permit number, etc...

When changes to either form are completed, click on the **Done** button to return to the MMP amendment portal. Details on how to fill in these two forms can be found in Chapter 7, under sections “Manure Storage Information” and “Manure Nutrient Information”.

## Amending Land Application Information

The most common reason for amending a manure management plan is the submission of soil analysis reports, followed by the addition of more fields for spreading of livestock manure. While these various forms are briefly discussed below, specific details on how to fill in the forms can be found in Chapter 7, under the section “Select Fields for Land Application”.

## AMENDING A MMP

 Soil Test Report Update

Upon receipt of soil analysis reports from soil test laboratories, often times many weeks after the submission of a manure management plan, the *user* must submit the results to Manitoba Conservation to meet the registration requirements for the fields listed on the plan. This important formality can be easily accomplished by clicking on the **Spreadfield information** button, which brings up Spread fields information form. Simply select the field for which a soil test report has been received and click on the **Edit field** button to open the “Fields” subform for this field. Clicking on the **Next>** button will move you to the “Soil tests” tabpage, where the soil analysis report information can be entered. Unless changes are anticipated for the spreading of manure, click on the **Next>** button to go to the “Manure application details” tabpage and click on the **OK** button to return to the Spread fields information form.

If soil analysis reports are available for other fields listed in the manure management plan, repeat the above steps. When all soil analysis reports data have been entered, click on the **Done** button to return to the MMP amendment portal.

## AMENDING A MMP

 Application Changes

In the event that changes are anticipated for any of the fields, these changes can be made at the same time as the *user* updates soil test information. To do this, simply follow the same procedure as outlined above. However, make the necessary changes once the “Manure application details” tabpage is activated. Click on the **OK** button to return to the Spread fields information form.

Entering soil test analysis reports will enable MMPFiler to re-calculate or update the manure volume that can be applied on each field that has had its soil test information entered. For those fields that had no soil test information, a calculated volume will now appear in the [Field application summary](#) form. *Users* are encouraged to verify that enough fields are still listed to apply at least the entire volume of livestock manure available for land application, by reviewing the information in the [Field application summary](#) form. This form can be viewed by clicking on the [Field application summary](#) button of the [MMP amendment portal](#).

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AMENDING A MMP  
 Still Have Enough Fields?

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In the event that a *user* wished to add fields to the manure management plan, clicking on the [Spreadfield information](#) button will bring up the [Spread fields information](#) form, where other fields can be selected or added.

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AMENDING A MMP  
 Need More Fields?

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**Note:** Please ensure that the amended plan includes all spread fields listed in previous e-file submissions for the current plan year. That is, when adding new fields to the plan, do not delete fields which were submitted in a previous e-file, even if they did not receive manure. This way, the most current e-file amendment will always show all potential spread fields from the current plan year at a glance.

## Amending Transfer or Treatment Information

The topics of transfer of livestock manure to third party and treatment processes are addressed in Chapter 11 and 12, respectively. In many ways, the tasks of updating information to the two simple forms involved for reporting such data are very similar to the procedure for entering the information a first time. The *user* can refer to the Chapters 11 and 12 for instructions on how to fill the [Transfer information](#) and the [Treatment information](#) forms.

## Printing, Submitting and e-filing of Amendments

The [Print](#) and [Export](#) buttons of the [MMP amendment portal](#) have the same function as those discussed for the [Field Summary](#) form described in Chapter 8 “Printing and Submitting a Manure Management Plan”. Please refer to Chapter 8 for instructions relative to the printing, e-filing and submission of amendments to manure management plans.

*The last but not the least activity in managing livestock manure is proper accounting of where, when, what, and how much livestock manure has really been applied on the fields that were listed in the manure management plan.*

## Confirmation of Land Application

**A**t last, the *user* is now at a time when he/she exactly knows where and how all livestock manure has been applied, mostly exactly according to plans, but sometimes with few exceptions. More often than otherwise, not all fields listed on the manure management plan received manure, in particular when

**What do you want to do?**

**NEW -- MMP**

Click here if:

- you have never submitted an MMP
- you have not submitted an MMP for this crop year
- you want to submit an MMP for next crop year

Make as many MMP as you have different manure types (e.g. one for liquid, and other for solid.)

Note: The current crop year is for **2008**

For storage, handling, or land application or betwe:

**Wednesday, August 15, 2007** to **Friday, August 15, 2008**

(assuming your computer is set to the correct date)

**AMEND an existing MMP**

Click here if:

- submitted a MMP already, but now need to make some changes to it.

For example:

- Add, delete, or modify the fields you want to spread on
- Attach more soil analysis reports or soil tests
- Change the contact information
- Change the manure information
- Add a registration #

**CONFIRM manure nutrient content and confirm field spreading**

Click here if:

- need to confirm manure application on fields and manure nutrient content.

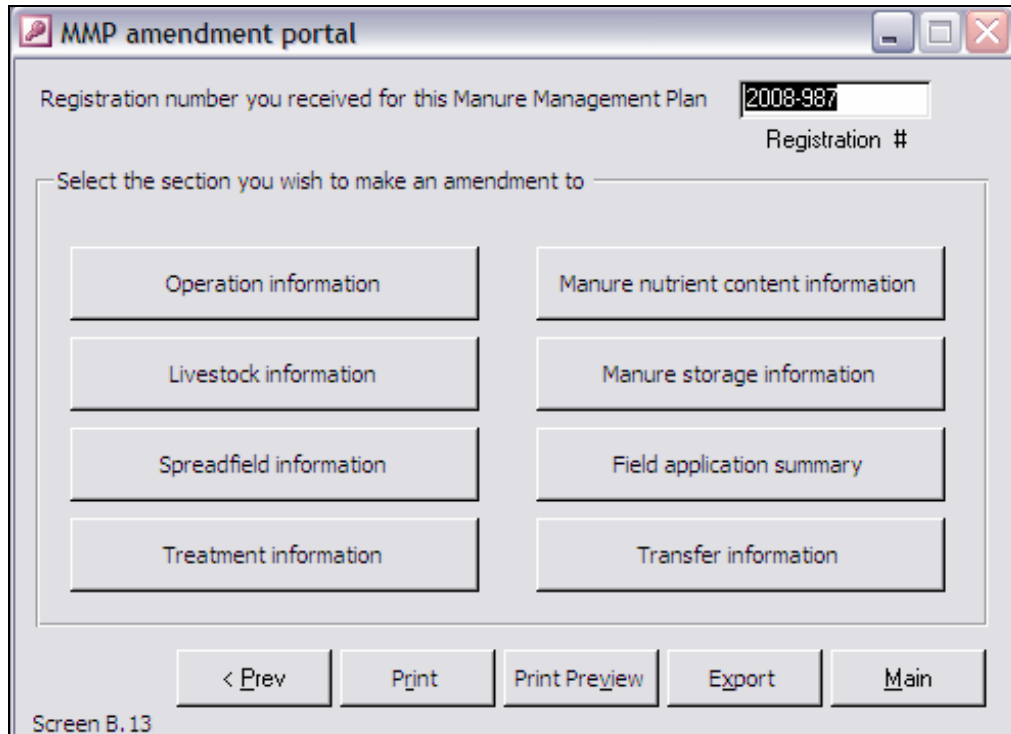
Screen B.1

users ensure that the manure management plan is comprised of a few more fields than actually required, just in case... Other times, application mistakes happen and these should be brought up to the attention of Manitoba Conservation for advice on how to avoid environmental damage.

To prepare a land application confirmation report for Manitoba Conservation, click on the **Confirm manure nutrient... spreading** button. This opens the Select which MMP you want to edit form, which lists all manure management plans, past and current, which were prepared for the currently selected livestock operation. Select the manure management plan for which a confirmation is required, and click on the **Next>** button. This will open the MMP amendment portal.

Providing timely explanations to Manitoba Conservation about any significant departures from registered manure management plans may help reduce or avoid enforcement action during subsequent audits of the plan.

However, this time, the MMP amendment portal shows only three active options allowing for changes to the manure nutrient content, spreadfield information and field application summary. If a registration number is not shown in the box located at the top right corner of the form, enter the number issued by Manitoba Conservation with the conditional receipt.



## Confirm Manure Nutrient Content

If a manure sample was taken during the land application and sent to a laboratory for nutrient content, or else if a field kit for measuring manure nutrient levels was used, the results can be entered in the [Manure nutrient information](#) form. Clicking on the [Manure nutrient content information](#) button will open the [Manure nutrient information](#) form. This information is optional.

CONFIRMATION
<input checked="" type="checkbox"/> How Much Nutrients?

To prepare a confirmation report, click on the checkbox “Click here...”. This action will reset the data entry boxes of this form for entering actual manure volumes that were land applied, and actual manure nutrient content of the manure. Enter the new information, along with the name of the laboratory or the type of manure measurement field kit that was used.

Click here to enter actual manure content after spreading and related functions

**Manure nutrient information**

**Livestock operation** Porcherie Smith  
**Type of manure** Pigs

Manure volume to be land applied  Imp. Gallons   
(1 Imp. gallon + 0.83 = US gallon) Units

Click here to enter actual manure content after spreading and related functions

The earliest estimated manure land application date  (e.g. YYYY-MMM-DD)

---

**Manure nutrient content\***

Total N*	NH <sub>4</sub>	P*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Units <input type="button" value="v"/> lbs/1000 Imp. Gal.	<input type="button" value="v"/> lbs/1000 Imp. Gal.	<input type="button" value="v"/> lbs/1000 Imp. Gal.

Note: You must use units consistent with those used for the manure application rate. Use values reported on a "wet" basis or "as received" basis.

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**Nutrient content (standardized)**

Total N	NH <sub>4</sub>	P
<input type="text" value="24"/>	<input type="text" value="22"/>	<input type="text" value="8"/>
<input type="text"/> lbs/1000 Imp. Gal.	<input type="text"/> lbs/1000 Imp. Gal.	<input type="text"/> lbs/1000 Imp. Gal.

---

**Source of information**

Click here if it was an actual analysis (otherwise assume values were estimated)

Lab\*  Norwest Labs

Source of estimate\*

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**Comments**

Last year's analysis

Screen B.7 \* Required fields

When changes to either form are completed, click on the [Done](#) button to return to the [MMP amendment portal](#). Details on how to fill in this form can be found in Chapter 7, under the section “Manure Nutrient Information”.



## Confirm Actual Land Application Activities

Manitoba Conservation specifically requires that livestock operators confirm the location of the fields where manure was applied and approximate application rates. Clicking on the **Spreadfield information** button brings up the Spread fields information form. Note that, so far, the column entitled “Spreading” for the “Fields selected for this MMP” shows “No” for all of the fields listed on the current manure management plan. This indicates that there has not been any confirmation of actual spreading on any of these fields.

**Spread fields information**

**Livestock operation Porcherie Smith**

**Fields used in the past**

Field size	Legal	Riverlot/parish	Field ID
240	--	100-5- St. Laurent	West 240
120	SE 12-34-5 E	-	North 1/2
155	NW 12-34-5 E	-	-
100	SE 13-34-5 E	-	-

**Fields selected for this MMP**

Field size	Legal	Riverlot/parish	Field ID	Spreading
240	--	100-5- St. Laurent	West 240	No
120	SE 12-34-5 E	-	North 1/2	Yes

To enter manure application information for field, press the [Edit field].  
Then ensure that the information is correct and press the [Done] button.

Screen B.8

To confirm that manure was applied on a field, first select the field where the manure was applied in the Spread fields information form to open the “Fields” subform. Toggle the **Next>** button until the Manure application details is on the screen. Click on the check box  **Confirmation of Spreading** to indicate that manure was applied to this field. Once this check box is triggered, information regarding the anticipated application date and expected application practices and even application rate are reset for updating.

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CONFIRMATION

---

Where Was It Applied?

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CONFIRMATION OF LAND APPLICATION

**Fields**

Livestock operation: Porcherie Smith  
Field Legal: SE 12-34-5 E - Parcel: North 1/2

General field info | Soil tests | **Manure application details**

Confirmation of Spreading     Is the proposed crop grazed?

When are you applying?  
Season\*: Spring  
Anticipated manure application starting date\*: 2008-Apr-29 (e.g. YYYY-MMM-DD)

Who is doing the actual application?  
Producer application:   
Custom applicator name: Goodwill Applicator  
Phone #: (204) 123-4567  
License #: TBA

Optional: Enter field specific manure analysis below.  
Please use the format: Total N, NH<sub>4</sub>, P, DM

Calculate manure application details

From latest soil test

Crop	Barley (feed)	Target yield	65	Units	bu/ac
Crop nitrogen recommendation			100		lbs/acre
Soil nitrate			44		lbs/acre

Application method: Broadcast and no incorporation on forages  
Anticipated weather during spreading: Warm & Wet  
Expected Ammonia Loss: 40 %

Manure application rate: 7168 Imp. Gal./ac    0 lbs N/acre  
Non manure nitrogen fert:    lbs P2O5/acre  
Non manure phosphate fert:    lbs P2O5/acre

How many years is this application for: 1

Note: Based on your information, this manure application rate along with the additional nitrogen fertilizer indicated should meet the nitrogen requirements for this crop. Unless a manure analysis taken shortly before spreading shows nutrient content different than those reported in this Manure Management Plan, the application rate should be in agreement with the value calculated here.

< Prev    Next >    OK

Screen B.9

**Fields**

Livestock operation: Porcherie Smith  
Field Legal: SE 12-34-5 E - Parcel: North 1/2

General field info | Soil tests | **Manure application details**

Confirmation of Spreading     Is the proposed crop grazed?

When did you apply?  
Season\*: Spring  
Application date: 2008-Apr-29 (e.g. YYYY-MMM-DD)

**Select the portion of the field that received manure**

Legal Subdivision

13	14	15	16
12	11	10	9
5	6	7	8
4	3	2	1

Reset Grid

Save    Cancel

This diagram = 640ac (1 section).  
ex) If entire NW 1/4 was spread, select boxes 11, 12, 13 and 14.

Calculate manure application details

From latest soil test

Crop	Barley (feed)	Target yield	65	Units	bu/ac
Crop nitrogen recommendation			100		lbs/acre
Soil nitrate			44		lbs/acre

Confirm Crop:     
Application method:     
Weather during spreading:     
Expected Ammonia Loss:    %

Manure application rate:    Imp. Gal./ac    0 lbs N/acre  
Non manure nitrogen fert:    lbs P2O5/acre  
Non manure phosphate fert:    lbs P2O5/acre

How many years is this application for: 1

Note: Based on your information, this manure application rate along with the additional nitrogen fertilizer indicated should meet the nitrogen requirements for this crop. Unless a manure analysis taken shortly before spreading shows nutrient content different than those reported in this Manure Management Plan, the application rate should be in agreement with the value calculated here.

< Prev    Next >    OK

Screen B.9

CONFIRMATION  
 When & How?

First, indicate the approximate area of the field that received manure. A pop up map enables this task. The next information to update is the actual application date. Note that the box previously labelled “Anticipated manure application starting date” has been renamed to “Application date”. Enter the actual application date in this box.

Another change to this form is a new box requesting to confirm crop plans for the crop year. If the cropping plan has not changed for this field, re-enter the crop that

was stated in the soil test report; this information is conveniently shown in the information box entitled “From latest soil test”, located at the top right corner of the form. As required, update the information relative to application method and general conditions during application.

As for the application rate, enter the actual application rate applied to the field, as per your field notes or report from the custom manure applicator. If the land owner or the livestock operator already plans to add fertilizer to that same field, enter the amount of nitrogen and phosphate fertilizer that will be applied. Finally, update as required the information on who proceeded with the land application activities, and click the **OK** button to return to the Spread fields information subform.

Note that, this time, the column entitled “Spreading” in the list “Fields selected for this MMP” shows “Yes” for the field for which the *user* completed a confirmation report. This indicates that manure has effectively been applied to that field.

**Spread fields information**

**Livestock operation Porcherie Smith**

**Fields used in the past**

Field size	Legal	Riverlot/parish	Field ID
240	--	100-5- St. Laurent	West 240
120	SE 12-34-5 E	-	North 1/2
155	NW 12-34-5 E	-	-
100	SE 13-34-5 E	-	-

**Fields selected for this MMP**

Field size	Legal	Riverlot/parish	Field ID	Spreading
240	--	100-5- St. Laurent	West 240	No
120	SE 12-34-5 E	-	North 1/2	Yes

To enter manure application information for field, press the [Edit field]. Then ensure that the information is correct and press the [Done] button.

Screen B.8

Additional details on how to fill in this form can be found in Chapter 7, under the section “Select Fields for Land Application”. When changes to either form are completed, click on the **Done** button to return to the MMP amendment portal.

## View the Updated Field Summary

To view the actual distribution of livestock manure among the fields which are listed in the manure management plan, click on the **Field application summary** button of the MMP amendment portal. This is a good way to review whether the information between various fields matches the amount of manure available for land application.

**Field application summary**

**Livestock operation Porcherie Smith**

Manure volume available for land application:  Imp. Gallons

Field application summary

Legal	Riverlot/parish	Field ID	Field size	Manure application rate	Units	Volume used
-	100-5- St. Laurent	West 24/	240	6667	Imp. Gal./ac	1600080
SE 12-34-5 E	-	North 1/4	120	7000	Imp. Gal./ac	840000

Total manure volume used:  Imp. Gallons

Units

Screen B. 11

When finished, click on the **Done** button to return to the MMP amendment portal.

## Printing Submitting Confirmation Reports

From the MMP amendment portal, clicking on either or of the **Print** or **Export** buttons will let the *user* print the confirmation report or prepare a document for e-filing it. Refer to Chapter 8, “Printing and Submitting a Manure Management Plan” for instructions on how to print and e-file MMPFiler documents.

*There are a few treatment processes, either partial or complete that are promising alternatives for managing the nutrient contained in livestock manure in some situations.*

## Treatment of Livestock Manure

While using livestock manure as a fertilizer is the most environmentally friendly way of managing livestock manure in regions where a balance exists between crop production, imports of commercial fertilizer and use of the nutrients in livestock manure, there are situations where alternative use of manure may be warranted. Some livestock operators already have embraced partial or complete livestock manure treatment technologies. In fact, treatment of livestock manure is only another approach to managing livestock manure. For this reason, *The Livestock Manure and Mortalities Management Regulation MR42/98* requires that livestock operators who manage livestock manure via any treatment technology register a yearly manure management plan.

### The Manure Treatment Form

The Manure Treatment form is a simple and short form where the *user* can indicate type of treatment process and the end use of treated livestock effluents. This form is the equivalent of Schedule B of the *Manure Management Plan Registration Form* (see Appendix I)

While very few complete treatment processes for livestock manure are in use in Manitoba, there are few general types of treatment alternatives that are used elsewhere or are in an advanced stage of development. Some of these treatment processes categories are listed in the “Manure treatment category” data entry box. If the choices do not reflect adequately the livestock manure treatment process or technology, *users* can type in an alternate treatment process description.

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MANURE TREATMENT

Treatment Category

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**MANURE TREATMENT**
 Storage of Effluents

Many treatment technologies require or imply that livestock manure be stored for a specific duration, while others produce solid or liquid effluents that require land applications. In either case, some manure related products need to be stored at a location for some time. The storage duration for effluents must be entered in the “Storage duration” data entry box.

The location of the untreated livestock manure storage facilities must be entered through the Manure Storage Information form, as per the instructions in Chapter 7. Where effluents required long term storage facilities, the additional storage structures must be identified via the [Manure Storage Information](#) form.

---

**MANURE TREATMENT**
 Solid Manure?

Almost every treatment processes either separate or generate solids that must be managed. If that is the case, the check box “Check for solid manure” must be checked.

While manure may be treated, considerable volumes of effluent, liquid or solid, will likely remain. The data entry box “End use of effluents” offers a list of common end use of treated livestock manure effluents. If the choices do not reflect adequately the actual use of treated livestock manure effluents, *users* can type in an alternate treatment process description. Unless indicated in writing by Manitoba Conservation, any effluent (solid or liquid) resulting from treatment of livestock manure must be either land applied or transferred to a third party for other use.

Where effluents are to be land applied, information relative to the spread fields must be provided in the manure management plan, as described in Chapter 7, “Preparing a New Manure Management Plan”. When part or all of the effluents are transferred to a third party for any end use, the Manure transfer form (see Chapter 12) must also be completed.

**Manure treatment**

**Livestock operation** Porcherie Smith

**Manure treatment category:** Mechanical solid/liquid separation

**Storage duration (months):** 15

Check for solid manure

**End use of effluents:** Land applied (fill in Manure application summary)

**Legal description of facilities:**

Section/Township/Range SE 12 34 5 E  
 Quarter Section Township Range E/WPM

River lot/Parish  
 River lot Parish

Comments

\* Required fields

OK Cancel

Screen B.14

The site at which any livestock manure treatment facilities are located must be indicated. Users can enter this information in the Manure treatment form using the same conventions and methods as used throughout MMPPfiler.

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 MANURE TREATMENT

 Use of Effluents
 

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 MANURE TREATMENT

 Facilities Location
 

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MANURE TREATMENT

Comments

This is one of the few forms of MMPFiler that warrants adding specific comments to ensure that the type manure treatment process and end use of the resulting effluent are as clearly described as can be. *Users* are encouraged to add any details that would help in this regard.



*There are some instances where arrangements are made between livestock producers and neighbouring crop growers or businesses for handling, processing or applying livestock manure without any planning input from the livestock operator. In that situation, the manure management planning responsibilities may be shared with a third party.*

## Transfer of Livestock Manure

Some livestock producers have engaged into arrangements that essentially divest them from any livestock manure management activities. In some instances, a third party picks up livestock manure in the producer's backyard to use it as substrate for compost consumed in greenhouses or mushroom operations. In other instances, the livestock manure is land applied under the full control of the third party.

Regardless of the situations, recent changes to *The Livestock Manure and Mortalities Management Regulation* MR42/98 require that livestock operators with 300 animal units or more register a manure management plan with Manitoba Conservation. The current requirements for information pertain mainly to accurate information about the third party involved and what happens to the livestock manure. This information is necessary to ascertain an environmentally sound use of livestock manure.

### The Manure Transfer Form

The Manure Transfer form is a simple and short form where the *user* can indicate the end use of the livestock manure and the coordinates of the receiving third party. This form is the equivalent of Schedule C of the *Manure Management Plan Registration Form* (see Appendix I)

TRANSFER
Δ Type of Transfer

There are a few possible arrangements for alternatives to land application of livestock manure, depending on the type of manure and local opportunities. A number of choices are presented to the *user* in the list of the “Manure transfer category” data entry box. If the choices listed do not reflect adequately the type of arrangement between the livestock operator and the third party, *users* can type in an alternate description.

TRANSFER
Δ Third Party: Coordinates

Most importantly, Manitoba Conservation requires exact information as to who is the third party taking possession of the livestock manure and where the manure is stored. Users can enter this information in the Manure transfer form using the same conventions and methods as used throughout MMPFiler.

**Manure transfer**

**Livestock operation** Porcherie Smith

Details about receiving party

**Manure transfer category:** Given/sold for use as a fertilizer on fields not liste

Name: Fred Neighbour

Address: 123 Down the Road, Overthere, MB

Postal Code: R2A 3C4

Phone: (204) 123-1635

Mobile: (204) 123-4567

Fax: (204) 765-4321

**Legal description of delivery site'**

Section/Township/Range: NW 35 45 5 [dropdown]  
Quarter Section Township Range E/WPM

River lot/Parish: [ ] [dropdown]  
River lot Parish

Comments: Pick Up by Fred the end of each month

\* Required fields

OK Cancel

Screen B.17

This is another one of the few forms of MMPFiler that warrants adding specific comments to ensure that type of manure transfer arrangement is clear, and that the end use of the manure complies with *The Livestock Manure and Mortalities Management Regulation* MR 42/98. Users are encouraged to add any details that would help in this regard.

TRANSFER
Δ Comments

## Appendix I

*The official registration form for annual manure management plan required by Manitoba Conservation is reproduced below. This form is the November 2007 version of the form. The user is encouraged to verify on-line at the Livestock Environmental Program website <http://www.gov.mb.ca/conservation/emiprograms/livestock/index.html> for any updates that would have been made to that form. When updates are made, users can inquire with the Livestock Environmental Program for any associated updates to MMPFiler that will implement the changes into the software.*

### The Manure Management Plan Registration Form

**LIVESTOCK MANURE AND MORTALITIES  
MANAGEMENT REGULATION**

**Manure Management Plan**



All livestock operations in Manitoba with 300 animal units (A.U.) or more are required under Section 13(1) of the *Livestock Manure and Mortalities Management Regulation* under *The Environment Act*, to submit an annual manure management plan to Manitoba Conservation. The plan must be submitted by **July 10** for fertilization programs beginning in the fall, or by February 10 for fertilization programs beginning in the spring.

**Section A – Operation Information**

**Name of Operation** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_  
\_\_\_\_\_ Postal Code \_\_\_\_\_

**Location of Operation** \_\_\_\_\_  
Qtr. Sec. Twp. Rge. E/WPM or River Lot/Parish  
\_\_\_\_\_ Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_  
Rural Municipality \_\_\_\_\_ G.P.S. in Decimal Degrees (optional)

**Name of Contact** \_\_\_\_\_

**Contact Numbers**  
Business Residence Cellular Facsimile

**Owner (legal name)** \_\_\_\_\_  
\_\_\_\_\_ Corp File # if app.

**Mailing Address** \_\_\_\_\_  
\_\_\_\_\_ Postal Code \_\_\_\_\_

**Contact Numbers**  
Business Residence Cellular Facsimile

**Affiliate (legal name)** \_\_\_\_\_

**Note: Confirmation of manure spread including legal land description, actual application rates, analysis of manure, field maps, manure applicator licence # (if applicable), must be submitted after manure is spread. Additional plans may not be registered unless this information is received by Manitoba Conservation.**

If this manure management plan is a requirement of a Director's Order or an Environment Officer Order, please indicate Order number: \_\_\_\_\_

<b>FOR DEPARTMENT USE ONLY</b>	
Received by: _____	Date Received: _____
Office: _____	
Follow-up required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Nature of follow-up: _____	

Proprietary (confidential) information will be protected in accordance with Manitoba law. Personal information is collected under the authority of *The Environment Act*, the *Livestock Manure and Mortalities Management Regulation*, and will be used to issue receipts, for surveys, administration and enforcement purposes. Information collected is protected by the privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions, contact the Access & Privacy Coordinator, Box 85, 200 Saulteaux Crescent, Winnipeg MB R3J 3W3; 1-204-945-4170.

**Please complete this form and forward to the Environmental Livestock Section, Manitoba Conservation,  
1007 Century Street, Winnipeg MB. R3H 0W4 Phone: 204-945-3078/Fax: 204-948-2420**

## Section B - Animal Unit Inventory

Animal Species and Type <sup>1</sup>	A.U. Produced by One Livestock		Number of Livestock of Each Type	A.U. for Each Livestock Type
<i>Eg. Beef – Feedlot Cattle</i>	.769	X	500	385
		X		
		X		
		X		
		X		
		X		

<sup>1</sup> Refer to Animal Unit Worksheet –Schedule A. Retain Schedule A for your records. If additional room is required, the operator may choose to submit a copy of Schedule A. **USE ONLY CATEGORIES LISTED IN THE WORKSHEET.**

**NOTE:** If your Animal Inventories have INCREASED since last year, please indicate below:

Animal Species and Type Which Have Increased	A.U. Produced by One Livestock		Number of New Livestock	A.U. Increase of New Livestock Type
		X		
		X		

## Section C – Manure Storage Systems Information<sup>1</sup>

<b><u>Type of livestock manure stored</u></b>	<input type="checkbox"/> Liquid manure (pumped as liquid; 0-5% dry matter) <input type="checkbox"/> Semi-solid (paste like; 5-25% dry matter) <input type="checkbox"/> Solid (handled with loader; over 25% dry matter)		
<b>Location of central manure storage facilities</b>			
Legal description of the location(s):	G.P.S. Coordinates (Decimal Degrees) (if available)	Anticipated Storage Time (months)	Construction Permit Number(s) <sup>2</sup> or Registration Number(s) <sup>3</sup> for Storage
<b>Location of solid manure field storage (complete only if you have field storage)</b>			
<b>Field Storage Site #1 :</b>		Anticipated Storage Duration (months) _____	
Legal Location: _____			
<b>Field Storage Site #2 :</b>		Anticipated Storage Duration (months) _____	
Legal Location: _____			
<b>Field Storage Site #3 :</b>		Anticipated Storage Duration (months) _____	
Legal Location: _____			

<sup>1</sup> Use additional pages if necessary

<sup>2</sup> A construction permit has been required by Manitoba Conservation for construction of earthen manure storage structures since 1994 and for all other types of constructed manure storage structures since 1998. You may inquire about your permit number at your Manitoba Conservation regional office (see last page).

<sup>3</sup> Registration numbers will be issued by Manitoba Conservation for earthen manure storage structures built before 1994 and all other constructed storage structures built prior to 1998.

## Section D – Manure Information for Land Application

(One manure form per page; reproduce pages 4 and 5 as necessary)

<b>Type of Livestock</b> _____	<b>Total A.U. of this Type</b> _____
<b>Volume of Manure to be Land Applied</b>  _____	
<input type="checkbox"/> Imp. Gallons (liquid manure) <input type="checkbox"/> Tons (solid manure) <input type="checkbox"/> Cubic Feet (solid manure)	
<b>Manure Analysis</b>	
Total <b>nitrogen</b> content in the manure _____ <input type="checkbox"/> lb/1000 imp.gal <input type="checkbox"/> lb/ton <b>NH<sub>4</sub></b> _____ <input type="checkbox"/> lb/1000 imp.gal <input type="checkbox"/> lb/ton <b>Total P</b> _____ <input type="checkbox"/> lb/1000 imp.gal <input type="checkbox"/> lb/ton <b>% Dry Matter</b> _____	
The nutrient value stated above is: <input type="checkbox"/> Actual (Please attach manure analysis report with this form) <input type="checkbox"/> Estimated	
If estimated, please indicate your source of information: Source (ie Farm Practice Guidelines, Feed Model): _____	
Earliest Anticipated Manure application starting date <sup>1</sup> : _____ <div style="text-align: right; margin-right: 100px;">(Month / Day / Year)</div>	

<sup>1</sup>This is the earliest date the first spread of manure will occur on this plan.

**NOTE:** If manure is to be treated, please complete and attach Schedule B – Manure Treatment  
 If manure is to be transferred to another party, please complete and attach Schedule C – Transfer of Manure or Effluent to a Second Party.

**“transfer”** excludes situations in which a contractor is hired, or the operator volunteers to land apply the manure from this operation. In this case, Section E - Field Application Summary must be completed.

## Section E - Field Application Summary

**ALL information below must be completed for each field listed BEFORE any manure spreading occurs.**

Crop year for which manure will be applied: \_\_\_\_\_ Manure Form:  SOLID or  LIQUID  
 Livestock Species: \_\_\_\_\_ If no Manure is to be applied, check here:

Legal Land Description				
Field ID (optional)				
Legal Owner's Name and Phone				
Land: Own, Lease, or Agreement (O, L, A)				
Field Size <sup>1</sup> (acres)				
Soil Class and Subclass <sup>2</sup>				
Proposed Crop				
Is the Proposed Crop Grazed? (indicate by entering 'Yes')				
0 – 6 inch (15 cm) depth soil phosphorus (P) in ppm <sup>3</sup>				
0 – 24 inch (60 cm) depth soil nitrate (NO <sub>3</sub> -N) in lbs/acre <sup>3</sup>				
Target Yield (bus/acre, lbs/acre, tons/acre)				
Crop Nitrogen Recommendation <sup>4</sup> (lbs N/acre)				
Crop Removal of Phosphate <sup>5</sup> (lbs P <sub>2</sub> O <sub>5</sub> /acre)				
Manure Application Rate (gal/acre or tons/acre) * if using multi-year P <sub>2</sub> O <sub>5</sub> rate circle # equal to multiple of years <sup>6</sup>	2 3 4 5	2 3 4 5	2 3 4 5	2 3 4 5
Application Season (spring / fall / summer)				
Application Start Date (month / day / year)				
Application Method <sup>7</sup>				
Non manure Nitrogen Fertilizer (lbs N/acre)				
Non manure Phosphate Fertilizer (lbs P <sub>2</sub> O <sub>5</sub> /acre)				
Manure Applicator – Name, Phone, Licence # <sup>8</sup>				

<sup>1</sup> Indicate only the available acres for manure spreading (exclusive of setbacks from surface water courses, etc.).  
<sup>2</sup> Must list correct Agricultural Capability Class and Subclass as determined by Published Manitoba Soil Survey Report or electronic data distributed by Manitoba Land Initiative website. Use the worst class manure will be spread on.  
<sup>3</sup> As shown on the soil analysis report appended to this form. If soil analysis reports are not available at the time of submitting the form, they **must** be forwarded to Manitoba Conservation 14 days **before** application of manure to allow for processing.  
<sup>4</sup> Indicate the recommended nitrogen (N) application rate suggested by the soil fertility guide or soil analysis report, whichever is lower.  
<sup>5</sup> Indicate the crop removal rate of phosphate (P<sub>2</sub>O<sub>5</sub>) as determined by the most appropriate source of information.  
<sup>6</sup> When soil test phosphorus levels are 60 ppm to 179 ppm manure may be applied at a rate of up to 5 times the annual crop removal rate of P<sub>2</sub>O<sub>5</sub>.  
<sup>7</sup> Choose 1 of the following and put the corresponding letter on the form: **A.** Broadcast and incorporate after 2 days, **B.** Broadcast + Incorporate after 3 days. **C.** Broadcast and incorporate within 2 days. **D.** Broadcast and no incorporation. **E.** Broadcast and no incorporation on forages. **F.** Injection. **G.** Irrigation and incorporation within 3 days. **H.** Irrigation and no incorporation.  
<sup>8</sup> As of January 1, 2008 Commercial and Off-farm Manure Applicators must be trained and Licenced with Manitoba Agriculture, Food and Rural Initiatives.



## Section F - Certification of Manure Management Plan

Note: The plan must be Certified. Mark the appropriate box with an "X".

I certify that the information contained in this plan is true and that no relevant information has been withheld.

Date \_\_\_\_\_ Signature of Operator \_\_\_\_\_

Plan Prepared by:  
 Operator  
 Other

*If other than operator:*

I certify that the information contained in this plan is true and that no relevant information has been withheld.

Date \_\_\_\_\_ Signature of person preparing plan on behalf of operator \_\_\_\_\_

Address and phone number of person preparing plan: \_\_\_\_\_

\_\_\_\_\_

MIA # <sup>1</sup>/CCA # \_\_\_\_\_

<sup>1</sup> - if exempt from registration to MIA as per Section 13(7) of MR 42/98 enter 0000.

**FOR ADDITIONAL INFORMATION,  
PLEASE CONTACT ONE OF THE FOLLOWING ENVIRONMENTAL OPERATIONS OFFICES:**

<b>Brandon</b> 1129 Queens Ave. Brandon MB. R7A 1L9 Telephone: (204) 726-6064 Facsimile: (204) 726-6301	<b>Gimli</b> 75 – 7 <sup>th</sup> Ave. Gimli MB. R0C 1B9 Telephone: (204) 642-6095 Facsimile: (204) 642-6108
<b>Dauphin</b> 27 – 2 <sup>nd</sup> Av SW. Dauphin MB. R7N 3E5 Telephone: (204) 622-2030 Facsimile: (204) 638-8626	<b>Portage la Prairie</b> 3rd Floor 25 Tupper Street N Portage la Prairie MB. R1N 3K1 Telephone: (204) 239-3204 Facsimile: (204) 239-3215
<b>Lac du Bonnet</b> Air Services, Provincial Highway #502 Lac du Bonnet MB. R0E 1A0 Telephone: (204) 345-1444 Facsimile: (204) 345-1440	<b>Winnipeg</b> 123 Main Street, Suite 160 Winnipeg MB. R3C 1A5 Telephone: (204) 945-7100 Facsimile: (204) 948-2338
<b>Steinbach</b> Box 2019 Unit 5, 284 Reimer Avenue Steinbach MB. R5G 1N6 Telephone: (204) 346-6060 Facsimile: (204) 326-2472	<b>The Pas</b> Box 2550 3 <sup>rd</sup> St. & Ross Avenue The Pas MB. R9A 1M4 Telephone: (204) 627-8248 Facsimile: (204) 623-1773
<b>To report environmental emergencies call 944-4888 (24 hours).</b>	

## Appendix II

*To report error messages, seek assistance, or ask for help when the information requested does not seem to match the information lists or categories provided by MMPFiler, the user can contact the Livestock Environmental Program of Manitoba Conservation at the address below.*

### Manitoba Conservation Contact Information

MMP Registration  
Livestock Section  
Environmental Services  
Manitoba Conservation  
Box 46 – 200 Saulteaux Crescent  
Winnipeg, MB  
R3J 3W3

Tel: (204) 945-3789

Fax: (204) 948-2420

e-mail: [mmpregistration@gov.mb.ca](mailto:mmpregistration@gov.mb.ca)

## Appendix III

*MMPFiler is largely based on the agronomic knowledge developed over the years in Manitoba in regards to managing livestock manure. During MMPFiler's development, many sources of information have been consulted.*

### References Cited

- MAFRI, 1998a. Farm Practices Guidelines for Beef/Dairy/Hogs/Poultry Producers in Manitoba. (Series published and updated from 1998 onward). Manitoba Agriculture, Food and Rural Initiatives, Publications Distribution, 8th Floor, 401 York Avenue, Winnipeg Manitoba R3C 0P8, or [www.gov.mb.ca/agriculture/livestock](http://www.gov.mb.ca/agriculture/livestock)
- MAFRI, 1998b. MARC98 – Manure Application Rate Calculator Software. Manitoba Agriculture, Food and Rural Initiatives, Publications Distribution, 8th Floor, 401 York Avenue, Winnipeg Manitoba R3C 0P8, or can be downloaded from [www.gov.mb.ca/agriculture/livestock](http://www.gov.mb.ca/agriculture/livestock)
- MAFRI, 2001. The Soil Fertility Guide. Manitoba Agriculture, Food and Rural Initiatives, Publications Distribution, 8th Floor, 401 York Avenue, Winnipeg Manitoba R3C 0P8, or <http://www.gov.mb.ca/agriculture/soilwater>. 46 pp.
- MAFRI, 2004. Tri-Provincial Manure Application and Use Guidelines. Manitoba Agriculture, Food and Rural Initiatives, Publications Distribution, 8th Floor, 401 York Avenue, Winnipeg Manitoba R3C 0P8, or [www.gov.mb.ca/agriculture/livestock](http://www.gov.mb.ca/agriculture/livestock). 71pp.

## Appendix IV

Printout Sample of a Manure Management Plan

**LIVESTOCK MANURE AND MORTALITIES  
MANAGEMENT REGULATION M.R. 42/98**

**Manure Management Plan**



All livestock operations in Manitoba with 400 animal units (A.U.) or more are required under Section 13(1) of the *Livestock Manure and Mortalities Management Regulation* under *The Environment Act*, to submit an annual manure management plan to Manitoba Conservation. The plan must be submitted by July 10 for fertilization programs beginning in the fall, and by February 10 for fertilization programs beginning in the spring.

**Section A – Operation Information**

<b>Name of Operation</b>	Porcherie Smith		
<b>Mailing Address</b>	1234 Hwy 305		Somewhere
	Manitoba	Postal code	R1A 2B3
<b>Location of Operation</b>	101-102		St. Clements
	Qtr Sec Twp Rge E/WPM or River Lot/Parish		
	La Broquerie	<b>Latitude</b> 58.1237	<b>Longitude</b> 49.5555
	Rural Municipality		GPS in Decimal Degree
<b>Name of Contact</b>	Jean	Smith	
<b>Contact Numbers</b>	(204) 123-4567	(204) 890-1234	(204) 567-8901 (204) 234-5678
	Business	Home	Cellular Facsimile
<b>Owner (legal name)</b>	Jean	Smith	1234567
			Corp File # if app
<b>Mailing Address</b>	4567 Hwy 305		Somewhere
	Manitoba	Postal co	R1A 4B5
<b>Contact Numbers</b>	(204) 123-4567	(204) 890-1234	(204) 567-8901 (204) 234-5678
	Business	Home	Cellular Facsimile
<b>Affiliate (legal name)</b>	Livestock Inc.		

**Note: Confirmation of manure spread including legal land description, actual application rates, analysis of manure, field maps, coordinates (if available), field access location, must be submitted after manure is spread. Additional plans may not be registered unless this information is received by Manitoba Conservation.**

Manure management plan required to comply with a Director's Order or an Environment Officer Order.

Yes      If yes, Order number: \_\_\_\_\_

<b>FOR GOVERNMENT USE ONLY</b>	
Received by: _____	Date: _____
Office: _____	
Follow-up Required:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Nature of follow-up _____	
_____	

Proprietary (confidential) information will be protected in accordance with Manitoba law. Personal information is collected under the authority of *The Environment Act*, the *Livestock Manure and Mortalities Management Regulation* M.R. 42/98, and will be used to issue receipts, for surveys, administration and enforcement purposes. Information collected is protected by the privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions, contact the Access Privacy Coordinator, Box 85, 200 Saulteaux Crescent, Winnipeg MB R3J 3W3; 1-204-945-4170.

**Please complete this form and forward to the Environmental Livestock Section, Manitoba Conservation.**

**Phone: 204-945-3078 / Fax: 204-948-2420**

## Section B – Animal Unit Inventory

<b>ANIMAL UNIT<sup>1</sup> (A.U.) INVENTORY LIST</b>						
Species	Type and Subtype	AU Increase	A.U. Produced by One Livestock	Number of Livestock	A.U. for Each Livestock	
Pigs	Sows, farrow to finish	<input type="checkbox"/>	1.2500	X	100	125

<sup>1</sup> Refer to Animal Unit Worksheet - Schedule A.

## Section C - Manure Storage Information

<b>Type of livestock manure stored</b> <u>Liquid</u>			
<input type="checkbox"/> Field storage <input checked="" type="checkbox"/> Central storage			
Legal	GPS Coordinates	Anticipated Storage duration (months)	Construction Permit Number(s) or Registration Number(s) for Storage
SE 12-34-5 E	Latitude Longitude Decimal degrees	14	

## Section D - MANURE INFORMATION FOR LAND APPLICATION

(One type per page; reproduce section D and section E for each type of livestock with 300 A.U. or more on the farm as necessary.)

Type of livestock	<u>Pigs</u>
Volume of manure to be land applied	<u>1500000</u> Imp. Gallons
<b>Manure Analysis</b>	
<input type="checkbox"/> Actual (1)	Total nitrogen content in manure
<input checked="" type="checkbox"/> Estimated (2)	<u>32</u> lbs/1000 Imp. G
<b>NH4</b>	<u>1700</u> ppm
<b>P</b>	<u>8</u> lbs/1000 Imp. Gal.
(1) Please attach manure analysis report with this form.	
(2) If estimated, please indicate your source of information:	
Other source (specify): <u>Farm Practices Guidelines (MAF)</u>	
Earliest anticipated manure application starting date:	<sup>1</sup> <u>09/01/2007</u>
	(MM/DD/YYYY)

<sup>1</sup> This is the earliest date the first spread of manure will occur on this plan.



## Section E - Field Application Summary

(One type per page; reproduce section D and section E for each type of livestock with 300 A.U. or more on the farm as necessary.)

Crop year for which manure will be applied: <u>2008</u>																
Livestock type <u>Pigs</u> Manure form is: <u>Liquid</u> If no manure is to be applied, check here for "none" <input type="checkbox"/>																
Legal	Field ID	Legal Owner	Field size <sup>1</sup> (ac)	Soil texture, soil class <sup>5</sup> limiting factors	Soil P 0-6" ppm	Crop Rem. P2O5 lbs/ac	Soil NO3-N <sup>3</sup> 0-24" lbs/ac	Tar yield	Crop N rec. lbs/ac <sup>4</sup>	Manure App. rate	App. season & date	App. method <sup>6</sup>	Non Man. <sup>7</sup> N lbs/ac	Non Man. P2O5 lbs/ac	Applicator (with phone #) (license #)	
RL 100-5 St. Laurent	West 240	Jean Smith (204) 123-4567	240	Clay loam	12	40	43	40		7229	Fall	Injection	0	0	Goodwill Applicator	
				3						1   Yrs						
				m						bu/ac 125						Imp. Gal./ac
										Confirm			#			
SE 12-34-5 E	North 1/2	Jean Smith (204) 123-4567	120	Clay loam	6	37	44	65	Corn	2747	Spring	Broadcast and incorporation after 2 days	50	10	Goodwill Applicator	
				3						1   Yrs						
				m						bu/ac 100						Imp. Gal./ac
										Confirm			#			

- |   |   |
|---|---|
| <p><b>1</b> Indicate only the available acres for manure spreading (exclusive of setbacks from surface water courses, etc.).</p> <p><b>2</b> Actual texture from Lab analysis. If from soil survey report, you must indicate this.</p> <p><b>3</b> As shown on the soil analysis report appended to this form. If soil analysis reports are not available at the time of submitting the form, they <u>must</u> be forwarded to Manitoba Conservation <u>before</u> application of manure.</p> <p><b>4</b> Indicate the recommended nitrogen (N) application rate suggested in the soil analysis report.</p> | <p><b>5</b> Must list correct AG. Capability <u>AS STATED BY PUBLISHED SOIL SURVEY REPORT.</u></p> <p><b>6</b> Choose one of the following: Broadcast and incorporation after 2 days, Broadcast and incorporation after 3 days, Broadcast and incorporation within 2 days, Broadcast and no incorporation, Broadcast and no incorporation on forages, Injection, Irrigation and incorporation within 3 days, Irrigation and no incorporation after 3 days</p> <p><b>7</b> Additional Fertilizer + Manure Application Rate must not result in Soil NO3- above the regulated limit in the crop year</p> |
|---|---|

**Fields to be manured must be soil sampled and the analytical reports submitted to Manitoba Conservation. Sound soil sampling procedures are required to obtain an accurate soil nutrient assessment.**

**Note: Plan must be certified correct by operator on Page 5. If the plan is prepared for the operator, it must be certified correct by the third party on Page 5. Incorrect/Incomplete information voids this Manure Management Plan.**

## Section F - Certification of Manure Management Plan

**Note: The Plan must be certified or it is VOID. Mark appropriate box with "X".**

I certify that the statements and information in this plan are true and that no relevant information has been withheld.

Date (YYYY/MM/DD) \_\_\_\_\_

Plan prepared by: \_\_\_\_\_ Signature of Operator \_\_\_\_\_

Operator

Other

*If other than operator:* \_\_\_\_\_

I certify that the statements and information in this plan are true and that no relevant information has been withheld.

Date (YYYY/MM/DD) \_\_\_\_\_

Signature of person preparing plan on behalf of operator \_\_\_\_\_

Phone#: \_\_\_\_\_

Address of person preparing the plan \_\_\_\_\_

MIA #<sup>1</sup> / CCA # \_\_\_\_\_

1 - if exempted from registration to MIA and compiles with the Section 13(7) of the MR 42/98 enter 0000.

### FOR ADDITIONAL INFORMATION, PLEASE CONTACT ONE OF THE FOLLOWING REGIONAL OFFICES

<b>Central Region</b> 123 Main St., Suite 160 Winnipeg MB R3C 1A5 PH (204) 945-7100 Fax (204) 948-2338	<b>Western Region</b> 1129 Queens Ave. Brandon MB R7A 1L9 PH (204) 726-6064 Fax (204) 726-6567	<b>Western Region</b> 27 – 2nd Av SW. Dauphin MB R7N 3E5 PH (204) 622-2030 Fax (204) 638-8626
<b>Eastern Region</b> Unit 5, 284 Reimer Ave Box 21450 Steinbach MB R0A 2T3 PH (204) 346-6060 Fax (204) 326-2472	<b>Eastern Region</b> Air Services, Prov. Hwy #502 Lac du Bonnet MB R0E 1A0 PH (204) 345-1444 Fax (204) 345-1440	
<b>Central Region</b> 3rd Floor 25 Tupper Street N Portage la Prairie MB R1N 3K1 PH (204) 239-3204 Fax (204) 239-3215	<b>Central Region</b> 75 - 7th Ave. Gimli MB R0C 1B9 PH (204) 642-6095 Fax (204) 642-6108	
<b>To report environmental emergencies call 944-4888 (24 hours)</b>		

## Schedule B - Manure Treatment

Treatment category Mechanical solid/liquid separation

Effluent storage duration 15

Solid effluent  Liquid effluent

End use of effluent Land applied (fill in Manure ap

Legal location of facilities SE 12-34-5 E

Comments

## Schedule C - Transfer of manure to a second party

Manure transfer category Given/sold for use as a fertilizer on fields not listed in Manure

### Details about receiving party

Name Fred Neighbour

Address 123 Down the Road, Overthere, MB

Postal Code R2A 3C4

Phone (204) 123-16

Mobile (204) 123-45

Fax (204) 765-43

Legal location of facilities NW 35-45-5 E

### Comments

Pick Up by Fred the end of each month

1 If there are more than two receiving parties, attach additional sheets containing the appropriate information.

## Appendix V

### Printout Sample of an Amendment to a Manure Management Plan

*In addition to section A (first page) only the pages of the manure management plan where information has been updated or changed need to be submitted to Manitoba Conservation to file an amendment to a manure management plan. For example, to amend a plan by adding one or more fields for land application of manure, an application for amendment will include the Operation Information report (section A) and the Field Application Summary (section E).*

**LIVESTOCK MANURE AND MORTALITIES  
MANAGEMENT REGULATION M.R. 42/98**

**Manure Management Plan**



All livestock operations in Manitoba with 400 animal units (A.U.) or more are required under Section 13(1) of the *Livestock Manure and Mortalities Management Regulation* under *The Environment Act*, to submit an annual manure management plan to Manitoba Conservation. The plan must be submitted by July 10 for fertilization programs beginning in the fall, and by February 10 for fertilization programs beginning in the spring.

**Section A – Operation Information**

<b>Name of Operation</b>	Porcherie Smith				
<b>Mailing Address</b>	1234 Hwy 305		Somewhere		
	Manitoba	Postal code	R1A 2B3		
<b>Location of Operation</b>	101-102		St. Clements		
	Qtr Sec Twp Rge E/WPM or River Lot/Parish				
	La Broquerie	<b>Latitude</b>	58.1237	<b>Longitude</b>	49.5555
	Rural Municipality		GPS in Decimal Degree		
<b>Name of Contact</b>	Jean Smith				
<b>Contact Numbers</b>	(204) 123-4567	(204) 890-1234	(204) 567-8901	(204) 234-5678	
	Business	Home	Cellular	Facsimile	
<b>Owner (legal name)</b>	Jean Smith		Corp File # if app		
<b>Mailing Address</b>	4567 Hwy 305		Somewhere		
	Manitoba	Postal co	R1A 4B5		
<b>Contact Numbers</b>	(204) 123-4567	(204) 890-1234	(204) 567-8901	(204) 234-5678	
	Business	Home	Cellular	Facsimile	
<b>Affiliate (legal name)</b>	Livestock Inc.				

**Note: Confirmation of manure spread including legal land description, actual application rates, analysis of manure, field maps, coordinates (if available), field access location, must be submitted after manure is spread. Additional plans may not be registered unless this information is received by Manitoba Conservation.**

Manure management plan required to comply with a Director's Order or an Environment Officer Order.

Yes      If yes, Order number: \_\_\_\_\_

<b>FOR GOVERNMENT USE ONLY</b>	
Received by: _____	Date: _____
Office: _____	
Follow-up Required:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Nature of follow-up _____	
_____	

Proprietary (confidential) information will be protected in accordance with Manitoba law. Personal information is collected under the authority of *The Environment Act*, the *Livestock Manure and Mortalities Management Regulation* M.R. 42/98, and will be used to issue receipts, for surveys, administration and enforcement purposes. Information collected is protected by the privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions, contact the Access Privacy Coordinator, Box 85, 200 Saulteaux Crescent, Winnipeg MB R3J 3W3; 1-204-945-4170.

**Please complete this form and forward to the Environmental Livestock Section, Manitoba Conservation.**

**Phone: 204-945-3078 / Fax: 204-948-2420**

## Section E - Field Application Summary

(One type per page; reproduce section D and section E for each type of livestock with 300 A.U. or more on the farm as necessary.)

Crop year for which manure will be applied: <u>2008</u>															
Livestock type <u>Pigs</u> Manure form is: <u>Liquid</u> If no manure is to be applied, check here for "none" <input type="checkbox"/>															
Legal	Field ID	Legal Owner	Field size <sup>1</sup> (ac)	Soil texture, soil class <sup>5</sup> limiting factors	Soil P 0-6" ppm	Crop Rem. P2O5 lbs/ac	Soil NO3-N <sup>3</sup> 0-24" lbs/ac	Tar yield	Crop N rec. lbs/ac <sup>4</sup>	Manure App. rate	App. season & date	App. method <sup>6</sup>	Non Man. <sup>7</sup> N lbs/ac	Non Man. P2O5 lbs/ac	Applicator (with phone #) (license #)
RL 100-5 St. Laurent	West 240	Jean Smith (204) 123-4567	240	Clay loam	12	40	43	40	125	7229	Fall	Injection	0	0	Goodwill Applicator  (204) 123-4567 #
				3						1 Yrs					
				m						Imp. Gal./ac					
											2007-Sep-20				
											Confirm				
SE 12-34-5 E	North 1/2	Jean Smith (204) 123-4567	120	Clay loam	6	37	44	65	Corn	2747	Spring	Broadcast and incorporation after 2 days	50	10	Goodwill Applicator  (204) 123-4567 #
				3						1 Yrs					
				m						Imp. Gal./ac					
											2008-Apr-29				
											Confirm				
NW 12-34-5 E	-	Jean Smith (204) 123-4567	155	Clay loam	5	37	26	75	140	8096	Fall	Injection	0	10	Producer
				3						1 Yrs					
				m						Imp. Gal./ac					
											2008-Oct-31				
											Confirm				
SE 13-34-5 E	-	Jean Smith (204) 123-4567	100	Clay loam	14	40	39	45	120	5783	Spring	Injection	0	0	Producer
				3						1 Yrs					
				m						Imp. Gal./ac					
											2008-May-07				
											Confirm				

<p><b>1</b> Indicate only the available acres for manure spreading (exclusive of setbacks from surface water courses, etc.).</p> <p><b>2</b> Actual texture from Lab analysis. If from soil survey report, you must indicate this.</p> <p><b>3</b> As shown on the soil analysis report appended to this form. If soil analysis reports are not available at the time of submitting the form, they <u>must</u> be forwarded to Manitoba Conservation <u>before</u> application of manure.</p> <p><b>4</b> Indicate the recommended nitrogen (N) application rate suggested in the soil analysis report.</p>	<p><b>5</b> Must list correct AG. Capability <b>AS STATED BY PUBLISHED SOIL SURVEY REPORT.</b></p> <p><b>6</b> Choose one of the following: Broadcast and incorporation after 2 days, Broadcast and incorporation after 3 days, Broadcast and incorporation within 2 days, Broadcast and no incorporation, Broadcast and no incorporation on forages, Injection, Irrigation and incorporation within 3 days, Irrigation and no incorporation after 3 days</p> <p><b>7</b> Additional Fertilizer + Manure Application Rate must not result in Soil NO3- above the regulated limit in the crop year</p>
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**Fields to be manured must be soil sampled and the analytical reports submitted to Manitoba Conservation. Sound soil sampling procedures are required to obtain an accurate soil nutrient assessment.**

**Note: Plan must be certified correct by operator on Page 5. If the plan is prepared for the operator, it must be certified correct by the third party on Page 5. Incorrect/Incomplete information voids this Manure Management Plan.**

## Appendix VI

### Printout Sample for a Confirmation Report

*In addition to section A (first page) only the pages of the manure management plan where information has been updated or changed need to be submitted to Manitoba Conservation. Most often but not exclusively, a confirmation report will be comprised of Operation Information report (section A), Manure Nutrient Information report (section D), and the Field Application Summary (section E). A signed certification page should also be included.*



**LIVESTOCK MANURE AND MORTALITIES  
MANAGEMENT REGULATION M.R. 42/98**

**Manure Management Plan**



All livestock operations in Manitoba with 400 animal units (A.U.) or more are required under Section 13(1) of the *Livestock Manure and Mortalities Management Regulation* under *The Environment Act*, to submit an annual manure management plan to Manitoba Conservation. The plan must be submitted by July 10 for fertilization programs beginning in the fall, and by February 10 for fertilization programs beginning in the spring.

**Section A – Operation Information**

<b>Name of Operation</b>	Porcherie Smith				
<b>Mailing Address</b>	1234 Hwy 305		Somewhere		
	Manitoba	Postal code	R1A 2B3		
<b>Location of Operation</b>	101-102		St. Clements		
	Qtr Sec Twp Rge E/WPM or River Lot/Parish				
	La Broquerie	<b>Latitude</b>	58.1237	<b>Longitude</b>	49.5555
	Rural Municipality		GPS in Decimal Degree		
<b>Name of Contact</b>	Jean Smith				
<b>Contact Numbers</b>	(204) 123-4567	(204) 890-1234	(204) 567-8901	(204) 234-5678	
	Business	Home	Cellular	Facsimile	
<b>Owner (legal name)</b>	Jean Smith		Corp File # if app		
<b>Mailing Address</b>	4567 Hwy 305		Somewhere		
	Manitoba	Postal co	R1A 4B5		
<b>Contact Numbers</b>	(204) 123-4567	(204) 890-1234	(204) 567-8901	(204) 234-5678	
	Business	Home	Cellular	Facsimile	
<b>Affiliate (legal name)</b>	Livestock Inc.				

**Note: Confirmation of manure spread including legal land description, actual application rates, analysis of manure, field maps, coordinates (if available), field access location, must be submitted after manure is spread. Additional plans may not be registered unless this information is received by Manitoba Conservation.**

Manure management plan required to comply with a Director's Order or an Environment Officer Order.

Yes      If yes, Order number: \_\_\_\_\_

<b>FOR GOVERNMENT USE ONLY</b>	
Received by: _____	Date: _____
Office: _____	
Follow-up Required:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Nature of follow-up _____	
_____	

Proprietary (confidential) information will be protected in accordance with Manitoba law. Personal information is collected under the authority of *The Environment Act*, the *Livestock Manure and Mortalities Management Regulation* M.R. 42/98, and will be used to issue receipts, for surveys, administration and enforcement purposes. Information collected is protected by the privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions, contact the Access Privacy Coordinator, Box 85, 200 Saulteaux Crescent, Winnipeg MB R3J 3W3; 1-204-945-4170.

**Please complete this form and forward to the Environmental Livestock Section, Manitoba Conservation.**

**Phone: 204-945-3078 / Fax: 204-948-2420**

## Section E - Field Application Summary

(One type per page; reproduce section D and section E for each type of livestock with 300 A.U. or more on the farm as necessary.)

Crop year for which manure will be applied: <u>2008</u>															
Livestock type <u>Pigs</u> Manure form is: <u>Liquid</u> If no manure is to be applied, check here for "none" <input type="checkbox"/>															
Legal	Field ID	Legal Owner	Field size <sup>1</sup> (ac)	Soil texture, soil class <sup>5</sup> limiting factors	Soil P 0-6" ppm	Crop Rem. P2O5 lbs/ac	Soil NO3-N <sup>3</sup> 0-24" lbs/ac	Tar yield	Crop N rec. lbs/ac <sup>4</sup>	Manure App. rate	App. season & date	App. method <sup>6</sup>	Non Man. <sup>7</sup> N lbs/ac	Non Man. P2O5 lbs/ac	Applicator (with phone #) (license #)
RL 100-5 St. Laurent	West 240	Jean Smith (204) 123-4567	240	Clay loam	12	40	43	40	Canola	8000	Fall	Injection	0	0	Goodwill Applicator  (204) 123-4567 #775832
				3						1   Yrs					
				m						bu/ac 125					
SE 12-34-5 E	North 1/2	Jean Smith (204) 123-4567	120	Clay loam	6	37	44	65	Corn	3200	Spring	Broadcast and incorporation within 2 days	50	10	Goodwill Applicator  (204) 123-4567 #775832
				3						1   Yrs					
				m						bu/ac 100					
NW 12-34-5 E	-	Jean Smith (204) 123-4567	155	Clay loam	5	37	26	75	Barley (feed)	7500	Fall	Injection	0	10	Goodwill Applicator  (204) 123-4567 #775832
				3						1   Yrs					
				m						lbs/ac 140					
SE 13-34-5 E	-	Jean Smith (204) 123-4567	100	Clay loam	14	40	39	45		5783	Spring	Injection	0	0	Producer
				3						1   Yrs					
				m						bu/ac 120					

<p><b>1</b> Indicate only the available acres for manure spreading (exclusive of setbacks from surface water courses, etc.).</p> <p><b>2</b> Actual texture from Lab analysis. If from soil survey report, you must indicate this.</p> <p><b>3</b> As shown on the soil analysis report appended to this form. If soil analysis reports are not available at the time of submitting the form, they <u>must</u> be forwarded to Manitoba Conservation <u>before</u> application of manure.</p> <p><b>4</b> Indicate the recommended nitrogen (N) application rate suggested in the soil analysis report.</p>	<p><b>5</b> Must list correct AG. Capability <b>AS STATED BY PUBLISHED SOIL SURVEY REPORT.</b></p> <p><b>6</b> Choose one of the following: Broadcast and incorporation after 2 days, Broadcast and incorporation after 3 days, Broadcast and incorporation within 2 days, Broadcast and no incorporation, Broadcast and no incorporation on forages, Injection, Irrigation and incorporation within 3 days, Irrigation and no incorporation after 3 days</p> <p><b>7</b> Additional Fertilizer + Manure Application Rate must not result in Soil NO3- above the regulated limit in the crop year</p>
---	---

**Fields to be manured must be soil sampled and the analytical reports submitted to Manitoba Conservation. Sound soil sampling procedures are required to obtain an accurate soil nutrient assessment.**

**Note: Plan must be certified correct by operator on Page 5. If the plan is prepared for the operator, it must be certified correct by the third party on Page 5. Incorrect/Incomplete information voids this Manure Management Plan.**

## Section F - Certification of Manure Management Plan

**Note: The Plan must be certified or it is VOID. Mark appropriate box with "X".**

I certify that the statements and information in this plan are true and that no relevant information has been withheld.

Date (YYYY/MM/DD) \_\_\_\_\_

Plan prepared by: \_\_\_\_\_ Signature of Operator \_\_\_\_\_

Operator

Other

*If other than operator:* \_\_\_\_\_

I certify that the statements and information in this plan are true and that no relevant information has been withheld.

Date (YYYY/MM/DD) \_\_\_\_\_

Signature of person preparing plan on behalf of operator \_\_\_\_\_

Phone#: \_\_\_\_\_

Address of person preparing the plan \_\_\_\_\_

MIA #<sup>1</sup> / CCA # \_\_\_\_\_

1 - if exempted from registration to MIA and compiles with the Section 13(7) of the MR 42/98 enter 0000.

### FOR ADDITIONAL INFORMATION, PLEASE CONTACT ONE OF THE FOLLOWING REGIONAL OFFICES

<b>Central Region</b> 123 Main St., Suite 160 Winnipeg MB R3C 1A5 PH (204) 945-7100 Fax (204) 948-2338	<b>Western Region</b> 1129 Queens Ave. Brandon MB R7A 1L9 PH (204) 726-6064 Fax (204) 726-6567	<b>Western Region</b> 27 – 2nd Av SW. Dauphin MB R7N 3E5 PH (204) 622-2030 Fax (204) 638-8626
<b>Eastern Region</b> Unit 5, 284 Reimer Ave Box 21450 Steinbach MB R0A 2T3 PH (204) 346-6060 Fax (204) 326-2472	<b>Eastern Region</b> Air Services, Prov. Hwy #502 Lac du Bonnet MB R0E 1A0 PH (204) 345-1444 Fax (204) 345-1440	
<b>Central Region</b> 3rd Floor 25 Tupper Street N Portage la Prairie MB R1N 3K1 PH (204) 239-3204 Fax (204) 239-3215	<b>Central Region</b> 75 - 7th Ave. Gimli MB R0C 1B9 PH (204) 642-6095 Fax (204) 642-6108	
<b>To report environmental emergencies call 944-4888 (24 hours)</b>		