Partner Database User Instructions

Summary

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5. **Add People**
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NOTE: All eligible partners must first complete the following before accessing the PDB:

a. Training by VAAFM (contact Judson Peck)
b. Read the Quality Assurance Project Plan
c. Sign and submit the User Agreement

Login

1. Login to the Partner Database (PDB) using your username and password: https://vtpartners.stone-env.net
2. Contact **Judson Peck** for any login issues or to request access: judson.peck@vermont.gov
3. NOTE: As updates occur you may need to occasionally do a “hard reload” by following these instructions:
   a. Once logged in to the PDB, right click anywhere on the webpage and click “Inspect”
   b. Ignore the new panel that appears and click and hold on your browser’s “refresh” button
   c. Unclick while hovering over “Empty Cache and Hard Reload”
   d. Close browser and login again
   e. **If you encounter performance issues with the PDB, do a “hard reload” before requesting assistance**

Search for Farm

1. Click **Search & Add Data** from the main menu
2. In the search bar at the top of the page, type in the name of the farm, operator or town
   a. NOTE: Search is sensitive – name must match exactly including special characters – typing fewer characters is often more successful
   b. NOTE: Can also search by town and choose farm from the list of farms
   c. NOTE: If the farm does not exist in the system, submit a **New Farm Request Form**: https://agriculture.vermont.gov/form/new-farm-request-form

3. Click on the farm from the search list – automatically zooms to the farm (facility) point and displays fields associated with that facility in green
4. View farm information for both the facility and the operation by clicking on the **Details** button under the "Farm Information" header
    d. NOTE: *Facility* is the farmstead, one or more facilities may exist for a farm *operation* (business)
    e. Farm Details are locked – contact Judson Peck to update or add farm information
5. NOTE: **Farm Waiver** indicates if another partner has completed the farm waiver form: https://agriculture.vermont.gov/form/farm-waiver-form-submission
    a. **Farm Waiver is *required* for all NRCS-funded practices**
    b. Farm Waiver is *optional* for all other funding sources

Add Fields

1. Click on the **Fields** tab to view fields associated with the selected farm (facility) – displayed on the map as green polygons
2. **NOTE: All practices must be associated with a field – may need to draw/edit fields first**
3. NOTE: Can draw fields with non-cropland landuses, including Farmstead, Associated Ag Land, Other Rural Land, etc. for non-cropland practices
4. Click on the three arrows along the left of the screen to view the **Map Controls**
5. Change **Basemap** from the default topo to satellite/imagery for drawing
6. Check **CLU Boundaries** under Optional Layers – displayed as orange polygons
7. NOTE: CLU (Common Land Unit) is a 2008 NRCS layer labelled with Farm, Tract and Field numbers for reference only (not editable nor updated)
8. Click **Add Field** and complete the following information:
    a. Field Name – enter what the farm uses
    b. Landuse and Crop – required
    c. Management – optional
    d. Lease – yes/no
9. There are TWO ways to add a field to a farm – Draw Shape or Select CLU:
    a. Click **Draw Shape** – use the pointer to click and draw a new field boundary, double click to finish drawing – can edit the shape by clicking and dragging the nodes, right click to delete nodes – click "Finish Shape" and then "Save"
    b. Click **Select CLU** – use the pointer to select an orange CLU polygon, which will turn yellow when selected – click "Finish Shape" and then "Save"
10. NOTE: Database automatically creates a unique **Field ID** and calculates **Acres**
11. Once the field has been added to the farm (green), either by drawing a new shape or selecting from the CLU, it appears in the field list and can be edited at any time if needed
12. NOTE: Click on the headers to sort the list in ascending or descending order
13. NOTE: Click on the line item to view more details, edit, or delete the entry
14. NOTE: Click on "Menu" in the top left corner and navigate back to the farm in order to 'refresh' the page if there is a delay/glitch in creating the field

Add Practices

1. Click the **Practices** tab to view practices associated with the farm (facility), displayed on the map as polygon, line or point features with various symbology
2. Click **Add Practice** button and complete the following information accordingly:
3. Select **Practice** type from the dropdown list
4. Select **Status** – practices may be drawn in the PDB as ***Planned*** status – only change to ***Installed*** status once the practice has been implemented
5. NOTE: Only practices reported as installed will receive nutrient reduction credit for the TMDL
6. Check **Field Verified** if you visually saw the practice implemented in the field to the practice standards or qualifying conditions outlined in the QAPP
7. Check **Meets NRCS Standards** if the practice was implemented according to NRCS Practice Standards
8. Check **Required Ag Practice** if the practice was implemented to meet compliance with the RAPs (i.e. buffers, tolerable soil loss, livestock exclusion, etc.)
9. **Notes** – add optional notes
10. Select funding **Program** from the dropdown list – *required* for Installed practices, but can be funded by the "Farmer" (no cost-share)
11. Add **Application Date, Approval Date, Grant Status** and **Grant ID** if funded by a grant
12. Enter **Install Date** of when the practice was implemented in the field – *required* for installed status practices
13. **Lifespan End Date** is automatically calculated based on NRCS practice lifespans, calculated from the Install Date – lifespan (years) is displayed to the right – practice only receives nutrient reduction credit for the TMDL for the duration of the lifespan
14. **Associated Field** – all practices are required to be associated with a field – if a field does not exist, complete step #10. Click the "Select Field" button and click on a field in the map (turns green) and then click "Save" to select the associated field for the practice. NOTE: Associating a field links the Field ID with the practice, not the field's shape.
15. There are TWO ways to create a practice shape – Draw Shape or Use Associated Field Shape:
    a. Check **Use Associated Field Shape** if the practice boundary is the same as the associated field boundary
    b. Click **Draw Shape** and use the pointer to draw on the map by clicking, double click to finish drawing – the shape turns yellow and gray and white points appear – click and drag the points to modify the shape, right click on a point to delete it – click "Finish Shape" when done drawing
16. Click "Save" to finish adding the practice, the practice appears in the practice list
17. NOTE: Click on "Menu" in the top left corner and navigate back to the farm in order to 'refresh' the page if there is a delay/glitch in creating the practice
18. NOTE: Click on the line item to view more details, edit, or delete the entry
19. NOTE: Click on the headers to sort the list in ascending or descending order
20. Practice list and practices that appear on the map can be **filtered** by "Status", "Program", and "Year" by clicking on the dropdowns at the top of the Practices tab
21. A practice can be duplicated, i.e. second year of cover cropping, rather than re-drawing every year. Click on the practice from the practice list and then click **Duplicate & Edit** – editing options

appear as entered from the previous practice entry – update the practice as needed, i.e. install date, and then click "Save"

22. NOTE: Practices cannot be added to multiple fields at time, i.e. cover crop to multiple fields – this functionality will be created soon
23. Practices can also be added by **uploading GIS shapefiles** using the "Upload FGDB Zip" – NOTE: shapefiles must be in a specific format – contact Judson Peck for the GIS template and detailed instructions

People Involved

1. Click on the **People Involved** tab to view the farm operator(s) and other partners working with the farm
2. Add yourself to the farm if you provide technical services by clicking **Add People to Farm**
3. Scroll through the list or type the name into the box to filter – click "**+**" to add the person to the farm
4. If the person does not exist in the system, click **Create New Person** at the bottom
5. Once added to the farm, add the person's **Role** and update any contact information
6. NOTE: Click on the headers to sort the list in ascending or descending order
7. NOTE: Click on the line item to view more details, edit, or delete the entry
8. NOTE: Deleting the person involved removes the person from the farm, but does not delete the person's contact

Visits & Interactions

1. Click on the **Visits & Interactions** tab to view visits and interactions with the farm from multiple organizations
2. Click **New Visit** to add your visit or interaction with the farm
3. Complete information – click the **Change** button to set the **Person Contacted** from the list, or create a new person (see above)
4. NOTE: Documenting visit information is helpful for yourself and other partners working with the farm – recommend noting all "On-Site Visits" at a minimum – VAAFM or other agency enforcement/inspectors will <u>not</u> be able to view this information, only partners
5. NOTE: Click on the headers to sort the list in ascending or descending order
6. NOTE: Click on the line item to view more details, edit, or delete the entry

Create Map

1. Click on the three arrows along the left of the screen to view the **Map Controls**
2. Click on green arrow next to **Export Map Tools**
3. Type **title** of map
4. Choose map **format** from dropdown (PDF, JPG, PNG)
5. Check **Show Field Details** to include field details on the map (Field ID, Name, Acres, etc.)
6. Click **Print Map** – the map will load in a new tab in your internet browser – make sure any pop-up blockers are disabled – may take a few minutes for the map to generate

7. NOTE: Everything displayed on the map screen will be exported into the map – use practice filters (#20) to modify what is displayed on the map; fields tab can also be exported as a map
8. NOTE: Optional Layers that are selected will also be mapped

Create Report

1. Click **Menu** button at top left corner of screen
2. Click **Generate Reports**
3. Click on one of three types of reports to generate:
    a. Detailed Practice Report
    b. Summary Practice Report
    c. Interactions Report
    d. NOTE: Not all report types may be displayed depending on your user access role
4. For all report types, expand the green headers and check any or all of the options of the data to include and the filtering options
5. Click **Submit** or **Get CSV** to export the selected information as a CSV file, which will download to your computer
6. Detailed Practice Report also has the option to export shapefiles, which can be loaded into ArcGIS – click **Get Shapefile** to download to your computer