



# E MMP

## ELECTRONIC MANURE MANAGEMENT PLANS

### FREQUENTLY ASKED QUESTIONS (FAQS)

*This document is intended to answer some frequently asked questions producers have when submitting an annual manure management plan (MMP) update electronically.*

**1. I've tried, but I can't submit my manure management plan online. Why not?**

The soonest you can submit your annual update (MMP short form) is within 60 days of the due date if you are submitting it electronically – 30 days if you are submitting on paper.

**2. When I try to submit my MMP, I get the "Not Applicable" message. I know I'm within 60 days of the due date. Why can't I submit it online?**

The eMMP application is only for annual MMP updates, also called the short form. The most frequent reason you will see "Not Applicable" is if your complete MMP is due. The complete, sometimes called "original" or "long form" MMP is when you need to take soil tests, run the P index and submit the entire plan.

Check your submittal history and due dates on the [Animal Feeding Operations database](#).

For now, you must submit the complete MMP using the old process, on paper. Please use DNR form 542-4000 on the [DNR forms page](#).

**3. I have several facilities, but I did not receive my personal identification number (PIN) letters for one of them. I got the rest of the PIN letters, so I know my address is correct. What's wrong?**

It depends. It could be any of the following scenarios.

- **Multiple owners.** The PIN letters were only sent to one owner. If there are multiple owners listed for a facility, the letter went to the first owner listed. Check with your co-owners to see if they received the letter.
- **Wrong 911 name or address.** Some letters were not delivered when the corporate or facility name did not match the address. Some were sent directly to a facility where there is no mailbox.
- **No owner listed.** DNR did not send letters to the contact person. Only to the owners.

Please call your [DNR field office](#), correct the owner information and ask DNR to send the PIN letter to you.

If you have questions regarding this or any other eMMP topic, please check the eMMP webpage, where you can access the "How-to" webinar and watch the segment you need, click on the eMMP application and (without logging in) go to the "Help" tab at the top. Or, view the fact sheet "Instructions for Online eMMP Submittal."

[www.iowadnr.gov/emmp](http://www.iowadnr.gov/emmp)