

# User Guide to the Kentucky Ag Water Quality Planning Tool



EEC eForms

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Welcome to the new online tool for creating a Kentucky Agricultural Water Quality Plan (AWQP). The goal of this tool is to simplify the flow of creating an AWQP. After a plan is complete, you can elect to download a .pdf file copy, thus eliminating the need to keep a paper, hard copy on hand. This electronic file can be kept on a smartphone, computer, or printed if preferred. The tool also allows users to retrieve a copy of a completed plan for future use or revision. **Note:** The recommended internet browser is Google Chrome. If using a different or older browser, some formatting and/or functions may not be visible.

This tool is designed to be intuitive and user friendly. Every online system has its quirks and caveats of use, and this tool is no exception. Please use this User Guide to navigate the tool. If you need assistance with developing your plan, you may reach out to your local conservation district or the KDOC field representative in your area. For technical support, you will find information on the following pages for that type of assistance.

The AWQP tool is an Energy and Environment Cabinet eForm. If you do other business with the Commonwealth of Kentucky, you may already have an account within this e form platform. If this is the case, you may use your existing account for the AWQP that you currently use for other applications.

The next several pages are a guidance document created by the Energy and Environment Cabinet to help the user create and manage an account for the platform. If you already have an account on the EEC eForm platform, please skip ahead to page 14.



ENERGY AND  
ENVIRONMENT CABINET

**ACCOUNT REGISTRATION USER GUIDE**

**USER MANUAL**

**VERSION 1.0**

**Prepared for:**  
Office of Administrative Services (OAS)

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## **Overview:**

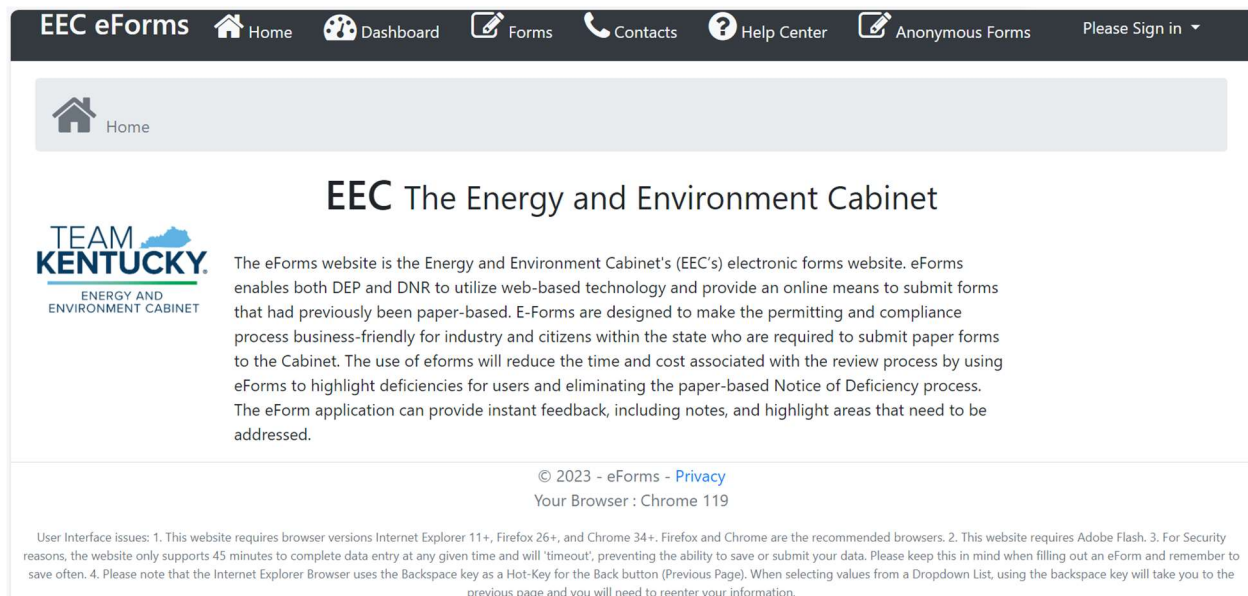
The new EEC authentication has been created to enable citizens and business partners to easily access Energy and Environment Cabinet's (EEC) eForms using a single account.

The new eForms website is the Energy and Environment Cabinet's (EEC) electronic forms website. eForm enables both DNR and DEP to utilize web-based technology and provide an online means to submit forms that had previously been paper-based. It is designed to make the permitting and compliance process business-friendly and more efficient for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eForms will reduce the time and cost associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback including notes and highlight areas that need to be addressed.

## **Registration to new EEC login screen:**

### **Step 1: Landing\Home Page**

Below is the new Home Page for EEC eForms.



The screenshot displays the EEC eForms Home Page. At the top is a dark navigation bar with the following links: EEC eForms, Home, Dashboard, Forms, Contacts, Help Center, Anonymous Forms, and a 'Please Sign in' dropdown menu. Below this is a light gray header section with a home icon and the word 'Home'. The main content area features the 'TEAM KENTUCKY' logo on the left, which includes the text 'ENERGY AND ENVIRONMENT CABINET'. To the right of the logo, the heading 'EEC The Energy and Environment Cabinet' is followed by a paragraph describing the eForms website's purpose. At the bottom of the page, there is a footer containing copyright information, a privacy link, and browser information. A detailed user interface notice is also present at the very bottom.

EEC eForms Home Dashboard Forms Contacts Help Center Anonymous Forms Please Sign in ▾

Home

**TEAM KENTUCKY**  
ENERGY AND ENVIRONMENT CABINET

### EEC The Energy and Environment Cabinet

The eForms website is the Energy and Environment Cabinet's (EEC's) electronic forms website. eForms enables both DEP and DNR to utilize web-based technology and provide an online means to submit forms that had previously been paper-based. E-Forms are designed to make the permitting and compliance process business-friendly for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eforms will reduce the time and cost associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback, including notes, and highlight areas that need to be addressed.

© 2023 - eForms - [Privacy](#)  
Your Browser : Chrome 119

User Interface issues: 1. This website requires browser versions Internet Explorer 11+, Firefox 26+, and Chrome 34+. Firefox and Chrome are the recommended browsers. 2. This website requires Adobe Flash. 3. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eform and remember to save often. 4. Please note that the Internet Explorer Browser uses the Backspace key as a Hot-Key for the Back button (Previous Page). When selecting values from a Dropdown List, using the backspace key will take you to the previous page and you will need to reenter your information.

### **Step 2: User Registration**

The user should be able to Login to the new authentication on eForms by navigating to the Register button.

EEC eForms

Home

Dashboard

Forms

Contacts

Help Center


Anonymous Forms

Please Sign in

Home

Sign in

Register



## EEC The Energy and Environment Cabinet

The eForms website is the Energy and Environment Cabinet's (EEC's) electronic forms website. eForms enables both DEP and DNR to utilize web-based technology and provide an online means to submit forms that had previously been paper-based. E-Forms are designed to make the permitting and compliance process business-friendly for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eforms will reduce the time and cost associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback, including notes, and highlight areas that need to be addressed.

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### **Step 3: Registration and email confirmation**

Once the user clicks on Register button and enters the required fields such as

- First Name (required field),
- Middle Initial (not required field),
- Last Name (required field),
- Email (required field),
- Password (required field),
- Confirm Password (required field), they will click on Register.

EEC eForms

Home

Dashboard

Forms

Contacts

Help Center

Anonymous Forms

Please Sign in

### New User Registration

First Name :

Middle Initial :

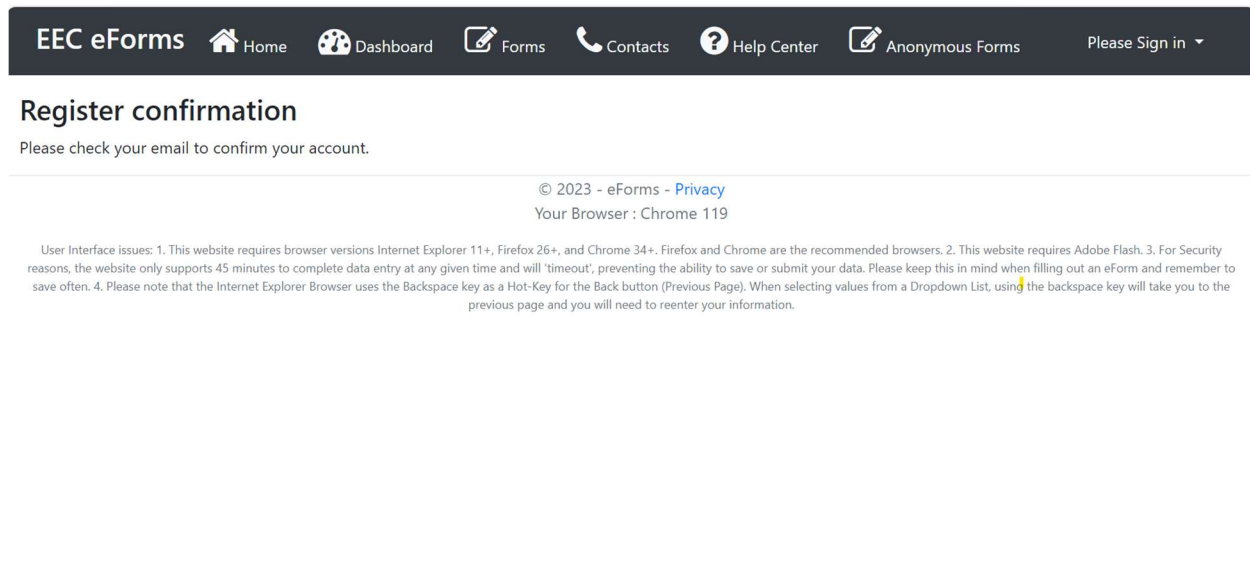
Last Name :

Email :

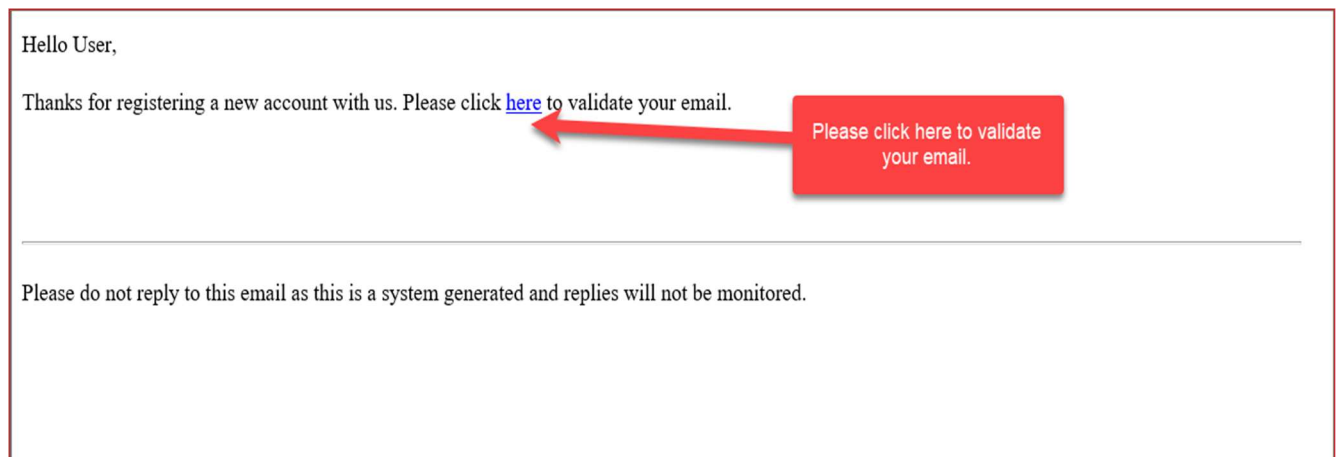
Password :

Confirm password :

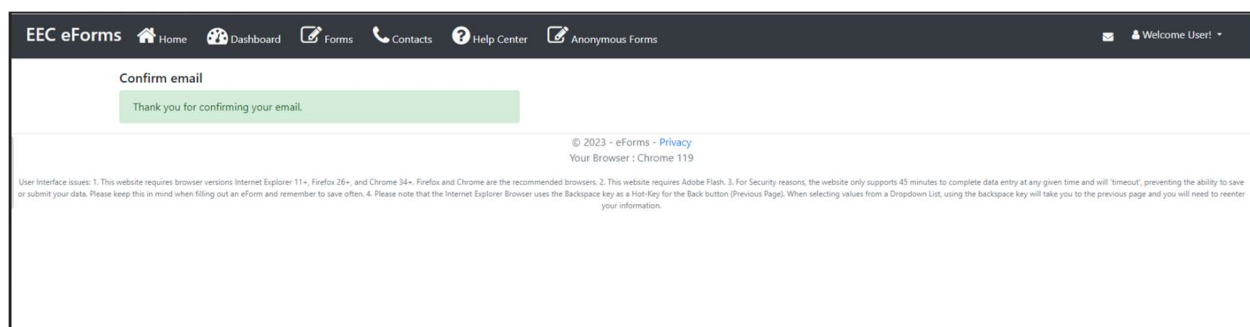
User see the following screen once registered.



When the user registers, they will receive an email to confirm their email address as below.










When the user clicks the link in the email, they will be navigated to confirm email success page as below.







#### Step 4: Sign-in

Once the user completes the registration, they will be signed to their account and their username will be displayed on the right-hand corner of the screen.

**EEC eForms**  Home  Dashboard  Forms  Contacts  Help Center  Anonymous Forms  Welcome User! ▾

 Home



## EEC The Energy and Environment Cabinet








The eForms website is the Energy and Environment Cabinet's (EEC's) electronic forms website. eForms enables both DEP and DNR to utilize web-based technology and provide an online means to submit forms that had previously been paper-based. E-Forms are designed to make the permitting and compliance process business-friendly for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eforms will reduce the time and cost associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback, including notes, and highlight areas that need to be addressed.


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#### ➤ Login successful

The user is now successfully logged into eForms and can create and submit an eForm.

**EEC eForms**  Home  Dashboard  Forms  Contacts  Help Center  Anonymous Forms  Welcome User! ▾

 Home



## EEC The Energy and Environment Cabinet

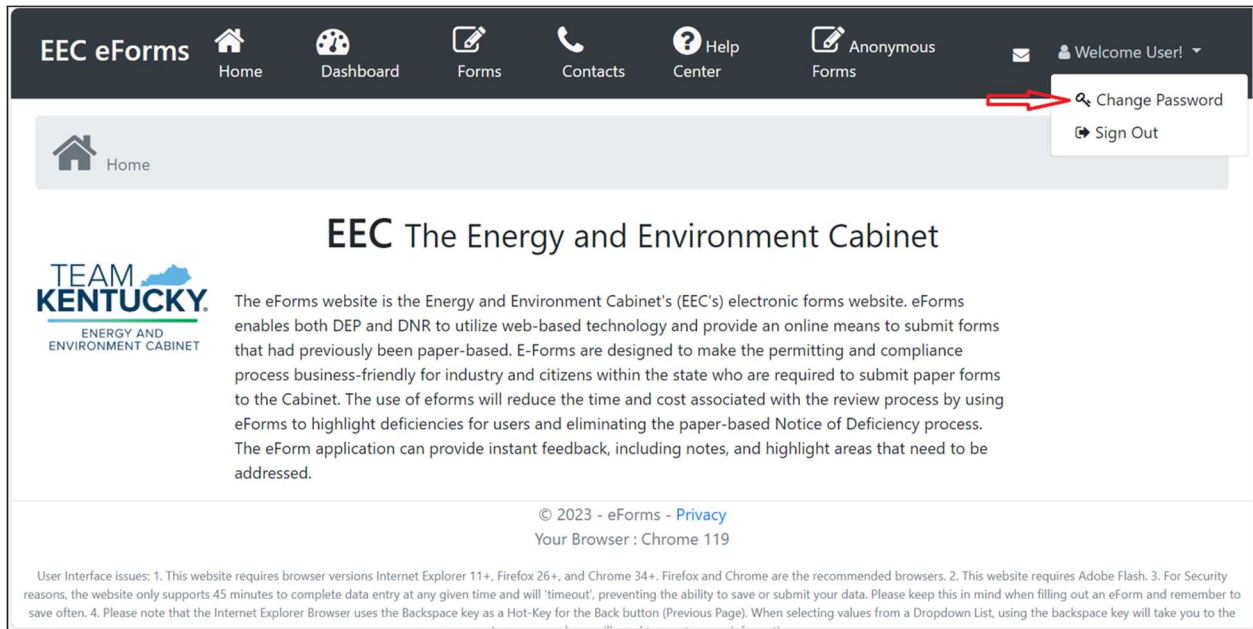
The eForms website is the Energy and Environment Cabinet's (EEC's) electronic forms website. eForms enables both DEP and DNR to utilize web-based technology and provide an online means to submit forms that had previously been paper-based. E-Forms are designed to make the permitting and compliance process business-friendly for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eforms will reduce the time and cost associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback, including notes, and highlight areas that need to be addressed.

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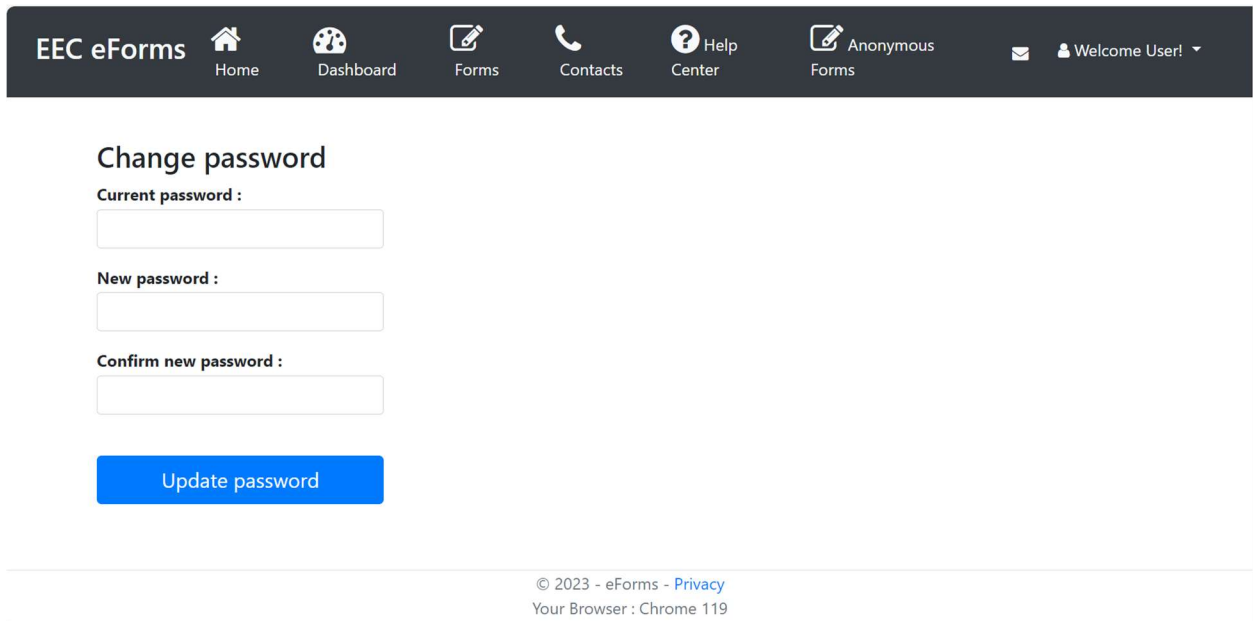
## ➤ Change Password

In case, if the user wants to change password at any time, they need to login and follow the steps below.



The screenshot shows the EEC eForms website interface. The top navigation bar includes links for Home, Dashboard, Forms, Contacts, Help Center, and Anonymous Forms. A user is logged in, indicated by 'Welcome User!' and a dropdown menu. The dropdown menu contains 'Change Password' and 'Sign Out' options, with a red arrow pointing to 'Change Password'. Below the navigation bar, the 'TEAM KENTUCKY' logo is displayed, followed by the text 'EEC The Energy and Environment Cabinet'. A paragraph explains the eForms website's purpose: enabling DEP and DNR to utilize web-based technology for submitting forms, reducing time and cost, and providing instant feedback. The footer contains copyright information for 2023, a link to the Privacy policy, and browser information (Chrome 119). A small note at the bottom left addresses user interface issues related to browser versions and security.

Once the user enters all the fields, they need to click on update password.



The screenshot shows the 'Change password' form on the EEC eForms website. The form includes three input fields: 'Current password', 'New password', and 'Confirm new password'. A blue 'Update password' button is located below the input fields. The top navigation bar and footer are identical to the previous screenshot, showing the user is logged in and the browser is Chrome 119.

Once the user clicks on update password, they will receive an email with the confirmation as below.

Hello User,

Your password has been updated successfully.

If you are not the one who updated this. Please click [Reset Password](#) to reset your password.

---

Please do not reply to this email as this is a system generated and replies will not be monitored.

### ➤ **Forgot Password**

In case the user forgets their password, they need to follow the below steps.

EEC eForms Home Dashboard Forms Contacts Help Center Anonymous Forms Please Sign in ▾


### Welcome Back !

Email :

Password :

☐ Keep me logged in

[Log in](#)







[Forgot your password?](#) 

[Register as a new user](#)

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Your Browser : Chrome 119

User Interface issues: 1. This website requires browser versions Internet Explorer 11+, Firefox 26+, and Chrome 34+. Firefox and Chrome are the recommended browsers. 2. This website requires Adobe Flash. 3. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm and remember to

Once the user clicks on forgot their password, the user needs to enter their confirmed email address in the below input field and click on Reset password button.

**EEC eForms**  Home  Dashboard  Forms  Contacts  Help Center  Anonymous Forms Please Sign in ▾

Enter your email in the below input field  
and we will send an email with the link to  
reset your password.

Email :

Reset Password

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Your Browser : Chrome 119

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Below is the sample email that the user will receive when they hit reset password button in the above screen.

Hello User,


Please reset your password by clicking [here](#).


---


Please do not reply to this email as this is a system generated and replies will not be monitored.


The user will receive a link in the email and when clicked, the user will be navigated to the below screen to reset their password.


EEC eForms


 Home

 Dashboard

 Forms

 Contacts

 Help Center

 Anonymous Forms

Please Sign in ▾

Reset your password.

Email :

Password :

Confirm password :

Reset


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Your Browser : Chrome 119


User Interface issues: 1. This website requires browser versions Internet Explorer 11+, Firefox 26+, and Chrome 34+. Firefox and Chrome are the recommended browsers. 2. This website requires Adobe Flash. 3. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm and remember to save often. 4. Please note that the Internet Explorer Browser uses the Backspace key as a Hot-Key for the Back button (Previous Page). When selecting values from a Dropdown List, using the backspace key will take you to the previous page and you will need to reenter your information.


## ➤ Login Screen


Once the user resets their password, they can login using their credentials from the login screen.


EEC eForms


 Home

 Dashboard

 Forms

 Contacts

 Help Center

 Anonymous Forms

Please Sign in ▾

Welcome Back !

Email :

Password :

☐ Keep me logged in

Log in

[Forgot your password?](#)

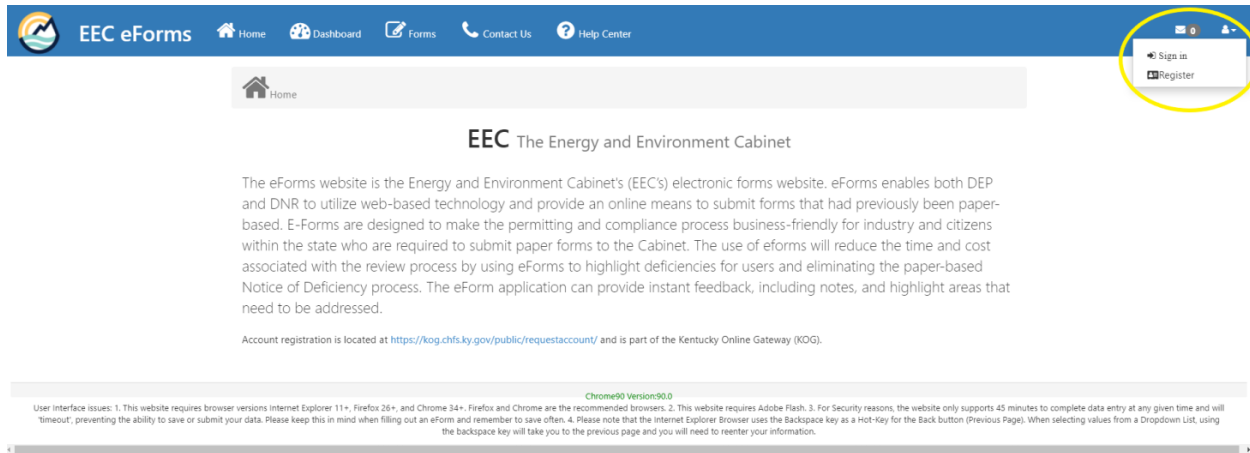
[Register as a new user](#)

© 2023 - eForms - [Privacy](#)  
Your Browser : Chrome 119

User Interface issues: 1. This website requires browser versions Internet Explorer 11+, Firefox 26+, and Chrome 34+. Firefox and Chrome are the recommended browsers. 2. This website requires Adobe Flash. 3. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm and remember to






## Login

- To access the EEC eForms platform directly, you may use the following link: <https://dep.gateway.ky.gov/eForms/Account/Home.aspx>.
- This will take you directly to the home page of the EEC eForms, and you may click the icon in the upper right hand corner to sign in.



## Navigation within EEC eForms



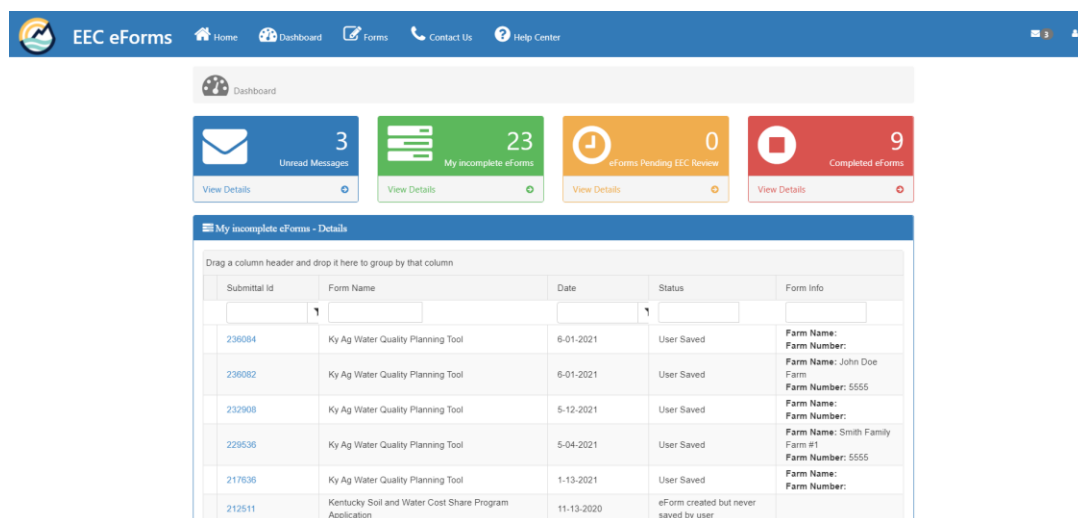
- You will see five tabs at the top of the EEC eForms page.
  - The first, the “*Home*” icon , is simply the page viewed above.
  - The “*Contact Us*” icon  has contact information for the Cabinet, and the ability to send a message if there is a question about the forms in use.
  - The “*Help Center*” icon  has a Frequently Asked Questions section, and links to agencies and user help topics.
  - The “*Dashboard*” icon  and the “*Forms*” icon  will be the primary two tabs that are used to complete your AWQP.
    - The “*Dashboard*” section organizes a user’s completed or in-progress eForms. This section is covered further in the [EEC eForms Dashboard](#) section on page 8.
    - Navigation of the “*Forms*” section to complete a plan is covered in the [Create a Plan](#) section on page 9.

## EEC eForms Dashboard





- After you have saved your AWQP, you may want to return to access the plan you created. You may need to do another new plan for another farm, or in the future, the current one may need revision.
- From your home page, select the Dashboard icon at the top of the page.



- After you have selected Dashboard, you will see the following page:

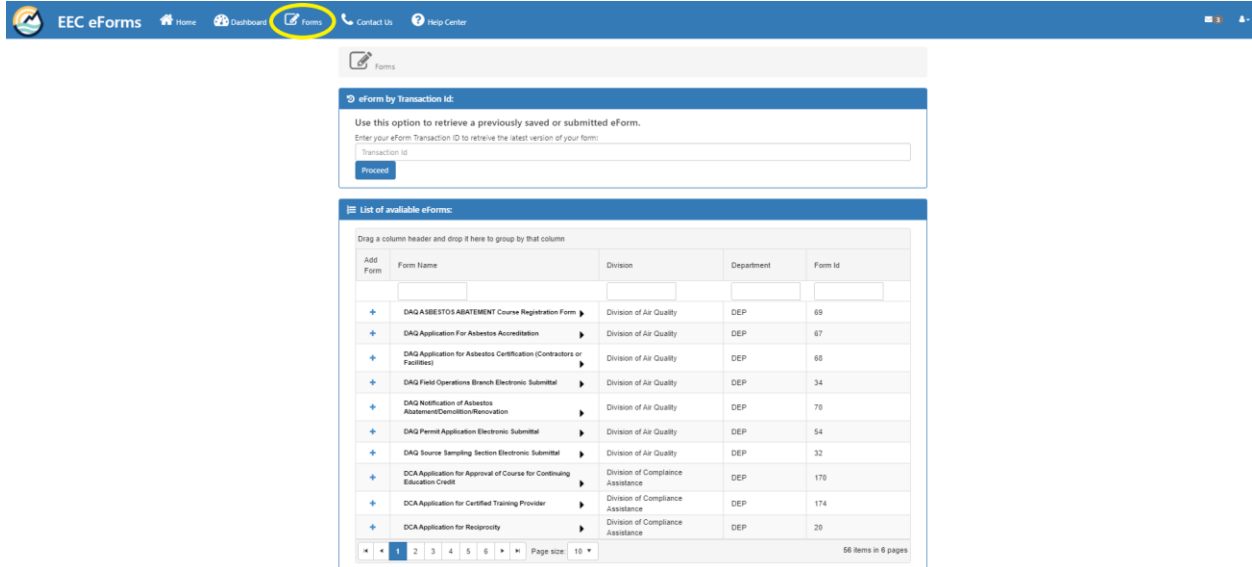


Submittal Id	Form Name	Date	Status	Form Info
230084	Ky Ag Water Quality Planning Tool	6-01-2021	User Saved	Farm Name: Farm Number:
230082	Ky Ag Water Quality Planning Tool	6-01-2021	User Saved	Farm Name: John Doe Farm Number: 5555
232908	Ky Ag Water Quality Planning Tool	5-12-2021	User Saved	Farm Name: Farm Number:
229536	Ky Ag Water Quality Planning Tool	5-04-2021	User Saved	Farm Name: Smith Family Farm #1 Farm Number: 5555
217636	Ky Ag Water Quality Planning Tool	1-13-2021	User Saved	Farm Name: Farm Number:
212511	Kentucky Soil and Water Cost Share Program Application	11-13-2020	eForm created but never saved by user	

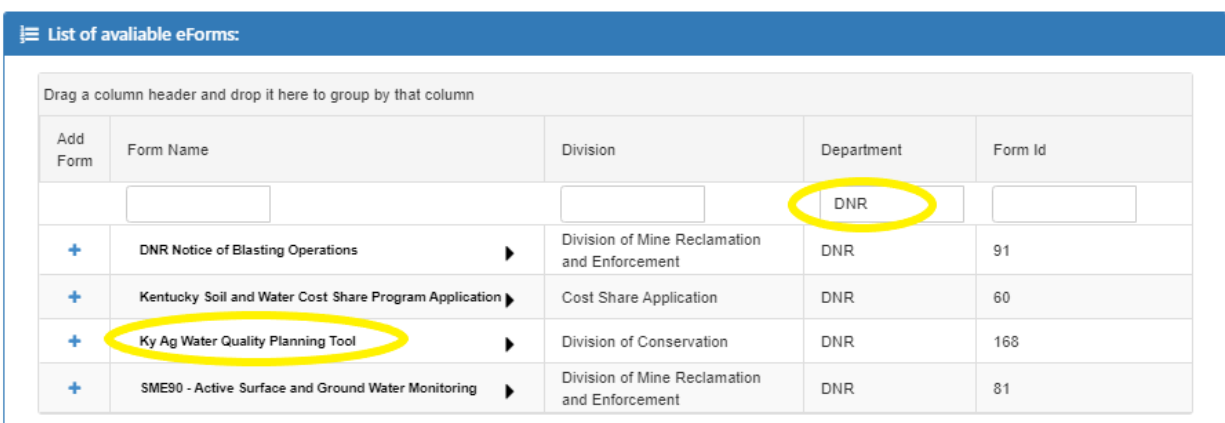
- The Blue Box  contains messages from the system. You will receive a message for each completed plan that you submit/complete.
- The Green Box  is a list (as shown in above example) of the “incomplete eForms”. With regards to our tool, these are the plans that you “save” but have not completed. So, if you do not complete a plan, and need to return to the system to retrieve it or continue working on it, it is found in this section.
- The Orange Box  is not utilized within our AWQP tool, thus serves no purpose for our workflow.
- The Red Box  is a list of the completed/submitted plans. After you click on the option to finalize your completed plan on the form, and the system has had time to process that request, then it should appear in the list under this box. You will go here to retrieve your completed plan whenever you enter the system. If you only use this system for AWQPs, after the system has processed the plans, the number of messages (blue box) should be the same as the number of completed plans (red box).

## Create a Plan

- On the Home page, select the “Forms” icon . After selecting the icon, the following page will appear:



- You will see a list with 10 forms per page. These forms appear in alphabetical order, and include forms for both DNR (Department for Natural Resources) and DEP (Department for Environmental Protection). Notice that at the bottom of the page, you can select how many forms to view at a time in the “Page Size” drop down box. The form for which we are searching is entitled “**Ky Ag Water Quality Planning Tool**” (Form ID 168).
  - You can find the AWQP eForm by:
    - Expanding the selection of “Page Size” to 50, and scrolling down, *or*;
    - At the top of the column under “Department”, simply type in “DNR” then click enter. This will only show forms located within DNR.



Add Form	Form Name	Division	Department	Form Id
			DNR	
+	DNR Notice of Blasting Operations	Division of Mine Reclamation and Enforcement	DNR	91
+	Kentucky Soil and Water Cost Share Program Application	Cost Share Application	DNR	60
+	Ky Ag Water Quality Planning Tool	Division of Conservation	DNR	168
+	SME90 - Active Surface and Ground Water Monitoring	Division of Mine Reclamation and Enforcement	DNR	81



- To start a new form from this location, **you will click on the “+” symbol in front of the name**, under the column entitled “Add Form”.

**List of available eForms:**

Drag a column header and drop it here to group by that column

Add Form	Form Name	Division	Department	Form Id
			DNR	
+	DNR Notice of Blasting Operations	Division of Mine Reclamation and Enforcement	DNR	91
+	Kentucky Soil and Water Cost Share Program Application	Cost Share Application	DNR	60
+	Ky Ag Water Quality Planning Tool	Division of Conservation	DNR	168
+	SME90 - Active Surface and Ground Water Monitoring	Division of Mine Reclamation and Enforcement	DNR	81

- This will open a new, blank form, and a six-digit ID number will be automatically assigned to that form at this point for future tracking.

You will see the following page:

### Ky Ag Water Quality Planning Tool

(\*) indicates a required field; (✓) indicates a field may be required based on user input or is an optionally required field  
 ⓘ provides additional information about the field when mouse pointer is hovered

General Info

Farmstead BMPs

Plan Summary

---

#### Farm Information

Farm Name(*) ⓘ Farm Name	Approximate Farm Acreage(*) Acreage
Connection to Farm(*) ▼	Farm Number/FSA Number(*) Farm Number/FSA Number

---

#### Farm Address

Street Address Street Address	City(*) City	County ▼
State(*) ▼	Zip Code(*) ##### or #####-####	Contact #/ Phone(*) ###-###-####
Latitude(decimal degrees)(✓) Range must be between 36.490000 and 39.150000		Longitude(decimal degrees)(✓) Range must be between -89.580000 and -81.950000

Display Map

---

#### Farm Mailing Address

☐ Check this box if mailing address is same as farm address

Street Address(*) Street Address	City(*) City	County(*) ▼
State(*) ▼	Zip Code(*) ##### or #####-####	

---

#### Land Owner Information

Organization Name(✓)  
Organization Name

First Name(✓) First Name	MI. Middle Initial	Last Name(✓) Last Name
City(*) Land Owner City	State(*) ▼	Zip Code(*) ##### or #####-####

---

#### Land User (tenant, manager, etc.) Information

☐ Check this box if land user information is same as land owner information


Organization Name(✓)  
Organization Name


First Name(✓) First Name	MI. Middle Initial	Last Name(✓) Last Name
City(*) Land Owner City	State(*) ▼	Zip Code(*) ##### or #####-####

[Next](#)

---

[Click to Save](#) [Click to Print/Save](#)

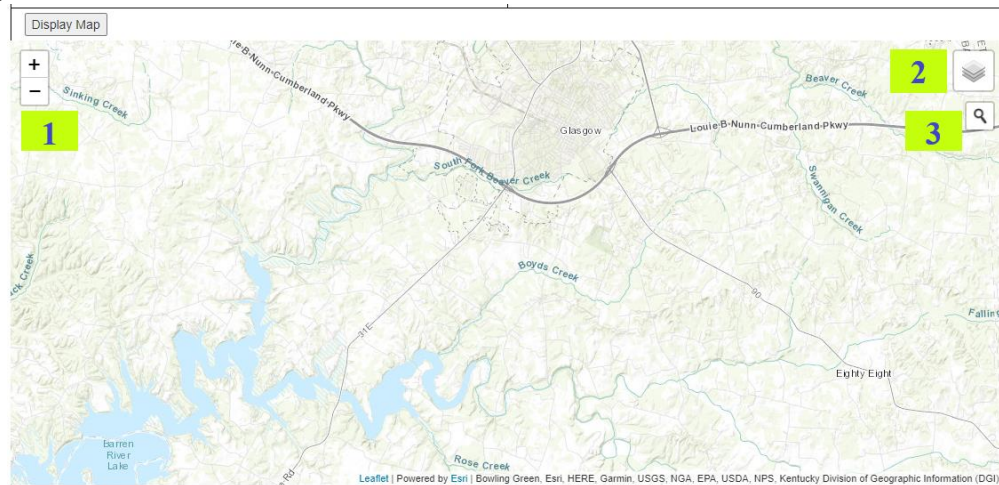
- Upon opening this page, you will then begin to fill out the required fields.
- Any field marked with an asterisk (\*) is required, thus if these fields are not completed, you will get an error message upon attempting to save/complete.
- Hovering over a “?” box  provides more information about that input category.
- This page includes the following sections as described below:



Farm Information		
Farm Name(*)  <input type="text" value="Farm Name"/>		Approximate Farm Acreage(*) <input type="text" value="Acreage"/>
Connection to Farm(*) <input type="text" value=""/>		Farm Number/FSA Number(*) <input type="text" value="Farm Number/FSA Number"/>
Farm Address		
Street Address <input type="text" value="Street Address"/>	City(*) <input type="text" value="City"/>	County <input type="text" value=""/>
State(*) <input type="text" value=""/>	Zip Code(*) <input type="text" value="##### or #####-####"/>	Contact #/ Phone(*) <input type="text" value="###-###-####"/>
Latitude(decimal degrees)(✓) <input type="text" value="Range must be between 36.490000 and 39.150000"/>		Longitude(decimal degrees)(✓) <input type="text" value="Range must be between -89.580000 and -81.960000"/>
<input type="button" value="Display Map"/>		
Farm Mailing Address <input type="checkbox"/> Check this box if mailing address is same as farm address		
Street Address(*) <input type="text" value="Street Address"/>	City(*) <input type="text" value="City"/>	County(*) <input type="text" value=""/>
State(*) <input type="text" value=""/>	Zip Code(*) <input type="text" value="##### or #####-####"/>	

- **Farm Information**
  - The **Farm Name** is a name that is user-assigned to track which farm/operation this plan represents. This may be a nickname, a descriptive name, etc. that allows the user to easily distinguish from other farm locations or operations.
  - The **Approximate Farm Acreage** is how many acres are on the farm that this plan covers. You may obtain your exact farm acreage from FSA, or a good approximation will also suffice for this entry.
  - **Connection to Farm** is a drop down box in which you will indicate your relationship with the farm. Please select one of the three choices: *Land Owner, Operator, or Owner/Operator.*
  - **Farm Number/FSA Number** is the identifying farm number assigned by the Farm Services Agency.
- **Farm Address**
  - Please enter the location information for the *physical location* of the farm, including all address boxes, and the county from the drop down box (if the farm lies in more than one county, select the largest acreage of farm). Please include contact phone number in the space provided. **Note:** The following section is the farm *mailing* address; if these two are

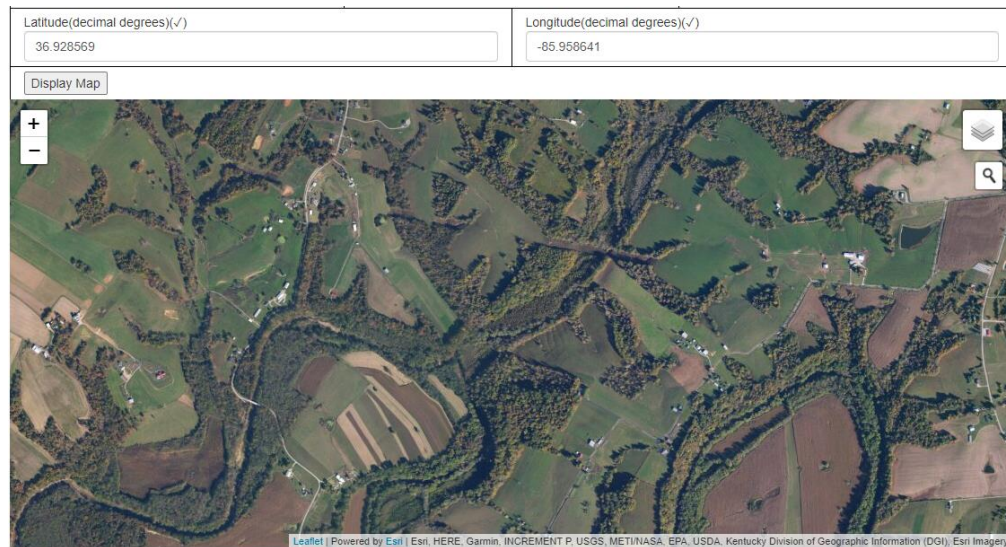
the same, please check the box provided in the section break and the information is automatically populated into the following section.

- Please enter a GPS coordinate for your operation. It is important to enter an accurate GPS coordinate. If the farm is large, simply select a point somewhere near the center. Coordinates shall be in decimal format to six digits after decimal point. Please do not forget the “-“ (negative sign) in front of the longitude value. To determine your GPS coordinate:
  - Beneath the Latitude and Longitude entry boxes in this section, you will see a box entitled “Display Map”.  Click this box, and an interactive map will appear below it. There are three functions on the map that will assist you in finding your specific location.

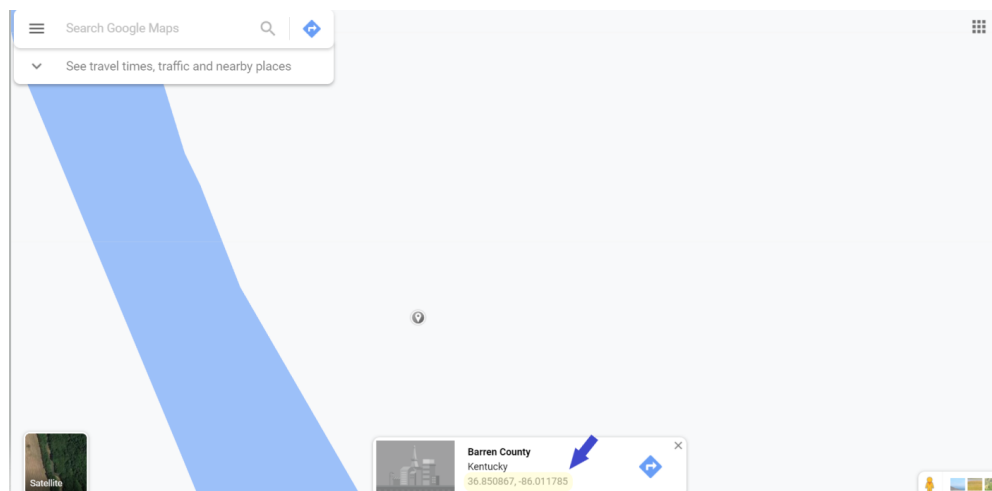


1. In the upper left corner of the map, you will see two small boxes stacked on top of one another. The top contains a plus sign “+”, and the bottom a minus sign “-“. The + zooms closer to the location, the minus zooms out, or away from the location.
2. In the upper right corner of the map, you will see a box that has a symbol of layered documents.  If you click in this box, it will provide different map base imagery that may assist in finding your property. The map opens in a layer entitled ESRI Topo. ESRI Imagery will show a satellite imagery map in which you may zoom in and identify features such as buildings, field borders, etc. National Geographic is an enhanced topo layer with place and road names. USA Topo represents traditional USGS topographic maps. Open Street Map is simply a map of only roads, cities, towns, etc. ESRI Transportation Imagery is similar to the ESRI Topo, but with road and place names emphasized.
3. Located under the layer box above, you will see a box with a magnifying glass.  Select this box, and you may type in a place name, street address, etc. and the map will be zoomed directly to that location.

Use one or a combination of these tools to locate your property. Once you have located your location, simply click it on the map. The latitude and longitude coordinates will automatically appear in the corresponding boxes, and you may now move onto the next section. If you click on a point and want to change it, simply click on another point and the coordinates will automatically update to the new coordinate. The following example is a location determined by zooming into the location on the ESRI Imagery layer:



- The GPS coordinates may also be determined by using an app on your cellular device, or by using Google Maps or similar websites. If you have not used Google Maps to retrieve a GPS coordinate: Simply zoom in to your operation as far as the zoom function will allow. Pick a point within your property and left click. A box will appear near the point, and it will contain the six-digit GPS decimal degree coordinate for that point. Google Maps also allows the user to toggle between a street map and an imagery map layer. An example is shown below:



- **Farm Mailing Address**

- Please enter the *mailing address* of the farm, including all address boxes, and the county from the drop down box. This mailing address may be utilized for any potential correspondence.

Land Owner Information			
Organization Name(✓) Organization Name			
First Name(✓) First Name	M.I. Middle Initial	Last Name(✓) Last Name	
City(*) Land Owner City	State(*) ▼	Zip Code(*) ##### or #####	
Land User (tenant, manager, etc.) Information <input type="checkbox"/> Check this box if land user information is same as land owner information			
Organization Name(✓) Organization Name			
First Name(✓) First Name	M.I. Middle Initial	Last Name(✓) Last Name	
City(*) Land Owner City	State(*) ▼	Zip Code(*) ##### or #####	

[Next](#)

- **Land Owner Information**

- **Organization Name** is not a required field. If your operation is part of an incorporation, limited liability company, etc. that name should be entered in this field. If you are a family owned farm, this field may be left blank.
- The remaining fields document the name and address of the landowner of the property.

- **Land User (tenant, manager, etc.) Information**

- If the landowner is the same as the land user, then the box in the section break may be checked, and this information will be auto populated. If the land user is different, i.e. a tenant, manager, etc., then the remaining fields should be completed with the required information. As in the previous section, the **Organization Name** should only be completed if applicable.

- At this point, the first page is complete, and you may select the NEXT button [Next](#) to advance the following page.

*Reminder:* Be sure to periodically save your document by selecting [Click to Save](#) to prevent timing out or losing information (see [Saving Progress](#) on page 21 for details). When returning to the document after saving, you will return to the first page of the plan. The information you previously input is still there, but you will need to navigate through tabs to return to where you left off.

- After completing the first page, click the [Next](#) button and you will enter the second page of the plan. At this point, you will be asked a series of questions about your operation so that the system may guide the user to the correct sections and Best Management Practices (BMPs).

Ky Ag Water Quality Planning Tool

(\*) indicates a required field; (✓) indicates a field may be required based on user input or is an optionally required field

provides additional information about the field when mouse pointer is hovered

General Info **Farmstead BMPs** Plan Summary

Is your land used for farming or timber production? (\*)

Previous Next

Click to Save Click to Finalize

- You will notice that initially, the page is short with only one question. As you answer the questions sequentially, more questions will populate depending on your operation type. The tabs at the top of the section provide a visual progress tracker of your plan. In this case, the **Farmstead BMPs** section is highlighted. All plans will have these three tabs at a minimum.

General Info **Farmstead BMPs** Plan Summary

- As you answer subsequent questions on operation type, you will see sections added to these tabs to reflect your operation type(s). The final question on this page will prompt new sections and questions such as Livestock BMPs, Cropland BMPs, etc.

Ky Ag Water Quality Planning Tool

(\*) indicates a required field; (✓) indicates a field may be required based on user input or is an optionally required field

provides additional information about the field when mouse pointer is hovered

General Info **Farmstead BMPs** Plan Summary

Is your land used for farming or timber production? (\*)

Do you own or lease 10 or more acres?

Is there solid waste generated from a residential and agricultural operation? (\*)

Is there household wastewater generated onsite that is not delivered to a municipal sewer? (\*)

Is there drinking water available onsite or harvested from sources other than a municipal water supplier? (\*)

Is fuel stored onsite for home heating use or other farm use? (\*)

Which of the following best describes your farm? Select as many as apply.

- ☐ I harvest timber or clear land (i.e. forestry practices) - Silviculture BMPs
- ☐ Pesticides, fertilizer are applied on my land - Pesticide/fertilizer BMPs
- ☐ I have creeks or ponds on or adjoining my land - Streams and Other Waters BMPs
- ☐ I grow crops on my land (hay, grains, fruit, etc.) - Crops BMPs
- ☐ I have livestock or poultry on my land - Livestock BMPs

Previous Next

Click to Save Click to Finalize



**Note:** On the second question on the page described above: this question asks if you own or lease 10 or more acres. Per KRS 224.71, any agricultural/silvacultural operation that has 10 or more acres must develop and implement a Kentucky AWQP. However, if applying for funding through the Kentucky State Cost Share Program, you must have an AWQP even if the operation is less than 10 acres.

- Depending on your response, a BMP decision grid may pop up. Select the most applicable BMP for your operation based on the options in this pop-up grid.
- Some responses may trigger the addition of other tabs. For the example below, the operation indicated it has creeks or ponds, and livestock. As a result, the “Streams and Other Waters” and “Livestock” BMP tabs are populated at the top of the page. To complete this plan, answer the questions within those additional tabs.

AWQP Plan Decision
Farmstead BMPs
Streams and Other Waters B...
Livestock BMPs
Plan Summary

Is your land used for farming or timber production?(\*) ?  
Yes

Do you own or lease 10 or more acres?  
Yes

Is there solid waste generated from a residential and agricultural operation?(\*) ?  
Yes

Select a practice below that describes your farm: (minimum of 1 implementable BMP)

Plan to Implement	Have Implemented	Not Interested	BMP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Farmstead #1: Solid Waste
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Farmstead #4: Well Protection

Is there household wastewater generated onsite that is not delivered to a municipal sewer?(\*)

Is there drinking water available onsite or harvested from sources other than a municipal water supplier?(\*)

Is fuel stored onsite for home heating use or other farm use?(\*)

Which of the following best describes your farm? Select as many as apply.

☐ I harvest timber or clear land (i.e. forestry practices) - Silviculture BMPs  
☐ Pesticides, fertilizer are applied on my land - Pesticide/fertilizer BMPs  
☒ I have creeks or ponds on or adjoining my land - Streams and Other Waters BMPs  
☐ I grow crops on my land (hay, grains, fruit, etc.) - Crops BMPs  
☒ I have livestock or poultry on my land - Livestock BMPs

Previous
Next

- From the above page, the BMP grid for the solid waste question appears after answering “yes” to the third question. BMP options are listed in the far right column of the grid. The blue text is a clickable link to a 1-page description of the BMP, with additional information to help users make a decision. This information is also available on the Kentucky Division of Conservation website at: <https://eec.ky.gov/Natural-Resources/Conservation/Pages/Best-Management-Practices.aspx>

Is there solid waste generated from a residential and agricultural operation? (\*)

Yes

Select a practice below that describes your farm: (minimum of 1 implementable BMP)

Plan to Implement	Have Implemented	Not Interested	BMP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Farmstead #1: Solid Waste</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Farmstead #4: Well Protection</a>

- By clicking the link to the “Farmstead #1” BMP, users are provided with the following explanation and visual depiction of that BMP based on the AWQA statewide plan:

## AG. WATER QUALITY ACT





Photo courtesy of USDA ARS
Photo courtesy of Creative Commons
Photo courtesy of USDA ARS

### SOLID WASTE PROCEDURES

#### FARMSTEAD BMP #1



Photo courtesy of Creative Commons

**Description:** Properly dispose of solid waste to protect sinkholes, wells, streams and other water bodies. Solid Waste includes any garbage, refuse, sludge, and other discarded material, including solid, liquid, semi-solid, or contained gaseous material resulting from industrial, commercial, mining (excluding coal mining wastes, coal mining by-products, refuse and overburden), or agricultural operations, and from community activities.

**AWQA Minimum Requirements:** Prevent surface and groundwater pollution from occurring when water drains through solid waste dumps (including garbage). **Do not dump solid waste in sinkholes, gullies, streams, or other water bodies.** Do not allow solid waste (including construction materials, dead animals, agricultural plastics, etc.) to enter lagoons, farm ponds, or other water bodies. Follow label directions on solid waste with special disposal requirements. Open burning of trash is prohibited. Only burn trees and brush when allowed by law.

**Recommendations:** Close and remediate existing dumps on farms. Look for new and creative ways to reduce waste quantity and toxicity. Reduce unnecessary packaging use and disposal. Reuse, recycle, and/or compost. Repurposing spent tires is acceptable for agricultural purposes (e.g. silage cover weight, wheelers, etc.). Tires not being repurposed should be disposed of through an appropriate contractor or through a waste tire amnesty program.

**Technical References**

**University Publications**

- [R-12 Managing Household Waste](#)
- [HNV-104 Household Hazardous Waste](#)
- [HNV-101 Household Waste Reduction](#)
- [HNV-103 Household Waste Reuse](#)
- [HNV-102 Household Waste Recycling](#)

**State Resources**

- [County Solid Waste Coordinators](#)
- [Solid Waste Coordinators & Staff](#)
- [Official Planning Directory](#)
- [Local Recycling Assistance](#)
- [Waste Tire Disposal](#)

**Funding Assistance Options**

**State Cost Share**

- No cost share assistance is currently available for this best management practice, however, producers can utilize tire, chemical, hazardous, and general waste amnesty programs when offered.

**Kentucky Ag. Development Fund (KADF-KALCC)**

- Select from available program options [here](#).

**NRCS Environmental Quality Incentives Program (EQIP)**

- Select from available program options [here](#).

**Important Considerations**

**Water Quality Assets** **8-6666**


800-8-6666 (toll-free) or 502-562-6666

- The BMP grid gives users three options to implement that particular BMP. The choices are: **Plan to Implement**, **Have Implemented**, or **Not Interested**. You MUST make a choice of one of the three options for each BMP option within the plan:
  - Plan to Implement** indicates that the BMP is something that interests you or plan to do in the future, but have not implemented;
  - Have Implemented** is a BMP that you have already utilized and;
  - Not Interested** is a BMP that may not be applicable or practical for your operation.



- Following the example above, the next BMP tab is “Streams and Other Waters BMP”:

### Ky Ag Water Quality Planning Tool

(\*) indicates a required field; (✓) indicates a field may be required based on user input or is an optionally required field  
 provides additional information about the field when mouse pointer is hovered

General Info
Farmstead BMPs
Streams and Other Waters B...
Livestock BMPs
Plan Summary

**Do you have streams or sinkholes on or adjacent to your land?(\*)**

Yes

Select a practice below that describes your farm: (minimum of 1 implementable BMP)

Plan to Implement	Have Implemented	Not Interested	BMP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Streams #1: Stream Crossing for Farm Equipment</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Streams #3: Streambank and Shoreline Protection</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Streams #4: Proper Stream Drainage Maintenance</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Silviculture #4: Sinkholes, Sinking Streams, and Caves</a>

**Do you periodically remove gravel or sand from streams for drainage or for use on the farm?(\*)**

No

**Do you periodically perform maintenance on erodible streambanks on or adjacent to your farm?(\*)**

Yes

Select a practice below that describes your farm: (minimum of 1 implementable BMP)

Plan to Implement	Have Implemented	Not Interested	BMP
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Streams #2: Sand and Gravel Removal</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Streams #3: Streambank and Shoreline Protection</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Streams #4: Proper Stream Drainage Maintenance</a>

Previous
Next

Click to Save
Click to Finalize


- Notice that BMP Streams #3 is an option in both BMP grids for the first and last questions. The user selections for each BMP carries forward from one question to the next on the same tab. In this case, “Not Interested” is selected for the Streams #3 BMP, and this selection is auto populated in the next question where that specific BMP appears.

**Note:** Simply navigating this plan and checking “**Not Interested**” for each and every BMP throughout the plan does not satisfy the requirements of KRS 224.71.

***Reminder:** Be sure to periodically save your document by selecting Click to Save to prevent timing out or losing information (see [Saving Progress](#) on page 21 for details). When returning to the document after saving, you will return to the first page of the plan. The information you previously input is still there, but you will need to navigate through tabs to return to where you left off.*

- An example of the completed Livestock BMP page is provided below exhibiting the same rules as previous tabs:

### Ky Ag Water Quality Planning Tool

(\*) indicates a required field; (✓) indicates a field may be required based on user input or is an optionally required field  
 provides additional information about the field when mouse pointer is hovered

General Info Farmstead BMPs Streams and Other Waters ... **Livestock BMPs** Plan Summary

**Do you have livestock or poultry in roofed, paved or confined feeding areas?(\*)**

No

---

**Do you have livestock in unroofed, unpaved, confined feeding areas including pastures?(\*)**

Yes

Select a practice below that describes your farm: (minimum of 1 implementable BMP)

Plan to Implement	Have Implemented	Not Interested	BMP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Livestock #1: Rotational Grazing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Livestock #2: Stocking Density
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Livestock #10: Stack Pad
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Livestock #14: Heavy Use Area
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Livestock #15: Dead Animal

---

**Do you apply animal waste to your land?(\*)**

Yes

Select a practice below that describes your farm: (minimum of 1 implementable BMP)

Plan to Implement	Have Implemented	Not Interested	BMP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Livestock #11: Nutrient Management
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Livestock #5: Manure Management

---

**Are there sinkholes onsite?(\*)**

Yes

Select a practice below that describes your farm: (minimum of 1 implementable BMP)

Plan to Implement	Have Implemented	Not Interested	BMP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Silviculture #4: Sinkholes, Sinking Streams & Caves

---

**Do livestock or poultry have free access to any creeks or ponds onsite?(\*)**

No

---

**Do livestock have access to waterways?(\*)**

No

---

**Does water/rainwater pass through your production areas?(\*)**

Yes

Select a practice below that describes your farm: (minimum of 1 implementable BMP)

Plan to Implement	Have Implemented	Not Interested	BMP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Livestock #18: Stormwater Management

---

**Do you also produce forage crops (hay or pasture)?(\*)**

\*\* Note: If you select "Yes" below, it will open a new tab for Crops BMP

No

---

**Do you have or plan to build poultry houses onsite?(\*)**

No

---

**Do you generate milk/prior/milk house wastewater?(\*)**

No

---

**Do you use animal waste (poultry litter or horse manure) as feed for other livestock onsite?(\*)**

No

Previous Next

Click to Save Click to Finalize

- After all of the BMP tabs at the top of the page are completed, you will progress to the **Plan Summary** tab:

General Info	Farmstead BMPs	Streams and Other Waters B...	Livestock BMPs	Plan Summary
--------------	----------------	-------------------------------	----------------	--------------

- This summary tab includes a comprehensive list of all of the BMP selections made in the plan, a list of entitlements for the plan preparer, and a signature section.
  - Please enter your first name in the correct box, and your last name in the corresponding box.
  - The **Signature** box you will enter your full name.
  - In the **Signature Date** box, please enter the date that the plan is completed/submitted into the system.

The following is an example of this page:

**Ky Ag Water Quality Planning Tool**  
(\*) indicates a required field; (✓) indicates a field may be required based on user input or is an optionally required field  
 ⓘ provides additional information about the field when mouse pointer is hovered

General Info
Farmstead BMPs
Streams and Other Waters B...
Livestock BMPs
Plan Summary

**MY AGRICULTURE WATER QUALITY PLAN**

Best Management Practices	Implementation Status
Streams #1: Stream Crossing for Farm Equipment	Have Implemented
Streams #3: Streambank and Shoreline Protection	Not Interested
Streams #4: Proper Stream Drainage Maintenance	Have Implemented
Silviculture #4: Sinkholes, Sinking Streams, and Caves	Plan to Implement
Streams #2: Sand and Gravel Removal	Not Interested
Livestock #1: Rotational Grazing	Have Implemented
Livestock #2: Stocking Density	Have Implemented
Livestock #10: Stack Pad	Not Interested
Livestock #14: Heavy Use Area	Have Implemented
Livestock #15: Dead Animal	Have Implemented
Livestock #11: Nutrient Management	Have Implemented
Livestock #5: Manure Management	Not Interested
Livestock #18: Stormwater Management	Plan to Implement

This plan entitles me to:

- The Corrective Measures process. A process to correct any identified water quality problems that may be the result of activities conducted on my operation.
- Availability of technical assistance through the conservation districts to develop or modify as needed my water quality plan, practices and/or measures or to recommend changes to the statewide water quality plan.
- Opportunity to apply for financial assistance needed for implementation of my plan as resources become available.
- Possible extensions of time for compliance with a water quality plan based on the availability of technical and financial assistance.

Note: Selecting "not interested" for each and every BMP throughout the plan does not fulfill AWQA requirements for an implemented plan under KRS 224.71-120.

**Signature**

I understand my obligations under the Agriculture Water Quality Act to implement the applicable requirements of the statewide water quality plan and I have developed a water quality plan for my individual operations based on its guidance. I am aware of the need to review my plan periodically to record those practices or measures that I have completed and to modify my plan as major changes are made in my operation. If my management practices are questioned by regulatory agencies or through civil actions, these updated records will serve as documentation of my efforts to improve and protect the natural resources.

Signature(\*) ⓘ

Signature Date(\*)

First Name(\*)

Last Name(\*)

## Saving Progress

- It is important to remember, as with any document that you may work with online, that you should *periodically save the progress* that is made. *It is suggested to do this at no more than ten-minute intervals.* Within this application, at the bottom of each page, you will see the following options:

[Click to Save](#) [Click to Finalize](#)

- Select the first (left) option, *Click to Save*, to save the progress that you have made to that point.
- Select the second option, *Click to Finalize*, when you are ready to finalize your plan and receive a copy for your records. If you attempt to click *Finalize* before all required fields are complete, you will get an error message stating that you have not completed all necessary fields, and those fields should have notations in red text.
- When you click to save your current progress, your selections will be saved, and you will exit the AWQP eForm. You will be directed to the “Form Details” page which appears as follows:

EEC eForms Home Dashboard Forms Contact Us Help Center

Forms - Form Details

**Form Details:**

Form Name:	Conservation Agriculture Water Quality Plan Workflow
Form Id:	168
eForm Submittal ID:	236082
eForm Transaction ID:	53029cf1-5864-4622-8313-ad37603c4adc
Status:	User Saved <a href="#">Help</a>
Date:	06/01/2021
Submitted to EEC?:	No <a href="#">Help</a>
Form Info:	Farm Name: John Doe Farm Farm Number: 5555 <a href="#">Help</a>

[Continue with this eForm](#) [Create a new eForm with values from this previously saved/submitted eForm](#)

- This “Form Details” page summarizes the status of your current AWQP and provides a few options to the user.
  - If you are simply saving progress and would like to return to your plan, click *Continue with this eForm* [Continue with this eForm](#), and you will return to your plan in progress.
  - You will also notice other information provided here. The useful entries are: **eForm Submittal ID** - this identification number is the number that the system uses to identify your unique document. If you, or your conservation district, need to retrieve this plan from the system at a later date, this number will allow you to easily find and open it. The **Date** is simply the date saved. **Submitted to EEC?** indicates if you have completed and submitted to the system. In this example, since this document has simply been saved, but not completed, it will indicate “no”. **Form Info** is two identifying factors to help find this document if the submittal ID is not available. This

will be the farm name that you assign, and the farm number. The final option in this section is light blue box at the bottom [Create a new eForm with values from this previously saved/submitted eForm.](#). Select this option to create an entirely new form, with the same information that was entered into the original plan; i.e. the plan will be copied into a new form with a different ID number. Users of the AWQP Tool do not utilize the subsequent sections on this page.

## Completing a Plan

- If you have completed work on your Kentucky AWQP and filled out the “Plan Summary” tab, click the button at the bottom of the screen labeled “Click to Finalize”. The system will now process the completed plan, and you should see the following page appear:

The screenshot shows the 'Form Details' page in the EEC eForms system. The top navigation bar includes 'EEC eForms', 'Home', 'Dashboard', 'Forms', 'Contact Us', and 'Help Center'. The main content area is titled 'Forms - Form Details' and contains two sections:


**Form Details:**

- Form Name: Conservation Agriculture Water Quality Plan Workflow
- Form Id: 168
- eForm Submittal ID: 223684
- eForm Transaction ID: 14ee4296-e340-401c-89da-7e72b96b79a0
- Status: Submitted to EEC [Help](#)
- Date: 03/02/2021
- Submitted to EEC?: Yes [Help](#)
- Form Info: Farm Name: Little Barren Farm, Farm Number: 555 [Help](#)

Below the form details is a button: [Create a new eForm with values from this previously saved/submitted eForm.](#)

**Document(s):**


Document Name	Description/Type	Click Image to Download File
<a href="#">KYWQP_Printable.pdf</a>	Kentucky Agriculture Water Quality Plan	<a href="#">Download</a>
<a href="#">223684.html</a>	eForm Submittal	<a href="#">Download</a>

- Notice that the top section of this page looks very similar to the page that is seen when the document is simply “saved”, however the **Submitted to EEC?** question states “Yes”, and there is no option to “continue with this plan”.
- The second section (located below the first) allows the user to retrieve the plan. It may take several minutes for the system to process the plan, but after processing, you have the ability to download the completed plan. In the **Document(s)** section, you will see the first file entitled “**KyWQP\_Printable.pdf**”. Go to the far right column, and click the download  symbol to download a copy of the Plan Summary.

This is a close-up of the 'Document(s)' section from the previous screenshot. It shows a table with three columns: 'Document Name', 'Description/Type', and 'Click Image to Download File'. The first row contains the file 'KYWQP\_Printable.pdf' with the description 'Kentucky Agriculture Water Quality Plan'. A blue arrow points to the download icon (a small blue square with a white downward arrow) in the third column of this row.

Document Name	Description/Type	Click Image to Download File
<a href="#">KYWQP_Printable.pdf</a>	Kentucky Agriculture Water Quality Plan	<a href="#">Download</a>
<a href="#">230975.html</a>	eForm Submittal	<a href="#">Download</a>

- The final Plan Summary will appear as follows:



COMMONWEALTH OF KENTUCKY  
ENERGY AND ENVIRONMENT CABINET  
DIVISION OF CONSERVATION

### Kentucky Agriculture Water Quality Plan

**Date:** 01/13/2021  
**Farm Name:** John Doe Farm  
**FSA #** 5555

Physical Property Information

**City:** Glasgow      **State:** Kentucky  
**Zip:** 42141      **County:** Barren  
**No. of Acres:** 150

Land Owner Information


**Organization Name:** John Doe Farm  
**First Name:** John      **Last Name:** Doe  
**City:** Scottsville      **State:** Kentucky  
**Zip:** 42164

Land User (tenant, manager, etc.) Information

**Organization Name:** John Doe Farm  
**First Name:** John      **Last Name:** Doe  
**City:** Scottsville      **State:** Kentucky  
**Zip:** 42164

Best Management Practices List

Farm Operation	Activity Category	Selected BMP	Implementation Status
Streams and Other Waters	Stream Crossing for Farm Equipment	BMP 1	Not Interested
Crops	Pasture and Hayland Planting and Management	BMP 9	Have Implemented
Livestock	Feeding and Heavy Use Management	BMP 14	Have Implemented
Silviculture	Sinkholes, Sinking Streams, and Caves	BMP 4	Not Interested
Crops	Grasses and Legumes in Rotation	BMP 7	Have Implemented
Crops	Grassed Waterway	BMP 14	Not Interested
Livestock	Proper Stocking Density	BMP 2	Have Implemented
Livestock	Planned Grazing	BMP 1	Plan to Implement



COMMONWEALTH OF KENTUCKY  
ENERGY AND ENVIRONMENT CABINET  
DIVISION OF CONSERVATION

Livestock	Manure Stack Pads	BMP 10	Not Interested
Streambank and Shoreline Protection	Streambank and Shoreline Protection	BMP 3	Not Interested
Farmstead	Well Protection	BMP 4	Not Interested
Farmstead	Backflow Prevention	BMP 6	Have Implemented
Farmstead	Water Harvesting	BMP 5	Plan to Implement
Livestock	Manure Treatment	BMP 8	Plan to Implement
Farmstead	Lagoons		
Farmstead	Solid Waste Procedures	BMP 1	Plan to Implement

Signature:

**First Name:** John      **Last Name:** Doe  
**Signature:** John Q. Doe      **Signature Date:** 01/13/2021

Best Management Practices Web Reference Link:  
<https://eec.ky.gov/Natural-Resources/Conservation/Pages/Best-Management-Practices.aspx>

- This document is a summary of the AWQP that you created in the online portal, and serves as documentation of completion. On the second page, you will notice that there is a link to the BMP descriptions so that you will not have to reenter the portal to view these documents.

## Conclusion

This concludes the User Guide for the Kentucky Ag Water Quality Planning Tool. You are now be ready to start your first plan in accordance with Kentucky Ag Water Quality Act requirements. After you complete and submit your plan, you will receive a message to the email address used for your account that the submittal has been made and completed. There will also be a link back to the system where you can download your plan as outlined previously in this document. Please keep in mind that the system will take several minutes to process the plan, so if you do not receive the email immediately, simply check back at a later time.

If you need further assistance on using this tool, please contact your local conservation district. For login or website technical issues, utilize the help tab found on the website in the EEC eForms header as shown below:

