
Completing the Nutrient Management Questionnaire for the NMFE Program

Instructions for the Pre-workshop Questionnaire February 2007

This protocol provides background information and instructions for completing the Farm Practices Inventory Nutrient Management Pre-workshop Questionnaire. Please read this document before conducting the survey.

The purpose of this questionnaire is to evaluate the Nutrient Farmer Education Program by documenting the results of your Nutrient Management Plan implementation efforts.

The questionnaire has two parts:

- 1** Whole Farm Operation
- 2** Nutrient Management Planning

Finally, this questionnaire is analyzed in conjunction with the post-workshop questionnaire. The pre and post surveys are administered to the same farmer over the duration of the project. Upon completion, the two surveys are compared to determine potential impacts the program has had on the farmer's nutrient management practices.

The survey should take an hour or less to complete. Please follow these guidelines when administering the survey:

Before the Interview

Before meeting with the farmer:

- Review the survey so you are familiar with the questions.
- Fill in the identification number and date in the upper right hand corner.
- Bring along a laminated copy of the questionnaire for the farmer to read along as you ask the questions.

Beginning the Interview

This is a structured interview with questions to be covered. However, instead of a repetitive process of delivering questions and recording responses, the questionnaire should be delivered as an informal discussion. You should begin the interview by stating:

- “Thank you (farmer’s name) for taking time to participate in this project and meet with me to complete this survey. I am (your name), from (your agency).”
- “The survey will take approximately an hour.”
- “With respect to confidentiality, any report published from this interview will not identify you as an individual farmer.”
- “The purpose of this survey is to learn about nutrient management practices in the (your watershed).”
- “Here is a copy of the questionnaire so that you can read along with me as I ask the questions” (hand the farmer their laminated copy).
- “If you have any questions, please feel free to ask them at any point during this interview.”

Recording Responses

How you record or keep a record of farmer's responses is very important. Please follow the directions for each section below.

Whole Farm Operation



For this section, use the **past crop year** (post harvest through harvest) as the time frame.

Question 3 requires the farmer to specify his crop type and rotation.

- If the crop type and/or rotation do not apply to the farmer's operation, please indicate this by recording "0" in the "Acres managed" column. Please do not leave these questions blank.
- Of the crop types and rotations that do apply to the farmer's rotation, indicate the amount of manure that field received per acre.
- If manure was not applied to the specified crop type or rotation, please indicate this by recording "0" in the "Acres received manure" column.

Question 4 focuses on livestock on the farm operation.

- If livestock do not exist in one or any of the categories provided, please indicate this by recording "0" in the "Estimate number of animals" column. Please do not leave these questions blank.

If manure was NOT applied in the last two crops years, skip questions 5-10, and continue with question 11 on page 4.

Question 7: If the farmer has a storage structure, indicate the number of days the farmer can store manure before removing.

- If the question does not apply, indicate "N/A."

Questions 8 and 9 have multiple parts. Please be sure to answer them completely.

Question 10: Please be sure to mark all of the responses that apply to the farmer's operation.

Question 13 asks about soil testing. If, for any reason only certain fields are soil tested, please indicate why in the empty space provided within the box.

Question 15: Please be sure to mark all of the responses that apply to the farmer's operation.

Questions 18-24 ask about fields planted to corn in particular. If the farmer does not have any corn fields please skip to question 25 on page 7.

Question 20 needs to be answered if the farmer operates fields that do not receive manure. If ALL of the farmers fields receive manure, skip this question and continue with question 21.

Question 20 has multiple important components inquiring about the farmer's use of purchased nutrients or products.

- Please complete the questions for all of the rotations that apply to the farmers operation. If the farmer does not operate a particular rotation please indicate this by writing "0" in the spaces provided.
- If the farmer uses the commercial product, please indicate the common name, analysis or composition (the amount of nitrogen, phosphate, and potash), and how much fertilizer is used in pounds or gallons per acre.

Questions 21-24 apply to fields planted to corn that did receive manure. If the farmer did not apply manure to his or her fields please skip to question 25 on page 7.

Question 21 has multiple important components inquiring about the farmer's use of manure and purchased nutrients or products.

- Please complete the questions for all of the rotations that apply to the farmers operation. If the farmer does not operate a particular rotation please indicate this by writing "0" in the spaces provided.
- For each applicable rotation please indicate the amount of manure applied per acre to the fields in tons or 1,000 gallons.
- If the farmer uses the commercial product, please indicate the common name, analysis or composition (the amount of nitrogen, phosphate, and potash), and how much fertilizer is used in pounds or gallons per acre.

Questions 22 and 23 allow for multiple answers. Please mark all that apply.

Nutrient Management Planning

Question 25

- If the farmer indicates that they do not have a nutrient management plan, please fill in the "no" bubble and skip to question 31 on page 8.
- If the farmer indicates that they have a nutrient management plan, fill in the "yes" bubble and continue with the following questions.

If the farmer has a nutrient management plan and the questions on page 7 have been answered then the survey is complete.

If the farmer does not have a nutrient management plan, please answer questions 31 and 32 on page 8. Once these are answered, the survey is complete.

Closing the Interview

When the survey is complete:

- Thank the farmer for their participation.
- Ask the farmer for any additional comments and if there are questions that the survey should have asked, but failed to. You can write these questions in the extra space at the end of the survey or the back of the last page.

After the Interview

After leaving the farm:

- Take 10-15 minutes to review the questionnaire and add any additional comments and details that you were unable to record during the interview. You can use margins next to question that your comments specifically refer to.
- If you have general comments please write these on the back of the last page of the survey.

Submitting the Survey

Once you have completed all of the questionnaires for your program please mail them to:

UW/Extension Environmental Resources Center
Evaluation Services
445 Henry Mall, Rm. 202
Madison, WI 53706

Completing the Project

When the Environmental Resources Center (ERC) receives the completed set of surveys, the data is entered into the Farm Practices Inventory Database.

When all of the pre and post-workshop surveys for a particular project or county are complete, we generate a summary analysis report. This report is made available to you for review. Additionally, the information gathered in your effort will be combined with the other program's surveys to generate a comprehensive report on the nutrient management efforts throughout Wisconsin.