



Pearl Mussel Project (PMP) - Standard Procedures

Approved Advisor Work-flow And Checklist

Purpose: To outline the various steps to be followed by advisors in fulfilling the role of PMP advisor

Procedure:

1. Farm Plan Review. On nomination by farmer each advisor will receive a copy of the farm plan prepared by the PMP. They should check for any omissions, inaccuracies, or inconsistencies in the information presented in the farm plan comprising page 1 (farm details), 2 (plot details), and 3 (map of plots), and notify project team as soon as possible.
2. Desktop assessment of farm and fieldwork preparation. A review of aerial photography is advised before going in the field to develop survey plan. Print appropriate scale maps from online map in advance of farm visit and arrange to meet farmer.
3. Farmer meeting / discussion. The purpose of this discussion is to determine how the farm is managed to inform the assessment. The advisor needs to document key features¹ of the farm.
4. Farm visit (plot scoring). The advisor is required to score all plots detailed in the farm plan using score cards provided and recording information on relevant datasheet, following a 'W'-transect through each plot. It is important that the advisor takes note of any whole-farm issues (damage and risk to drains, streams, and rivers related to flow, sediment, and nutrients) as they proceed. It may be useful to take photos of notable features. At the end of the visit complete the *Whole-Farm Assessment* scorecard. Locations of notable features / pressures should be marked on the field map.
5. Supporting actions. During the farm visit make note of issues on the farm that give rise to low plot scores or low *Whole-Farm Assessment* results and mark them on your field map.
6. Farmer meeting / discussion. Following site visit discuss the outcome with the farmer and discuss appropriate supporting actions.
7. Submission of results. Log into the PMP Online Map using your user details (user name and password) provided to you by the PMP team. Following details are to be submitted:
 - a. Appropriate scorecards for each plot;
 - b. Whole-farm assessment;
 - c. Farm feature points (see footnote¹ below);
 - d. Pressure points; and
 - e. Supporting actions (location, details, and justification).
8. Other deliverables: Please submit the following to the PMP team by email:
 - a. Details of farm livestock numbers on the livestock inventory sheet (available to download from website²); and
 - b. Farm nutrient management plan (where it exists).
9. Liaison with PMP team and advisor supports. Advisors are encouraged to contact the local PMP Catchment Officer should they have any queries or need assistance (in the field or otherwise). There is an advisor resources section on the project website² that has a range of material to assist advisors in fulfilling their role.
10. PMP Approved Advisor code of conduct. All approved advisors must be familiar with, and strictly adhere to, the code of conduct. A copy of the code of conduct is available in advisor resource section of the project website.
11. Checklist of items to be submitted to PMP team:

Outcome of farm plan review	Submission via online map					Livestock inventory	Nutrient management plan
	Plot scores	Whole-farm Assessment	Farm features	Pressure Points	Supporting actions		

¹Key farm features (to be mapped online): Fields where slurry is spread; Cattle drinking points; Access points to watercourses; Silage fields; No fertilizer-spread grassland plots; Sheep dipping tanks; fields where stock are out wintered; farmyard location if it occurs in the catchment.

²<http://pmproject.ie/resources/farm-advisor-resources.html>