Item	Entry
Producer and Land	
Date	Enter the date you decided to plant or not plant.
1	Producer name, address, home telephone number and cell phone number.
2	Enter the legal description of the land, including total acres.
3a	Enter the name of the Ditch/Canal company.
3b	Lateral number or name.
4a	Source of supplemental water (ditch, well, other).
4b	Enter the name of water augmentation association.
4c	Average 1996 - present amount of supplemental water in acre feet (add all types together).
4d	Amount of water allocated to you by water augmentation association for THIS year in acre feet.
Water - Normal Availability	
5a	Enter the number of shares owned for this farm.
5b	Enter the 1976-2005 Average Farm Yield Per Share from the "estimated irrigation water supply table" in acre feet. This figure represents average producer headgate per share and should take into account any ditch loss transit factor.
5c	Result of multiplying item 5a and item 5b.
6a	Enter the number of shares being leased FOR this farm.
6b	Enter the 1976-2005 Average Farm Yield Per Share from the "estimated irrigation water supply table" in acre feet. This figure represents average producer headgate per share leased for this farm and should take into account any ditch loss transit factor.
6c	Result of multiplying item 6a and item 6b.
7a	Enter the number of shares being leased FROM this farm.
7b	Enter the 1976-2005 Average Farm Yield Per Share from the "estimated irrigation water supply table" in acre feet. This figure represents average producer headgate per share leased from this farm and should take into account any ditch loss transit factor.
7c	Result of multiplying item 7a and item 7b.
8	Result of adding item 4c and item 5c and item 6c, then subtracting item 7c. This is the total supply in acre feet.
9	Enter the number of days of water for each month.
10	Average precipitation during the growing season (values must be taken from the monthly average precipitation table, the High Plains Regional Climate Center; http://hprcc.unl.edu/products/historical.htm, or another certified collecting agency). Please document the source used.
Water - Expected This Year	
11a	Enter the number of shares owned for this farm.
11b	Enter the expected farm yield per share and list the source (e.g. Division water engineer's estimates, Canal Company). If using a source other then the Division water engineer's office estimates, please list the source. The expected yield per share must take into account any ditch loss transit factor.
11c	Result of multiplying item 11a and item 11b.
12a	Enter the number of shares being leased FOR this farm.
12b	Enter the expected farm yield per share and list the source (e.g. Division water engineer's estimates, Canal Company). If using a source other then the Division water engineer's office estimates, please list the source. The expected yield per share must take into account any ditch loss transit factor.
12c	Result of multiplying item 12a and item 12b.
13a	Enter the number of shares being leased FROM this farm.
13b	Enter the expected farm yield per share and list the source (e.g. Division water engineer's estimates, Canal Company). If using a source other then the Division water engineer's office estimates, please list the source. The expected yield per share must take into account any ditch loss transit factor.
13c	Result of multiplying item 13a and item 13b.
14	Result of adding item 4d and item 11c and item 12c, then subtracting item 13c. This is the total expected supply in acre feet.

15	Enter the number of days of water you expect to have each month **THIS** year. Please list the source of information.
16	Enter the number of days equivalent to one run of water.
17	Give the reason why there is a difference between item 9 and item 15. Leave blank if there is no difference.
18	Enter the average depth of soil moisture using a soil probe (minimum of 6 measurements per field). If soil measurements have not been taken, leave blank.
19	List the weather related event(s) that caused the loss of water.
20a	Enter the date the weather event started.
20b	Enter the date the weather event ended. Enter "ongoing" if weather event is continuing at the time the documentation tool is completed.
21	Enter yes or no. Enter yes if any of the ground identified in item 2 has claimed a prevented planting payment in the past 2 years. If yes, please explain.
22a	Enter yes or no. If no, please explain. If yes, please attach receipts.
22b	Enter yes or no. Identify measures taken to prepare land for planting to prove intentions for planting and caring for the crop through harvest.
23	Please explain. Identify whether the land will be planted to a second crop, planted to a cover crop, left idle, etc.
Intended Crop Plantings	
24a	Enter the crop name and type.
24b	Enter your APH Yield for the crop.
24c	Enter the number of acres you intend to plant to the nearest tenth.
24d	List the type of irrigation system.
24e	Enter the amount of irrigation efficiency as a percentage. See the Irrigation Efficiency Table at the end of this guide for normal irrigation efficiency percentages.
24f	Enter the consumptive use water value from the Consumptive Use by Crop table found at http://www.rma.usda.gov/aboutrma/fields/ks_rso/. Also include the total consumptive use value for the entire acreage. Compute this by multiplying item 24c times the value take from the "consumptive use table," then divide by item 24e. This value will be in acre inches.
	For item 25 through item 28, please follow the guidelines for item 24.
29a	Enter the total acres you intend to plant for the farm (result of adding all irrigated acreage).
29b	Enter the total consumptive water usage for the farm (result of adding consumptive water usage for all irrigated crops). Convert to acre feet. Note: This result does not include consumptive water available from growing season precipitation.
Decision on Prevented Planting	
30	Check yes or no. Please explain.

Irrigation Efficiency Table

From the KSU Crop Water Allocator

Irrigation System	Efficiency
Average surface irrigation	50%
Surface with surge valve	60%
Surface with tail water recovery	70%
Surface with surge valve and tail water recovery	80%
Sprinkler with heads on top of mainline*	85%
Sprinkler with heads at top of canopy*	88%
Sprinkler with heads in canopy*	90%
Drip Irrigation	95%

*For sprinkler efficiencies, no runoff conditions are assumed. Runoff refers to water that is not infiltrated at the point of application.