

# CROP INFORMATION AND SOIL REPORTS

Training for County Extension Offices on UK Soil Laboratory Services

Division of Regulatory Services

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### Not using the SoilData program

- a. Entering crop information without SoilData program
- b. Printing reports without SoilData program

## **Summary of actions to take if moving to SoilData**

- a. Decide what computer will be the main computer where the database will reside.
- b. Go to <http://soils.rs.uky.edu/SoilData/index.php>
- c. Download SoilData3.0 and install on the main computer. This will install SoilData 3.0.0.
- d. Open the Word document under the SoilData 3.0.1 link and follow directions to upgrade to SoilData 3.0.1.
- e. Open SoilData and click on Administration/Main. Click the edit button on the bottom-right hand corner. Enter your county's number, address, phone number, and county agent names and titles, and email information.
- f. Email Paula Howe ([phowe@uky.edu](mailto:phowe@uky.edu)) to let her know you have the SoilData program installed and ready to receive soil test data. Let her know what email address to use when sending soil test reports.

## **Installation Details**

### **Instructions for installing SoilData on the Main Computer**

1. Before installing the SoilData program, consider what computer will act as the main computer to receive soil test data.
2. The main computer should have a minimum resolution of 800x600.
3. Make sure all applications are closed on the main computer.
4. Go to <http://soils.rs.uky.edu/SoilData/index.php> on the web. Download the SoilData3.0.zip file to the desktop. Extract the program file (.exe) from the zipped file and place it on your desktop.
5. Double-click the SoilData3.0.exe file and answer YES to the question asking if you want to install the program. Follow the installation instructions that appear on the computer. It is best to install the program in the default subdirectory: c:\Program Files\SoilData\
6. A window should appear asking if you want to restart the computer. Make sure that “Yes, I want to restart my computer now.” is selected and hit the “Finish” button. If you are not asked to restart the computer, continue to exit the installation and restart the computer.
7. Once the computer reboots, close any windows that appear.
8. You need to upgrade to SoilData3.0.1. This version was developed to fix a problem with sending out crop information. Go to <http://soils.rs.uky.edu/SoilData/index.php> on the web and click on the SoilData3.0.1 link and choose to open. This will open a Word document with instructions on upgrading to SoilData3.0.1.
9. Open the SoilData program, select Administration, and then select Main. This opens the main administration window. To begin to edit the information in this window, you have to hit the Edit button in the bottom right hand corner.
  - a. Type in your county ID, name and address of your office in the appropriate boxes.
  - b. Type in the agent’s name and titles that will sign the A reports (Agricultural reports), H reports (Home, lawn, and garden reports), and C (Commercial horticulture reports).
  - c. Determine what your last county sample number was. Enter this number in New ID under “Start ID and ID check”, then hit reset ID button.

d. Choose a file path in the bottom left hand corner to a file path that actually exists on your computer. To do this, hit the button that looks like a file folder. A “Save As” window appears. Select a path where the database will be backed up. Type the filename for backing up the database as SoilDataBak.mdb.

e. Enter information in the Email Information section as shown in the Figure below. Use your county listserve email address for the “From: Email Address”.

f. Other information in the main administration window is default information that doesn't need changed. An example main administration window is shown for Breckinridge county in Figure 1.

g. Hit the OK button to exit this window.

10. The SoilData program is ready to operate. Exit the program by hitting the x in the upper right hand corner or select File/Exit.

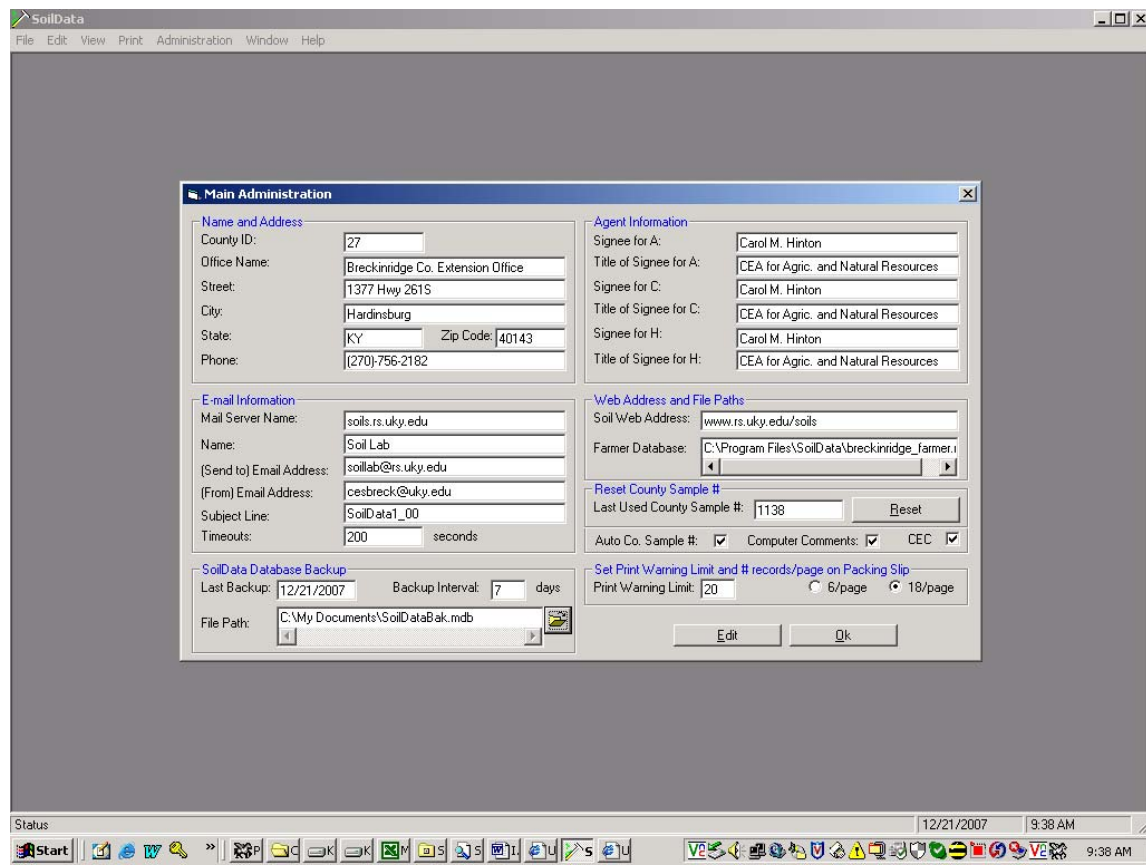


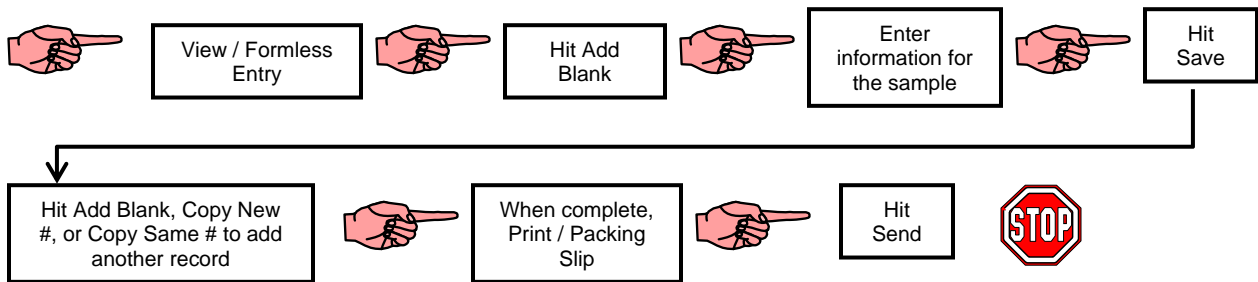
Figure 1. The Main Administration window in SoilData after entering information. The example shown is for Breckinridge county.

## **Configuring networked computers to run SoilData**

1. To set up a computer to open SoilData on the main computer, you need to install a program called SoilDataNet.exe. Go to <http://soils.rs.uky.edu/SoilData/index.php> and download the program that is in a zipped file at the SoilDataNet link to the desktop. Extract the program in the zipped file and save it to the desktop.
2. Double-click the SoilDataNet.exe file and answer YES to the question asking if you want to install the program. Follow the installation instructions that appear.
3. To create a shortcut to SoilData on the networked computer, go to the main computer at <letter>:\program files\soildata under the My Computer icon on your desktop. The main computer will be mapped with a letter and/or name specific to your network. Locate the file named soildata.exe (you may not see the exe. The icon for the file is a soil probe). Hit the right mouse button and select "Create Shortcut". A separate shortcut file is created that you can drag to the desktop.

## Entering crop information

### *Entering and Sending Crop Information*



To enter crop information accompanying a soil sample, you first go to “View / Formless Entry”. A question will appear asking if you have submitted any samples with a paper form. Most of the time, you will answer no to this question. If you have sent samples with paper forms, you can enter the number of samples submitted and the automatic county sample number will be the correct number. Once in the Formless Entry window, you hit the button on the bottom of the windows that says “Add Blank”. This creates a blank slate for you to begin entering information. The items defined by labels in bold are items that are required to be entered for each sample. Most of these items come up with default values. Farmer name is selected from a drop down list. If the client is not in the drop down list, you hit the “+” button and are sent to a Farmer window where you can add the new client. A button is available in the Farmer window named “Formless Entry” that takes you back to the Formless Entry window. The entries defined as “Extra1”, “Extra2”, and “Extra3” are fields that you define for use by your office. You can change the name of the fields by clicking on the Extra titles and entering a new title. The crop information that appears on the lower half of the window depends on what form type you selected (A, H, or C for agricultural, home lawn and garden, or commercial horticulture). Selections on the crop information are made from drop down lists. Hit the “Save” button when all entries are completed.

If you have more than one entry to make, there are three possible paths to take from this point. If the next sample is from a different client, you hit the “Add Blank” button to start with a clear form. If the next sample is from the same client, you hit the “Copy New # Button”. This creates a record that is a duplicate of the previous one except for the county sample number, which is incremented by one. If the next record to be entered is an alternative recommendation for the same sample, you hit the “Copy Same #” which copies all the information, including county sample number and sample ID. Another crop selection is made for this same sample.

You can add several records at one time. There is no limit on how many records you can add. Once completed, you print a packing slip to be sent with the soil samples by selecting “Print / Packing Slip”. The packing slip has a list of the samples being sent with the client name. At this point, check the county sample numbers to make sure

they match the county sample numbers placed on the soil samples. The final thing to do is send the data to the Central Program at the soil lab by hitting the “Send” button. A question box will appear asking if you printed a packing slip. If you have duplicate county sample numbers, a question box will appear asking if the duplicates are intentional. If you have gaps in your county sample numbers, a question box will appear asking if the gaps are intentional. A window will appear indicating the sample is being emailed. Another window will appear saying “Data Transfer Succeeds” if the data was successfully emailed out. After sending the data, the records are removed from the “Formless Entry” window and placed in the “Pending Records” window.

### *Entering a New Client Name and Address*

When entering a new record in “Formless Entry”, the first thing to enter is the Client name from the drop down box. If the Client is not on the list, hit the “+” button to open the Farmers window. Select the “Add” button on the bottom of the window. If the “Auto Farmer ID” is selected, the Farmer ID number will be automatically incremented by one. If the “Auto Farmer ID” is selected off, you will have to manually enter a Farmer ID number. In the “Name, Address, and Contact Numbers” section type in Last Name, First Name, Address, City, and Zip Code. This information is what will be printed on the reports. Other extraneous information on the client can also be entered in the appropriate boxes. After entering the new client name and address, hit the “Save” button. Once the client name and address is saved, select the “Formless Entry” button to go back to the formless entry window. The “Add Blank” button has to be selected again to begin entering crop information for the new client just added. Select the new client in the drop down box for “Farmer” and continue to enter the rest of the sample information.

(Note: Make sure to select or deselect “Auto Farmer ID” before selecting the “Add” button. If the “Auto Farmer ID” is selected after hitting “Add”, an error window will appear when trying to save. The error is: “Error 3020: Update or CancelUpdate without AddNew or Edit.” Also make sure to type in name in “Name, Address, and Contact Numbers” section and NOT the “Lookup” section.)

## **Cheat Sheet and other forms for SoilData**



## **CHEAT SHEET**

### **for entering Crop Information for a Soil Test**

Not every management detail on a sample information form or in the SoilData program is required for accurate lime and fertilizer recommendations. The following table is a guide for knowing how much information is needed from the client for major crops on the agricultural and home, lawn and garden forms. For commercial horticulture crop, just the primary crop is needed.

<b>Agricultural Soil Sample Form</b>					
<b>Primary Crop</b>	<b>Previous Crop</b>	<b>Primary Crop Mngmt</b>	<b>Previous Crop Mngmt</b>	<b>Primary Crop Use</b>	<b>Soil Drainage</b>
Corn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> a	<input checked="" type="checkbox"/> b	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Soybeans					
Tobacco <sup>c</sup>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Forages		<input checked="" type="checkbox"/> d		<input checked="" type="checkbox"/>	

a. Choose conventional tillage or no tillage.

b. Only needed if forage was previous crop (choose hay or pasture > or < 4 yrs).

c. Need to specify whether it is Burley or Dark tobacco.

d. Choose new seeding, renovation, or annual top dressing. Renovation is the seeding of legume (clover or lespedeza) in an established grass stand.

<b>Home Lawn and Garden Soil Sample Form</b>			
<b>Primary Crop</b>	<b>Turfgrass location</b>	<b>New Planting/ Maintenance</b>	<b>Sun/Shade</b>
Blueberries		<input checked="" type="checkbox"/>	
Other Vegetables & Fruits			
Turfgrass	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Landscape Plants			

## List of Crops for selection in the SoilData program

A	Alfalfa	A	Wheat	C	Annuals
A	Alfalfa/Grass	A	Wheat/Corn	C	Apples
A	Barley	A	Wheat/Soybeans	C	Asparagus
A	Barley/Soybeans	A	White Clover	C	Azaleas
A	Bermudagrass, common	A	White Clover/Grass	C	Beans (snap,dry,lima,etc.)
A	Bermudagrass, improved	A	Wildlife Food Plot	C	Blueberries
A	Birdsfoot Trefoil			C	Brambles
A	Bluegrass			C	Bulbs
A	Bluegrass/White Clover	H	Apples	C	Cherries, Tart
A	Bluestem	H	Azalea/Rhododendron	C	Cole Crops (broccoli, etc.)
A	Buffer or Filter Strip	H	Bermudagrass	C	Conifers (not pines or junipers)
A	Burley Tobacco	H	Blueberries	C	Conifers, junipers
A	Canola	H	Brambles	C	Conifers, pines
A	Canola/Soybeans	H	Broadleaved Evergreen Tree or Shrub	C	Cool Peas
A	Clover/Grass	H	Creeping Bentgrass	C	Corn, Sweet
A	Cool Season Grass	H	Deciduous Shrub	C	Cucumbers
A	Corn	H	Deciduous Tree	C	Currants and Gooseberries
A	Crownvetch	H	Fine Fescue	C	Deciduous Shrubs
A	Dark Tobacco	H	Flower Garden	C	Deciduous Trees
A	Fescue	H	Grape Arbor	C	Eggplant
A	Fescue/Lespedeza (multiple)	H	Ground Covers	C	Evergreen Shrubs, Broadleaved
A	Fescue/White Clover	H	Kentucky Bluegrass	C	Evergreen Trees, Broadleaved
A	Forage Crops (multiple)	H	Needled Evergreen Tree or Shrub	C	Grapes
A	Forage Sorghum	H	Other	C	Greens (collards, kale, etc.)
A	Grain Crops (multiple)	H	Peaches	C	Hollies
A	Grain Sorghum	H	Perennial Ryegrass	C	Muskmelons (cantaloupes)
A	Indiangrass	H	Roses	C	Okra
A	Lespedeza	H	Strawberries	C	Onions (green & bulb)
A	Lespedeza/Grass	H	Tall Fescue	C	Other
A	Millet	H	Vegetable Garden	C	Peaches
A	Native Grassland Restoration	H	Zoyiagrass	C	Pears
A	Oats			C	Pecans
A	Oats/Soybeans			C	Peppers (bell & pimento)
A	Orchardgrass			C	Perrenials (not bulbs)
A	Orchardgrass/Red Clover			C	Plums
A	Orchardgrass/White Clover			C	Potatoes
A	Other			C	Rhododendrons
A	Red Clover			C	Rhubarb
A	Red Clover/Grass			C	Root Crops (beets, carrots,etc.)
A	Rye			C	Southern Peas
A	Rye/Soybeans			C	Squash & Pumpkins
A	Side-oats grama			C	Strawberries
A	Small Grains			C	Sweet Potatoes
A	Small Grains/Corn			C	Tomatoes
A	Small Grains/Soybeans			C	Walnuts
A	Sorghum/Sudangras			C	Watermelons
A	Soybeans				
A	Sudangrass				
A	Sunflower				
A	Switchgrass				
A	Timothy				
A	Timothy/Red Clover				
A	Tobacco Beds				
A	Triticale				
A	Triticale/Soybeans				
A	Warm Season Annual Grass				
A	Warm Season Native Grass				

# Soil Sample Information for Multiple Samples

University of Kentucky Soil Testing Lab

# Agriculture Crop Information (A form)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

**FOR COUNTY OFFICE USE ONLY  
DO NOT SEND THIS FORM TO LABORATORY**

County Sample Number	Owner Sample ID	Acres	Primary Crop	Previous Crop	Primary Crop Mngmt	Previous Crop Mngmt	Primary Crop Use	Previous Crop Use	Soil Drainage

**Crop Management:**

- CT** Conventional tillage
- NT** No tillage
- DCT** Doublecrop – conventional
- CNT** Doublecrop – no till
- NS** New seeding
- R** Renovation

**Crop Management (cont):**

- ATD** Annual top dressing
- HP<4** Hay or pasture less than 4 yrs
- HP>4** Hay or pasture 5 yrs or longer
- (HP<4 and HP>4 only used for Previous Crop Management)

**Crop Use:**

- G** Grain
- S** Silage
- T** Tobacco
- H** Hay
- P** Pasture
- HP** Horse pasture

**Crop Use (cont):**

- SP** Seed production
- SG** Silage-grain (doublecrop)
- GG** Grain-grain (doublecrop)
- SS** Silage-silage (doublecrop)
- CC** Cover crop

**Soil Drainage:**

- WD** Well drained
- MWD** Moderately well drained
- SPD** Somewhat poorly drained
- PD** Poorly drained
- PT** Poorly, but tiled

SOIL SAMPLE TESTING  
UNIVERSITY OF KENTUCKY SOIL TESTING LAB  
AGRICULTURE CROP INFORMATION (A FORM)

NAME \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ STAFF INTAKE INITIALS \_\_\_\_\_ ENTERED INTO DATABASE \_\_\_\_\_

PHONE \_\_\_\_\_

COUNTY SAMPLE NUMBER	OWNER'S SAMPLE ID	ACRES	PRIMARY CROP	PREVIOUS CROP	PRIMARY CROP MANAGEMENT	PREVIOUS CROP MANAGEMENT	PRIMARY CROP USE	PREVIOUS CROP USE	SOIL DRAINAGE	CROP 2 YEARS AGO (TOBACCO ONLY)

SEE REVERSE SIDE FOR CODES

These are the **ONLY** responses that are available in the database. Choose the closest to your situation and write any notes on the front of the form.

### PRIMARY & PREVIOUS CROP

ALFALFA  
 ALFALFA/GRASS  
 BARLEY  
 BARLEY/SOYBEANS  
 BERMUDA GRASS COMMON  
 BERMUDA GRASS IMPROVED  
 BIRDSFOOT TREFOIL  
 BLUEGRASS  
 BLUEGRASS/WHITE CLOVER  
 BUFFER OR FILTER STRIP  
 BLUESTEM  
 BURLEY TOBACCO  
 CANOLA  
 CANOLA/SOYBEANS  
 CLOVER/GRASS  
 COOL SEASON GRASS  
 CORN  
 CROWN VETCH  
 DARK TOBACCO  
 FESCUE  
 FESCUE/LESPEDEZA (MULTIPLE)  
 FESCUE/WHITE CLOVER  
 FORAGE CROPS (MULTIPLE)  
 FORAGE SORGHUM  
 GRAIN CROPS (MULTIPLE)  
 GRAIN SORGHUM  
 INDIANGRASS  
 LESPEDEZA  
 LESPEDEZA/GRASS  
 MILLET  
 OATS  
 OATS/SOYBEANS  
 ORCHARDGRASS  
 ORCHARDGRASS/RED CLOVER  
 ORCHARDGRASS/WHITE CLOVER  
 OTHER  
 RED CLOVER  
 RED CLOVER/GRASS  
 RYE  
 RYE/SOYBEANS

### PRIMARY & PREVIOUS CROP

(CONTINUED)  
 SIDE-OATS/GRAMA  
 SMALL GRAINS  
 SMALL GRAINS/CORN  
 SMALL GRAINS/SOYBEANS  
 SOYBEANS  
 SUDANGRASS  
 SUNFLOWER  
 SWITCHGRASS  
 TIMOTHY  
 TIMOTHY/RED CLOVER  
 TOBACCO BEDS  
 TRITICALE  
 TRITICALE/SOYBEANS  
 WARM SEASON ANNUAL GRASS  
 WARM SEASON NATIVE GRASS  
 WHEAT  
 WHEAT/CORN  
 WHEAT/SOYBEANS  
 WHITE CLOVER  
 WHITE CLOVER/GRASS  
 WILDLIFE FOOD PLOT

### PRIMARY CROP MANAGEMENT

CT CONVENTIONAL TILLAGE  
 NT NO TILLAGE  
 DCT DOUBLECROP-CONVENTIONAL  
 CNT DOUBLECROP-NO TILL  
 NS NEW SEEDING  
 R RENOVATION  
 ATD ANNUAL TOP DRESSING

### PREVIOUS CROP MANAGEMENT

CT CONVENTIONAL TILLAGE  
 NT NO TILLAGE  
 DCT DOUBLECROP-CONVENTIONAL  
 CNT DOUBLECROP-NO TILL  
 NS NEW SEEDING  
 R RENOVATION  
 ATD ANNUAL TOP DRESSING  
 HP<4 HAY OR PASTURE LESS THAN 4 YEARS  
 HP>4 HAY OR PASTURE 5 YEARS OR LONGER

### PRIMARY CROP USE

G GRAIN  
 S SILAGE  
 T TOBACCO  
 H HAY  
 HP HORSE PASTURE  
 P PASTURE  
 SP SEED PRODUCTION  
 SG SILAGE-GRAIN (DOUBLE CROP)  
 GG GRAIN-GRAIN (DOUBLE CROP)  
 SS SILAGE0SILAGE (DOUBLE CROP)  
 CC COVER CROP

### PREVIOUS CROP USE

G GRAIN  
 S SILAGE  
 T TOBACCO  
 H HAY  
 P PASTURE  
 SP SEED PRODUCTION  
 SG SILAGE-GRAIN (DOUBLE CROP)  
 GG GRAIN-GRAIN (DOUBLE CROP)  
 SS SILAGE0SILAGE (DOUBLE CROP)  
 CC COVER CROP

### SOIL DRAINAGE

WD WELL DRAINED  
 MWD MODERATELY WELL DRAINED  
 SPD SOMEWHAT POORLY DRAINED  
 PD POORLY DRAINED  
 PT POORLY, BUT TILLED

### CROP 2 YEARS AGO

#### (TOBACCO ONLY)

GS GOOD SOD  
 MS MEDIUM SOD  
 PS POOR SOD  
 T TOBACCO

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Use	<u>Owner ID</u>	<u>Acres</u>	<u>Primary Crop</u>	<u>Previous Crop</u>	<u>Pri Crop Man</u> Annual Top Dressing (ATD) New Seeding (NS) Renovation (R) Conv. tillage (CT) No tillage (NT) Double crop: conv. tillage (DCT) Double crop: no tillage (CNT)	<u>Pre Crop Man</u> Hay or pasture less than 4 yrs (HP<4)  Hay or pasture greater than 4 yrs (HP>4)	<u>Pri Crop Use</u> Hay (H) Pasture (P) Horse Pasture (HP) Grain (G) Silage (S) Grain to Grain doublecrop (GG) Silage to Grain doublecrop (SG) Silage to Silage doublecrop (SS) Cover Crop (CC)	<u>Soil Drainage</u> Well drained (WD)  Moderately well drained (MWD)  Somewhat poorly drained (SPD)  Poorly drained (PD)  Poorly drained but tiled (PT)

Alfalfa  
Alfalfa/Grass  
Barley  
Barley/Soybeans  
Bermudagrass (common)  
Bermudagrass (improved)  
Birdsfoot Trefoil  
Bluegrass  
Bluegrass/White Clover  
Bluestem  
Buffer or Filter Strip  
Burley Tobacco  
Canola

Canola/Soybeans  
Clover/Grass  
Cool Season Grasses  
Corn  
Crownvetch  
Dark Tobacco  
Fescue  
Fescue/Lespedeza  
Fescue/White Clover  
Forage crops  
Forage Sorghum  
Grain Crops  
Grain Sorghum

Indiangrass  
Lespedeza  
Lespedeza/Grass  
Millet  
Native Grass Restoration  
Oats  
Oats/Soybeans  
Orchardgrass  
Orchardgrass/Red Clover  
Orchardgrass/White Clover  
Red Clover  
Red Clover/Grass  
Rye

Rye/Soybeans  
Side-oats grama  
Small Grains  
Small Grains/Corn  
Small Grains/Soybeans  
Sorghum/Sudangrass  
Soybeans  
Sudangrass  
Sunflowers  
Switchgrass  
Timothy  
Timothy/Red Clover  
Tobacco Beds

Triticale  
Triticale/Soybeans  
Warm Season Annual Grass  
Warm Season Native Grass  
Wheat  
Wheat/Corn  
Wheat/Soybeans  
White Clover  
White Clover/Grass  
Wildlife Food Plot

# Soil Sample Information for Multiple Samples

University of Kentucky Soil Testing Lab

Home Lawn & Garden Information (H form)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

**FOR COUNTY OFFICE USE ONLY  
DO NOT SEND THIS FORM TO LABORATORY**

County Sample Number	Owner Sample ID	Primary Crop	Location	Management	Sun or Shade

**Location:**  
**HL** Home lawn  
**GG** Golf green  
**GT** Golf tee  
**GFT** Golf fairway  
**SP** Sod production

**Location (cont.):**  
**AF** Athletic field  
**GT** General turf

**Management:**  
**NP** New planting or seeding  
**PM** Plant maintenance

**Sun or shade:**  
**MSU** Mostly sunny location  
**MSH** Mostly shady location

**SOIL SAMPLE TESTING  
UNIVERSITY OF KENTUCKY SOIL TESTING LAB**

**HOME GARDEN, HOME LAWN AND SPECIAL TURF INFORMATION (H FORM)**

NAME \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

STAFF INTAKE INITIALS \_\_\_\_\_

ENTERED INTO DATABASE \_\_\_\_\_

PHONE \_\_\_\_\_

COUNTY SAMPLE NUMBER	OWNER'S SAMPLE ID	PRIMARY CROP	LOCATION	MANAGEMENT	SUN/SHADE

SEE REVERSE SIDE FOR CODES



These are the **ONLY** responses that are available in the database. Choose the closest to your situation and write any notes on the front of the form.

### **PRIMARY CROP**

APPLES  
AZALEA/RHODODENDRON  
BERMUDAGRASS  
BLUEBERRIES  
BRAMBLES  
BROADLEAVED EVERGREEN TREE OR SHRUB  
CREEPING BENTGRASS  
DECIDUOUS SHRUB  
DECIDUOUS TREE  
FINE FESCUE  
FLOWER GARDEN  
GRAPE ARBOR  
GROUND COVERS  
KENTUCKY BLUEGRASS  
NEEDED EVERGREEN TREE OR SHRUB  
OTHER  
PEACHES  
PERENNIAL RYEGRASS  
ROSES  
STRAWBERRIES  
TALL FESCUE  
VEGETABLE  
ZOYIAGRASS

### **LOCATION**

HOME LAWN  
GOLF GREEN  
GOLF TEE  
GOLF FAIRWAY  
SOD PRODUCTION  
ATHLETIC FIELD  
GENERAL TURF

### **MANAGEMENT**

NP NEW PLANTING OR SEEDING  
PM PLANT MAINTENANCE

### **SUN/SHADE**

MSU MOSTLY SUNNY LOCATION  
MSH MOSTLY SHADY LOCATION



SOIL SAMPLE TESTING  
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**AGRICULTURE CROP INFORMATION (C FORM)**

NAME \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_ STAFF INTAKE INITIALS \_\_\_\_\_ ENTERED INTO DATABASE \_\_\_\_\_  
PHONE \_\_\_\_\_

COUNTY SAMPLE NUMBER	OWNER'S SAMPLE ID	ACRES	PRIMARY CROP	PREVIOUS CROP	PRIMARY CROP MANAGEMENT	PREVIOUS CROP MANAGEMENT	SAMPLING	IRRIGATION	SITE DRAINAGE

SEE REVERSE SIDE FOR CODES

These are the **ONLY** responses that are available in the database. Choose the closest to your situation and write any notes on the front of the form.

### PRIMARY & PREVIOUS CROP

ANNUALS  
APPLES  
ASPARAGUS  
AZALEAS  
BEANS (SNAP, DRY, LIMA, ETC.)  
BLUEBERRIES  
BRAMBLES  
BULBS  
CHERRIES, TART  
COLE CROPS (BROCCOLI, ETC.)  
CONIFERS (NOT PINES OR JUNIPERS)  
CONIFERS, PINES  
COOL PEAS  
CORN, SWEET  
CUCUMBERS  
CURRANTS AND GOOSEBERRIES  
DECIDUOUS SHRUBS  
DECIDUOUS TREES  
EGGPLANT  
EVERGREEN SHRUBS, BROADLEAVED  
EVERGREEN TREES, BROADLEAVED  
GRAPES  
GREENS (COLLARDS, KALE, ETC.)  
HOLLIES  
MUSKMELONS (CANTALOUPE)  
OKRA  
ONIONS (GREEN AND BULB)  
OTHER  
PEACHES  
PEARS  
PECANS  
PEPPERS (BELL & PIMENTO)  
PERENNIALS (NOT BULBS)  
PLUMS  
POTATOES  
RHODODENDRONS  
RHUBARB  
ROOT CROPS (BEETS, CARROTS, ETC.)  
SOUTHERN PEAS  
SQUASH & PUMPKINS  
STRAWBERRIES  
SWEET POTATOES  
TOMATOES  
WALNUTS  
WATERMELONS

### PRIMARY & PREVIOUS MANAGEMENT

BS BARE SOD  
BPM BLACK PLASTIC MULCH  
CT CONVENTIONAL TILLAGE  
LTWC LIMITED TILLAGE WITH WEED CONTROL  
LTNWC LIMITED TILLAGE WITH NO WEED CONTROL  
NT NO TILLAGE  
OM ORGANIC MULCH  
BPM PLANTS GROWN THROUGH BLACK PLASTIC MULCH  
SN SOD NURSERY  
SO SOD ORCHARD  
TNWC TILLED NURSERY WITH WEED CONTROL

### SAMPLING

SBP SAMPLED BEFORE PLANTING

### IRRIGATION

IR IRRIGATED  
NIR NOT IRRIGATED

### SITE DRAINAGE

MWD MODERATELY WELL DRAINED  
PD POORLY DRAINED  
SPD SOMEWHAT POORLY DRAINED  
WD WELL DRAINED

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Use	Owner ID	Acres	Primary Crop

**Crops:**

- Annuals
- Apples
- Asparagus
- Azaleas
- Beans (snap, dry, lima, etc.)
- Blueberries
- Brambles
- Bulbs
- Cherries (tart)
- Cole Crops (broccoli, etc.)
- Conifers (not pines or junipers)
- Conifers (junipers)
- Conifers (pines)
- Cool Peas
- Corn (sweet)

- Cucumbers
- Currants and Gooseberries
- Deciduous Shrubs
- Deciduous Trees
- Eggplants
- Evergreen Shrubs (broadleaved)
- Evergreen Trees (broadleaved)
- Grapes
- Greens (collards, kale, etc.)
- Hollies
- Muskmelons (cantaloupes)
- Okra
- Onions (green & bulb)
- Peaches
- Pears

- Pecans
- Peppers (bell & pimento)
- Perennials (not bulbs)
- Plums
- Potatoes (irish)
- Rhododendrons
- Rhubarb
- Root Crops (beets, carrots, etc.)
- Southern Peas
- Squash & Pumpkins
- Strawberries
- Sweet Potatoes
- Tomatoes
- Walnuts
- Watermelons

**Packing Slip (Formless Sample Entry Form)**

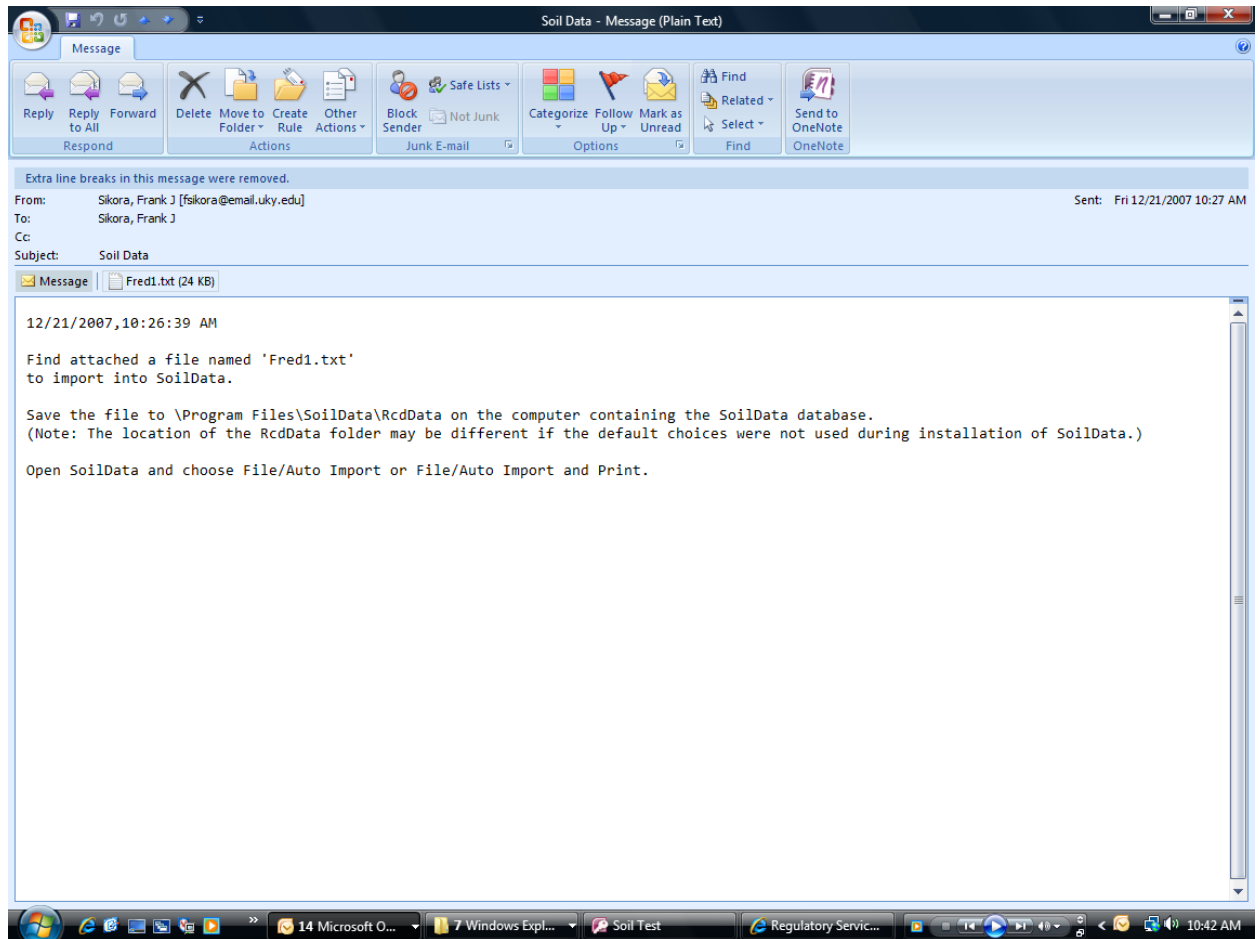
**Date** \_\_\_\_\_

	<b>UK LAB #</b>	<b>Type Test</b>	<b>County ID</b>	<b>Sample #</b>	<b>Last Name</b>	<b>Primary Crop</b>
1		01				99
2		01				99
3		01				99
4		01				99
5		01				99
6		01				99
7		01				99
8		01				99
9		01				99
10		01				99
11		01				99
12		01				99
13		01				99
14		01				99
15		01				99
16		01				99
17		01				99
18		01				99
19		01				99
20		01				99

## Printing soil test reports

### *Receiving soil data via email*

1. Soil test data will be emailed to you as an attached .txt file. The message in the body of the email will appear as shown below.

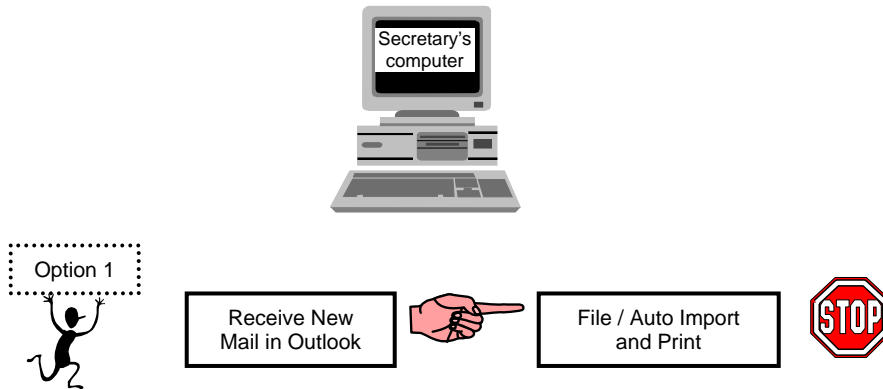


2. You can save the file by clicking the right mouse button on the attached file. Select "Save As" with the left mouse button. A Save As window appears. Select the path to where the file should be saved under the "RcdData" folder.

## *Printing soil test reports*

### OPTION 1:

The agent just wants a paper copy of the reports.

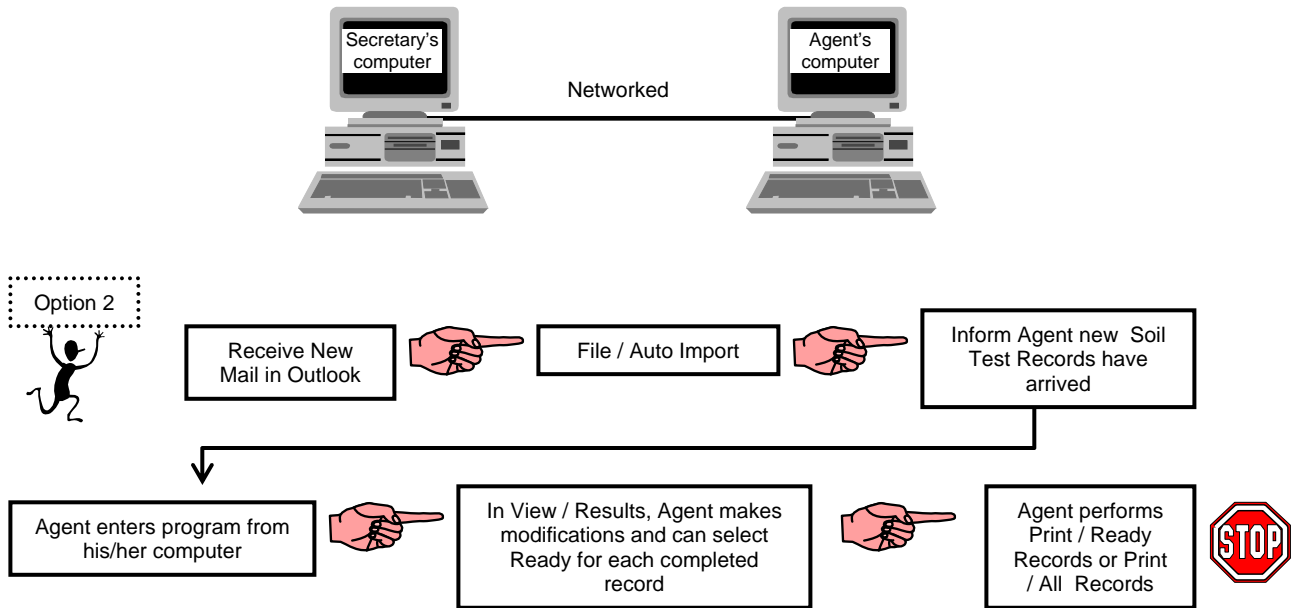


Soil test data messages will contain SoilData1\_00 on the Subject line. After receiving the soil test data in Outlook, go to the SoilData program. Select “File / Auto Import and Print” and the soil data received by Outlook will be appended to existing data in the program in Archived Results and printed. To view the data that was received into the program go to “View / Archived Results” and move to the bottom of the stack.



OPTION 2:

The agent wants to review reports in the program before printing.



The SoilData program needs to be installed on the Secretary's computer. SoilDataNet needs to be installed on the Agent's computer. The soil test data file is saved on the Secretary's computer. The Secretary selects "File / Auto Import" to receive the new data into SoilData. The data is imported into Results. The Extension Agent is then informed that new soil test data exists in the SoilData program. The Extension Agent then accesses the SoilData program via the network and selects "View / Results" to review records for modification or to add comments. After reviewing each record, the "Ready" box can be checked signifying the sample is ready for printing. The Extension Agent or Secretary then selects "Print / Ready Records" to print the ready records on the printer connected to the Secretary's computer. After printing Ready Records, the records will be moved to "Archived Results". If there are not a significant number of records, the Agent can review and modify all the records and "Print / All Records" can be chosen to print the reports. "File / Move to Archive" then moves all records to "Archived Results".

# **ADVANCED TOPICS ON SOILDATA**

The following advanced topics on the SoilData program are available on the web at [http://soils.rs.uky.edu/SoilData/training/soildata\\_advancedtopics.pdf](http://soils.rs.uky.edu/SoilData/training/soildata_advancedtopics.pdf)

## **I. Viewing, modifying, and printing soil test reports**

- View/results
- Scroll box
- Changing crops and/or recommendations
  - Adding agent comments
  - Entering canned comments in View/Comments
- Print features in View/Results
- Grid feature

## **II. Looking at archived data**

- View/archived results/GRID
  - field titles, explain dates, Info button identifies crop info for A,C,H records and sample numbers in bottom left hand corner
  - sort feature
  - filtering feature
  - print features in grid
  - finding a producer's sample(s)

## **III. Emailing clients reports**

- FinePrint pdfFactory
  - emailing individual clients
  - emailing third party clients dealing with many individuals

## **IV. Exporting data**

- For working on computer at home
- For viewing in another program (Excel, Access)

## **V. Backing up SoilData**

- Auto backup via Main/Administration
- Extra safe guard to back up SoilData.mdb

## Entering Crop Information without SoilData program

The Agricultural; Home Garden, Home Lawn, & Special Turf; or Commercial Horticultural Soil Sample Information Sheets are filled out and mailed with each sample. These forms are available at <http://soils.rs.uky.edu>. Additional crops can be entered on the Agricultural Soil Sample Information Sheet by using codes as shown below.

### **Crop Codes not listed on the Agricultural Form**

Enter the codes after "From Memo:" and select the crops as primary, alternate, or previous crops.

<b>Crop Code</b>	<b>Crop</b>
06	Barley
08	Barley/Soybeans
10	Bermudagrass, Common
12	Bermudagrass, Improved
14	Bluegrass
16	Birdsfoot Trefoil
20	Crownvetch
24	Forage Sorghum
26	Grain Sorghum
30	Millett
32	Oats
34	Oats/Soybeans
36	Orchardgrass
42	Rye
44	Rye/Soybeans
48	Sorghum/Soybeans
52	Sudangrass
54	Sunflower
56	Timothy
62	Triticale
64	Triticale/Soybeans
17	Warm Season Annual Grass
21	Warm Season Native Grass
66	Wheat
68	Wheat/Soybeans
70	White Clover
81	Bluestem
82	Indiangrass
83	Side-oats grama
84	Switchgrass
85	Buffer or Filter Strip
86	Native Grassland Restoration
87	Wildlife Food Plot

**Primary Use not listed on the Agricultural Form**  
Enter the code in the “Other” section and cross out 98.

<b>Crop Code</b>	<b>Crop</b>
06	Horse Pasture

### **Printing reports without SoilData program**

Reports are emailed to the county office as attached files. The files can be opened in Word and the clients name and address typed onto the report.