IPM Plan guidance

There is **no manned service desk** for IPM plan queries, so please read the information below carefully before contacting us, as most issues can be resolved using this guidance.

The IPM plans are designed to be completed **online** so that:

- an IPM score can be generated
- feedback can be provided
- IPM uptake across the industry can be measured and inform future policy

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Saving your progress

- If you **do not expect to complete the plan in one sitting**, you **must enable cookies** on your device.
- Your draft IPM plan will be saved using cookies.
- When you return to the page at a later date, a message should automatically appear allowing you to continue from your saved draft.
- You may also be able to find the link in your browser history.

Important:
Do **not** clear your browser history or cookies if you wish to return to a saved draft. If cookies or history are removed, your draft **cannot be recovered**.

Problems moving to the next page?

If you are experiencing issues progressing through the plan:

1. Clear your browser cache, history and cookies
2. Restart your browser
3. Enable cookies on the IPM page of the website and try again

In many cases, this resolves the problem.

Claiming Continuing Professional Development Points

BASIS and NRoSO members may claim CPD points upon completion of the IPM plan. To enable this, please complete the CPD declaration section at the end of the questionnaire.

Up to **three BASIS points** and **two NRoSO points** are available. Where valid membership information is provided, CPD points will be claimed on your behalf.

Plant Health Centre
C/o James Hutton Institute, Invergowrie, Dundee DD2 5DA
Phone: +44 (0)1382 568 905
Email. info@planthealthcentre.scot; Web: www.planthealthcentre.scot

Submission of your plan

Where an email address is provided, you will receive a PDF copy of your completed IPM plan, which includes:

- your IPM score
- the date the plan was completed
- your responses to the questionnaire
- feedback to support improvements in your integrated pest management approach

Please note that this feedback is not region-specific.

If no email address is provided, you will be prompted to download a copy of your plan after submitting. **You must retain a copy of your completed annual IPM plan as evidence of compliance.**

Basic farm payment

The Plant Health Centre does not administer or verify Single Application Form or Single Farm Payment claims. To meet requirements, you must:

- declare within your Single Application Form that an IPM plan has been completed for the relevant claim year, and
- retain a copy of your IPM plan so it can be produced on request during an inspection or compliance check.

Completion of an IPM plan is a component of the **Whole Farm Plan requirements** for Scottish agricultural support schemes. Full guidance on Whole Farm Plan obligations is available here.

Need further help?

Only if you **have followed the steps above** and are **still unable to complete the plan**, please email: **info@planthealthcentre.scot**

We will respond as soon as possible.

If you are completing the plan for an audit or Basic Payment Scheme requirement, please allow sufficient time in case you encounter technical issues.

Word version of the IPM Plan

A Word version will **only** be provided in **exceptional circumstances**, where:

- you have been unable to complete the plan online **after following the cookie and troubleshooting guidance**, and

- we have been unable to resolve the issue in a timely manner

Please note:

- Requests for a Word version will not be accepted unless online completion has genuinely failed.
- Word versions **do not include an IPM score or feedback**.

Feedback on the IPM Plan

We are happy to **capture feedback** to help improve future versions of the plan. Please send any comments or suggestions to: **info@planthealthcentre.scot**

Please note that feedback is reviewed collectively, and **we will not respond to individual submissions**.

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