

# **SECTION 1**

## **Helpful Hints**

## TOCA HELPFUL HINTS

One thing that may be helpful to save time in the future is to gather all certification dates for plans that have been revised and/or transferred since the initial certification. When entering the initial data into TOCA, enter all certification dates at that time from original date to newest. This shows the history of the plan and at a glance shows all dates that the plan has been recertified.

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When entering names into TOCA if the producers have the same last name, in the First Name space both names can be entered (*ex.: Fred and Wilma*) and then enter the last name (*ex.: Flintstone*). The system will not accept symbols, so AND must be written out.

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I have found that it is easier to key the information in as non cost-share, then go back in and enter the information as directed below.

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### Changing a plan from non-cost share to cost-share:

#### 1. Modify Customer and Plan Info

- a. Add Address
- b. Change cost-share type from no cost-share to type of cost-share being utilized.
- c. Add fiscal year and Application Number (*2-digit FY - 3-digit App. No.*) (This does not show up on same screen so you will need to scroll down to see this section)

#### 2. Add Tax ID (this is in the Tax ID Numbers section on the menu)

#### 3. Modify a Plan Practice: Select Conservation Practice to be cost-shared.

- a. Answer **Yes** to Convert Non Cost-Share to Cost-Share.
- b. Enter field number
- c. Enter Amount Planned
- d. Enter Cost-Share Earned

*\* Estimated cost-share amount(s) can not exceed the maximum set by the SWCD (Maximum \$10,000.00)*

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### Completing a Performance Certification:

- a. Enter Amount Performed

## **TOCA HELPFUL HINTS**

- b. Enter Cost of Practice.**
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### **Correcting an error found when checking a submitted plan:**

**Name spelling/change, Address Change, go to:  
Modify Plan and Customer Info.**

**Change in Acreage or Practice Info, go to:  
Modify a Plan Practice**

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**In most "Select" spaces, the information can be keyed in without scrolling and selecting the correct info. (ex: *Camp – In county Space; 313 for WstStorFac*).**

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**To get to the practice 666 – ForStandImp without scrolling through the complete list, (the selection won't come up by typing in the 666), type in 660 and then hit the down arrow to move to 666 and tab to put in acres. This will work for any number that is repeated, just select the closest number and then arrow up or down to move to the selections above and below the one you enter.**

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## **SECTION 2**

### **Menu References**

# TOCA MENU REFERENCES

This section addresses each section of the Regional Office Menu individually (BELOW):

## Application Options

### New Plan Entry

[Add New Plan without Cost-Share](#)

[Add New Cost-Shared Plan](#)

### Customer & Plan Information

[Modify Plan & Customer Info](#)

[Manage Additional Customer Names](#)

[Delete a Plan](#)

### AFO/CAFO Information

[Add an AFO/CAFO to a Plan](#)

[Modify an AFO/CAFO](#)

[Delete an AFO/CAFO](#)

### Practice Information

[Modify Land Use Information](#)

[Add a Practice to a Plan](#)

[Modify a Plan Practice](#)

[Delete Practice from a Plan](#)

### Tax ID Numbers

[Add a Tax ID](#)

[Modify a Tax ID](#)

[Delete a Tax ID from a Plan](#)

### Certification Dates

[Add a Certification Date](#)

[Modify a Certification Date](#)

[Delete a Certification Date from a Plan](#)

### Queries and Searches

[Regional Office Queries](#)

[Customer Plan Information](#)

# TOCA MENU REFERENCES

## Main Menu

**Application Options** (Detailed step by step instructions available in TOCA Instructions)

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### New Plan Entry

**Add New Plan without Cost-Share:** Select this option to enter a non-cost-share plan.

**Add New Cost-Share Plan:** Select this option to enter a plan including cost-share.

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### Customer & Plan Information

**Modify Plan & Customer Info:** Allows changes to the following:

- a. Customer Name
- b. Customer Address
- c. TSSWCB Plan Type
- d. TSSWCB Cost-Share Type
- e. Plan Information:
  - a. Latitude
  - b. Longitude
  - c. HUA number

**Manage Additional Customer Information:** Allows addition of names to plan.

**Delete a Plan:** Allows removal of the complete record from the database.

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### AFO/CAFO Information

**Add AFO/CAFO to a Plan:** Allows addition of AFO/CAFO

**Modify an AFO/CAFO:** Allows modification of current information.

**Delete an AFO/CAFO:** Deletes entered AFO/CAFO information.

# TOCA MENU REFERENCES

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## Practice Information

**Modify Land Use Information:** Allows changes to be made to initial land uses.

**Add a Practice to a Plan:** Allows addition of plan practices to existing entries.

**Delete a Practice from a Plan:** Allows deletion of existing practices.

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## Tax ID Numbers

**Add a Tax ID:** Allows addition of tax id number to entry. (Used when changing a plan from non-cost-share to cost-share).

**Modify a Tax ID:** Allows changes to existing Tax ID numbers.

**Delete a Tax ID from a Plan:** Allows deletion of existing Tax ID numbers.

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## Certification Date

**Add a Certification Date:** Allows addition of certification dates.

**Modify a Certification Date:** Allows changes to existing certification dates.

**Delete a Certification Date from a Plan:** Allows deletion of existing certification dates.

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## Queries and Searches

**Regional Office Queries:**

**Predefined Queries:**

1) Find the **cost of practice**, the **cost-share earned**, and the **quantity requested/performed** for:

## TOCA MENU REFERENCES

Conservation Practice:

in SWCD:

2) Find the **cost of practice**, the **cost-share earned**, and the **quantity requested/performed** of a practice for:

Conservation Practice:

throughout the RO.

**User-selected (custom) queries.** - Allows user to select/define parameters of search.

**Select:**

<input type="text" value="--Select--"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Where:**

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# TOCA MENU REFERENCES

[Submit Query](#)

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## Main Menu

**Return to Application Menu** - – Returns user to TSSWCB Conservation Plan Application Menu.

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## **SECTION 3**

# **Add a New Plan Without Cost-Share**

**TOCA  
COMPLETION INSTRUCTIONS  
ADD A PLAN WITHOUT COST-SHARE**

## Add a Plan (without cost-share information)

### Customer Information

First Name:  Last Name:  Middle Name:  
 (optional)

County:

Regional Office: Harlingen

### Plan Information

Plan Number: (ex. 123 45 678)

Latitude: ° ' " (ex. 12 34 56) Longitude: ° ' " (ex. 123 45 67)

HUA Number: - (ex. 12345678 1234)

### Plan Certification (add additional dates *before* filling in AFO/CAFO or Practice Information)

Certification Date: (mm/dd/yy) or (mm/dd/yyyy)

Add Additional Certification Date

### AFO/CAFO Information (add additional AFOs *before* filling in Practice Information)

AFO/CAFO Type	Animal	Head Count
<input type="text"/>	<input type="text"/>	

**TOCA  
COMPLETION INSTRUCTIONS  
ADD A PLAN WITHOUT COST-SHARE**

Add Additional AFO

**Practice Information**

<b>Land Use</b>	
Cropland Acres	<input type="text"/>
Pastureland/Hay Acres	<input type="text"/>
Rangeland Acres	<input type="text"/>
Other Land Acres	<input type="text"/>

Conservation Practice	Amount	
	no	ac/ft
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Additional Practice

Submit Entry

Clear Form

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[Return to RO Menu](#)

**TOCA**  
**COMPLETION INSTRUCTIONS**  
**ADD A PLAN WITHOUT COST-SHARE**  
**NEW PLAN ENTRY**

**Add New Plan without Cost-Share**

Note: to move from field to field, use the Tab key

**Customer Information**

First Name, Last Name, Middle Name (optional) - The **First Name** field must be made up of letters (a-z, A-Z) and be less than 30 characters in length (*ex: "John"*). If the customer has only one name, use the First Name field. If the customer has only one name, use the First Name field. The **Last Name** field must be made up of letters (a-z, A-Z) or punctuation and be less than 30 characters in length (*ex: "Smith"*). The optional **Middle Name** field, if entered, must be made up of letters (a-z, A-Z) or punctuation and be less than 35 characters in length (*ex: "John"*). (For additional names complete this form then proceed to **Customer & Plan Information** and select **Manage Additional Customer Names**)

**Plan Information**

Plan number – The number must be a unique eight-digit number (*ex: 123 45 678*) where the numbers represent the following:

**SWCD Number - Fiscal Year - Plan Number** (in SWCD)

Latitude - The **Latitude** must be a 6-digit number (*ex: 12 34 56*).

Longitude - The **Longitude** must be a 7-digit number (*ex: 123 45 67*) – (If the longitude for the area you are entering is below 100 degrees enter a zero in front of your number *ex.: 094°*)

HUA Number – The **HUA Number** must be an 8-digit or a 12-digit number (*ex: 12345678 or 12345678-1234*) – (Until new numbers are issued, enter zeros in front of you last digits to bring total to four)

**Plan Certification**

Plan Certification – The **Certification Date** entry must have a valid **month, day** and **year** entered as month/day/year in the format mm/dd/yy or mm/dd/yyyy (*ex. 07/13/94*) – (Enter oldest (original) certification date first then continue to add all later certification dates to latest, so that a complete history of all certifications/recertifications of the plan are represented)

**AFO/CAFO Information**

AFO/CAFO Information – (This information as well as any additional AFO types **must** be added **before** filling in Practice Information). The **AFO/CAFO** must have an **AFO/CAFO Type** and **Animal** selected from the drop-down lists in the TOCA entry forms.

**TOCA  
COMPLETION INSTRUCTIONS  
ADD A PLAN WITHOUT COST-SHARE**

AFO/CAFO Type – Select type of operation – (if plan type is **neither** an AFO or CAFO, skip this section)

- Animal Feeding Operation
- Concentrated Animal Feeding Operation

Select type of operation

Enter head count - The **Head Count** field must be a number less than 9 digits in length. (Add additional AFO Information as needed)

**Practice Information**

(Enter acres of each type. **NOTE:** Total of all acres in this section will equal total acres in plan)

Land Use:

- Cropland Acres
- Pastureland/Hay Acres
- Rangeland Acres
- Other Land Acres

The **Cropland, Pastureland, Rangeland,** and **Other** fields must be numbers between 1 - 7 digits in length, 0, or left blank.

**Conservation Practices**

Select Practice number and fill in amount of each in either no. or ac./ft. in which the practice is reported.

Add Additional Practices until completed.

**Submit Form and review information for accuracy.**

**Clear Form will clear all data for this record (if selected before submitting form).**

## **SECTION 4**

# **Add a New Plan With Cost-Share**

**TOCA  
COMPLETION INSTRUCTIONS  
ADD PLAN WITH COST-SHARE**

## Add a Plan

### Customer Information

First Name:  Last Name:  Middle Name:  
 (optional)

Street Address:

City:  State:  Zip Code:  County:

Tax ID Type:  (if applicable) Tax ID Number: (if applicable -- 9 digits required)

Regional Office: Harlingen

TSSWCB Plan Type:

TSSWCB Cost Share Type:

### Plan Information

Plan Number:  (ex. 123 45 678)

Fiscal Year and Application Number: - (2-digit FY - 3-digit App. No.)

Latitude: ° ' " (ex. 12 34 56) Longitude: ° ' " (ex. 123 45 67)

HUA Number: - (ex. 12345678 1234)

# TOCA COMPLETION INSTRUCTIONS ADD PLAN WITH COST-SHARE

**Plan Certification** *(add additional dates before filling in AFO/CAFO or Practice Information)*

Certification Date: *(mm/dd/yy) or (mm/dd/yyyy)*

Add Additional Certification Date

**AFO/CAFO Information** *(add additional AFOs before filling in Practice Information)*

AFO/CAFO Type	Animal	Head Count
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 80%; height: 25px;" type="text"/>

Add Additional AFO

**Practice Information**

Land Use	
Cropland Acres	<input style="width: 95%;" type="text"/>
Pastureland/Hay Acres	<input style="width: 95%;" type="text"/>
Rangeland Acres	<input style="width: 95%;" type="text"/>
Other Land Acres	<input style="width: 95%;" type="text"/>

Field No.	Conservation Practice	Amount Planned		Amount Performed		Co Ra
		no	ac/ft	no	ac/ft	
<input style="width: 95%;" type="text"/>						

*\* Estimated cost-share amount(s) can not exceed the maximum set by the SWCD (Maximum \$10,000.00)*

Add Additional Practice

**TOCA  
COMPLETION INSTRUCTIONS  
ADD PLAN WITH COST-SHARE**

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[Return to RO Menu](#)

**TOCA  
COMPLETION INSTRUCTIONS  
ADD PLAN WITH COST-SHARE**

**NEW PLAN ENTRY**

**Add New Plan with Cost-Share**

Note: to move from field to field, use the Tab key

**Customer Information**

First Name, Last Name, Middle Name (optional) - The **First Name** field must be made up of letters (a-z, A-Z) and be less than 30 characters in length (*ex: "John"*). The **Last Name** field must be made up of letters (a-z, A-Z) or punctuation and be less than 30 characters in length (*ex: "Smith"*). The optional **Middle Name** field, if entered, must be made up of letters (a-z, A-Z) or punctuation and be less than 35 characters in length (*ex: "John"*). (For additional names complete this form then proceed to **Customer & Plan Information** and select **Manage Additional Customer Names**). Street Address - The **Address** field must contain between 1 - 60 numbers, letters, or punctuation characters (*ex: "105 Oakwood St."*). City/State - The **City** field must be made up of letters (a-z, A-Z) and be less than 30 characters in length (*ex: "Dublin"*). The **State** field must be a US Postal Code chosen from the options in the drop down list (*ex: "TX"*). Zip Code: The **Zip Code** field must be a 5-digit number (*ex: "12345"*).

TSSWCB Plan Type – Select one of the following:

Water Quality Management Plan  
Brush Control Plan  
Comprehensive Nutrient Management Plan  
Water Conservation Plan

TSSWCB Cost Share Type: Select one of the following:

503 – Water Quality Management Plan  
Brush Control Plan  
Water Conservation Plan  
319 – N. Central TX Atrazine Remediation  
319 – Composting Support in N. Bosque River Watershed  
319 – N. TX Atrazine Remediation (SWCD #535)  
319 – N. TX Atrazine Remediation (SWCD #524)  
319 – WQMP Development and Implementation Asst.  
319 – WQMP Development & Implementation Asst. in Toledo Bend Reservoir Watershed  
319 – Technical & Financial Asst. in the Bosque River Watershed (SWCD #556)  
319 – Technical & Financial Asst. in the Bosque River Watershed (SWCD #525)  
319 – WQMP Implementation Asst. in the Sam Rayburn & Toledo Bend Rsvr.  
Watersheds  
319 – Little River Atrazine Remediation (SWCD #509)  
319 – Little River Atrazine Remediation (SWCD #508)

# TOCA COMPLETION INSTRUCTIONS ADD PLAN WITH COST-SHARE

- 319 – Composting Support in Bosque
- 319 – Three – Technicians
- 319 – Oso Creek/Oso Bay Watershed Implementation Assistance
- 319 – Implementation Support in the Arroyo Colorado Watershed
- 319 – Saltwater Revegetation
- 319 – Sam Rayburn WQMP Implementation Supplemental
- 319 – E. V. Spence Saltcedar
- 319 – Central TX WQMP Implementation Supplemental
- 319 – Leaf Beetle Demonstration
- 319 – Navarro WQMP Implementation Supplemental
- 319 – Technical Asst. & Implementation in the W. Fork of the Trinity River Watershed
- 319 – WQMP Implementation Assistance in Falcon Reservoir Drainage Area in Zapata Co.
- 319 – Seymour Aquifer Water Quality Improvement

## **Plan Information**

Plan number – The number must be a unique eight-digit number (*ex: 123 45 678*) where the numbers represent the following:

**SWCD Number - Fiscal Year - Plan Number** (in SWCD)

Latitude - The **Latitude** must be a 6-digit number (*ex: 12 34 56*).

Longitude - The **Longitude** must be a 7-digit number (*ex: 123 45 67*) – (If the longitude for the area you are entering is below 100 degrees enter a zero in front of your number *ex.: 094°*)

HUA Number – The **HUA Number** must be an 8-digit or a 12-digit number (*ex: 12345678 or 12345678-1234*) – (Until new numbers are issued, enter zeros in front of you last digits to bring total to four)

## **Plan Certification**

Plan Certification – The **Certification Date** entry must have a valid **month, day** and **year** entered as month/day/year in the format mm/dd/yy or mm/dd/yyyy (*ex. 07/13/94*) – (Enter oldest (original) certification date first then continue to add all later certification dates to latest, so that a complete history of all certifications/recertifications of the plan are represented)

## **AFO/CAFO Information**

AFO/CAFO Information – (This information as well as any additional AFO types **must** be added **before** filling in Practice Information). The **AFO/CAFO** must have an **AFO/CAFO Type** and **Animal** selected from the drop-down lists in the TOCA entry forms.

**TOCA**  
**COMPLETION INSTRUCTIONS**  
**ADD PLAN WITH COST-SHARE**

AFO/CAFO Type – Select type of operation – (if plan type is **neither** an AFO or CAFO, skip this section)

- Animal Feeding Operation
- Concentrated Animal Feeding Operation

Select type of operation

Enter head count - The **Head Count** field must be a number less than 9 digits in length. (Add additional AFO Information as needed)

**Practice Information**

(Enter acres of each type. **NOTE:** Total of all acres in this section will equal total acres in plan)

Land Use:

- Cropland Acres
- Pastureland/Hay Acres
- Rangeland Acres
- Other Land Acres

The **Cropland, Pastureland, Rangeland,** and **Other** fields must be numbers between 1 - 7 digits in length, 0, or left blank.

**Conservation Practices**

Fill out:	Field Number	
	Conservation Practice -	Select Practice number
	Amount Planned -	Fill in amount of each in either no. or ac./ft. in which the practice is reported.
	Amount Performed –	<b>Fill this section out when Performance Certification is processed.</b>
	Cost Share Rate -	Select correct cost-share rate
	Cost of Practice -	<b>Fill this section out when Performance Certification is processed.</b>
	Cost-Share Earned -	Enter amount of cost-share earned

Add Additional Practices until completed.

*\* Estimated cost-share amount(s) can not exceed the maximum set by the SWCD (Maximum \$10,000.00)*

**Submit Form and review information for accuracy.**

**Clear Form will clear all data for this record (if selected before submitting form).**

# **SECTION 5**

## **Error Codes**

# TOCA ERROR CODES

**When encountering errors: Use the "Back" button on your web browser to return to the previous page and correct the error(s).**

## **DATA ENTRY ERRORS:**

### **Address error**

The **Address** field must contain between 1 - 60 numbers, letters, or punctuation characters (*ex: "105 Oakwood St."*).

### **AFO error**

The **AFO/CAFO** must have an **AFO/CAFO Type** and **Animal** selected from the drop-down lists in the TOCA entry forms.

### **Fiscal Year and Application Number error**

The **Fiscal Year and Application Number** field must be a 2-digit number for the fiscal year followed by a 3-digit number (*ex: "06-123"*).

### **Certification Date error**

The **Certification Date** entry must have a valid **month**, **day** and **year** entered as month/day/year in the format mm/dd/yy or mm/dd/yyyy (*ex. 07/13/94*).

### **City field error**

The **City** field must be made up of letters (a-z, A-Z) and be less than 30 characters in length (*ex: "Dublin"*).

### **Cost of Practice error**

The **Cost of Practice** field must be number less than 9 digits long (*ex: "12345"*).

### **Cost Share Earned error**

The **Cost Share Earned** field must be a number less than 9 digits long (*ex: "12345"*).

### **Cost Share data doesn't match**

The **Cost Share Earned** field must be a zero (0) or left blank if the **Cost Share Rate** is 0 percent. (This field will be filled out when the 003 Performance Certification form is processed.)

# TOCA ERROR CODES

## TSSWCB Cost Share Type doesn't match with previously entered Practices

The **TSSWCB Cost Share Type** selection must not be "No Cost Share" if other previously entered practices are marked as cost-shared. To correct this:

1. first modify the cost-shared practices for this plan (being sure that the **Cost Share Rate** is set to "0 percent" for each practice):
2. then you can change the **TSSWCB Cost Share Type** to "No Cost Share".

## TSSWCB Cost Share Type error

The **TSSWCB Cost Share Type** field must be chosen from the options in the drop down list (*ex: "503 - Water Quality Management Plan"*). [TSSWCB Cost Share Type doesn't match with Practice](#)

The **TSSWCB Cost Share Type** selection must not be "No Cost Share" if the practice being entered has a **Cost-Share Rate** other than "0 percent" selected.

Go to the [Modify Plan & Customer Info](#) page (from the RO Menu) and select a new TSSWCB Cost Share Type for this entry.

## Head Count error

The **Head Count** field must be a number less than 9 digits in length.

## County error

The **County** field must be chosen from the options in the drop down list (*ex: "Bell"*).

## Customer ID error

A **Customer ID** must be associated with the action you are trying to perform.

## Data entered out of order

**AFO/CAFO** data will not be entered if selecting the "Add Additional Certification Date" button.

## Data entered out of order

**Practice Information** data will not be entered if selecting the "Add Additional Certification Date" button or the "Add Additional AFO" button.

## Field Number required

A **Field Number** is required when entering cost-share practices.

# TOCA ERROR CODES

## Field Number error

The **Field Number** field must be an alphanumeric string (*ex: "I" or "IA"*).

## First Name error

The **First Name** field must be made up of letters (a-z, A-Z) and be less than 30 characters in length (*ex: "John"*).

## Fiscal Year error

The two-digit, second part of a **Plan Number** must be a valid WQMP program fiscal year (*ex: 508-04-001*). (*This is the fiscal year that they plan was originally certified.*)

## HUA Number error

The **HUA Number** must be an 8-digit or a 12-digit number (*ex: 12345678 or 12345678-1234*).

## AFO/CAFO field error

The **AFO/CAFO Type**, **Animal** and **Head Count** fields must all be completed to submit AFO/CAFO information.

## Certification Date error

A **Certification Date** in the form of mm/dd/yy or mm/dd/yyyy (*ex. 12/06/1994*) must be entered to submit Certification Date information.

## An error occurred adding an entry field!

Two things may commonly cause this:

1. Field size limits were exceeded, or
2. The required number of characters for a field were not entered.

## Incomplete data was received!

Use the "Back" button on your web browser to return to the previous page and **make sure that all required fields are filled in.**

## Practice Information error

If any practice information is entered, the **Conservation Practice** field must have an entry to submit the practice information.

# TOCA ERROR CODES

## Land Use error

The **Cropland**, **Pastureland**, **Rangeland**, and **Other** fields must be numbers between 1 - 7 digits in length, 0, or left blank.

## Last Name error

The **Last Name** field must be made up of letters (a-z, A-Z) or punctuation and be less than 30 characters in length (*ex: "Smith"*).

## Latitude error

The **Latitude** must be a 6-digit number (*ex: 12 34 56*).

## Longitude error

The **Longitude** must be a 7-digit number (*ex: 123 45 67*).

## Middle Name error

The optional **Middle Name** field, if entered, must be made up of letters (a-z, A-Z) or punctuation and be less than 35 characters in length (*ex: "John"*).

## Modify Practice error

The **Conservation Practice** must not be changed if selecting "Yes" to the question regarding subtracting amounts from a non-cost-shared practice.

## Modify Practice error

If selecting "Yes" on the previous page, the **Amount Requested** must not be larger than the non-cost share amount previously entered.

## Modify Practice error

If selecting "Yes" on the previous page, you must also change the **Cost Share Rate** to something other than "0 percent".

## Amount Performed error

The **no** subfield of the **Amount Performed** field must be a number less than 5 digits long, without commas (*ex: "1234"*).

# TOCA ERROR CODES

## Amount Requested error

The **no** subfield of the **Amount Requested** field must be a number less than 5 digits long, without commas (*ex: "1234"*).

## Plan ID error

A **Plan ID** must be associated with the action you are trying to perform.

## Plan Number error

The **Plan Number** must be a unique eight-digit number (*ex: 123 45 678*) where the numbers represent the following:

**SWCD Number - Fiscal Year - Plan Number** (in SWCD)

## Plan Practice ID error

A **Plan Practice ID** must be associated with the action you are trying to perform.

## TSSWCB Plan Type error

The **TSSWCB Plan Type** field must be chosen from the options in the drop down list (*ex: "Water Quality Management Plan"*).

## Incorrect practice data -- only 'ac/ft' fields required

For the practice you have selected, please check that:

- the **no** fields are left blank;
- the **ac/ft** fields are filled in with a number (in acres).

## Incorrect practice data -- only 'ac/ft' fields required

For the practice you have selected, please check that:

- the **no** fields are left blank;
- the **ac/feet** fields are filled in with a number (in feet)

## Incorrect practice data -- 'no' and 'ac/ft' fields required

For the practice you selected, please check that

- the **no** fields are filled in with a number (for the number of units);
- the **ac/ft** fields are filled in with a number (for the amount of acres, acre-feet, or cubic feet per second).

# TOCA ERROR CODES

## Incorrect practice data -- only 'no' fields required

For the practice you selected please check that:

- the **ac/ft** fields are left blank;
- the **no** fields are filled in with a number (for the number of units).

## Create New Cost-Shared Practice error

A new cost-shared practice cannot be created from a practice that is already cost-shared. The "No" option must be selected on the previous page to modify this practice.

## Regional Office ID error

A **Regional Office** must be selected for entering a plan (*ex: "Wharton"*).

## State Code error

The **State** field must be a US Postal Code chosen from the options in the drop down list (*ex: "TX"*).

## Subtract Amount Planned Question error

The question regarding whether or not the practice modification should affect an existing cost-shared plan must be answered "Yes" or "No".

## SWCD error

The first blank of the **Plan Number** field must be the three-digit number of a Texas SWCD (*ex: 508*).

## Incorrect data -- Tax ID

If a **Tax ID Type** is selected, the **Tax ID** field must be a 9-digit number, without dashes (*ex: "123456789"*).

## Amount Performed error

The **ac/ft** subfield of the **Amount Performed** field must be a number less than 10 digits long, without commas (*ex: "123456789"*).

## Zip Code error

The **Zip Code** field must be a 5-digit number (*ex: "12345"*).

# TOCA ERROR CODES

## QUERY ERRORS:

### AFO Animal query error

The **AFO Animal** must be one of the following to run this query. Case is not important.

1. Beef Cattle
2. Swine
3. Sheep/Goats
4. Poultry Broilers/Pullets
5. Poultry Breeders/Layers
6. Turkey
7. Dairy
8. Auction Barn

### AFO Type query error

The **AFO Type** must be one of the following to run this query.

1. AFO
2. CAFO
3. Animal Feeding Operation
4. Concentrated Animal Feeding Operation

### Query Selection error

The **Where:** section must have a choice selected from the drop-down list in order to run a query.

### County Name query error

The **County Name** must be a correctly-spelled Texas county (case is not important) to run this query.

### HUA Number query error

The **HUA Number** must be an 8-digit or a 12-digit number without dashes (*ex: 12345678 or 123456789012*).

### Plan Number query error

The **Plan Number** must be an 8-digit number with dashes (*ex: 123-45-678*).

### Practice Query error

The **Practice Name** must be the name (case is not important) of a Texas conservation practice (*ex: waste management system*).

# TOCA ERROR CODES

## Practice Query error

The **Practice Number** must be the three-digit number of a Texas conservation practice (*ex: 312*).

## Query Selection error

The **Show:** section must have choices selected from the drop-down lists in order to run a query.

## SWCD Query error

The **SWCD Number** must be the three-digit number of a Texas SWCD (*ex: 508*).

## Query Selection error

The **Where:** section must have the following to perform a query:

1. a choice selected from the drop-down list and
2. numbers or letters in the blank.

than 9 digits long (*ex: "12345"*).

## Cost Share Earned error

The **Cost Share Earned** field must be a number less than 9 digits long (*ex: "12345"*).

## Cost Share data doesn't match

The **Cost Share Earned** field must be a zero (0) or left blank if the **Cost Share Rate** is 0 percent. (This field will be filled out when the 003 Performance Certification form is processed.)

## TSSWCB Cost Share Type doesn't match with previously entered Practices

The **TSSWCB Cost Share Type** selection must not be "No Cost Share" if other previously entered practices are marked as cost-shared. To correct this:

3. first modify the cost-shared practices for this plan (being sure that the **Cost Share Rate** is set to "0 percent" for each practice):
4. then you can change the **TSSWCB Cost Share Type** to "No Cost Share".

## TSSWCB Cost Share Type error

## TOCA ERROR CODES

The **TSSWCB Cost Share Type** field must be chosen from the options in the drop down list (*ex: "503 - Water Quality Management Plan"*). [TSSWCB Cost Share Type doesn't match with Practice](#)

The **TSSWCB Cost Share Type** selection must not be "No Cost Share" if the practice being entered has a **Cost-Share Rate** other than "0 percent" selected.

Go to the [Modify Plan & Customer Info](#) page (from the RO Menu) and select a new TSSWCB Cost Share Type for this entry.

### Head Count error

The **Head Count** field must be a number less than 9 digits in length.

### County error

The **County** field must be chosen from the options in the drop down list (*ex: "Bell"*).

### Customer ID error

A **Customer ID** must be associated with the action you are trying to perform.

### Data entered out of order

**AFO/CAFO** data will not be entered if selecting the "Add Additional Certification Date" button.

### Data entered out of order

**Practice Information** data will not be entered if selecting the "Add Additional Certification Date" button or the "Add Additional AFO" button.

### Field Number required

A **Field Number** is required when entering cost-share practices.

### Field Number error

The **Field Number** field must be an alphanumeric string (*ex: "1" or "1A"*).

### First Name error

The **First Name** field must be made up of letters (a-z, A-Z) and be less than 30 characters in length (*ex: "John"*).

### Fiscal Year error

## TOCA ERROR CODES

The two-digit, second part of a **Plan Number** must be a valid WQMP program fiscal year (*ex: 508-04-001*). (This is the fiscal year that they plan was originally certified.)

### HUA Number error

The **HUA Number** must be an 8-digit or a 12-digit number (*ex: 12345678 or 12345678-1234*).

### AFO/CAFO field error

The **AFO/CAFO Type**, **Animal** and **Head Count** fields must all be completed to submit AFO/CAFO information.

### Certification Date error

A **Certification Date** in the form of mm/dd/yy or mm/dd/yyyy (*ex. 12/06/1994*) must be entered to submit Certification Date information.

### An error occurred adding an entry field!

Two things may commonly cause this:

3. Field size limits were exceeded, or
4. The required number of characters for a field were not entered.

### Incomplete data was received!

Use the "Back" button on your web browser to return to the previous page and **make sure that all required fields are filled in.**

### Practice Information error

If any practice information is entered, the **Conservation Practice** field must have an entry to submit the practice information.

### Land Use error

The **Cropland**, **Pastureland**, **Rangeland**, and **Other** fields must be numbers between 1 - 7 digits in length, 0, or left blank.

### Last Name error

The **Last Name** field must be made up of letters (a-z, A-Z) or punctuation and be less than 30 characters in length (*ex: "Smith"*).

# TOCA ERROR CODES

## Latitude error

The **Latitude** must be a 6-digit number (*ex: 12 34 56*).

## Longitude error

The **Longitude** must be a 7-digit number (*ex: 123 45 67*).

## Middle Name error

The optional **Middle Name** field, if entered, must be made up of letters (a-z, A-Z) or punctuation and be less than 35 characters in length (*ex: "John"*).

## Modify Practice error

The **Conservation Practice** must not be changed if selecting "Yes" to the question regarding subtracting amounts from a non-cost-shared practice.

## Modify Practice error

If selecting "Yes" on the previous page, the **Amount Requested** must not be larger than the non-cost share amount previously entered.

## Modify Practice error

If selecting "Yes" on the previous page, you must also change the **Cost Share Rate** to something other than "0 percent".

## Amount Performed error

The **no** subfield of the **Amount Performed** field must be a number less than 5 digits long, without commas (*ex: "1234"*).

## Amount Requested error

The **no** subfield of the **Amount Requested** field must be a number less than 5 digits long, without commas (*ex: "1234"*).

## Plan ID error

A **Plan ID** must be associated with the action you are trying to perform.

## Plan Number error

# TOCA ERROR CODES

The **Plan Number** must be a unique eight-digit number (*ex: 123 45 678*) where the numbers represent the following:

**SWCD Number - Fiscal Year - Plan Number** (in SWCD)

## Plan Practice ID error

A **Plan Practice ID** must be associated with the action you are trying to perform.

## TSSWCB Plan Type error

The **TSSWCB Plan Type** field must be chosen from the options in the drop down list (*ex: "Water Quality Management Plan"*).

## Incorrect practice data -- only 'ac/ft' fields required

For the practice you have selected, please check that:

- the **no** fields are left blank;
- the **ac/ft** fields are filled in with a number (in acres).

## Incorrect practice data -- only 'ac/ft' fields required

For the practice you have selected, please check that:

- the **no** fields are left blank;
- the **ac/feet** fields are filled in with a number (in feet)

## Incorrect practice data -- 'no' and 'ac/ft' fields required

For the practice you selected, please check that

- the **no** fields are filled in with a number (for the number of units);
- the **ac/ft** fields are filled in with a number (for the amount of acres, acre-feet, or cubic feet per second).

## Incorrect practice data -- only 'no' fields required

For the practice you selected please check that:

- the **ac/ft** fields are left blank;
- the **no** fields are filled in with a number (for the number of units).

## Create New Cost-Shared Practice error

## TOCA ERROR CODES

A new cost-shared practice cannot be created from a practice that is already cost-shared. The "No" option must be selected on the previous page to modify this practice.

### Regional Office ID error

A **Regional Office** must be selected for entering a plan (*ex: "Wharton"*).

### State Code error

The **State** field must be a US Postal Code chosen from the options in the drop down list (*ex: "TX"*).

### Subtract Amount Planned Question error

The question regarding whether or not the practice modification should affect an existing cost-shared plan must be answered "Yes" or "No".

### SWCD error

The first blank of the **Plan Number** field must be the three-digit number of a Texas SWCD (*ex: 508*).

### Incorrect data -- Tax ID

If a **Tax ID Type** is selected, the **Tax ID** field must be a 9-digit number, without dashes (*ex: "123456789"*).

### Amount Performed error

The **ac/ft** subfield of the **Amount Performed** field must be a number less than 10 digits long, without commas (*ex: "123456789"*).

### Zip Code error

The **Zip Code** field must be a 5-digit number (*ex: "12345"*).

## QUERY ERRORS:

### AFO Animal query error

The **AFO Animal** must be one of the following to run this query. Case is not important.

9. Beef Cattle
10. Swine

## TOCA ERROR CODES

11. Sheep/Goats
12. Poultry Broilers/Pullets
13. Poultry Breeders/Layers
14. Turkey
15. Dairy
16. Auction Barn

### AFO Type query error

The **AFO Type** must be one of the following to run this query.

5. AFO
6. CAFO
7. Animal Feeding Operation
8. Concentrated Animal Feeding Operation

### Query Selection error

The **Where:** section must have a choice selected from the drop-down list in order to run a query.

### County Name query error

The **County Name** must be a correctly-spelled Texas county (case is not important) to run this query.

### HUA Number query error

The **HUA Number** must be an 8-digit or a 12-digit number without dashes (*ex: 12345678 or 123456789012*).

### Plan Number query error

The **Plan Number** must be an 8-digit number with dashes (*ex: 123-45-678*).

### Practice Query error

The **Practice Name** must be the name (case is not important) of a Texas conservation practice (*ex: waste management system*).

### Practice Query error

The **Practice Number** must be the three-digit number of a Texas conservation practice (*ex: 312*).

### Query Selection error

## **TOCA ERROR CODES**

The **Show:** section must have choices selected from the drop-down lists in order to run a query.

### **SWCD Query error**

The **SWCD Number** must be the three-digit number of a Texas SWCD (*ex: 508*).

### **Query Selection error**

The **Where:** section must have the following to perform a query:

3. a choice selected from the drop-down list and
4. numbers or letters in the blank.