



# Fertilizer Tonnage Instructions

**PLEASE READ BEFORE COMPLETEING THE TONNAGE FORM**

**A Completed Tonnage Form Must be Submitted, even if No Sales are Being Reported**

## **Firm Information**

**Only enter the firm information (the company listed on the product label).**

- Must match the name placed next to “firm” on the 2015 registration form

## **Registrant Information**

- Company/Person other than the company listed as “firm”
- If this section is completed all corresponding documents will go to this company/contact.

## **Correspondence Delivery Method**

Please check either Electronic or Mail for how you would like your correspondence delivered

- We prefer that you check electronic, so your approved tonnage form will arrive to you faster
- If nothing is checked or if you are reporting no sales the approved tonnage will be delivered electronically

## **Tonnage Reporting Product List (excel sheet)**

- Double click the paper clip to open excel file located on the registration form
- **EACH product that was registered in 2015 MUST be listed even if you are reporting zero**
- Product name **MUST** match the product name on the registration form
- N-P-K: List if applicable
- Fertilizer Code: UFTRS Code (see code list)
- County Code: **3** = New Castle, **1** = Kent, **5** = Sussex
- Form: Bag, Bulk, Liquid
- Use: **F** = Farm, **NF** = Non-Farm, **G** = Golf Course, **L** = Lawn
- Under 10 Pounds
  - For products available 10 pounds and under only
  - Please list the total pounds per product that was delivered to Delaware
  - If a ton is reached please list amount under the Ton Column (*do not complete the pounds section*)
- Over 10 Pounds
  - For products available over 10 pounds & products available *BOTH* under and over 10 pounds
  - Please list the total pounds per product that was delivered to Delaware
  - If a ton is reached please list amount under the Ton Column only (*do not complete the pounds section*)

**Tonnage Form is a fillable PDF  
please type your information.**

## **Inspection Fees**

- \$0.10 a Ton tonnage fee applies to
  - Packages available over 10 pounds
  - Packages available under and over 10 pounds
- No inspection fee is required but still needs to be reported are
  - Packages available 10 pounds and under only
- The total due will be calculated automatically – all fees must be paid no matter the dollar amount
- Please make checks payable to: *Delaware Department of Agriculture*

## **Submitting The Reporting Form**

**\*DO NOT FAX\***

- **Print the tonnage form & spreadsheet**
- **Check for tonnage fee made out to**
  - Delaware Department of Agriculture
- **Mail to:**
  - Delaware Department of Agriculture  
Attn: Fertilizer Tonnage  
2320 S. DuPont Highway  
Dover, DE 19901

## **Tonnage Questions Contact:**

Jennifer Marsh  
302-698-4524  
[Jennifer.Marsh@state.de.us](mailto:Jennifer.Marsh@state.de.us)

Please do not combine firms on one tonnage form. *Each firm must have their own form and spreadsheet*



FERTILIZERS AND SOIL CONDITIONERS
TONNAGE REPORTING FORM

Reporting Period
07/01/15 to 12/30/15

Delaware Department of Agriculture

Firm Information: (Company listed as "firm" on the 2015 registration form)

Firm Name:
Address On Label:
Mailing Address:
Contact: Title: Phone:
Email: Website:

Registrant Information: (outside party submitting/completing tonnage form)

Company Name:
Mailing Address:
Contact: Title: Phone:
Email: Website:

Correspondence Delivery Method

Please check the appropriate box below for delivery of approved tonnage forms, notices, and other tonnage information.

Electronic to email address above

Mail to address above

Tonnage Reporting Product List

Click the paper clip to input your product list
If paper clip does not work please email Jennifer.Marsh@state.de.us

Table with 5 columns: Total Pounds, Total Tons, Fee, Totals, and Please make checks payable to: Delaware Department of Agriculture. Includes rows for 10lbs & under only and Over 10lbs only, and a Total Due field.

The following report is a true statement of all the FERTILIZERS & SOIL CONDITIONERS distributed by this firm in the STATE OF DELAWARE for the semi-annual period of July 1, 2015 to December 30, 2015 required by the Delaware Commercial Fertilizers and Soil Conditioners Law.

Submitted by Signature

Return Form, Product List, and Payment to:

Delaware Department of Agriculture
Attn: Fertilizer Tonnage
2320 S. DuPont Highway
Dover, DE 19901
\*\*DO NOT FAX\*\*

\*\*Please do not write below this line\*\*

CERTIFICATE OF APPROVAL

Date Processed:

Total Fee Paid: \$

Check #:

Agriculture Compliance Officer