

FERTILIZER REGISTRATION AND QUARTERLY TONNAGE REPORTS

All shipments must be sold with an invoice or label guaranteeing the grade of the fertilizer. Mixed fertilizers must be guaranteed by the company that mixed the fertilizer. Fertilizer-pesticide combinations must be registered under both fertilizer and pesticide laws, and the name and percent of pesticide active ingredients must be shown on the delivery ticket.

I. Application for Registration of Fertilizers:

All applications for the registration of fertilizers must be received by January 1, 2016. If you are no longer manufacturing or distributing fertilizer in the state of Louisiana and will not be registering with the LDAF for the 2016 year, please send us a letter stating that you wish to cancel your fertilizer registration. If you have not already provided your fertilizer product labels to us, or if you have any new products, please submit them with your application for registration. A USAPlants ID Number will be assigned to your company and sent to you once the registration process is complete.

Applications should be mailed to:

Louisiana Department of Agriculture & Forestry
Agricultural Chemistry Division
Room 102 Ag Chemistry Building
110 LSU Union Square
Baton Rouge, LA 70803-0001

Small Package Goods Exception:

“Small packages” is defined as less than 5 gallons of liquid fertilizer and less than 50 pounds of dry material. Fertilizer manufacturers who intend to sell only small packages, not to exceed a total of 100 tons per year, must sign the statement under the “small package goods exception” part of the registration application form and submit a \$100.00 registration fee. Checks should be made payable to the Louisiana Department of Agriculture & Forestry (LDAF). The registration fee is in lieu of the \$1.00 per ton quarterly inspection fee; however, accurate quarterly tonnage reports must still be submitted to our office. Any sales over 100 tons will be subject to the \$1.00 per ton inspection fee.

Applications and fees for the small package goods exception should be mailed to:

Louisiana Department of Agriculture & Forestry
Agricultural Chemistry Division
5825 Florida Blvd
Suite 1003
Baton Rouge, LA 70806

II. Quarterly Reports of Fertilizer Tonnage:

All registered fertilizer manufacturers must timely submit four quarterly tonnage reports and inspection fees regardless of sales made. If no sales were made during a quarter, a tonnage report indicating zero tons sold with the minimum fee of \$10.00 must still be remitted. The quarterly inspection fee is \$1.00 per ton with a minimum fee of \$10.00 due per quarter. The inspection fee is only required to be paid once on each lot of fertilizer sold. Checks should be made payable to the Louisiana Department of Agriculture & Forestry (LDAF).

Companies that register under the small package goods exception are exempt from the \$1.00 per ton inspection fee unless their sales exceed a total of 100 tons in the year. In the event that companies registered under the small packages exception do exceed a total of 100 tons during the year, the \$1.00 per ton inspection fee must be paid.

Quarter:	Quarterly Period:	Late if received on or after:
First	July 1st thru September 30th	October 31st
Second	October 1st thru December 31st	January 31st
Third	January 1st thru March 31st	May 1st
Fourth	April 1st thru June 30th	July 31st

R.S. 3:1413(C) provides that tonnage reports and inspection fees shall be due and payable on the first day October, the first of January, the first day of April and the first of July. The quarter ending dates are September 30th (first quarter), December 31st (second quarter), March 31st (third quarter) and June 30th (fourth quarter). Reports and fees are late if not received by October 31st (first quarter), January 31st (second quarter), April 30th (third quarter) and July 31st (fourth quarter). Late reports must be accompanied by a penalty payment of 10% of the \$1.00 per ton inspection fee. If payment is not made within thirty days after the due date, the amount of fees due plus the penalty shall constitute a debt and shall become the basis for a judgment against the registrant. The commission may impose a civil penalty up to \$500.00 per violation of the Louisiana Fertilizer Law at an administrative adjudicatory hearing.

Reports should be typed or written in legible ink. The registrant’s USAPlants ID Number must be written on each report. The full name and address of the firm must be listed. The quarter ending date and the date submitted must be written on all reports and all reports must be signed.

Parish Code: Use the corresponding parish code for each parish where fertilizer was sold. Parish codes must be written for each entry – no ditto marks please.

Guaranteed Analysis: For Mixed Grades and Materials, enter analyses in all three columns using two digits.

Example:

N	P	K
00	00	60
00	54	00

UFTRS Code: Enter the correct UFTRS code for Nitrogen, Phosphate, and Potash.

Examples:

Nitrogen
82-00-00 02 (liquid)

Phosphate
18-46-00 203 (dry)

Potash
00-00-60 428 (dry)

Enter codes for **Micronutrients** as follows:

Iron Chelate
00-00-0 730

Do not put a code if the micronutrient is added to the blended fertilizer. Please use only UFTRS codes.

Tons Sold: Tons sold must be computed to the second decimal (i.e. 12.50, 8.00); do not use fractions.

For multiple page reports: Please subtotal each page under the tonnage amount keeping a running total of all tonnage sold. Enter the total tonnage sold, the amount of the fee, the total penalty (if applicable), and the total remitted on the first page of the report.

Computer reports submitted with the Quarterly Report Forms: All computer reports submitted with report forms **MUST** have prior approval from this office. The report should carry the same columns and follow the same remittance instructions as the report forms provided to you and should be approximately the same size. The form should not have any unnecessary information.

Other than those specifically required by these instructions, no zeros should be entered in any of the spaces for which no transactions were made.

Quarterly Tonnage Reports and Fees should be mailed to:

Louisiana Department of Agriculture and Forestry
Agricultural Chemistry Division
5825 Florida Blvd
Suite 1003
Baton Rouge, LA 70806

Please direct all questions relative to fertilizer registration and quarterly tonnage reports to Lauren Boydston or Angelle Pearson at 225.342.5812.