

FERTILIZER REGISTRATION AND QUARTERLY TONNAGE REPORTS INSTRUCTIONS

In accordance with [Louisiana Fertilizer Law R.S. 3:1411](#) *et seq.*, and the Rules and Regulations of the [Louisiana Administrative Code Title 7; Part X1 Sections 101 - 133](#), all companies that manufacture or ship fertilizer into the state of Louisiana must both register as a fertilizer manufacturer and file quarterly tonnage reports with the [Louisiana Agricultural Chemistry and Seed Commission](#) to the Louisiana Department of Agriculture and Forestry's Agricultural Chemistry Division.

All shipments must be invoiced as a grade by each manufacturer or mixer. Each manufacturer or mixer must pay a tonnage fee on ALL sales.

All shipments must have proper guaranteed analysis identification on bags and a copy of the shipping ticket or an invoice when the shipment is made in bulk. A copy of the shipping ticket, giving complete information, must accompany delivery vehicle. Fertilizer-pesticide combinations must be registered under both laws, and the name and percent of pesticide active ingredients must be shown on the delivery ticket.

Online Registration, Tonnage Reporting & Payment Service **[CLICK HERE TO ACCESS ONLINE SERVICES](#)**

The following information is required to access online services:

- Established Username and Password, or
- Register using the USAPlants ID and Pin # located on the renewal and tonnage forms
- Valid email address
- Bank or Credit Card information

A state charge of \$3.00 for electronic commerce will be added to your invoice in accordance with Louisiana Revised Statute 49:316.1

For Fertilizer Program assistance, contact us at fertilizer@daf.la.gov or 225.342.5812.

Registration

Each person who manufactures, sells, or offers fertilizer for sale under his name or brand is required to register with the commission. Registration must be renewed annually by January 1st of each year ([Louisiana Fertilizer Law R.S. 3:1413\(A\)](#)). 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.

[Application for Fertilizer Registration](#)

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 ([Louisiana Fertilizer Law R.S. 3:1413\(C\)\(1\)](#))

“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 or click the corresponding check box in the online system. A \$100.00 fee is required at the time of registration for the exception and is in lieu of quarterly inspection fees; 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
c/o LDAF Revenue
5825 Florida Blvd. Suite 1003
Baton Rouge, LA 70806

Quarterly Tonnage Reports

All registered fertilizer manufacturers must timely submit accurate quarterly tonnage reports even if there were no sales during the quarter. The inspection fee is \$1.00 per ton; the minimum fee is \$10.00 per quarter. The inspection fee must be paid to the commission on all fertilizers sold and submitted with the quarterly tonnage reports. 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).

LA [R.S. 3:1413\(C\)](#) provides that tonnage reports and inspection fees shall be due and payable on the first day of October, the first day of January, the first day of April, and the first day of July.

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

The quarter ending dates are September 30th (1st quarter), December 31st (2nd quarter), March 31st (3rd quarter) and June 30th (4th quarter). Reports and fees are late if not received or postmarked by October 31st (1st quarter), January 31st (2nd quarter), April 30th (3rd quarter) and July 31st (4th 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.

Late or not received tonnage reports may be cause for charges to be issued against the company for violations of the Louisiana Fertilizer Law and the company will be subject to appear at an adjudicatory hearing before the Agricultural Chemistry and Seed Commission. All companies (including those that pay the \$100 fee for selling small packages only) are required to submit quarterly tonnage reports for all four quarters even if nothing was sold during a quarter. The commission may impose a civil penalty of not more than \$500.00 per violation of the Louisiana Fertilizer Law at an administrative adjudicatory hearing ([R.S. 3:1417](#) & [R.S. 3:1418](#)).

Reports should be typed or written in legible ink. The registrant's USAPlants ID Number must be written on each report on the line titled "USAPlants ID Number." 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 parish code for each parish from the "parish code sheet" listing the Louisiana parishes. 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.

<u>Example:</u>	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:

<u>Iron Chelate</u>	
00-00-0	730

Do not put a code if a 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.

File Name	File Type
Quarterly Report of Fertilizer Tonnage	PDF
Fertilizer Registration and Quarterly Tonnage Reports Instructions	PDF
Uniform Fertilizer Tonnage Reporting System (UFTRS) Codes	PDF
Parish Codes File	PDF

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