

# Electronic Inspection Fee Report Instructions

## Michigan Department of Agriculture and Rural Development Commercial Fertilizer Inspection & Water Quality Fee Payment Report

Fertilizer manufacturers and distributors can file their inspection fee (tonnage) report electronically! The electronic form is a spreadsheet that automatically calculates your company's total tons and fees.

Simply follow the 5 steps below to begin filing your company's report electronically.

*Picture instructions of these steps follow on pages 3-4.*

### 1. Download the electronic inspection fee report

The electronic report is available through <http://www.michigan.gov/mda-fertilizer>

### 2. Fill out the **yellow** shaded boxes on the “REGISTRANT INFORMATION” tab

Change back and forth between the worksheets (REGISTRANT INFORMATION and TONNAGE WORKSHEET) by selecting the tabs located in the **lower left corner** of the screen.

- **Reporting Year** - Enter the year that the tonnage report represents.
- **Reporting Period** – Enter a “1” for January through June or a “7” for July through December.
- **Submission Date** – Enter today's date (MM/DD/YY).
- **Company Information** - Fill in correct and complete information including the phone number. For address corrections, type “Y” in the appropriate box.

### 3. Fill out the “TONNAGE WORKSHEET” tab

Total tonnage and fees from the data entered on this worksheet will automatically be calculated and transferred to the appropriate lines in the summary table on the “REGISTRANT INFORMATION” worksheet.

- a. **Product Name** – List the name of the fertilizer or soil conditioner in this box.
- b. **Grade-Analysis** - Indicate the Grade/Analysis (e.g. 12-12-12, 18-46-0) for each fertilizer material distributed. If the fertilizer has micronutrients, list those on the far right of the worksheet in the appropriate micronutrient column. For custom blend products, report the basic ingredients, not each individual grade.
- c. **Container** – Enter 1, 2 or 3 to indicate the distribution container (bag, bulk, liquid). Enter only one type of container per line (row).
- d. **Fertilizer Type (tons)** - Fill in the tons distributed under the applicable agricultural, specialty, and soil conditioner columns. Report total peat & peat moss distributed in cubic yards.
  - **Specialty Products** - fertilizers intended for NON-FARM USE (i.e.: lawn and garden).
  - **Agricultural Fertilizers** - fertilizers and micronutrients used solely for FARM USE.
  - Report tonnage to the nearest tenth of a ton (ie 6.4 tons not 6.37 tons).
- e. **Micronutrients** – Enter in the appropriate micronutrient percentage (%) if applicable.

### 4. Go back to the “REGISTRANT INFORMATION” tab – Final Review

- a. **Review the Summary Table.** This table automatically calculates your company's tonnage amounts and fees as you enter information on the “Tonnage Worksheet” tab.
- b. **After making sure all information is correct, save the entire document to your hard drive.** Save the file with the company name, ID number and date in the file name
- c. **Certification** - Provide the name and title of the party responsible for completing and submitting the fee payment report (electronic/typed signature is accepted). Also indicate the date of completion.
- d. **If filing “0” tons** – provide explanation in box provided at bottom of page.

## 5. Print and Send

- a. **Print a hard copy** of the “**REGISTRANT INFORMATION**” worksheet, sign, and send it along with your payment check or money order payable to the “STATE OF MICHIGAN” to:  
MDARD PPPMD  
FERTILIZER TONNAGE  
PO Box 30776 (if payment is due)  
Lansing, MI 48909
- b. **E-mail the entire document** (file) to: [MDARD-Tonnage@michigan.gov](mailto:MDARD-Tonnage@michigan.gov), and indicate that payment has been sent. If there are no fees due, there is no need to mail a pager form. You will get a return email stating that the electronic form has been received.

## General Information

- Completion and return of the fee payment report form is required even if no inspection fees are incurred by the registrant or licensee.
- Keep tonnage related records for at least 3 years for possible auditing.
- If a manufacturer is reporting and paying tonnage for other registrants or licensees, those registrants or licensees must attach to the report form a listing of the companies reporting and paying tonnage on their behalf. **MDARD Fertilizer inspection and Water Quality Exemption Form** The manufacturer will then be responsible for reporting and paying this tonnage for each registrant/licensee facility or location on an individual basis.

## Inspection Fees

***automatically calculated in the summary table on the “REGISTRANT INFORMATION” worksheet***

- Fertilizer inspection (tonnage) fee is \$0.35/ton
- Water quality protection fee is \$1.00/ton on all agricultural use fertilizer.
- Total tonnage fees = \$0.35/ton non-ag and \$1.35/ton ag use fertilizer.
- Inspection Fee of \$0.35/ton assessed on total specialty fertilizer and soil conditioner tonnage.
- Inspection Fee of \$0.02/Cubic Yard assessed on total peat & peat moss volume

**NOTE:** The inspection fee does not apply to registered specialty fertilizer or soil conditioner products sold or distributed **ONLY** in packages of 10 pounds or less.

## Payments

- Payments due of less than \$5.00 are waived and refunds of less than \$5.00 will not be processed unless requested in writing.
- Checks are payable to “STATE OF MICHIGAN”
- A late fee will be assessed if the report with payment is not postmarked by the filing deadline (July 31/January 31). The late fee is 10% of the inspection fees or \$50.00, whichever is greater.
- ***The late fees are assessed even if no fees would otherwise be owed.***

# Picture Instructions

## Electronic Inspection Fee Report Instructions

### Commercial Fertilizer Inspection & Water Quality Protection Fee Payment Report

Fertilizer manufacturers and distributors can file their inspection fee (tonnage) report electronically! The electronic form is a spreadsheet that automatically calculates your company's total tons and fees.

Simply follow the 5 steps below to begin filing your company's report electronically.  
*Complete written instructions of these steps are on pages 1-2.*

#### 1. Download the electronic inspection fee report

The screenshot shows the MDARD website with a search bar and a navigation menu. A red arrow points to the 'Licensing, Certification & Registration' link in the left sidebar. The main content area displays 'Reporting Fertilizer Tonnage' and 'Commercial Fertilizer Inspection & Groundwater Protection Fee Payment Reports'. A list of links includes '2015 Electronic Fertilizer Tonnage Reporting', '2015 Electronic Reporting Instructions', and '2016 Electronic Fertilizer Tonnage Reporting'. A 'Related Content' sidebar on the right lists various fertilizer-related documents and forms.

#### 2. Fill out the yellow shaded boxes on the "REGISTRANT INFORMATION" tab

The screenshot shows an Excel spreadsheet with the following content:

**MICHIGAN DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT  
 PESTICIDE & PLANT PEST MANAGEMENT DIVISION**  
 P. O. BOX 30776, (if payment is due) PO BOX 30017 (if no payment is due) LANSING, MICHIGAN 48909  
 (800) 292-3939 www.michigan.gov/mda-fertilizer

**COMMERCIAL FERTILIZER INSPECTION & WATER QUALITY PROTECTION  
 FEE PAYMENT REPORT**

Licenses / Registrants are required to file this report with the Michigan Department of Agriculture and Rural Development (MDARD) even if no inspection fees are incurred.  
**Detailed instructions are available at www.michigan.gov/mda-fertilizer**  
 Enter information in the yellow shaded boxes only.

Reporting Year	Reporting Period	Submission Date
(Year reporting period was in)	1-Jan-Jun, 7-Jul-Dec	(MM/DD/YY)
ID Number	Name/Address Corrections (Y/N)	
Company Name	Telephone Number	
Address	Country	
Address 2	Country	
City/State/Zip	Country	

Use the Tonnage Worksheet (see tab below) to record all fertilizer, peat/peat moss, and soil conditioners distributed in Michigan. Entries in the Tonnage Worksheet will automatically calculate appropriate values in the following table.

Column Totals and Fees from Tonnage Worksheet	Total Amount (Tons or Cu. Yards)	Inspection Fees (\$)	Water Quality Protection Fees (\$)
Specialty Fertilizer & Soil Conditioner Inspection Fee	0	\$0.00	
Peat & Peat Moss Inspection Fee	0	\$0.00	
Agricultural Fertilizer Inspection Fee	0	\$0.00	
Agricultural Water Quality Protection Fee	0		\$0.00
<b>Fee Totals</b>		\$0.00	\$0.00
<b>If Applicable, Late Fee @ 10% of Inspection Fees or \$50 minimum</b>		\$0.00	
<b>Total Inspection Fees and Water Quality Protection Fees</b>		\$0.00	\$0.00
<b>TOTAL FEES ENCLOSED (U.S. Dollars)</b>			<b>\$0.00</b>

Please save the file with the company name, ID number and date in the file name. E-mail this file to MDARD-Tonnage@michigan.gov Print the Registrant Information worksheet, sign and return it along with a CHECK PAYABLE TO THE STATE OF MICHIGAN to the above address.

To avoid late filing fees, this form must be postmarked by July 31 when reporting for the period of January 1 to June 30 and by January 31 when reporting for the period of July 1 to December 31. A LATE FEE is assessed for any report not postmarked by the deadline.  
 Payment due of less than \$5.00 is waived, and a refund of less than \$5.00 will not be processed unless requested in writing.

I HEREBY CERTIFY THIS REPORT TO BE CORRECT.

REGISTRANT INFORMATION | TONNAGE WORKSHEET

### 3. Fill out the “TONNAGE WORKSHEET” tab

PRODUCT NAME	GRADE - ANALYSIS CONTAINER			AGRICULTURAL (FARMS)	SPECIALTY (NON-FARMS)	PEAT (MOSSES)	SOIL CONDITIONER	MICRONUTRIENTS (%)																
	N	P	K					B	Ca	Cl	Cu	Fe	Mg	Mn	Mo	S	Zn							
16-24-24	16.0%	24.0%	24.0%	2	60																			
Liquid 28% N	28.0%	0.0%	0.0%	3	200																			
Super Ca	0.0%	0.0%	0.0%	2	40				20.0%															
Soil Conditioner	0.0%	0.0%	0.0%	2			10																	
19-0-10	19.0%	0.0%	19.0%	1	50																			

### 4. Go back to the “REGISTRANT INFORMATION” tab – Final Review

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PESTICIDE & PLANT PEST MANAGEMENT DIVISION**  
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(800) 292-3939 www.michigan.gov/mda-fertilizer

**COMMERCIAL FERTILIZER INSPECTION & WATER QUALITY PROTECTION  
FEE PAYMENT REPORT**

Licensees / Registrants are required to file this report with the Michigan Department of Agriculture and Rural Development (MDARD) even if no inspection fees are incurred.  
**Detailed instructions are available at www.michigan.gov/mda-fertilizer**  
Enter information in the yellow shaded boxes only.

Reporting Year	2016	Reporting Period	1	Submission Date	7/5/16
ID Number	99999	Name/Address Corrections (Y/N)			
Company Name	Any Company	Telephone Number	(517) 555-5555		
Address	123 Main St	County	Anycounty		
City/State/Zip	Anywhere, US 12345	Country	USA		

Column Totals and Fees from Tonnage Worksheet	Total Amount (Tons or Cu Yards)	Inspection Fees (\$)	Water Quality Protection Fees (\$)
Specialty Fertilizer & Soil Conditioner Inspection Fee	60	\$21.00	
Peat & Peat Moss Inspection Fee	0	\$0.00	
Agricultural Fertilizer Inspection Fee	300	\$105.00	
Agricultural Water Quality Protection Fee	300		\$300.00
<b>Fee Totals</b>		<b>\$126.00</b>	<b>\$300.00</b>
<b>If Applicable, Late Fee @ 10% of Inspection Fees or \$50 minimum</b>		<b>\$0.00</b>	
<b>Total Inspection Fees and Water Quality Protection Fees</b>		<b>\$126.00</b>	<b>\$300.00</b>
<b>TOTAL FEES ENCLOSED (U.S. Dollars)</b>			<b>\$426.00</b>

### 5. Print and Send

- (a) **Print a hard copy** of the “REGISTRANT INFORMATION” worksheet, sign, and send it along with your payment check or money order payable to the “STATE OF MICHIGAN” to:

MDARD PPPMD  
FERTILIZER TONNAGE  
PO Box 30776 (if payment is due)  
Lansing, MI 48909

- (b) **E-mail the entire document** (file) to: [MDARD-Tonnage@michigan.gov](mailto:MDARD-Tonnage@michigan.gov), and indicate that payment has been sent.