



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

GARY MCDOWELL
DIRECTOR

December 1, 2023

**MICHIGAN FERTILIZER INSPECTION AND WATER QUALITY PROTECTION
FEE PAYMENT REPORT**

2023 Reporting Year

As a fertilizer manufacturer licensed and/or registered with the Michigan Department of Agriculture and Rural Development (MDARD), this is a notice that the "Michigan Fertilizer Inspection and Water Quality Protection Fee Payment Report" and the "Michigan Fertilizer Inspection and Water Quality Exemption Form" for the 2023 calendar year are due to the State of Michigan, as required under MCL 342.8501 *et seq.*, by **January 31, 2024**.

Per Regulation 634:

R 285.634.7 Tonnage reporting.

Rule 7. Tonnage reports and fee payment shall be on a form provided by the director of the department must be for the annual period of January 1 to December 31. The reports shall cover all fertilizers, soil conditioners, and peat products sold for soil application in this state.

Please file electronically by downloading both forms from the MDARD website at michigan.gov/mdard-fertilizer under "[Reporting Fertilizer Tonnage](#)." Reports must be received on or before **January 31, 2024**, to avoid late fees. A late fee of 10% of the tonnage fee or a minimum of \$50.00, whichever is greater, will be assessed on any report received by email and/ or any report and payment postmarked after this date.

The following are some tips for avoiding reporting issues:

- Use "7" for the reporting period on the Excel file tonnage reporting form to prevent a late fee from being generated on the report.
- Each licensed facility must file its own tonnage report. Please do not submit summarized reports for firms that have multiple manufacturing locations in Michigan.
- Registrants of specialty fertilizers and soil conditioners **must** pay the inspection fee for products manufactured in packages greater than 10 pounds.
- Both reporting tonnage forms have been updated, so please be sure to use the current forms. The instructions for completing these reports are located on our website. If the correct forms are not used, the tonnage report will be rejected, and late fees may incur.
- Report the name of each fertilizer with total tons (not each invoice listed).
- Please do not copy and paste data into page 2, the Tonnage Worksheet. Each line item **must** be entered separately.
- Enter tonnage to the nearest tenth (i.e., 6.4 tons, not 6.37) on page 2, the Tonnage Worksheet.

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- Do not enter negative numbers on page 2, the Tonnage Worksheet. Doing so will result the tonnage report being rejected, and late fees may incur.
- Enter Micronutrient percentages (%).
- Zero reports **must** include an explanation at the bottom of page 1, Registrant Information. Failing to do so will result in the tonnage report being rejected, and late fees may incur.
- Sign and date the form. Electronic/typed signature is acceptable.
- Save and email the report as an .xls file. No PDF reports will be accepted.
- Include the company name and ID number (4-digit number located on your feed license) in the subject line of the email.
- Email the entire document (file) to MDARD-Tonnage@michigan.gov.
- If payment is due, print a hard copy of page 1 (Registrant Information), sign and date it, make a copy for your records, and mail the original to the address found at the top of page 1 of the report along with a check or money order payable to the "State of Michigan". Please note that the first page is not the complete report which is why the complete report must be emailed.
- If you have a zero report, do not mail it. The purpose of mailing in a copy with your payment is so that our finance department knows how to allocate your funds and since there is no payment, you are only required to email your .xls file.

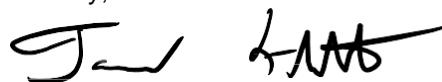
If any of the above requirements are not met, the tonnage report will be returned for revisions, and late fees may incur.

Every licensee and registrant MUST file BOTH the Tonnage Report and Water Quality Exemption Form for every facility and product that is licensed/registered regardless of the amount of fertilizer products distributed. The inspection fee is not required if it totals less than \$5.00; however, the report must still be filed with our office. If you file a zero report, **include an explanation** at the bottom of page 1 (Registrant Information) of the form.

The accuracy and completeness of the data is very important, so thank you in advance for your time and effort in completing the report. Please keep a copy of your company's report on file for three years for possible auditing by MDARD.

If you have any questions or need assistance, please contact Josh Grant at MDARD-Tonnage@michigan.gov or 517-614-1606.

Sincerely,



Jarrod Fletcher, Fertilizer and Bulk Agricultural
Storage Unit Manager
Bureau of Environment and Sustainability
Michigan Department of Agriculture and
Rural Development