



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

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

## 1. Download the Michigan Fertilizer Inspection & Water Quality Protection Fee Payment Report form

- Go to [www.Michigan.gov/MDARD/Plant-Pest/Fertilizer](http://www.Michigan.gov/MDARD/Plant-Pest/Fertilizer)
- In the Fertilizer Program section, click on "Reporting Fertilizer Tonnage"
- Click on "Electronic Fertilizer Tonnage Reporting" to download form
- Save to your computer in a place you can find easily (i.e., Desktop)
  - Rename the file to your company name, four-digit ID number, and reporting year in the file name
  - Example: "XYZ Fertilizer Inc #0000 2022"
- Save your work as you go to avoid accidental loss of your work, to stop and return to your work later, etc.

## 2. REGISTRANT INFORMATION Tab – Complete the yellow-shaded boxes

- **Reporting Year (YYYY)** – Enter the year in which the tonnage was manufactured or sold
- **Reporting Period**
  - 1 = January through December
- **Submission Date (MM/DD/YY)** – Enter the date the report will be submitted to the State of Michigan
- **ID Number** – Four-digit fertilizer manufacturing ID number. Can be found on Michigan fertilizer license or on [Michigan Fertilizer Facility License and Product Registration List](#).
- **Company Name, Address, and Contact Information** – Enter correct and complete information. If information has changed, enter new information.
- **Name/Address Corrections (Y/N)** - Enter "Y" for Yes if there have been changes and "N" for No if there have not been changes in your firm's name and/or address
- **Signature, Title, and Date** – Enter name and title of person certifying reporting and date
- **Zero Report Explanation Box** – Enter explanation if you are reporting zero tons. This explanation is required, and your report is considered incomplete without it.
  - NOTE: The MDARD Fertilizer Inspection and Water Quality Exemption Form must be filled out and submitted if Fertilizer was distributed into Michigan to other licensed firms.



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

## 3. TONNAGE WORKSHEET Tab

Total tonnage and fees from the data entered on this tab will automatically calculate and transfer to the appropriate lines in the calculation table on the “REGISTRANT INFORMATION” tab.

- **Product Name**
  - Enter the name of the fertilizer or soil conditioner in this box

	GRADE - ANALYSIS				CONTAINER				FERTILIZER TYPE (TONS)				MICRONUTRIENTS (%)							
PRODUCT NAME	N	P	K	BAG = 1, BULK = 2, LIQUID = 3	AGRICULTURAL (FARM)	SPECIALTY (NON-FARM)	PEAT (CUBIC YARDS)	SOIL CONDITIONER	B	Ca	Cl	Cu	Fe	Mg	Mn	Mo	S	Zn		
	46.0%	0.0%	0.0%	2	510.0															

	GRADE - ANALYSIS				CONTAINER				FERTILIZER TYPE (TONS)				MICRONUTRIENTS (%)							
PRODUCT NAME	N	P	K	BAG = 1, BULK = 2, LIQUID = 3	AGRICULTURAL (FARM)	SPECIALTY (NON-FARM)	PEAT (CUBIC YARDS)	SOIL CONDITIONER	B	Ca	Cl	Cu	Fe	Mg	Mn	Mo	S	Zn		
Urea	46.0%	0.0%	0.0%	2	510.0															

- Do not report custom blends; rather, report the raw ingredients separately (i.e., list amounts of urea, MAP, DAP, etc.)
- For specialty fertilizers and soil conditioners, each registered product must be on its own line and reported individually.



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

Example Fert Tonnage Report Template - Compatibility Mode

GRADE - ANALYSIS		CONTAINER				FERTILIZER TYPE (TONS)				MICRONUTRIENTS (%)								
PRODUCT NAME	N	P	K	BAG = 1, BULK = 2, LIQUID = 3	AGRICULTURAL (FARM)	SPECIALTY (NON-FARM)	PEAT (CUBIC YARDS)	SOIL CONDITIONER	B	Ca	Cl	Cu	Fe	Mg	Mn	Mo	S	Zn
Custom Blend	46.0%	0.0%	0.0%	2	510.0													

**WRONG** (Red arrow pointing to the 510.0 value in the Agricultural (Farm) column)

Example Fert Tonnage Report Template - Compatibility Mode

GRADE - ANALYSIS		CONTAINER				FERTILIZER TYPE (TONS)				MICRONUTRIENTS (%)								
PRODUCT NAME	N	P	K	BAG = 1, BULK = 2, LIQUID = 3	AGRICULTURAL (FARM)	SPECIALTY (NON-FARM)	PEAT (CUBIC YARDS)	SOIL CONDITIONER	B	Ca	Cl	Cu	Fe	Mg	Mn	Mo	S	Zn
Urea	46.0%	0.0%	0.0%	2	35.0													
Potash	0.0%	0.0%	64.0%	1	75.0													
DAP	18.0%	46.0%	0.0%	1	100.0													
DAP	18.0%	46.0%	0.0%	2	300.0													

**RIGHT** (Red arrow pointing to the 100.0 value in the Agricultural (Farm) column)

- **Grade-Analysis**

- Enter the N-P-K ratio (e.g., 12-12-12, 18-46-0, 0-0-3) for each fertilizer material distributed
- For custom-blend products, list the raw ingredients instead of the N-P-K ratio (i.e., list amounts of urea, MAP, DAP, etc.) as discussed above
- Enter total tons of each product
  - Do not enter individual sales of products.



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

Example Fert Tonnage Report Template - Compatibility Mode

Sensitivity: Public Data (Published to the Public)

	GRADE - ANALYSIS				CONTAINER				FERTILIZER TYPE (TONS)				MICRONUTRIENTS (%)							
PRODUCT NAME	N	P	K	BAG = 1, BULK = 2, LIQUID = 3	AGRICULTURAL (FARM)	SPECIALTY (NON-FARM)	PEAT (CUBIC YARDS)	SOIL CONDITIONER	B	Ca	Cl	Cu	Fe	Mg	Mn	Mo	S	Zn		
10-10-10	10.0%	10.0%	10.0%	1	10.0															
10-10-10	10.0%	10.0%	10.0%	1	25.0															

← WRONG

Example Fert Tonnage Report Template - Compatibility Mode

Sensitivity: Public Data (Published to the Public)

	GRADE - ANALYSIS				CONTAINER				FERTILIZER TYPE (TONS)				MICRONUTRIENTS (%)							
PRODUCT NAME	N	P	K	BAG = 1, BULK = 2, LIQUID = 3	AGRICULTURAL (FARM)	SPECIALTY (NON-FARM)	PEAT (CUBIC YARDS)	SOIL CONDITIONER	B	Ca	Cl	Cu	Fe	Mg	Mn	Mo	S	Zn		
10-10-10	10.0%	10.0%	10.0%	1	35.0															

← RIGHT

- Enter total sales of only one Fertilizer Type on each row. If you have more than one Fertilizer Type for a product, enter it on a separate row.

Example Fert Tonnage Report Template - Compatibility Mode

Sensitivity: Public Data (Published to the Public)

	GRADE - ANALYSIS				CONTAINER				FERTILIZER TYPE (TONS)				MICRONUTRIENTS (%)							
PRODUCT NAME	N	P	K	BAG = 1, BULK = 2, LIQUID = 3	AGRICULTURAL (FARM)	SPECIALTY (NON-FARM)	PEAT (CUBIC YARDS)	SOIL CONDITIONER	B	Ca	Cl	Cu	Fe	Mg	Mn	Mo	S	Zn		
Urea	46.0%	0.0%	0.0%	2	35.0															
Potash	0.0%	0.0%	64.0%	1	75.0			125.0												
DAP	18.0%	46.0%	0.0%	1	100.0															
DAP	18.0%	46.0%	0.0%	2	300.0															

← WRONG



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

Example Fert Tonnage Report Template - Compatibility Mode

GRADE - ANALYSIS		CONTAINER				FERTILIZER TYPE (TONS)				MICRONUTRIENTS (%)								
PRODUCT NAME	N	P	K	BAG = 1, BULK = 2, LIQUID = 3	AGRICULTURAL (FARM)	SPECIALTY (NON-FARM)	PEAT (CUBIC YARDS)	SOIL CONDITIONER	B	Ca	Cl	Cu	Fe	Mg	Mn	Mo	S	Zn
Urea	46.0%	0.0%	0.0%	2	35.0													
Potash	0.0%	0.0%	64.0%	1	75.0													
DAP	18.0%	46.0%	0.0%	1	100.0													
DAP	18.0%	46.0%	0.0%	2	300.0													

**RIGHT** (arrow pointing to the Specialty column for the second DAP row)

- Container**

- Enter 1 (Bag), 2 (Bulk), or 3 (Liquid) Container code to indicate distribution container
- Enter only one code per row. If you have more than one Container code for a product, enter the amount of additional Container(s) on separate row(s).

Example Fert Tonnage Report Template - Compatibility Mode

GRADE - ANALYSIS		CONTAINER				FERTILIZER TYPE (TONS)				MICRONUTRIENTS (%)								
PRODUCT NAME	N	P	K	BAG = 1, BULK = 2, LIQUID = 3	AGRICULTURAL (FARM)	SPECIALTY (NON-FARM)	PEAT (CUBIC YARDS)	SOIL CONDITIONER	B	Ca	Cl	Cu	Fe	Mg	Mn	Mo	S	Zn
Urea	46.0%	0.0%	0.0%	2, 3	510.0													

**WRONG** (arrow pointing to the Specialty column for the Urea row)



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

Example Fert Tonnage Report Template - Compatibility Mode

File Home Insert Draw Page Layout Formulas Data Review View Developer Help DYMO Label Acrobat

Clipboard Font Alignment Protection Number Styles

Sensitivity: Public Data (Published to the Public)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1		GRADE - ANALYSIS CONTAINER				FERTILIZER TYPE (TONS)				MICRONUTRIENTS (%)									
2	PRODUCT NAME	N	P	K	BAG = 1, BULK = 2, LIQUID = 3	AGRICULTURAL (FARM)	SPECIALTY (NON-FARM)	PEAT (CUBIC YARDS)	SOIL CONDITIONER	B	Ca	Cl	Cu	Fe	Mg	Mn	Mo	S	Zn
3	Urea	46.0%	0.0%	0.0%	2	210.0													
4	Urea	46.0%	0.0%	0.0%	3	300.0													

- **Fertilizer Type (Tons)**

Enter the total amount of product distributed. Enter only one amount in one column. If you have more than one Fertilizer Type for a product, enter the amount of additional Fertilizer Type(s) on separate row(s).

- Agricultural (Farm): Fertilizers and micronutrients used solely for FARM USE. Report total tons to the nearest tenth, which is one place after the decimal (i.e., 6.4 tons, not 6.37 tons)
  - Note for Dual-Registered Products: If your label states the product can be used for Ag Use AND Non-Ag Use, then the product must be registered with MDARD and all sales are to be reported under this column. All package sizes are to be reported in this instance, as there are no exemptions for dual-registered products.
- Specialty Products (Non-Farm): Fertilizers intended for NON-FARM USE (i.e., lawn and garden). Report total tons to the nearest tenth, which is one place after the decimal (i.e., 6.4 tons, not 6.37 tons)
- Soil Conditioner: Report total tons to the nearest tenth, which is one place after the decimal (i.e., 6.4 tons, not 6.37 tons)
- Peat/Peat Moss: Report total cubic yards to the nearest tenth, which is one place after the decimal (i.e., 6.4 tons, not 6.37 tons)

- **NOTES**

- Numerical values only: Do not enter text into the cells, as this can prevent the calculation table on the Registrant Information tab from calculating properly.
- Enter tons, not pounds: To convert pounds to tons, divide by 2,000. For example, if your firm manufactured 700 pounds of specialty fertilizer, 700 divided by 2,000 = 0.35. Round 0.35 to 0.4, and enter 0.4 into the Tonnage Worksheet.



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

- **Micronutrients** – Enter micronutrient percentage to the nearest tenth, which is one place after the decimal (i.e., 6.4 tons, not 6.37 tons), if applicable. If not applicable, leave blank.

Example Fert Tonnage Report Template - Compatibility Mode

GRADE - ANALYSIS	CONTAINER				FERTILIZER TYPE (TONS)				MICRONUTRIENTS (%)									
PRODUCT NAME	N	P	K	BAG = 1, BULK = 2, LIQUID = 3	AGRICULTURAL (FARM)	SPECIALTY (NON-FARM)	PEAT (CUBIC YARDS)	SOIL CONDITIONER	B	Ca	Cl	Cu	Fe	Mg	Mn	Mo	S	Zn
K-Mag	0.0%	0.0%	22.0%	2	12.0									10.46%	WRONG			22.00%

Example Fert Tonnage Report Template - Compatibility Mode

GRADE - ANALYSIS	CONTAINER				FERTILIZER TYPE (TONS)				MICRONUTRIENTS (%)									
PRODUCT NAME	N	P	K	BAG = 1, BULK = 2, LIQUID = 3	AGRICULTURAL (FARM)	SPECIALTY (NON-FARM)	PEAT (CUBIC YARDS)	SOIL CONDITIONER	B	Ca	Cl	Cu	Fe	Mg	Mn	Mo	S	Zn
K-Mag	0.0%	0.0%	22.0%	2	12.0									10.5%	RIGHT			22.0%

## 4. Fertilizer Inspection & Water Quality Protection Exemption Form

If a manufacturer/distributor is reporting and paying tonnage for other registrants or licensees, those registrants or licensees must attach to the report form a listing of the firm(s) reporting and paying tonnage on their behalf. The manufacturer/distributor will then be responsible for reporting and paying this tonnage for each registrant/licensee facility or location on an individual basis.

- If your firm is reporting/paying for tonnage on behalf of other licensees/registrants or vice versa, download the [MDARD Fertilizer Inspection and Water Quality Protection Exemption Form](#)
  - Go to [www.michigan.gov/mdard-fertilizer](http://www.michigan.gov/mdard-fertilizer)
  - In the Fertilizer Program section, click on “Reporting Fertilizer Tonnage”



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

- Click on “MDARD Fertilizer Inspection and Water Quality Exemption Form” to download form
- Save to your computer in a place you can find easily (e.g., Desktop). Rename the file you’re your company name, ID number, and date of submission in the file name (i.e., State of Michigan 7654 07122022).
- Complete shaded areas
  - ID Number and Company Information is required
  - Total Fertilizer Tonnage: Enter total tons for each Fertilizer Type. Form will automatically calculate subtotal, exemptions, and total amounts.
  - List licensed firms that pay for your firm.
    - Every column must be completed. If any information is missing, claimed exemptions will be disallowed.
    - We provide a list of our licensees/registrants on our website – “[Michigan Fertilizer Facility License and Product Registration List.](#)”
    - If a firm is not licensed, tons cannot be exempted.
    - If you claim a tonnage exemption from a firm and that firm does not submit the tonnage exemption form and/or does not list your firm under the “List firms that you pay for” section, your claimed exemption tons will be disallowed. Please be sure to communicate with your vendors to ensure you both are completing the exemption form and agree on the number of tons.
  - List firms that you pay for.
    - Every column must be completed. If any information is missing, claimed exemptions will be disallowed.
    - We provide a list of our licensees/registrants on our website – “[Michigan Fertilizer Facility License and Product Registration List.](#)”
    - A firm must be licensed to pay tonnage on behalf of another firm.
    - If a firm claims a tonnage exemption from your firm and your firm does not submit the tonnage exemption form and/or does not list that firm under the “List firms that you pay for” section, the firm attempting to claim a tonnage exemption will be disallowed. Please be sure to communicate with your vendors to ensure you both are completing the exemption form and agree on the number of tons.





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

- Save your work as you go to avoid accidental loss of your work, to stop and return to your work later, etc.
- If you need additional pages, click Save As, and rename document to add “pg.” and page number to document title.

## 5. Final Review and Submission

- **Check your work**

- Review your work on the “TONNAGE WORKSHEET” tab and the yellow-shaded areas of the “REGISTRANT INFORMATION” tab for any errors or missing information.
- Make corrections as needed.
- Be sure to save!

- **Email to MDARD**

- Must be in Excel format. No PDFs, image files, etc. If the file is not in Excel format, it will be returned to you for resubmission in Excel. Late fees may apply.
- Every fertilizer licensee/registrant must submit the Michigan Fertilizer Inspection & Water Quality Protection Fee Payment Report form to [MDARD-Tonnage@michigan.gov](mailto:MDARD-Tonnage@michigan.gov) **every reporting period even if no tons are being reported and no payment is owed.**
  - You will receive an automated confirmation email as proof of receipt.
  - If no payment is owed, there is no need to mail a printed form.
  - If payment is owed, print a hard copy of the “REGISTRANT INFORMATION” worksheet, sign and date it, and mail it along with your check or money order made payable to the “STATE OF MICHIGAN” to:

MDARD PPPMD  
ATTN FERTILIZER TONNAGE SPECIALIST  
PO BOX 30776  
LANSING MI 48909

## General Information

- Per the [Fertilizer Law](#), keep tonnage-related records for at least three (3) years. Tonnage related activities are subject to an audit by the department. For out-of-state licensees without a Resident Agent, the accrued costs from an audit will be at the expense of the licensee. MDARD may contract a third party for an out-of-state audit.



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

- **Fees**
  - Fertilizer Inspection (tonnage) fee is \$0.35/ton and is assessed on total specialty fertilizer and soil conditioner tonnage.
  - Water Quality Protection fee is \$1.00/ton and is assessed on all agricultural (farm) use fertilizer.
  - Total tonnage fees are \$0.35/ton non-agricultural use and \$1.35/ton agricultural use fertilizer.
  - Inspection fee of \$0.02/cubic yard is assessed on total peat and 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**
  - Tonnage payments of less than \$5.00 are waived
  - Refunds of less than \$5.00 will not be processed unless requested in writing
  - Make checks and money orders payable to "STATE OF MICHIGAN"
  - Late Fees
    - Assessed if report with payment is not postmarked by filing deadline
    - Minimum of \$50.00 or 10% of the inspection fees, whichever amount is greater
    - Assessed if zero report (no payment owed) is not received electronically by filing deadline