



STATE OF IDAHO

DEPARTMENT OF AGRICULTURE

C.L. "BUTCH" OTTER
Governor
CELIA R. GOULD
Director

MEMORANDUM

TO: Fertilizer Registrants
FROM: Division of Plant Industries, Commercial Feed & Fertilizer Section
RE: Tonnage Reports and Inspection Fees

Please forward the enclosed tonnage report form to the appropriate individual within your company.

(a) SEMI-ANNUAL REPORTING PERIODS:

Statements of net tons of fertilizer distributed (tonnage reports) and inspection fees are due semi-annually for all fertilizer products sold or distributed in or into Idaho either in bulk or in packages of more than 25 pounds. Inspection fees are not paid to Idaho on fertilizers sold or distributed in or into other states.

(b) FEES:

The inspection fee is thirty-five cents (35¢) per ton for bulk products and those distributed in packages greater than twenty-five (25) pounds, and is due and owing within thirty (30) days of the end of the established reporting period.

- **Minimum Inspection Fee:** There is a minimum inspection fee of fifteen dollars (\$15.00) per reporting period. All tonnage reports submitted showing distribution of amounts between zero (0) and 42.85 tons must be accompanied by the minimum fee.
- **Plus Collection Penalties (Late Fees):** If the tonnage report is not filed and the inspection fees are not paid within thirty (30) days following the end of the specified reporting period, a collection fee (late fee) of ten percent (10%) of the inspection fee due, but not less than twenty-five dollars (\$25), must be added to the inspection fee when submitted. Upon delivery to ISDA, if the report and inspection fees have not been postmarked by the deadline and do not include the collection fee, you will be billed for the amount due. The deadline for filing and payment of inspection fees is shown at the top of the reporting form.

(c) WHO MUST REPORT FERTILIZER TONNAGE?

- You are responsible for filing a tonnage report if you:
 - are a registrant who's fertilizer is distributed into or within Idaho, either by your company or by someone else, or
 - are a tonnage-only distributor (any person not registering fertilizer products, and distributing fertilizer products that are required to be registered by 22-605, Idaho Code)
- When more than one person is involved in the distribution of a fertilizer, the last person who has the fertilizer registered, or who has distributed the fertilizer to a non-registrant, dealer, or consumer, is responsible for paying the inspection fee. However, if the payment has been made by a prior distributor of the fertilizer or will be paid by anyone other than the company filing the report, tonnage **must** be recorded on the enclosed **Fertilizer Tonnage: Exemption From Payment Reporting Form**. The filer must attach to this exemption form a valid, written contractual agreement (see WHAT IS EXEMPT FROM INSPECTION FEES? below), or the exemptions will be disallowed.
- **The registrant is ultimately responsible for reporting tonnage and remitting inspection fees unless passed-on to another registrant or tonnage only distributor and validated by a contractual agreement.**

(d) WHAT MUST BE REPORTED?

- All fertilizer distributed in bulk or in individual packages containing more than twenty-five (25) pounds. You must report:
 - the amount, in tons rounded **up** to the next whole ton (including any amount between zero and one ton), of each grade of fertilizer, and the form in which the fertilizer was distributed (dry or liquid), and
 - the name, address, and telephone number of each intermediate distributor must also be reported on the Exemption From Payment form when applicable.
- Any tonnage, packaged or bulk, distributed or shipped into/within Idaho regardless of 'FOB' or 'Bill To' address.
- Customer Formula Mixes (CFM):

- A CFM is a mixture of fertilizers or materials of which each batch is mixed according to the specific instruction of the final purchaser. If it is to be used as an ingredient in another product that will be further distributed, or distributed to others as manufactured, it is **not** considered a CFM.
- Inspection fees are owed on CFMs if the payment of the inspection fees has not already been made on each of the ingredients in the CFM.
- All fertilizer distributed in individual packages containing twenty-five (25) pounds or less. You must report:
 - The net amount (in tons) must be stated in the filer's affirmation statement on the first page of the report. Inspection fees are not due on individual packages of fertilizer containing twenty-five (25) pounds or less.

(e) WHAT IS EXEMPT FROM INSPECTION FEES?

Inspection fees are not to be paid on the following commercial fertilizers/fertilizer ingredients if:

- i. distributed in packages containing 25-pounds or less;
- ii. inspection fees have been pre-paid (paid by a previous distributor) or responsibility for payment has been passed-on (will be paid by a subsequent distributor);
- iii. the inspection fee has been paid on the components of the customer formula mixes (CFM);
- iv. used as ingredients for the manufacture of commercial fertilizers.

Note:

- For registered fertilizers distributed in packages containing 25-pounds or less, simply enter the net amount (in tons) in the filer's affirmation statement on the first page of the Commercial Fertilizer Semi-Annual Tonnage Report.
- All claimed exemptions from payment of inspection fees for fertilizers/fertilizer ingredients must be listed on the Fertilizer Tonnage: Exemption from Payment Reporting Form and must also be accompanied by a copy of a **valid, written contractual agreement** (see definition below) or invoice for the appropriate period.
- Total claimed exemptions must be entered in the filer's affirmation statement on the first page of the Commercial Fertilizer Semi-Annual Tonnage Report.

Definition: A **valid, written contractual agreement** is a statement signed by another registrant or tonnage only distributor that accepts the responsibility for the inspection fees due. For a written contractual agreement to be valid, it must:

- i. clearly state responsible party and Idaho Registration Number,
- ii. contact information (name, title, phone number and fax number) of both your company and company accepting responsibility,
- iii. contain effective dates and expiration dates that cover no more than a three (3) year period and encompass the inclusive dates of the specific reporting period,
- iv. identify all fertilizer products or specific fertilizer products included in the agreement, and
- v. be signed by a responsible party from both your company and the company accepting the responsibility.
(A sample agreement has been included in this package.)

(f) WHAT IF TONNAGE REPORTS ARE LATE OR NOT SUBMITTED AT ALL?: In addition to collection penalties (see paragraph b), product registrations are subject to cancellation or denial until the delinquent or missing reports have been submitted, and all fees and penalties have been paid. In addition a "Stop Sale Order" may be issued for all of that company's products.

(g) INCOMPLETE OR INCORRECT REPORTS: will be returned and may become subject to collection penalties if not completed or corrected and re-submitted (postmarked) by the original deadline for the specified reporting period (see paragraph b).

(h) AUDITS AND RECORD KEEPING: Both random and targeted audits of fertilizer records are performed to help ensure compliance with the Idaho Commercial Fertilizer Law and Rules. The registrant is responsible for keeping all records of the number of tons of each fertilizer it has distributed in Idaho for **five (5) years** following the close of the reporting period in which it was distributed. All records related to the fertilizer tonnage report are subject to this requirement, including fertilizers that were distributed and fertilizer that on which exemptions were claimed.

(i) ADDITIONAL INFORMATION: If the guaranteed analysis of your company's product is not one of the default grades on the enclosed Product Code Report section of the Commercial Fertilizer Semi-Annual Tonnage Report, please add those grade guarantees in the "Custom Grade" column. If your company's product differs from the standards listed, list it at the bottom of the product column under "Mixed Products" and complete the appropriate tonnage information, including the guarantee of grade, in the remaining columns.

Should you have any questions or comments regarding the above information, please visit the ISDA website at www.agri.idaho.gov or contact the Commercial Feed and Fertilizer Section at (208) 736-2195.

A summary of tonnage from each state, by code and amount (not specific company information), is compiled by the Association of American Plant Food Control Officials, Inc. (AAPFCO) and forwarded to The Fertilizer Institute (TFI) who publishes this information every year in the annual publication 'Commercial Fertilizers'. This publication is available from TFI at www.tfi.org.



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COMMERCIAL FERTILIZER SEMI-ANNUAL TONNAGE REPORT

For the Period (circle one):
January 1- June 30 (due July 31)
July 1 - December 31 (due January 31)

Registrant Name and Address:

ISDA Office Use Only:

Date Received _____
Check Number _____
Amount \$ _____
Company No _____ Shipper No. _____

PLEASE COMPLETE THE INFORMATION BELOW:

I, the duly authorized representative or agent for _____ (the above named registrant), hereby solemnly swear or affirm that during the period covered by this report, the registrant sold / distributed _____ net tons* of commercial fertilizer into or within Idaho, on which an inspection fee is due and payable as follows:

Net tons sold _____ x 0.35 = \$ _____ (\$15.00 min. due if total distribution is from 0 - 42.875 tons)
Late fee (10%, or min. \$25) + \$ _____ (Must be added if report/payment is postmarked after the due date)
Total Due / Enclosed = \$ _____

I furthermore swear or affirm that during the period covered by this report, the registrant also sold / distributed _____ tons of commercial fertilizer in individual packages containing twenty-five (25) pounds or less, and _____ tons of commercial fertilizer which meet the requirements for exemption from payment of tonnage fees established in Idaho Code § 22-608 (another registrant has accepted responsibility for payment of the inspection fees). The exempt fertilizer tonnage is listed on the attached Exemption From Payment Form and, as proof of the validity of the claimed exemption, I have also attached valid agreements from each of the Idaho registrants that have accepted the responsibility for payment of the inspection fees due for this reporting period.

*Net tons = Total tons of fertilizer sold / distributed, less (-) tons of fertilizer sold in packages ≤25 pounds each, and less (-) tons of fertilizer itemized on Fertilizer Tonnage: Exemption From Payment Reporting Form.

Signature _____ Date _____

Printed Name _____ Title _____

Phone (____) _____ Fax (____) _____ Email: _____

Please return the completed tonnage report along with tonnage and/or late fees to:

**Idaho State Department of Agriculture
Division of Plant Industries
P. O. Box 790 Boise, ID 83701-0790**

This is a multi-page form. Please be sure to also complete and return the 'Product Code' report!

PRODUCT CODE REPORT

REPORT ON THIS FORM ONLY THOSE PRODUCTS FOR WHICH YOUR COMPANY IS PAYING INSPECTION FEES. **DO NOT INCLUDE** PRODUCTS SOLD IN PACKAGES OF 25-POUNDS OR LESS OR TONNAGE LISTED ON EXEMPTION FROM PAYMENT REPORTING FORM.

CODE	NAME OF PRODUCT <small>The code name of the product (below) cannot be changed. If your products do not fit into any of these categories, please list them on your company letterhead under mixed products.</small>	GUARANTEE OF GRADE	CUSTOM GRADE <small>(if different N-P-K only)</small>	NUMBER OF DRY (bulk) TONS	NUMBER OF DRY (bag) TONS	NUMBER OF LIQUID TONS	TOTAL TONS <small>(for each line, add bulk, bag and LIQUID)</small>
702	ALUMINUM SULFATE	00-00-00					
204	AMM POLYSULFIDE	15-60-00					
201	AMM METAPHOSPHATE	12-51-00					
13	AMM NIT LIME MIX	20.5-0-00					
206	AMM PHOS NITRATE	27-14-00					
207	AMM PHOS SULFATE	16-20-00					
10	AMMONIUM NITRATE (DRY)	34-00-00(d)					
12	AMMONIUM NITRATE (LIQUID)	20-00-00(l)					
16	AMMONIUM NIT-SULFATE	30-00-00					
202	AMMONIUM PHOSPHATE	11-48-00					
20	AMMONIUM POLYSULFIDE	20-00-00					
24	AMMONIUM SULFATE (DRY)	21-00-00					
25	AMMONIUM SULFATE(LIQUID)	06-00-00					
27	AMMONIUM SUL-NITRATE	26-00-00					
29	AMMONIUM SUL-UREA	33.5-00-00					
31	AMMONIUM THIOSULFATE	12-00-00					
2	ANHYDROUS AMMONIA	82-00-00					
673	ANIMAL TANKAGE	8.1-5.3-5.9					
6	AQUA AMMONIA	20.5-00-00					
208	BASIC SLAG	00-09-00					
716	BLACK COPPER OXIDE	00-00-00					
212	BONE BLACK, SPENT	01-33-00					
214	BONE MEAL, RAW	03.9-22-00					
216	BONE MEAL, STEAMED	02.2-27-00					
218	BONE, PRECIPITATED	00-35-00					
706	BORAX	00-00-00					
710	BRUCITE	00-00-00					
906	CALCITIC 75% NEUTRAL	00-00-00					
35	CALCIUM AMM NITRATE	17-00-00					
733	CALCIUM CHELATE	00-00-00					
773	CALCIUM CHLORIDE	00-00-00					
38	CALCIUM CYANAMIDE	20.5-00-00					
902	CALCIUM HYDROXIDE	00-00-00					
223	CALCIUM METAPHOS	00-60-00					
43	CALCIUM NITRATE	15.5-00-00					
46	CALCIUM NIT-UREA	33.8-00-00					
901	CALCIUM OXIDE	00-00-00					
604	CASTOR POMACE	05-01-01					
607	COCOA SHELL MEAL	02.5-01-02					
610	COCOA TANKAGE	04-1.5-02					
714	COLBALT SULFATE	00-00-00					

CODE	NAME OF PRODUCT The code name of the product (below) cannot be changed. If your products do not fit into any of these categories, please list them on your company letterhead under mixed products.	GUARANTEE OF GRADE	CUSTOM GRADE (if different N-P-K only)	NUMBER OF DRY (bulk) TONS	NUMBER OF DRY (bag) TONS	NUMBER OF LIQUID TONS	TOTAL TONS (for each line, add bulk, bag and LIQUID)
228	COLLOIDAL PHOSPHATE	00-02-00					
722	COPPER CHELATE	00-00-00					
723	COPPER COMPOUND	00-00-00					
720	COPPER SULFATE	00-00-00					
615	COTTON SEED MEAL	06.4-02-01					
203	DIAMM PHOSPHATE	18-46-00					
910	DOL/CALCITIC BLEND	00-00-00					
903	DOLOMITE	00-00-00					
904	DOLOMITE 75% NEUTRAL	00-00-00					
601	DRIED BLOOD	12-00-00					
265	ENRICHED SUPERPHOS	00-23-00					
744	EPSOM SALT	00-00-00					
724	FERRIC OXIDE	00-00-00					
726	FERRIC SULFATE	00-00-00					
50	FERROUS AMM-SULFATE	07-00-00					
728	FERROUS SULFATE	00-00-00					
617	FISH SCRAP	06-06-06					
629	GUANO	12-11-02					
732	GYPHUM	00-00-00					
730	IRON CHELATE	00-00-00					
731	IRON COMPOUND	00-00-00					
907	LIME NO CODE	00-00-00					
908	LIME	00-00-00					
205	LIME PHOSPHATE	00-00-00					
736	LIME SUL SOLUTION	00-00-00					
912	LIME SUSPENSIONS	00-00-00					
408	LIME-POT MIXTURES	00-00-10					
681	LINSEED MEAL	5.6-2.0-2.0					
249	LIQ AMM POLYPHOS	10-34-00					
742	MAGNESIA	00-00-00					
745	MAGNESIUM CHELATE	00-00-00					
52	MAGNESIUM NITRATE	07.1-00-00					
238	MAGNESIUM PHOSPHATE	00-18-00					
748	MANGANESE AGSTONE	00-00-00					
749	MANGANESE CHELATE	00-00-00					
750	MANGANESE OXIDE	00-00-00					
752	MANGANESE SLAG	00-00-00					
754	MANGANESE SULFATE	00-00-00					
758	MANGANOUS OXIDE	00-00-00					
413	MANURE SALTS	00-00-20					
762	MOLYBDENUM	00-00-00					
209	MONOAMM PHOSPHATE	11-52-00					
428	MURIATE OF POT 60%	00-00-60					
430	MURIATE OF POT 62%	00-00-62					
54	NITRIC ACID	15-00-00					
241	NITRIC PHOSPHATE	00-00-00					

CODE	NAME OF PRODUCT The code name of the product (below) cannot be changed. If your products do not fit into any of these categories, please list them on your company letterhead under mixed products.	GUARANTEE OF GRADE	CUSTOM GRADE (if different N-P-K only)	NUMBER OF DRY (bulk) TONS	NUMBER OF DRY (bag) TONS	NUMBER OF LIQUID TONS	TOTAL TONS (for each line, add bulk, bag and LIQUID)
56	NITROGEN SOL <28%	<28-00-00					
61	NITROGEN SOL >32%	>32-00-00					
58	NITROGEN SOL 28%	28-00-00					
59	NITROGEN SOL 30%	30-00-00					
60	NITROGEN SOL 32%	32-00-00					
97	NITROGEN--OTHER	00-00-00					
915	NON-LIME FILLER	00-00-00					
263	NORMAL SUPERPHOS	00-22-00					
243	PHOSPHATE ROCK	00-03-00					
297	PHOSPHATE--OTHER	00-00-00					
233	PHOSPHATIC LIMESTONE	00-13-00					
248	PHOSPHORIC ACID	00-54-00					
448	POT METAPHOSPHATE	00-55-37					
415	POTASH SUSPENSIONS	00-00-00					
497	POTASH--OTHER	00-00-00					
423	POTASSIUM CARBONATE	00-00-64					
453	POTASSIUM NITRATE	14-00-44					
463	POTASSIUM SULFATE	00-00-50					
443	POT-MAGNES SULFATE	00-00-22					
458	POT-SODIUM NITRATE	15-00-14					
253	PRECIPITATED PHOS	00-35-00					
675	PROCESS TANKAGE	7.8-00-00					
717	RED COPPER OXIDE	00-00-00					
797	SECONDARY/MICRONUTRIENT	00-00-00					
661	SEW SLUDGE, ACTIVATED	06-02-02					
665	SEW SLUDGE, HEAT DRIED	06-02-02					
667	SEWAGE SLUDGE, OTHER	06-02-01					
62	SODIUM NITRATE	16-00-00					
671	SOYBEAN MEAL	06-01-02					
905	STANDARD DOLOMITE	00-00-00					
770	SULFUR	00-00-00					
64	SULFUR COATED UREA	36-00-00					
774	SULFURIC ACID	00-00-00					
273	SUPER PHOS ACID	00-68-00					
267	TRIPLE SUPERPHOS	00-46-00					
685	TUNG PUMACE	08-02-02					
66	UREA	46-00-00					
67	UREA SOLUTION	20-00-00					
68	UREA-FORMALDEHYDE	38-00-00					
73	ZINC AMM SUL SOL	10-00-00					
784	ZINC CHELATE	00-00-00					
77	ZINC MAN AMM SUL	09-00-00					
778	ZINC OXIDE	00-00-00					
780	ZINC OXY SULFATE	00-00-00					
782	ZINC SULFATE	00-00-00					

MIXED PRODUCTS – MUST ENTER FULL PRODUCT NAME (AS REGISTERED OR NOTE CFM) AND A CUSTOM GUARANTEE OF GRADE FOR EACH PRODUCT (GUARANTEE MUST BE HIGHER THAN 0-0-0)

CODE	FULL PRODUCT NAME (REGISTRANT NAME)	GUARANTEE OF GRADE	NUMBER OF DRY BULK TONS	NUMBER OF DRY BAG TONS	NUMBER OF LIQUID TONS	TOTAL TONS (add bulk, bag and liquid)
0						
0						
0						
0						
0						
0						
0						
0						
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0						
0						
0						
0						
0						
	TOTAL TONNAGE REPORTED					

FERTILIZER TONNAGE: EXEMPTION FROM PAYMENT REPORTING FORM

Please use this form or an ISDA approved company-generated form to report exemptions from fertilizer inspection fees due. See Memorandum under "EXEMPT FERTILIZER" for requirements for claiming exemptions from inspection fees. Fertilizer Statutes and Rules may be viewed at: www.agri.idaho.gov. Do not reenter the amounts shown on this attachment on the Product Code Report. This Exemption From Payment Reporting Form or an ISDA approved company-generated form must be completed and signed by the responsible company official in order to claim a tonnage exemption. A copy of the contractual agreement or invoice showing payment of inspection fees for each company listed must be attached to this form. The invoices must be from the period of this report and the contractual agreements must state an effective date, an expiration date, and be signed by a responsible official for the company that is accepting responsibility for payment of the inspection fees.

RESPONSIBLE COMPANY NAME	ADDRESS	PHONE NUMBER	IDAHO REGISTRATION NO.	FULL PRODUCT NAME	GUARANTEE OF GRADE	NO. OF TONS SOLD
TOTAL TONS EXEMPTED						

Attach additional copies of this form if needed

As a duly authorized representative or agent for _____ (registrant name), I hereby affirm that during the period covered by the attached tonnage report, the above named registrant is claiming an exemption from payment for the tonnage amounts entered on this form and any attachments to this form. These exemptions are requested based on a written contractual agreement between the registrant and each company listed above. The effective date(s) and expiration date(s) of each agreement encompass the inclusive dates of this reporting period.

Registrant Name: _____ Phone No: _____

Printed Name: _____ Fax No: _____

Title: _____ Email: _____

Signature: _____ Date: _____

EXAMPLE ONLY – EXACT FORMAT AND/OR WORDING NOT REQUIRED
[Your Company Letterhead]

[Date]

[Responsible Company Name]
[Responsible Company Address]

Dear Sir or Madam:

Please be advised that *[Your Company Name]* is obligated to report tonnage and pay inspection fees to the Idaho State Department of Agriculture (ISDA) on all fertilizer it distributes in, into, or within Idaho except in cases where another party has accepted the responsibility in a written contractual agreement.

[Responsible Company Name] is currently identified as a supplier/customer who is responsible for reporting tonnage and paying inspection fees to the State of Idaho. If *[Responsible Company Name]* would like to continue reporting and paying its own inspection fees in addition to accepting the responsibility for reporting and paying the inspection fees on product sold to/purchased from *[Your Company Name]*, please sign the written notification below and return to *[signers name]*, *[Your Company Name]*. The ISDA will not recognize this agreement, if at any time, *[Responsible Company Name]* fails to maintain its current status with respect to registration, tonnage reporting, and payment of inspection fees.

During the effective period of this agreement, *[Your Company Name]* will continue report the fertilizer products and number of tons to the state of Idaho on the "Fertilizer Tonnage: Exemption from Payment Reporting Form." *[Responsible Company Name]* agrees to submit the Commercial Fertilizer Semi-Annual Tonnage Report and pay the inspection fees to the ISDA on fertilizer products sold to/purchased from *[Your Company Name]*.

If you have any questions or concerns regarding this agreement, please feel free to contact your *[Your Company Name]*'s representative at *[phone number]*.

Sincerely,

[Signers Name]
[Your Company Name]

***[Responsible Company Name]*, Idaho Registration Number _____, will be responsible for reporting tonnage and paying all inspection fees to the State of Idaho on fertilizer product(s) sold to/purchased from *[Your Company Name]*, and distributed in, into, or within Idaho. It is understood that this agreement does not change any other tonnage reporting and inspection fee payment obligations of *[Responsible Company Name]*. It is further understood that this agreement requires *[Responsible Company Name]* to maintain current registration status with the ISDA and to submit a Commercial Fertilizer Semi-Annual Tonnage Report and pay appropriate inspection fees, on a semi-annual basis, to the ISDA.**

Name of Authorized Agent

Telephone Number: _____

Signature of Authorized Agent

Fax Number: _____

Effective Date: _____

Expiration Date: _____
(No more than three years later than effective date)