

# Kansas Department of Agriculture

## INSTRUCTIONS: Fertilizer Tonnage Report

Kansas law (K.S.A. 2-1205) requires each person registering any commercial fertilizer product to report the amount of such fertilizer that was sold or distributed for use in Kansas. **A report must be submitted even if the tonnage is zero.** Along with this report the registrant must also pay the Kansas Department of Agriculture (KDA) an “inspection fee” of \$1.67 per ton of fertilizer reported. The law also stipulates that registrants of commercial fertilizers must “keep adequate records showing the tonnage of each commercial fertilizer” sold or distributed for use in Kansas. Tonnage must be paid for both packaged and bulk fertilizer materials that are not exempt as described below.

**Complete both the Affidavit and the Confidential Tonnage Report form. Please remember to sign the Affidavit.** Please remember that these documents plus the tonnage fees are due within 30 days of January 1<sup>st</sup> and July 1<sup>st</sup>. If you have any questions or require additional information, please call the KDA Fertilizer Program office at 785-564-6700.

**Fertilizer Ingredients for Custom Blends:** K.S.A. 2-1201(8) defines a “custom blended fertilizer” as a “fertilizer blended according to specifications furnished by the customers prior to blending.” A custom blend must be made at a licensed custom blend facility for an end-use customer, and must be made from registered commercial fertilizer products. Custom blends are not registered as a fertilizer product, but tonnage fees must be paid for each fertilizer product used to make a custom blend.

**Completing the “Confidential Fertilizer Tonnage Report”:** This form must be completed and submitted with your signed “Inspection Fee Affidavit.” You must report the total tons sold and/or distributed in Kansas for each product you have registered. If there are no sales or distribution of a particular product, report zero tons for that product. If you are responsible for reporting unregistered fertilizer product tonnage, these products should also be listed on this form. If you have purchased or sold fertilizer for which you believe another business is responsible for paying associated tonnage fees, please provide the requested information on the enclosed blue sheet—“Report of tonnage fees that should be paid by others”.

- Enter both the product name and grade as represented by the product label.
- Enter the county code. Code list is on the reverse side of the form.
- Enter the fertilizer code. If code cannot be determined, enter zero.
- Tonnage must be reported in tons. Do not list gallons or pounds.
- **Do not list a negative tonnage.**
- If no sales or distribution of a product occurred during the reporting period show zero tons for that product.

### **Do Not Pay Fertilizer Tonnage:**

- Custom blends (the final blend requested by and provided to the end user is made only from registered fertilizers on which the fertilizer tonnage has been paid)
- **Ingredients** used to manufacturer or mix a fertilizer product. Tonnage must be reported for the new product. New product must also be registered.
- Bulk product sold to a customer who has the particular fertilizer registered and will subsequently report and pay the associated tonnage fee. (use enclosed blue sheet)
- **Lime and other non-fertilizer products.** (See K.S.A. 2-1201 Definitions.)

Uniform Fertilizer Tonnage Reporting System (UFTRS): The UFTRS standardizes the reporting of fertilizer tonnage data reported to state fertilizer officials throughout the U.S. All types of fertilizers have been coded to ease data entry and data summarization. Information about UFTRS is available at <http://www.aapfco.org/aapfcopubs.html> under “Publications.”