



Fertilizer Sales, Blending and Storage Licensing Guide

The Kansas Department of Agriculture (KDA) is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture businesses to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas fertilizer business. In addition to license requirements by KDA, other Kansas agencies — as well as local or federal government agencies — may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful fertilizer business in Kansas.

| ✓ | Department | Description | Renewal |
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| | Office of the Secretary of State sos.ks.gov | Complete the appropriate business entity Licenses and Permits required by the Kansas Secretary of State. | Prior to starting |
| | Department of Revenue www.ksrevenue.gov | Visit the Kansas Department of Revenue website to find important business tax information . Call 785-368-8222 for more information. | Prior to starting |
| | Department of Agriculture — Pesticide and Fertilizer www.agriculture.ks.gov | <p>All fertilizers sold must be registered. To register a fertilizer product, review the Fertilizer Product Instructions and complete the Fertilizer Product Registration or email KDA.PestLabels@KS.gov company and contact information in order to obtain access to register through the online portal.</p> <p>Bulk fertilizer facilities, including liquid and dry fertilizer, may need secondary containment and load pads depending on the amount of fertilizer handled. Consult the flow charts on the Secondary Containment webpage to determine if secondary containment is required. If secondary containment is required, complete the Secondary Containment Application. Anhydrous ammonia storage must be inspected and receive a sticker annually.</p> <p>A Fertilizer Blender License is required for anyone who blends only registered commercial fertilizers at the request and according to specifications furnished by the customer or purchaser.</p> <p>For more information on any of these areas, visit the KDA Pesticide and Fertilizer Program webpage or call 785-564-6688.</p> | <p>Prior to starting, annual renewal July 1</p> <p>—</p> <p>Prior to construction, annual renewal for anhydrous</p> <p>—</p> <p>Prior to starting, annual renewal January 1</p> |
| | Department of Agriculture — Weights and Measures www.agriculture.ks.gov | <p>No license is needed from the KDA Weights and Measures Program. Any business with a weighing or measuring device (e.g., scales, wholesale fuel meters, fertilizer meters, oil meters, grain moisture meters, electric car chargers, milk meters, etc.) must hire a licensed service company to place the device in service with the Kansas Department of Agriculture before the device may be used in commercial transactions. The businesses must hire a licensed service company to inspect and test the commercial devices once annually, and any time additional maintenance, repairs, adjustments and calibrations are made throughout the year if the devices are used to determine the cost of any transaction.</p> <p>Examples include scales at grocery stores, restaurants, hardware stores, nurseries, seed dealers, etc. Examples of meters include meters to dispense propane, vehicle mounted meters for fuel delivery, fertilizer meters at agronomy centers, water meters in grocery stores for sale of bottled water, etc. For more information, visit the KDA Weights and Measures Program webpage or call 785-564-6681.</p> | Annual service |
| | Department of Health and Environment — Bureau of Water, Industrial Programs Section www.kdheks.gov | An NPDES Construction Stormwater Permit is required only if one or more acres are disturbed during construction. The permit is required prior to the start of soil disturbing activities (construction). For more information, visit the KDHE Industrial Programs website or call 785-296-5549. | Prior to construction |



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| | Department of Health and Environment — Bureau of Environmental Remediation, Storage Tank Section www.kdheks.gov | Entities operating their own fuel tanks may be required to register with the Kansas Department of Health and Environment (KDHE). Review information about aboveground storage tanks (AST) and underground storage tanks (UST). Review the KDHE Storage Tank Section website for further information, or call 785-296-1678 for permitting information. The Kansas Small Business Environmental Assistance Program (SBEAP) has AST program highlights and registration requirements in addition to assistance with UST inventory control. | Prior to installing tanks Annual renewal August 1 |
| | Department of Health and Environment — Bureau of Water, Public Water Supply Section and Geology & Well Technology Unit www.kdheks.gov | If the facility will not utilize a municipal public water supply or rural water supply as the source of drinking water and the facility will serve 25 people or more per day, 60 or more days per year, it will be considered a public water supply subject to state/federal drinking water requirements. Contact the KDHE Public Water Supply Section at 785-296-5514. Water wells shall be constructed by Kansas-licensed water well contractors. There are special construction requirements for water wells serving public water supplies. For more information, contact the KDHE Geology & Well Technology Unit at 785-296-7265. | Prior to construction |
| | Department of Health and Environment — Bureau of Water, Municipal Permitting & Engineering Unit www.kdheks.gov www.kdhe.ks.gov/LEPP | If the facility will employ an on-site wastewater treatment system for human wastewater rather than utilize a municipal sanitary sewer for handling and disposal of sewage from the facility, contact the KDHE Municipal Permitting & Engineering Unit at 785-296-5528 for domestic wastewater permitting requirements. | Prior to construction |
| | Department of Health and Environment — Bureau of Air www.kdhe.ks.gov | Equipment such as conveyors, hoppers, blending tanks, etc. may require a permit from the KDHE Bureau of Air . You must submit the Notification of Construction or Modification application form and appropriate Process/Equipment forms and receive a permit before commencing construction or installation of equipment. Gasoline dispensing facilities are subject to federal air regulation. Refer to Standard Construction Permit/Approval for Gasoline Dispensing Facilities if applicable. For more information, review the KDHE Bureau of Air website or call 785-296-6024. | Prior to starting construction |

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This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.