

# Electronic Inspection Fee Report Instructions

## Commercial Fertilizer Inspection & Groundwater Fee Payment Report

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

Simply follow the 5 steps below to begin filing your company's report electronically.  
*Picture instructions of these steps follow on pages 3-4.*

### 1. Download the electronic inspection fee report

The electronic report is available through any of the following ways:

- a. <http://www.michigan.gov/mda-fertilizer>
- b. <http://www.michigan.gov/mda> type "fertilizer tonnage" in the search box in the upper right corner.
- c. Contact 517-373-0946 or [InmanCa@michigan.gov](mailto:InmanCa@michigan.gov)

### 2. Fill out the **yellow** shaded boxes on the "REGISTRANT INFORMATION" tab

Change back and forth between the worksheets (REGISTRANT INFORMATION and TONNAGE WORKSHEET) by selecting the tabs located in the **lower left corner** of the screen.

- **Reporting Year** - Enter the year that the tonnage report represents.
- **Reporting Period** - Enter a "1" for January through June or a "7" for July through December.
- **Submission Date** - Enter today's date.
- **Company Information** - Fill in correct and complete information including the phone number. For address corrections, type "Y" in the appropriate box.

### 3. Fill out the "TONNAGE WORKSHEET" tab

Total tonnage and fees from the data entered on this worksheet will automatically be calculated and transferred to the appropriate lines in the summary table on the "REGISTRANT INFORMATION" worksheet.

- a. **Product Name** - Optional. List the name of the fertilizer or soil conditioner in this box.
- b. **Grade-Analysis** - Indicate the Grade/Analysis (e.g. 12-12-12, 18-46-0) for each fertilizer material distributed. If the fertilizer has micronutrients, list those on the far right of the worksheet in the appropriate micronutrient column. For custom blend products, report the basic ingredients, not each individual grade.
- c. **Container** - Enter 1, 2 or 3 to indicate the distribution container (bag, bulk, liquid). Enter only one type of container per line (row).
- d. **Fertilizer Type (tons)** - Fill in the tons distributed under the applicable agricultural, specialty, and soil conditioner columns. Report total peat & peat moss distributed in cubic yards.
  - **Specialty Products** - fertilizers intended for NON-FARM USE (i.e.: lawn and garden).
  - **Agricultural Fertilizers** - fertilizers and micronutrients used solely for FARM USE.
  - Report tonnage to the nearest tenth of a ton (ie 6.4 tons not 6.37 tons).
- e. **Micronutrients** - Enter in the appropriate micronutrient percentage (%) if applicable.

#### 4. Go back to the “REGISTRANT INFORMATION” tab – Final Review

- a. **Review the Summary Table.** This table automatically calculates your company’s tonnage amounts and fees as you enter information on the “Tonnage Worksheet” tab.
- b. **After making sure all information is correct, save the entire document to your hard drive.** Save the file with the company name, ID number and date in the file name
- c. **Certification** - Provide the name and title of the party responsible for completing and submitting the fee payment report. Also indicate the date of completion.
- d. **If filing “0” tons** – provide explanation in box provided at bottom of page.

#### 5. Print and Send

- a. **Print a hard copy** of the “REGISTRANT INFORMATION” worksheet, (front page only) sign, and send it along with your payment check payable to the “STATE OF MICHIGAN” to:  
Michigan Department of Agriculture, PPPM Division  
PO Box 30776 (if payment is due)  
PO BOX 30017 (if no payment is due)  
Lansing, MI 48909
- b. **E-mail the entire document** (file) to: [lnmanCa@michigan.gov](mailto:lnmanCa@michigan.gov), and indicate that payment has been sent. If there are no fees due, there is no need to mail a paper form. You will get a return email stating that the electronic form has been received.

#### General Information

- Completion and return of the fee payment report form is required even if no inspection fees are incurred by the registrant or licensee.
- Keep tonnage related records for at least 3 years for possible auditing.
- If a manufacturer is reporting and paying tonnage for other registrants or licensees, those registrants or licensees must attach to the report form a listing of the companies reporting and paying tonnage on their behalf. The manufacturer will then be responsible for reporting and paying this tonnage for each registrant/licensee facility or location on an individual basis.

#### Inspection Fees

*automatically calculated in the summary table on the “REGISTRANT INFORMATION” worksheet*

- Inspection Fee of \$0.10/Ton assessed on total specialty fertilizer and soil conditioner tonnage
- Inspection Fee of \$0.02/Cubic Yard assessed on total peat & peat moss volume
- Inspection Fee of \$0.10/Ton assessed on total agricultural fertilizer tonnage
- Groundwater Protection Fee of \$1.50/%N/Ton of fertilizer assessed on total agricultural nitrogen

**Example Agricultural Nitrogen Tons calculation:**

$$(Ag Fertilizer Tons) X (%N) : 25 Tons of 16-24-24 : (25 Tons) X (.16) = 4$$

- **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

- Payments due of less than \$5.00 are waived and refunds of less than \$5.00 will not be processed unless requested in writing.
- Checks are payable to “STATE OF MICHIGAN”
- A late fee will be assessed if the report is not postmarked by the filing deadline (July 31/January 31). The late fee is 10% of the inspection fees or \$50.00, whichever is greater. **A late filing fees are assessed even if no fees would otherwise be owed.**

# Picture Instructions

## Electronic Inspection Fee Report Instructions

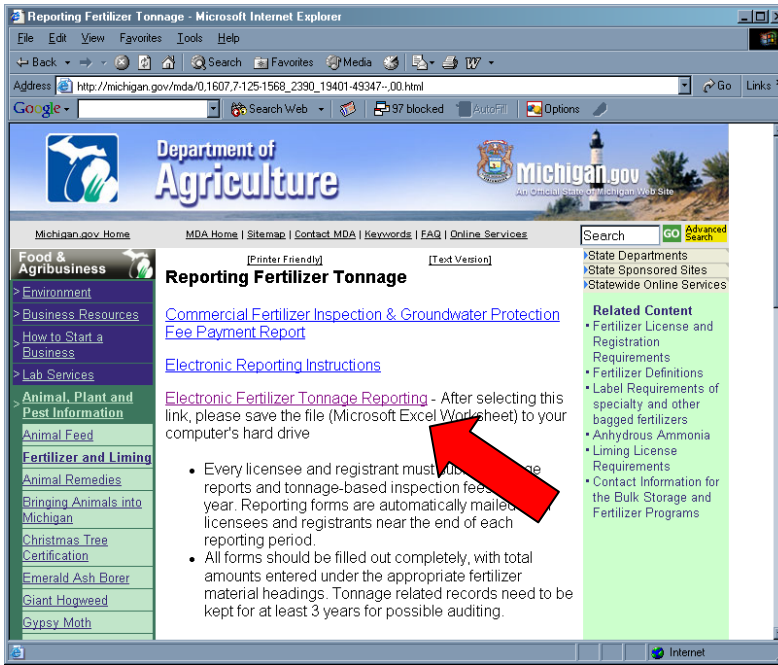
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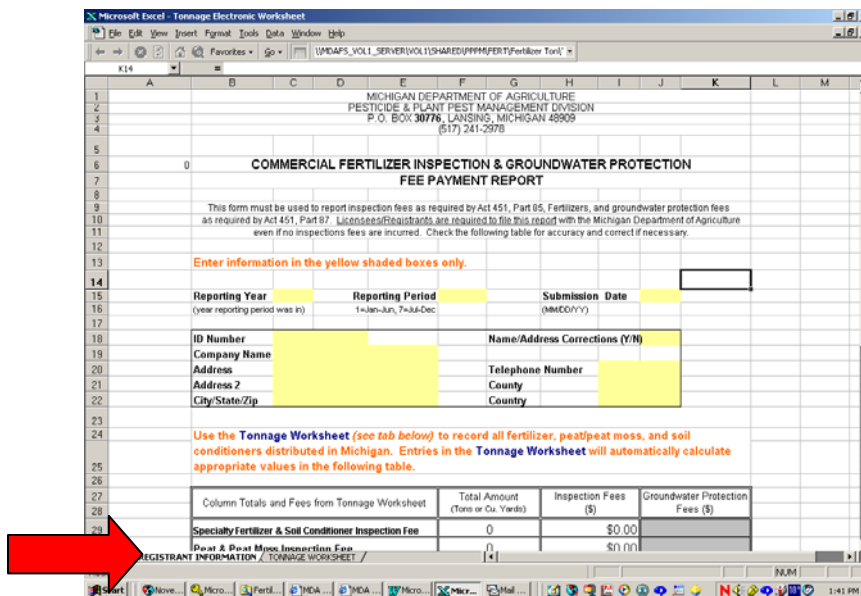
*Complete written instructions of these steps are on pages 1-2.*

#### 1. Download the electronic inspection fee report



You may also contact **Carol Inman** at **517-373-0946** or [InmanCa@michigan.gov](mailto:InmanCa@michigan.gov) for a copy.

#### 2. Fill out the yellow shaded boxes on the "REGISTRANT INFORMATION" tab



### 3. Fill out the “TONNAGE WORKSHEET” tab

1	GRADE - ANALYSIS			CONTAINER BAG = 1, BULK = 2, LIQUID = 3	FERTILIZER TYPE (TONS)			MICRONUTRIENTS (%)											
	PRODUCT NAME	N	P		K	AGRICULTURAL (FARM)	SPECIALTY (NON-FARM)	PEAT (CUBIC YARDS)	SOIL CONDITIONER	B	Ca	Cl	Cu	Fe	Mg	Mn	Mo	S	Zn
2	16-24-24	16.0%	24.0%	24.0%	2	60													
3	Liquid 28%	28.0%	0.0%	0.0%	3	200													
4	Super Ca	0.0%	0.0%	0.0%	2	40					20.0%								
5	Soil Conditioner	0.0%	0.0%	0.0%	2				5										
6	19-19-19	19.0%	19.0%	19.0%	1	50													

### 4. Go back to the “REGISTRANT INFORMATON” tab – Final Review

Enter information in the yellow shaded boxes only.

Reporting Year	2005	Reporting Period	1	Submission Date	7/15/05
(year reporting period was in)		1=Jan-Jun, 7=Jul-Dec		(MMDD/YY)	
ID Number	999999	Name/Address Corrections (Y/N)		N	
Company Name	Any Company		Telephone Number	(517) 555-5555	
Address	123 Main St.		County	Anycounty	
Address 2			Country	USA	
City/State/Zip	Anywhere, US 12345				

Use the TONNAGE WORKSHEET (see tab below) to record all fertilizer, peat/peat moss, and soil conditioners distributed in Michigan. Entries in the TONNAGE WORKSHEET will automatically calculate appropriate values in the following table.

Column Totals and Fees from Tonnage Worksheet	Total Amount (Tons or Cu. Yards)	Inspection Fees (\$)	Groundwater Protection Fees (\$)
Specialty Fertilizer & Soil Conditioner Inspection Fee	55	\$5.50	
Peat & Peat Moss Inspection Fee	0	\$0.00	
Agricultural Fertilizer Inspection Fee	300	\$30.00	
Agricultural Nitrogen Groundwater Protection Fee	65.6		\$98.40
<b>Fee Totals</b>		<b>\$35.50</b>	<b>\$98.40</b>
If Applicable, Late Fee @ 10% of Inspection Fees or \$10 minimum		\$0.00	
<b>Total Inspection Fees and Groundwater Protection Fees</b>		<b>\$35.50</b>	<b>\$98.40</b>
<b>TOTAL FEES ENCLOSED (U.S. Dollars)</b>		<b>\$133.90</b>	

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- E-mail the entire document (file) to: [InmanCa@michigan.gov](mailto:InmanCa@michigan.gov), and indicate that payment has been sent.