



Office of the Indiana State Chemist – Fertilizer Section

Fertilizer Material Use, Distribution, and Record Keeping Rule

Fertilizer Material Application Record

Rule Citation: 355 IAC 8-5-2

Details: All persons licensed under 355 IAC 7 (Category 14) who use fertilizer material for hire on the property of another person or use organic fertilizer from a Confined Feeding Operation (CFO) for the purposes of growing an agronomic crop shall keep and maintain records of all such applications. The record shall include the following:

1. The address or location description of the application site.
2. The name of the certified applicator making or supervising the application.
3. The certification number of the certified applicator.
4. The rate applied.
5. The representative nutrient value or values of the fertilizer material.
6. The type of fertilizer material applied.
7. The method of fertilizer application.
8. The month, date, and year of application.

Persons who use less than ten (10) cubic yards or four thousand (4,000) gallons of organic fertilizer from a CFO in a calendar year or use biosolids on land in Indiana that comply with 327 IAC 6.1 are not required to be licensed with the Office of the Indiana State Chemist and are not required to maintain Fertilizer Material Application Records.

Copies of Fertilizer Material Application Records are required to be kept and maintained for a period of two (2) years. The records must be made available for inspection or copying within thirty (30) days of written or oral request by the state chemist.

The form on the backside of this sheet may be used to satisfy the above listed record keeping requirements. The rule does not require the use of a specific form or format, only that the required information be maintained and available for review. Alternative formats, such as a spreadsheet, are acceptable.

Frequently Asked Questions:

1. The fertilizer material, either inorganic or manure from a CFO, is applied by a custom applicator for hire, who must keep the records?

The person who applies the fertilizer material and has the certification is required to keep the records. The landowner and applicator may make arrangements to share the records with the landowner if desired.

2. Are these records the same as the land application requirements required by the CFO or Concentrated Animal Feeding Operation (CAFO) rules administered by the Indiana Department of Environmental Management (IDEM)?

Although the manure application requirements are very similar, they are different. If you have a CFO approval or CAFO permit, you should review your site specific approval or permit to verify the specific information you are required to maintain for IDEM.

3. Are small farms which are not required to have a CFO approval or CAFO permit obligated to maintain Fertilizer Material Application Records?

If you are not required to be licensed by the Certification for Distributors and Users of Fertilizer Material rule, you are not required to maintain Fertilizer Material Application Records. However, proactively keeping records to document your activities can help protect from enforcement actions by IDEM if a storm event causes runoff of nutrients to surface or ground water so long as the nutrients were applied in accordance with fertilizer material use rule.

4. Are people who receive and apply manure from farms which do not have a CFO approval or NPDES CAFO permit obligated to maintain Fertilizer Material Application Records?

No, as noted in the response to number 3, if you are not required to be licensed by the Certification for Distributors and Users of Fertilizer Material rule, you are not required to maintain Fertilizer Material Application Records. However, proactively keeping records to document your activities can help protect from enforcement actions by IDEM if a storm event causes runoff of nutrients to surface or ground water so long as the nutrients were applied in accordance with fertilizer material use rule.



Fertilizer Material Application Record

Directions: For each land application event on each field, complete the information below and maintain it in your records for two (2) years. The information gathered on this form reflects the expectations of the Office of the Indiana State Chemist as required by the Fertilizer Material Use, Distribution, and Record Keeping rule. Although the use of this form is not required, the information collected on this form is required to be maintained in your records. Alternative formats are allowable.

Fertilizer Application Event Details			
Date: <i>(Month/Day/Year)</i>			
Address or Location Description of the Application Site:			
Name of the Certified Applicator Making or Supervising the Application:			
Certification Number of the Certified Applicator:			
Type of Fertilizer Material Applied: <i>(Check One)</i>	<input type="checkbox"/> Commercial Inorganic	<input type="checkbox"/> Liquid Manure	<input type="checkbox"/> Solid Manure
Method of Fertilizer Application: <i>(Check One)</i>	<input type="checkbox"/> Surface	<input type="checkbox"/> Incorporated	<input type="checkbox"/> Injected
Representative Nutrient Value or Values of the Fertilizer Material: <i>(Manure Test Value or Label - Indicate Unit)</i>	<input type="checkbox"/> NPK Value <input type="checkbox"/> Pounds/1,000 Gallons <input type="checkbox"/> Pounds/Ton <input type="checkbox"/> Pounds/Acre <input type="checkbox"/> Tons/Acre <input type="checkbox"/> Gallons/Acre <input type="checkbox"/> Cubic Yards/Acre	<input type="checkbox"/> NPK Value <input type="checkbox"/> Pounds/1,000 Gallons <input type="checkbox"/> Pounds/Ton <input type="checkbox"/> Pounds/Acre <input type="checkbox"/> Tons/Acre <input type="checkbox"/> Gallons/Acre <input type="checkbox"/> Cubic Yards/Acre	_____ Nitrogen _____ Phosphorus
Rate Applied: <i>(Calculated or Prescribed Rate -Indicate Unit)</i>	<input type="checkbox"/> Pounds/Acre <input type="checkbox"/> Tons/Acre <input type="checkbox"/> Gallons/Acre <input type="checkbox"/> Cubic Yards/Acre	<input type="checkbox"/> Pounds/Acre <input type="checkbox"/> Tons/Acre <input type="checkbox"/> Gallons/Acre <input type="checkbox"/> Cubic Yards/Acre	_____ Nitrogen _____ Phosphorus

Fertilizer Application Event Details			
Date: <i>(Month/Day/Year)</i>			
Address or Location Description of the Application Site:			
Name of the Certified Applicator Making or Supervising the Application:			
Certification Number of the Certified Applicator:			
Type of Fertilizer Material Applied: <i>(Check One)</i>	<input type="checkbox"/> Commercial Inorganic	<input type="checkbox"/> Liquid Manure	<input type="checkbox"/> Solid Manure
Method of Fertilizer Application: <i>(Check One)</i>	<input type="checkbox"/> Surface	<input type="checkbox"/> Incorporated	<input type="checkbox"/> Injected
Representative Nutrient Value or Values of the Fertilizer Material: <i>(Manure Test Value or Label - Indicate Unit)</i>	<input type="checkbox"/> NPK Value <input type="checkbox"/> Pounds/1,000 Gallons <input type="checkbox"/> Pounds/Ton <input type="checkbox"/> Pounds/Acre <input type="checkbox"/> Tons/Acre <input type="checkbox"/> Gallons/Acre <input type="checkbox"/> Cubic Yards/Acre	<input type="checkbox"/> NPK Value <input type="checkbox"/> Pounds/1,000 Gallons <input type="checkbox"/> Pounds/Ton <input type="checkbox"/> Pounds/Acre <input type="checkbox"/> Tons/Acre <input type="checkbox"/> Gallons/Acre <input type="checkbox"/> Cubic Yards/Acre	_____ Nitrogen _____ Phosphorus
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(Make Multiple Copies of this Sheet for Your Use)