



Office of the Indiana State Chemist – Fertilizer Section

Fertilizer Material Use, Distribution, and Record Keeping Rule

Organic Fertilizer Distribution Record

Rule Citation: 355 IAC 8-5-1

Details: All persons licensed under 355 IAC 7 (Category 14) who distribute organic fertilizer materials from a Confined Feeding Operation (CFO) for the purposes of growing an agronomic crop must keep and maintain distribution records, unless the amount distributed in a calendar year is less than ten (10) cubic yards or four thousand (4,000) gallons. The distribution records shall include the following:

1. The name of the certified applicator accepting receipt of the organic fertilizer.
2. The certification number of the certified applicator.
3. The amount of fertilizer distributed.
4. The representative nutrient value or values of the organic fertilizer.
5. The month, day, year of distribution.

Copies of Organic Fertilizer Distribution 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 Indiana Department of Environmental Management (IDEM) requires similar record keeping information for CFOs to be maintained in a facility operating record. In 327 IAC 19-14-7, IDEM requires CFOs which market and distribute manure to additionally record the address of the person receiving or purchasing manure and retain a copy of the required information sheet described in 327 IAC 19-14-7(b). IDEM also requires marketing and distribution records to be maintained for five (5) years in 327 IAC 19-9-1(b)(16).

The form on the backside of this sheet may be used to satisfy all the above listed record keeping requirements for both the state chemist and IDEM. Neither rule requires 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. Are the ten (10) cubic yards of dry manure or four thousand (4,000) gallons of liquid manure in a year cumulative?

Yes, you should add all of the manure distributed in a calendar year to determine if you have distributed more than ten (10) cubic yards of dry manure or four thousand (4,000) gallons of liquid manure.

2. Do I need a registration to sell, market, or distribute manure?

If you are distributing more than (10) cubic yards of dry manure or four thousand (4,000) gallons of liquid manure from a CFO (even if the CFO is not in Indiana) during a calendar year, you are required to be licensed by the state chemist office. If you are distributing less than (10) cubic yards of dry manure or four thousand (4,000) gallons of liquid manure from a CFO in a calendar year, or if the manure is not from a CFO, you are not required to be licensed.

3. Do I need to verify the person receiving or purchasing the manure is certified with the Office of the Indiana State Chemist?

If a person receives or purchases CFO manure amounts in excess of ten (10) cubic yards of dry manure or four thousand (4,000) gallons of liquid manure in a calendar year, you are required to capture the 5 items listed above, which includes documenting the person's certification number.

4. What if I give the CFO manure away for free, do I still need to capture this information?

Yes, if the CFO manure is distributed for free and the distributed amount to any person is greater than (10) cubic yards of dry manure or four thousand (4,000) gallons of liquid manure from a CFO in a calendar year you must record the distribution of the manure.

5. What if I sell the CFO manure, but land application is as part of the deal, do I need to keep distribution records?

Yes, you will need to keep distribution records if the amount is greater than (10) cubic yards of dry manure or four thousand (4,000) gallons of liquid manure from a CFO in a calendar year. You will also need to keep application records required by the state chemist office. You must record the certification number of the person applying the manure.

6. What if I am not a CFO?

If you are not a CFO, you are not required to maintain distribution records regardless the amount you distribute.



Organic Fertilizer Distribution Record

Directions: For each organic fertilizer distribution event, 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. The mailing address and information sheet requirement, indicated with asterisks below, are both required by IDEM for CFOs. IDEM requires CFOs to maintain this information in the facility operating record for five (5) years. Alternative formats are allowable.

Organic Fertilizer Distribution Event Details			
Date: <i>(Month/Day/Year)</i>	Amount of Fertilizer Distributed: <i>(Indicate Unit)</i>	_____ Amount	<input type="checkbox"/> Cubic Yards <input type="checkbox"/> Gallons <input type="checkbox"/> Tons
Name and <i>*Mailing Address*</i> of the Certified Applicator Accepting Receipt of the Organic Fertilizer:			
Certification Number of the Certified Applicator:			
Representative Nutrient Value or Values of the Fertilizer Material: <i>(Manure Test Value - Indicate Unit)</i>	<input type="checkbox"/> NPK Value <input type="checkbox"/> Pounds/1,000 Gallons <input type="checkbox"/> Pounds/Ton	_____ Nitrogen _____ Phosphorus	<input type="checkbox"/> NPK Value <input type="checkbox"/> Pounds/1,000 Gallons <input type="checkbox"/> Pounds/Ton
<i>*Required IDEM Information Sheet Provided & Copy Placed in Facility Operating Record*</i>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Organic Fertilizer Distribution Event Details			
Date: <i>(Month/Day/Year)</i>	Amount of Fertilizer Distributed: <i>(Indicate Unit)</i>	_____ Amount	<input type="checkbox"/> Cubic Yards <input type="checkbox"/> Gallons <input type="checkbox"/> Tons
Name and <i>*Mailing Address*</i> of the Certified Applicator Accepting Receipt of the Organic Fertilizer:			
Certification Number of the Certified Applicator:			
Representative Nutrient Value or Values of the Fertilizer Material: <i>(Manure Test Value - Indicate Unit)</i>	<input type="checkbox"/> NPK Value <input type="checkbox"/> Pounds/1,000 Gallons <input type="checkbox"/> Pounds/Ton	_____ Nitrogen _____ Phosphorus	<input type="checkbox"/> NPK Value <input type="checkbox"/> Pounds/1,000 Gallons <input type="checkbox"/> Pounds/Ton
<i>*Required IDEM Information Sheet Provided & Copy Placed in Facility Operating Record*</i>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Organic Fertilizer Distribution Event Details			
Date: <i>(Month/Day/Year)</i>	Amount of Fertilizer Distributed: <i>(Indicate Unit)</i>	_____ Amount	<input type="checkbox"/> Cubic Yards <input type="checkbox"/> Gallons <input type="checkbox"/> Tons
Name and <i>*Mailing Address*</i> of the Certified Applicator Accepting Receipt of the Organic Fertilizer:			
Certification Number of the Certified Applicator:			
Representative Nutrient Value or Values of the Fertilizer Material: <i>(Manure Test Value - Indicate Unit)</i>	<input type="checkbox"/> NPK Value <input type="checkbox"/> Pounds/1,000 Gallons <input type="checkbox"/> Pounds/Ton	_____ Nitrogen _____ Phosphorus	<input type="checkbox"/> NPK Value <input type="checkbox"/> Pounds/1,000 Gallons <input type="checkbox"/> Pounds/Ton
<i>*Required IDEM Information Sheet Provided & Copy Placed in Facility Operating Record*</i>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

(Make Multiple Copies of this Sheet for Your Use)