



Office of Indiana State Chemist
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Training Requirements for Noncertified Employees Using Fertilizer Materials for Agricultural Crop Production

The Indiana Rule *Certification for Distributors and Users of Fertilizer Materials* (355 IAC 7) allows trained noncertified employees to apply, handle or transport agricultural fertilizer materials under the supervision of a certified Category 14 applicator.

The Category 14 supervisor is responsible for:

- 1) Ensuring that the employee gets the State Chemist approved training.
- 2) Keeping a record of the training provided to employees.
- 3) Providing employees with equipment and instructions to contact:
 - a. the supervisor; and
 - b. IDEM to report fertilizer spills and releases that could enter water.
- 4) Making employee fertilizer material work assignments.
- 5) Knowing the status of those work assignments.

The goal of any fertilizer use is to apply or distribute the material in an amount sufficient to meet the nutrient needs of the crop and in a manner and at a time that is protective of water resources.

The above referenced training can be accomplished by the trainer covering the following questions with the noncertified trainees. These questions should allow producers, growers or agricultural retailers to discuss specific policies, practices and procedures with their noncertified employees.

After training, you [*the noncertified employee*] should be able to answer the following questions:

- 1) Who is my Category 14 certified supervisor? (name & contact information...)
- 2) How will I contact my supervisor? (two-way radio, pager, cell phone, landline...)
- 3) How will I confirm I am at the correct application site? (work order, address, map ...)
- 4) What items do I need to verify on the work order before leaving the farm or facility? (type, grade & amount of fertilizer material, specific field or location for application or staging...)
- 5) What personal protective equipment will I need to bring to the job site?
- 6) What safe transportation practices do I need to consider? (use tarps, load & unload on impervious surfaces, drive defensively & courteously, obey speed limits, be aware of poor road conditions, know late evening/ early morning transportation hazards....)

- 7) What are commonly encountered sensitive areas in or around fertilizer delivery or application sites? (lakes, ponds, rivers, streams, drainage ditches, tile inlets/outlets, wells, sinkholes, frozen/saturated soils, parks, residences, day cares, schools...)
- 8) What changes will I make to my delivery (staging) or application near sensitive areas? (observe setbacks, reschedule the job when weather permits or neighboring sites are vacate, contact my supervisor or customer regarding alternative delivery/staging location...)
- 9) How will I confirm the correct application rate? (too much or too little fertilizer left in tank/hopper after covering a known area...)
- 10) When should I contact my Category 14 certified supervisor? (customer or neighbor complaint, wrong application site, fertilizer spill, traffic accident, unexpected sensitive areas nearby, immediate change in weather, application rate seems off...)
- 11) What are some common problems with application equipment? (uneven application pattern, clogged or leaky tips, hose/tank leaks...)
- 12) What are my spill response procedures? (cleanup of a small spill vs. a large spill, supervisor to contact, different protocols for dry/liquid/anhydrous ammonia, IDEM emergency response or adverse incident number for water **1-888-233-7745**...)
- 13) What are my procedures for cleaning application equipment at the end of the day? (over pads, in field, reuse rinse water...)

**Remember, you are a professional.
Performing like one instills public confidence!**

Verification of Training for Noncertified Employees Using Fertilizer Materials

This is to verify that the training defined in 355 IAC 7-2-18 and required by 355 IAC 7-3-4 was delivered to the below listed employees on the date indicated. This is to further verify that the questions on pages 1 and 2 of this document were fully discussed with the employees signing this form.

I [we] guarantee that the persons signing below were present for the fertilizer training program in its entirety.

_____ Signature of Category 14 certified supervisor	_____ Date	_____ Signature of trainer if different from supervisor	_____ Date
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(NOTE: A certified supervisor can supervise no more than ten employees at any time.)

The following noncertified individuals were present at this training event on the indicated date:

Printed Name:

Signature:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Individuals who falsify or use fraud in creating this training record are subject to penalties including but not limited to fines, certification or license modification, suspension or revocation.