



Maryland Department of Agriculture

Office of Resource Conservation

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To: Fertilizer Applicator Business License Holders

From: Maryland Department of Agriculture
Nutrient Management Program

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RE: *Reporting Requirements for Business License Holders*

This letter is to inform you about the types of records that you will need to maintain in order to comply with reporting requirements identified in your Fertilizer Applicator Business License issued by the Maryland Department of Agriculture's (MDA) Nutrient Management Program.

Beginning in 2015, fertilizer business license holders will be required to report on the amount of nitrogen and phosphate that their firm applied to turf during the previous calendar year. The first annual report is due **March 1, 2015** and will cover the 2014 calendar year (January – December).

MDA is developing a reporting form that will be available on its website later this year at www.mda.maryland.gov/fertilizer. In the meantime, to assist you in collecting the data that you will need when you complete the form, please keep the following records of fertilizer applications. No specific form is required for keeping these records; however, amounts of fertilizer reported will need to be broken down by county. A software program titled the *Maryland Watershed Locator* has been posted on the website that will allow you to determine the watershed by inputting a customer's address. *Types of records include:*

- Name of the fertilizer applicator
- Size of the area fertilized
- Date of nutrient application
- Address/location of client including county
- Rate of application (*for example 4 pounds of fertilizer per 1,000 square feet*)
- Total amount of fertilizer used per application
- Nutrient analysis of the fertilizer product used
- An original or legible copy of the fertilizer label

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