



# Maryland Department of Agriculture

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Office of Resource Conservation

Nutrient Management Program

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To: Fertilizer Applicator Business License Holders

From: Maryland Department of Agriculture  
Nutrient Management Program

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RE: Sample Reporting Form Data

Following is an example of a form that would meet Maryland Department of Agriculture (MDA) record-keeping requirements for fertilizer applications. Please note that if you apply pesticides, additional information must be kept as required by your Pesticide Applicator's License. This form is only an example. You may keep records in any format, as long as the following information is maintained: applicator's name, date and location of the application, analysis of the fertilizer applied, rate of the fertilizer application, and the total amount of fertilizer applied. A soil test that is not more than 3 years old is required in order to apply P<sub>2</sub>O<sub>5</sub> unless either a patch product is used, or you are starting a lawn after the soil has been disturbed, such as by construction or tillage. Copies of the soil test report and the fertilizer label should be kept in the office. Although reporting is by county, license holders may look up the 12 digit watershed code by entering the address in the Watershed locator tool on the website at [www.mda.maryland.gov/fertilizer](http://www.mda.maryland.gov/fertilizer).

### Sample Record Keeping Form

<b>Applicator:</b>	Jim Jones	<b>Date of last soil test:</b> 3/1/14
<b>Owner:</b>	Bob Smith	<b>County</b>
<b>Address:</b>	123 Any Street Anytown, MD 12345	
<b>Size of Area:</b>	5,000 sq ft	
<b>Telephone:</b>	410-123-4567	
<b>Customer Number:</b>	98765	
<b>Date of Service:</b>	3/15/14	
<b>Fertilizer Analysis:</b>	0-0-7	
<b>Application Rate:</b>	4 lb/1,000 sq. ft.	
<b>Total Amount of Fertilizer Used:</b>	20 lbs	
<b>Comments:</b>		