

Application for License to Manufacture or Distribute Fertilizer

In accordance with Ohio Revised Code section 905.32, application is made for a license to manufacture or distribute fertilizer in Ohio for the current license year beginning DECEMBER 1 and ending NOVEMBER 30.

Company Account Information

- | | |
|----------------------------|---------------------------|
| 1. Company Name: _____ | 4. Company Contact: _____ |
| 2. Physical Address: _____ | 5. Email: _____ |
| City, State, Zip: _____ | 6. Phone: _____ |
| 3. Mailing Address: _____ | 7. ODA Account #: _____ |
| City, State, Zip: _____ | |

Licensed Facility Information

- | | |
|---|------------------------------------|
| 8. Physical address where manufacturing and/or distributing occurs: _____ | 9. Contact at this facility: _____ |
| | 10. Email: _____ |
| | 11. Phone: _____ |

Check the box(es) which describes this facility to be licensed:

- ☐ A permanent location **in Ohio** at which any fertilizer is **manufactured**
- ☐ A mobile unit **in Ohio** used to **manufacture any fertilizer**
- ☐ A location **in Ohio** from which agricultural fertilizer is **distributed in Ohio**
- ☐ A location **out of state** from which agricultural fertilizer is **distributed into Ohio**

Payment Information

Remittance of \$50.00 per license, payable to the "Ohio Department of Agriculture", must be enclosed. Payment by check, money order, or credit card only. American Express cards are not accepted.

Number of Licenses : _____ x \$50.00= \$ _____

Payment Method: Check # _____ Money Order _____ Discover _____ Visa _____ Mastercard _____

If paying with credit card, the following information is required before payment can be processed:

Cardholder Name: _____

Credit Card Number: _____

Expiration Date: _____ (MM) _____ (YYYY) _____ (CCV)

Authorized Signature: _____

I certify that the name and address shown on the license shall be on all the labels, pertinent invoices, and bulk storage for fertilizers distributed in Ohio.

Signature: _____

Date: _____

INSTRUCTIONS FOR LICENSE TO MANUFACTURE OR DISTRIBUTE COMMERCIAL FERTILIZER

Fill out the application completely – including authorized signature. Failure to comply with these directives may delay licensing. Once the license has been approved, we will mail to license to the mailing address provided.

"Fertilizer" means any substance containing nitrogen, phosphorus, or potassium or any recognized plant nutrient element or compound that is used for its plant nutrient content or for compounding mixed fertilizers. "Fertilizer" does not include lime, limestone, marl, unground bone, water, residual farm products, and animal and vegetable manures unless mixed with fertilizer materials or distributed with a guaranteed analysis. (ORC 905.31(D))

Who needs this license?

No person shall manufacture or distribute in Ohio any type of fertilizer until a license to manufacture or distribute has been obtained by the manufacturer or distributor. A separate license is required for each of the following:

- Each fixed (permanent) location at which fertilizer is **manufactured in Ohio**;
- Each mobile unit used to **manufacture fertilizer in Ohio**;
- Each location **out of the state** from which fertilizer is **distributed into Ohio**;
- Each location **in Ohio** from which fertilizer is **distributed in Ohio**.

Distributors are not required to be licensed if the product they distribute is registered as a Specialty Fertilizer (ORC 905.34)

Location Information

- Line 1. Company Name:** The name of the business which will appear on all labels, pertinent invoices, and bulk storage for fertilizers distributed by the licensee in Ohio.
- Line 2. Physical Address:** The main address of the company or HQ.
- Line 3. Mailing Address:** The mailing address of the company or HQ.
- Line 4. Company Contact:** The primary regulatory contact at the company or HQ.
- Line 7. ODA Account Number:** The AgEnterprise Account ID assigned by ODA to existing registrants and can be found on previous Certificates of Registration. Leave blank for "New" companies that do not already exist in our system; we will assign ID numbers for new companies once the products are registered with us.
- Line 8. Facility Address:** The address of the facility where manufacturing or distributing occurs.
- Line 9. Facility Contact:** The primary contact at the licensed facility.

Payment

Include payment of \$50.00 for each location to be licensed. Incorrect amounts will delay the licensing process. American Express cards are not accepted. Credit card payments may either be mailed or faxed to our office at 614-728-4235. If multiple locations need to be licensed, you may complete additional forms and submit them together with a single payment.

Renewals

License renewals are mailed out in October of each calendar year to the Company Mailing address on file.

Product Labels

Packaged fertilizer must bear a label that includes the following:

- Net weight of the contents;
- Brand and product name;
- Name and address of the manufacturer or distributor that appears on the license or registration;
- Grade expressed in whole numbers only for all mixed fertilizers except specialty fertilizers;
- Guaranteed analysis.

Sales Tonnage & Inspection Fees

Annual tonnage reports are due for sales between the period of November 1 - October 31, to be filed before November 30. The following should be reported:

- All fertilizer that the licensee distributes in Ohio to a person that has not been issued a license;
- All fertilizer that the licensee applies in Ohio for purposes of agricultural production and all fertilizer that is applied in this state on behalf of the licensee by an employee or contractor who has an Ohio Agricultural Fertilizer Applicator certificate;
- All fertilizer that the registrant distributes in Ohio.

An inspection fee of \$0.25 per ton is due with the report, however, this fee does not apply to packaged fertilizers that are in containers of ten pounds or less. There is a late fee of \$50 or 10% of the amount due, whichever is greater. For tonnage reports found to be incorrect, a penalty of 15% of the amount due will be assessed. Forms for submitting these reports will be mailed to the licensee with their license renewal form.