

## How to report fertilizer tonnage online

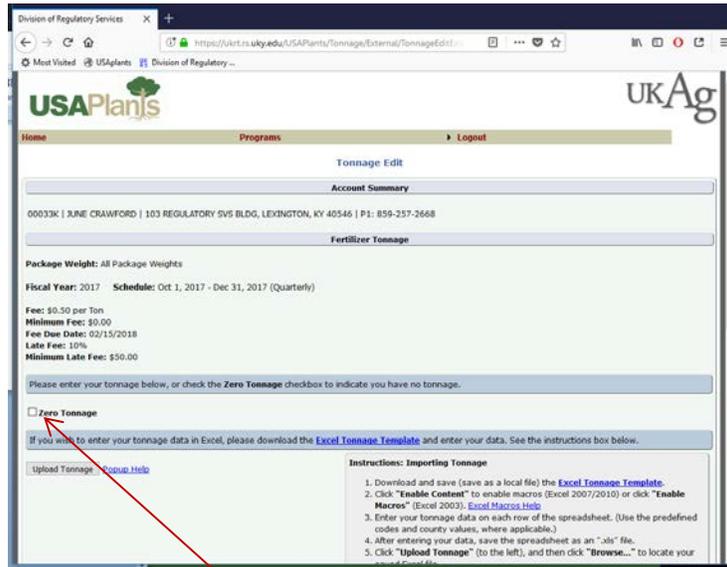
Once you've registered your account online you can also report your tonnage online. To do this, begin by signing into your account, and access your account home page as below.

The screenshot shows the USAPlants Fertilizer Program account summary page. At the top, there are logos for USAPlants and UKAg. Below the logos, there are navigation links for Home, Programs, and Logout. The main content area is titled "Fertilizer Program" and contains an "Account Summary" section with the following information: 00033K | JUNE CRAWFORD | 103 REGULATORY SVS BLDG, LEXINGTON, KY 40546 | P1: 859-257-2668. Below this is a "License Information" section with the following details: USAPlants ID: 00033K, License ID: 9996, Status: Active, Issue Date: 01/01/1900, Expire Date: 01/01/1900, Original Effective Date: 01/01/1900, License Designate: Unknown. At the bottom of the account summary, there is a "Back to Account Home" button. Below the account summary, there are four navigation links: "Contacts" (Click to show your contacts), "Payments" (Click to show your payments), "Tonnage" (Click to show your tonnage), and "Products" (Click to show your products). A red arrow points to the "Tonnage" link.

Choose the "tonnage" link and click to open.

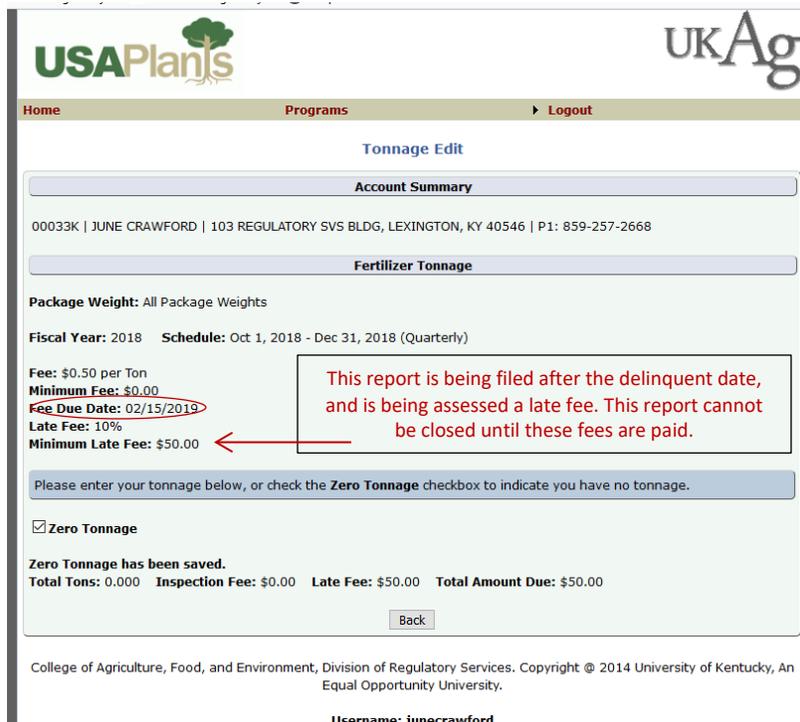
The screenshot shows the USAPlants Fertilizer Program Tonnage page. At the top, there are logos for USAPlants and UKAg. Below the logos, there are navigation links for Home, Programs, and Logout. The main content area is titled "Fertilizer Program" and contains an "Account Summary" section with the following information: 00033K | JUNE CRAWFORD | 103 REGULATORY SVS BLDG, LEXINGTON, KY 40546 | P1: 859-257-2668. Below this is a "License Information" section with the following details: USAPlants ID: 00033K, License ID: 9996, Status: Active, Issue Date: 01/01/1900, Expire Date: 01/01/1900, Original Effective Date: 01/01/1900, License Designate: Unknown. At the bottom of the account summary, there is a "Back to Account Home" button. Below the account summary, there are four navigation links: "Contacts" (Click to show your contacts), "Payments" (Click to show your payments), "Tonnage" (Click to hide your tonnage), and "Products" (Click to show your products). Below the navigation links, there is a "Tonnage" section with an "Add/Edit Tonnage" button. A red arrow points to the "Add/Edit Tonnage" button. Below the button, there is a table with the following columns: Program, Year, Schedule, Reporting, Total Tons, Total Brands, Inspection Fee, Late Fee, Amount Due, and Payments. The table is currently empty.

Once opened, choose the Add/Edit tonnage button.



If you are reporting *zero tonnage*, you check this box.

This will take you to a page that looks like this.



Once reporting is complete you may log out. However, in the above reporting you will notice that the report is being entered *after* the delinquent date. That means that a late penalty is assessed. The report will not be marked complete until all fees due are received. If your report is not late you will not see any late fee due.

When finished, choose save.

If you *do* have tonnage to report, you go through the same steps to log on and choose the enter/edit tonnage. That brings you to the page where you can enter tonnage. You scroll down past the area where you can enter a zero report and you will find the area where you enter tonnage.

Choose add new row.  
(You can choose either button.)

Zero Tonnage

If you wish to enter your tonnage data in Excel, please download the [Excel Tonnage Template](#) and enter your data. See the instructions box below.

[Upload Tonnage](#) [Popup Help](#)

**Instructions: Importing Tonnage**

1. Download and save (save as a local file) the [Excel Tonnage Template](#).
2. Click "**Enable Content**" to enable macros (Excel 2007/2010) or click "**Enable Macros**" (Excel 2003). [Excel Macros Help](#)
3. Enter your tonnage data on each row of the spreadsheet. (Use the predefined codes and county values, where applicable.)
4. After entering your data, save the spreadsheet as an ".xls" file.
5. Click "**Upload Tonnage**" (to the left), and then click "**Browse...**" to locate your saved Excel file.
6. Click "**Upload**" to upload the file and then follow the prompts to import your tonnage data.

[Add New Row](#) [Export Tonnage Data to Excel](#)

Row	UFRS Fertilizer Code	N	P205	K2O	County	Farm Use Bag	Farm Use Bulk	Farm Use Liquid	Non Farm Use Bag	Non Farm Use Bulk	Non Farm Use Liquid	Total Tons
						0.000	0.000	0.000	0.000	0.000	0.000	0.000

Page 1 of 0

[Add New Row](#)

**Note:** New rows are added at the end of the tonnage data. Rows with validation errors are not saved until the errors are corrected.

**Total Tons:** 0.000 **Inspection Fee:** \$0.00 **Late Fee:** \$50.00 **Total Amount Due:** \$50.00

Exempt Type: Tons UFRS Fertilizer Code: Deferred Company

Sold To: 0 - IDENTIFIED BY GRADE Agri-Chem - Hopkinville - 00034D [Add](#) [Reset](#)

Exempt Type: Tons UFRS Fertilizer Code: Deferred Company

That will add a new row where information can be entered (see below).

Fee: \$0.50 per Ton  
Minimum Fee: \$0.00  
Fee Due Date: 02/15/2019  
Late Fee: 10%  
Minimum Late Fee: \$50.00

Please enter your tonnage below, or check the **Zero Tonnage** checkbox to indicate you have no tonnage.

Zero Tonnage

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[Add New Row](#) [Export Tonnage Data to Excel](#)

Row	UFRS Fertilizer Code	N	P205	K2O	County	Farm Use Bag	Farm Use Bulk	Farm Use Liquid	Non Farm Use Bag	Non Farm Use Bulk	Non Farm Use Liquid	Total Tons
1	0 - IDENTIFIED BY GRADE	0.00	0.00	0.00		0.000	0.000	0.000	0.000	0.000	0.000	X

Page 1 of 0

[Add New Row](#)

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**Total Tons:** 0.000 **Inspection Fee:** \$0.00 **Late Fee:** \$50.00 **Total Amount Due:** \$50.00

Exempt Type: Tons UFRS Fertilizer Code: Deferred Company

Sold To: 0 - IDENTIFIED BY GRADE Agri-Chem - Hopkinville - 00034D [Add](#) [Reset](#)

Exempt Type: Tons UFRS Fertilizer Code: Deferred Company

Click on that new row and it will become highlighted as below.

Zero Tonnage

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[Upload Tonnage](#) [Popup Help](#)

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[Add New Row](#) [Export Tonnage Data to Excel](#)

Row	UFRS Fertilizer Code	N	P205	K2O	County	Farm Use Bag	Farm Use Bulk	Farm Use Liquid	Non Farm Use Bag	Non Farm Use Bulk	Non Farm Use Liquid	Total Tons
1	0 - IDENTIFIED BY GRADE	0.00	0.00	0.00		0.000	0.000	0.000	0.000	0.000	0.000	X

Page 1 of 0

[Add New Row](#)

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**Total Tons:** 0.000 **Inspection Fee:** \$0.00 **Late Fee:** \$50.00 **Total Amount Due:** \$50.00

Exempt Type: Tons UFRS Fertilizer Code: Deferred Company

Click in the highlighted area and you will find that there are drop down menus allowing you to choose the UFRS code for the product you are reporting and the county codes for counties you are reporting the product sold in.

**Instructions: Importing Tonnage**

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1	0 - IDENTIFIED BY GRADE	0.00	0.00	0.00		0.000	0.000	0.000	0.000	0.000	0.000	0.000

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Row	UFRS Fertilizer Code	N	P205	K2O	County	Farm Use Bag	Farm Use Bulk	Farm Use Liquid	Non Farm Use Bag	Non Farm Use Bulk	Non Farm Use Liquid	Total Tons
1	0 - IDENTIFIED BY GRADE	0.00	0.00	0.00		0.000	0.000	0.000	0.000	0.000	0.000	0.000

If you choose a product that has a grade associated with it, the NPK values will populate

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- 31 - AMMONIUM THIOSULFATE
- 35 - CALCIUM AMMONIUM NITRATE
- 38 - CALCIUM CYANAMIDE
- 43 - CALCIUM NITRATE
- 44 - CALCIUM NITRATE-UREA
- 50 - FERROUS AMMONIUM SULFATE
- 52 - MAGNESIUM NITRATE
- 54 - NITRE-ACE
- 56 - NITROGEN SOLUTION >26%
- 58 - NITROGEN SOLUTION 28%
- 59 - NITROGEN SOLUTION 30%
- 60 - NITROGEN SOLUTION 32%
- 61 - NITROGEN SOLUTION >32%
- 62 - SODIUM NITRATE
- 64 - SULFUR COATED UREA
- 66 - UREA
- 67 - UREA SOLUTION

**Instructions: Importing Tonnage**

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- Click **"Upload Tonnage"** (to the left), and then click **"Browse..."** to locate your saved Excel file.
- Click **"Upload"** to upload the file and then follow the prompts to import your tonnage data.

Row	UFRS Fertilizer Code	N	P205	K2O	County	Farm Use Bag	Farm Use Bulk	Farm Use Liquid	Non Farm Use Bag	Non Farm Use Bulk	Non Farm Use Liquid	Total Tons
1	59 - NITROGEN SOLUTION 30%	30.00	0.00	0.00		0.000	0.000	0.000	0.000	0.000	0.000	0.000

You should fill in the remaining information by entering each area and adding the tonnage you are reporting.

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**Instructions: Importing Tonnage**

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Row	UFRS Fertilizer Code	N	P205	K2O	County	Farm Use Bag	Farm Use Bulk	Farm Use Liquid	Non Farm Use Bag	Non Farm Use Bulk	Non Farm Use Liquid	Total Tons
1	59 - NITROGEN SOLUTION 30%	30.00	0.00	0.00	Morgan	100	5000	0	0	10	0	0
						0.000	0.000	0.000	0.000	0.000	0.000	0.000

**Note:** New rows are added at the end of the tonnage data. Rows with validation errors are not saved until the errors are corrected.

**Total Tons:** 0.000 **Inspection Fee:** \$0.00 **Late Fee:** \$50.00 **Total Amount Due:** \$50.00

Exempt Type: Sold To | Tons: | UFRS Fertilizer Code: 0 - IDENTIFIED BY GRADE | Deferred Company: Agri-Chem - Hopkinsville - 00034D

Exempt Type: Tons: UFRS Fertilizer Code: Deferred Company: 0 record(s) found.

To add more tonnage, add a new row. Continue the process until all tonnage being reported is entered. Note that your tons are automatically added, your fees due are calculated, including late fees if applicable.

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Add New Row Export Tonnage Data to Excel

Row	UFTRS Fertilizer Code	N	P205	K2O	County	Farm Use Bag	Farm Use Bulk	Farm Use Liquid	Non Farm Use Bag	Non Farm Use Bulk	Non Farm Use Liquid	Total Tons
1	59 - NITROGEN SOLUTION 30%	30.00	0.00	0.00	Morgan	100	5000	0	0	10	0	5110
2	0 - IDENTIFIED BY GRADE	19.00	19.00	19.00	Menifee	0	5020	0	25	0	0	5045
3	2 - ANHYDROUS AMMONIA	82.00	0.00	0.00	Wolfe	0	0	600	0	0	0	600
4	428 - MURIATE OF POTASH 60%	0.00	0.00	60.00	Lee	250	7200	0	0	0	0	7450
5	0 - IDENTIFIED BY GRADE	0.00	0.00	0.00								
						100.000	10020.000	600.000	25.000	10.000	0.000	10755.000

Page 1 of 0

Note: New rows are added at the end of the tonnage data. Rows with validation errors are not saved until the errors are corrected.

Total Tons: 10,755.000 Inspection Fee: \$5,377.50 Late Fee: \$537.75 Total Amount Due: \$5,915.25

Exempt Type Tons UFTRS Fertilizer Code Deferred Company

Sold To Tons UFTRS Fertilizer Code Deferred Company

Agri-Chem - Hopkinsville - 00034D

Exempt Type Tons UFTRS Fertilizer Code Deferred Company

0 record(s) found.

If you need to delete an entry you can delete rows by highlighting the row you want to delete and clicking the X at the right side of that row. When the pop comes up, choose delete and that row will be removed. Your total tonnage is adjusted automatically.

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Add New Row Export Tonnage Data to Excel

Delete Delete selected record(s)?

N	P205	K2O	County	Farm Use Bag	Farm Use Bulk	Farm Use Liquid	Non Farm Use Bag	Non Farm Use Bulk	Non Farm Use Liquid	Total Tons
30.00	0.00	0.00	Morgan	100	5000	0	0	10	0	5110
19.00	19.00	19.00	Menifee	0	5020	0	25	0	0	5045
82.00	0.00	0.00	Wolfe	0	0	600	0	0	0	600
30.00	0.00	60.00	Lee	250	7200	0	0	0	0	7450
0.00	0.00	0.00								
				350.000	17220.000	600.000	25.000	10.000	0.000	18205.000

Page 1 of 0

Note: New rows are added at the end of the tonnage data. Rows with validation errors are not saved until the errors are corrected.

Total Tons: 18,205.000 Inspection Fee: \$9,102.50 Late Fee: \$910.25 Total Amount Due: \$10,012.75

Exempt Type Tons UFTRS Fertilizer Code Deferred Company

Sold To Tons UFTRS Fertilizer Code Deferred Company

Agri-Chem - Hopkinsville - 00034D

Exempt Type Tons UFTRS Fertilizer Code Deferred Company

0 record(s) found.

If you are adding exempt tonnage, use the area provided. The exempt type, UFTRS codes and Deferred Company areas are all drop down menus.

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4	428 - MURIATE OF POTASH 60%	0.00	0.00	60.00	Lee	250.000	7200.000	0.000	0.000	0.000	0.000	7450.000
						250.000	12220.000	600.000	25.000	0.000	0.000	13095.000

Page 1 of 1

Note: New rows are added at the end of the tonnage data. Rows with validation errors are not saved until the errors are corrected.

Total Tons: 0.000 Inspection Fee: \$0.00 Late Fee: \$50.00 Total Amount Due: \$50.00

Exempt Type Tons UFTRS Fertilizer Code Deferred Company

Sold To Tons UFTRS Fertilizer Code Deferred Company

2 - ANHYDROUS AMMONIA Agri-Chem - Hopkinsville - 00034D

Exempt Type Tons UFTRS Fertilizer Code Deferred Company

0 record(s) found.

Total Deferred Tonnage: 0  
Total Tonnage on which Inspection Fee is Due: 0

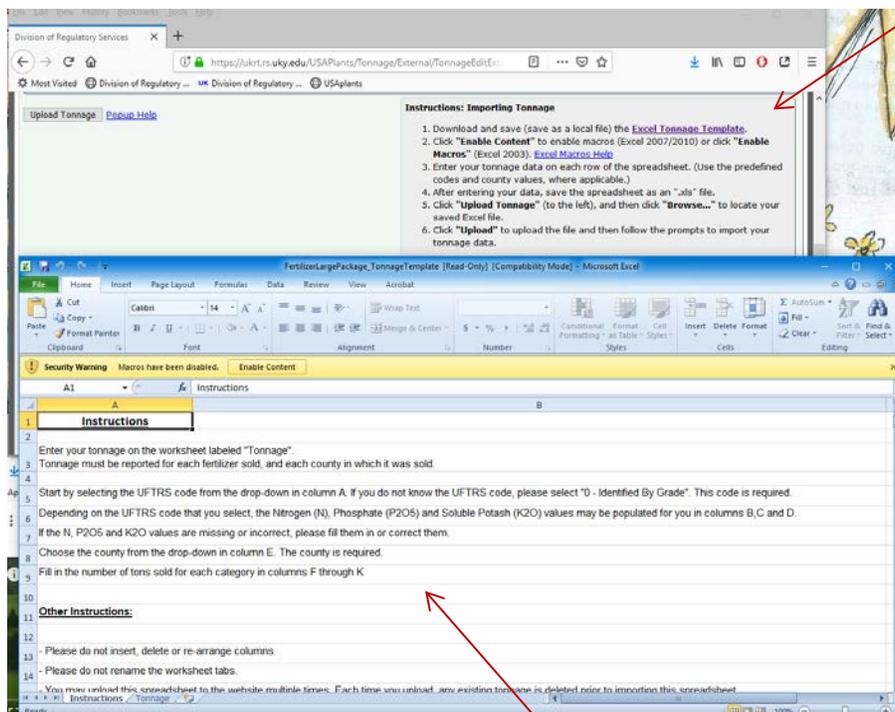
Save Back Save & Back

College of Agriculture, Food, and Environment, Division of Regulatory Services. Copyright © 2014 University of Kentucky, An Equal Opportunity University.

Username: junecrawford

Once complete, choose the save or save and back button to enter tonnage. It will not be submitted until you hit save

If you prefer not to enter it line by line, you can open the excel spread sheet available, add your tonnage there and then upload the spreadsheet.



Instructions for using the excel spreadsheet are on the spreadsheet.

We also have an excel file of the spreadsheet that we will be happy to email to you if you contact our office.

If fees are due with your report, you will need to mail the front page of the report that is emailed to you with those fees. This ensures the payment will be credited to the proper account. Include the front page of the report with a notation "reported online" along with the payment for any fees due.

An important note: If you choose to file your report online, the report will not be closed on our end until we receive the front page of the report that we sent you (example below). Note on it that your tonnage was filed online, sign and date it, and email, mail or fax it to our office.



**University of  
Kentucky**

**Division of Regulatory Services**  
 103 Regulatory Services Building  
 Lexington, KY 40546-0275  
 858-257-2668  
 Fax 859-257-9478

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**KENTUCKY QUARTERLY FERTILIZER TONNAGE REPORT**

For the reporting period of October 1, 2018 - December 31, 2018 Date: Jan 31  
Delinquent: Feb 15

**JUNE CRANFORD**  
 103 REGULATORY SVS BLDG  
 LEXINGTON KY 40546

Add 10 percent of the inspection fee or \$50, whichever is greater, should your report(s) be postmarked later than the delinquent date shown above. This late fee also applies to "zero" reports.

Permit: 00033K

COUNTY CODE*	QUANTITY (TONS)	FERTILIZER CODE**	GRADE	NAS (1) BASIC (2) LIQUID (3)	USE** FARM (1) NONFARM (2)

Reported Online

Tons (This page) \_\_\_\_\_  
 Tons (Attached Page) \_\_\_\_\_  
 Total Tons (This Qtr) \_\_\_\_\_  
 Fee @ \$.56/ton \$ \_\_\_\_\_  
 Late Report Fee \$ \_\_\_\_\_  
 Total Due \$ \_\_\_\_\_  
\*County Codes - See Back of Form  
 \*\*Fertilizer Codes - Use correct codes for materials, 8 for nitroform. (See Tonnage Reporting Handbook for codes)

**Note: Zero Reports are  
REQUIRED.**

Make Checks Payable to University of Kentucky

REPORT BY: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
(Please Complete Name)

TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

DO NOT WRITE BELOW - FOR USE OF REGULATORY SERVICES ONLY

check amount
check number
date issued
date received