

INSTRUCTIONS FOR ANNUAL FERTILIZER, SOIL AMENDMENT, HORTICULTURAL GROWING MEDIUM TONNAGE REPORTING AND PAYMENT AGREEMENTS

In §3.2-3609 B(2) of the Virginia Fertilizer Law, any licensed firm who distributes any regulated product to a non-licensed person shall not be required to (i) file the tonnage report, or (ii) pay the required inspection fee on distributed regulated product(s) **if**:

- another person or firm has agreed to complete and submit the required report titled Annual Fertilizer, Soil Amendment, Horticultural Growing Medium Tonnage and Inspection Fee Report to the Virginia Department of Agriculture and Consumer Services on behalf of the licensed firm by August 1 following the reporting period (July 1 through June 30 of each year) and
- another person or firm has also agreed to pay the required inspection fee for the licensed firm to the Virginia Department of Agriculture and Consumer Services by August 1 following the reporting period.

However, the licensed firm must submit, by August 1 following the reporting period, the following completed forms:

- Statement of Agreement – Fertilizer, Soil Amendment, Horticultural Growing Medium
- Fertilizer, Soil Amendment, Horticultural Growing Medium Purchasing Report

In addition to submission of the **Statement of Agreement – Fertilizer, Soil Amendment, Horticultural Growing Medium** and **Fertilizer, Soil Amendment, Horticultural Growing Medium Purchasing Report**, the licensed firm is also responsible for providing a copy of the **Annual Fertilizer, Soil Amendment, Horticultural Growing Medium Tonnage and Inspection Fee Report form** to the firm listed in the **Statement of Agreement** and ensuring that the form is completed by this firm and submitted to the Virginia Department of Agriculture and Consumer Services by August 1 following the reporting period.

The licensed firm is responsible for and must submit by August 1 following the reporting period, a completed **Annual Fertilizer, Soil Amendment, Horticultural Growing Medium Tonnage and Inspection Fee Report** for any regulated product tonnage distributed in Virginia for which no written agreement has been completed and filed with the Virginia Department of Agriculture and Consumer Services.

All reports, statements of agreement and forms must be completed and received by the Virginia Department of Agriculture and Consumer Services by August 1 following the reporting period along with any required inspection fees.

The **licensed firm** is also ultimately responsible for any deficient payments or lack of payment of the required inspection fees by any firm that has entered into an agreement to do so.