



STATE OF DELAWARE  
**DEPARTMENT OF AGRICULTURE**  
AGRICULTURE COMPLIANCE SECTION  
2310 South DuPont Highway  
DOVER, DELAWARE 19901

2018 COMMERCIAL FERTILIZER AND SOIL CONDITIONERS  
PRODUCT REGISTRATION PACKET





# 2018 Commercial Fertilizer & Soil Conditioners Registration Instructions

**Please Read Before Completing 2018 Registration Form**

## Company/Firm Information

**Do not enter outside registrant information in this section.**

- Exact information that is on the product label.
- If you do not use a **Registrant** (see definition below) please put all contact and mailing information in this section **only**.

**Please use the fillable PDF feature and type in all needed registration information.**

## Registrant Information

- Company/Person other than the company listed on the product label that is responsible for submitting registration
- **Proof of Registration will be mailed to the Registrant mailing address if this section is filled out.**

## Tonnage Information

- Person/outside party responsible for tonnage reporting. If this is left blank the information will go to the Registrant or Company/Firm whichever is completed.

## Product List

- List all product(s) to be registered for 2018, along with the UPC code(s) (if applicable).
- **Product name MUST match the product name on the package/label.**
- Net Weight(s): list all available weights per product (example: 4oz, 5, 7, & 10lbs).
- Excel file with products listed must be placed on a disk or flash drive.
- No other format will be accepted.

## Product Labels (are submitted every year)

- **ALL** product labels must be submitted on a disk or flash drive.
  - **No paper labels will be accepted, unless a special exemption is granted.**
- Labels must reflect exactly what the consumer will see in the store graphics, wording, etc.
- **PDF or JPEG format only** – the file name **must** match the product name exactly as it is listed on the product list.
  - Labels must be completely legible once opened. Best file to send is your label proof (High Resolution)

## Registration Fees

Registration fees are per product **NOT** per product weight.

- Product available 10 lbs. & Under only: \$28.75 (example: 1, 5, & 10 lbs.)
- Product available over 10 lbs. only: \$1.15 (example: 11 & 50 lbs. BULK)
- Product available both under & over 10lbs: \$28.75 (example: 1, 5, & 20 lbs.)

## Submitting The Registration

- **Print the registration form**
- **Include on a disk or flash drive:**
  - PDF of Registration Form
  - Excel file containing Product List
  - Product Labels
- Check for registration fee made out to
  - Delaware Department of Agriculture
- Mail to:
  - Delaware Department of Agriculture  
Attn: Agriculture Compliance Section  
2310 South DuPont Highway  
Dover, DE 19901

### Registration Questions:

Ese Jessa  
302-698-4524  
[Ese.Jessa@state.de.us](mailto:Ese.Jessa@state.de.us)

**If the instructions are not followed the registration may be denied and sent back. Your company could face a Stop Sale and/or fines.**

All Registrations are **due** in our office by **January 1, 2018** for the 2018 registration year.

All registrations expire **December 31, 2018** for the 2018 registration year. No matter when registration was approved.



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**2018 Commercial Fertilizer & Soil Conditioners Product Registration Application**

Application for registration is hereby made for the year ending **December 31, 2018**, for Commercial Fertilizer and Soil Conditioners  
 An electronic copy of the product labels must be submitted.

**Company/Firm Information:** (Exact information of the **company listed** on the product label)

Company/Firm Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Registrant Information:** (Company, C/O, Person submitting Registration on behalf of Company. **Proof of Registration will be delivered to this address if filled**)

Registrant/Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Tonnage Information:** (Company/Person who will be reporting Tonnage. **Proof of submitted Tonnage will be mailed to this address**)

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Proof of Registration Delivery Method**

Email  Mail



**Do any of the products to be registered contain Bio Solids?**

Yes  No

Registration Fees			
Products Available	Quantity	Fee	Total
10 lbs. and under only		x \$28.75	
Over 10 lbs. only		x \$1.15	
Under & Over 10 lbs.		x \$28.75	
<b>Total Products</b>		<b>Total Due</b>	

**Please make checks payable to:  
 Delaware Department of Agriculture**

I hereby certify that all information on this form, accompanying documents, and product labels submitted are true, correct, and in compliance with applicable federal and state requirements in every respect.

\_\_\_\_\_  
 Authorized Representative (Please Print)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date (mm/dd/yyyy)

**Office Use Only**

This certifies that the annual registration fees have been paid on the above products and the registrant is entitled to sell these for a period beginning with the actual date of approval and ending **December 31, 2018**, unless canceled.

**Registration #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Check 1:** \_\_\_\_\_ **Check 1: \$** \_\_\_\_\_  
**Check 2:** \_\_\_\_\_ **Check 2: \$** \_\_\_\_\_  
**Credit #:** \_\_\_\_\_ **Credit: \$** \_\_\_\_\_

Approved By Signature: \_\_\_\_\_