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Manure Relocation Program Checklist

If you are a manure relocation program user, use the following steps to ensure your claim is complete, approved, and paid in a timely manner:

Prior to Transporting Manure

- ___ Enroll as a State Vendor through E-Supplier here: <https://esupplier.erp.delaware.gov>
- ___ E-Supplier # (will need it later) _____
- ___ Check Sender and Receiver Certification Status
 Use their Certification Number to search for their current status here:
 <https://dda.my.site.com/nutrientmanagement/s/>
 ***all senders and Delaware receivers must have a Delaware Nutrient Management Certification and enough credits to be considered "active" with the program for funds to be received.**
- ___ Collect Sender Start Date of Animal Waste Management/CAFO Plan: _____
 ***must be up to date**
- ___ Collect Sender Watershed: _____
 Can be found in their plan or here: <https://delawarewatersheds.org/find-your-watershed-address/>
- ___ Collect the name of the poultry company the sender is growing for: _____
- ___ Look up receiver watershed (if Delaware): _____
 <https://delawarewatersheds.org/find-your-watershed-address/>
- ___ Collect manure use for Receiver (Mushroom or Land Application)
 ***if Land Application, collect field identification and soil sample to ensure fields meet soil P requirements**
- ___ Collect a manure sample to have an analysis completed at an approved laboratory

During Transport

- ___ Collect weight tickets for each load from sender to receiver
- ___ Google Map miles from origin to destination (one-way): _____
- ___ Collect a manure sample now, if not already completed!

Following Transport

- ___ Complete & Return Manure Relocation Claim Form within 90 days of transport with:
 - ___ Manure Sample
 - ___ Weigh tickets (or copy of) for each load transported
 - ___ Soil Samples for each field manure will be applied (if applicable)

*See the Manure Relocation Cost Assistance Program Guide for further details