

DELAWARE NUTRIENT MANAGEMENT PROGRAM

Instructions for Completing the Turf Annual Report

This set of instructions is to help you navigate and fully complete your annual report to fulfill the requirements set forth by the Nutrient Management Law. The Turf Annual Report is required for anyone that applies nutrients (commercial fertilizer or manure) to 10 acres or more as part of any turf related business. This includes but is not limited to golf courses, lawncare and landscaping businesses, sports complexes, and school athletic fields. If you need additional help you may call the Nutrient Management Program and one of our staff members will guide you through the required information.

Follow along to complete sections 1 through 6.

Section 1: Participant Information

CERTIFIED OPERATORS

NM Certification Holder Name: (Last, First)	NM Certification Holder Number:	NM Certification Expiration Date:	Number of Credits:

PARTICIPANT INFORMATION

Name: (Last, First)			
Mailing Address:			City, State, Zip Code:
Email:			Phone:
Operation Name:			
Operation Address:			City, State, Zip Code:

REQUIRED SECTION

- If you completed and submitted the previous year's annual report, this section will come pre-filled. If any of the pre-filled information is incorrect, please strikethrough the incorrect information and write in the new, correct information. We will update our database accordingly.
- IF this section is blank, please complete it to the fullest extent.



- The “Certified Operator” section will list anyone we have listed as a certified individual within your operation.
 - The expiration date and number of credits is to help you keep track of when an individual will be required to renew their certification and how many credits they have towards renewal.
 - IF expired, the individual needs to complete the necessary continuing education credits as soon as possible to regain compliance.
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Section 2: Management Plan Type

REQUIRED SECTION

MANAGEMENT PLAN TYPE

Plan Types:

- Nutrient Management Plan (NMP) – Crops with or without Animals

Management Plan Type:	
NM Consultant Name:	
Start Date of Most Current Plan:	
Expiration Date of Most Current Plan:	
Total Acres Included in the Plan:	
Years of Plan:	

- Please complete it according to the following guidelines:
 - Nutrient Management Plan (NMP) is a plan written by a certified consultant and may include up to 3 years of recommendations for your turf acres
 - **LAWN CARE & LANDSCAPING COMPANIES: If you apply nutrients to 10 acres or more to a customer base that changes yearly, please write in NMP- Landscape Company until further notice.**
 - **If you do not have a plan for your operation, please call us to help you get in contact with a certified consultant**
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Section 3: Watershed

WATERSHED - GEOGRAPHICAL LOCATION(S) OF OPERATION

Watershed Name	% of Operation in the Watershed	Watershed Name	% of Operation in the Watershed



REQUIRED SECTION

- The watershed information for your operation can be found within your Nutrient Management Plan
 - It can also be found via your address here: <http://delawarewatersheds.org/find-your-watershed-address/>
- This section **MUST ADD UP TO 100%**
- Please include the percentage for each watershed your operation falls with
- IF you have **MORE THAN 6** watersheds, please write additional watersheds on the back of the annual report form or attach a sheet with the additional watersheds.
- **LAWN CARE & LANDSCAPING COMPANIES:** if you do not know what watersheds you are working in, record percentages and the main city areas you apply nutrients in
 - For example- 25% Wilmington and 75% Newark
 - OR use the link above to determine your watershed areas

Section 4: Summary of Nutrient Applications

SUMMARY OF NUTRIENT APPLICATIONS

Not Applicable

Application Area	Nitrogen		Phosphorus	
	Total Pounds	Total Acres	Total Pounds	Total Acres
Fairways				
Greens				
Tees				
Turf				
Rough				
Ornamentals				
Others				

REQUIRED SECTION

- Complete the appropriate line based on where you applied nitrogen and/or phosphorus
 - Record your application totals for each area in POUNDS on total ACRES for both nitrogen and/or phosphorus
 - If you record your applications on the “Others” line please specify the application area type
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Section 5: Organic Nutrient Application

ORGANIC NUTRIENT APPLICATION

Not Applicable

Source (Manue/Compost/Other)	% Total N Applied	% Total P Applied

- If you used any organic nutrient sources as part of your turf applications indicate the source and the percentage of total nitrogen or phosphorus applied as this type of material
 - Ex. 25% of your total nitrogen applications to turf were applied as compost
 - **This is not for you to indicate the nitrogen or phosphorus analysis of the material**
 - If you did not use any organic nutrient sources as part of your regiment, please check “Not Applicable”
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Section 6: Enhanced Efficiency Fertilizers

ENHANCED EFFICIENCY FERTILIZERS

Not Applicable

Fertilizer (Brand, Name)	% Total N Applied	% Total P Applied

- If you used any enhanced efficiency fertilizers as part of your turf applications indicate the source and the percentage of total nitrogen or phosphorus applied as this type of material
 - Ex. 50% of your total nitrogen applications to turf were applied as a 10-0-0 slow release fertilizer (include brand)

- **This is not for you to indicate the nitrogen or phosphorus analysis of the material**
- If you did not use any organic nutrient sources as part of your regimen, please check “Not Applicable”



Lastly, please **sign and date** the bottom of the annual report and submit via mail or email to the Nutrient Management Program at the Delaware Department of Agriculture.