

INSTRUCTIONS FOR FILLING OUT THE NUTRIENT APPLICATION RECORD FORM

These instructions are incorporated as part of the FDACS Nutrient Application Record Form (FDACS-04005 Rev. 06/24). Except in circumstances where electronic means are technically infeasible, Enrollees are required to submit the electronic version of the Nutrient Application Record Form provided by OAWP representatives or a substantially similar record in electronic form, including signature certifying the accuracy of the information provided. Submission of the Nutrient Application Record Form is required at the time of or within 10 days after the implementation verification site visit. Failure to provide the required documentation and form will result in corrective action. Information provided in the form will be verified by FDACS representatives during an implementation verification site visit through an audit of the underlying records and supporting documentation utilized to complete the form.

NOI Number

Enter the Notice of Intent to Implement BMPs (NOI) Number assigned to the production area at enrollment. This number can be located on the original NOI submitted during the enrollment process.

No Fertilizers Applied

Only check this box if you have not applied any form of fertilizers or nutrients to your operation in the two-year period prior to the date of the implementation verification site visit.

Application Period (Month(s) and Year)

Enter the month(s) and year of each application of fertilizer or other nutrient source. For example, the application of fertilizer for corn that took place during March of 2020. Enrollees may opt to provide total application amounts of N and P, aggregated by application period or growing season in intervals of up to six months within a calendar year. If a growing season extends beyond December 31st of a given year, a separate entry will be required for the time period contained in the new calendar year. Do not include records from an interval that was previously reported to OAWP. Records documenting the monthly application amounts must be available for inspection by OAWP representatives to verify the aggregated application amounts.

BMP Manual

Enter the BMP Manual(s) applicable to the Notice of Intent (NOI) for which the form is being completed.

BMP Manual

Vegetable and Agronomic Crop

Dairies

Poultry

Nurseries

Sod

Equine

Citrus

Specialty Fruit and Nut

Cattle (Cow/Calf)

Commodity Grown

Complete this section only if your operation is enrolled in the Vegetable and Agronomic Crop (VAC) or the Specialty Fruit and Nut (SFN) manuals. Enter a separate line for each commodity produced under the VAC or SFN NOI.

Other Commodity Description

If you are filling out the form electronically and the commodity produced is not on the dropdown list, select Other and enter the name of the commodity.

Nutrient Source

Identify the type of nutrient source applied for each entry. Select a nutrient source from the following options:

- Commercial Fertilizer (with analysis)
- Compost with Analysis
- Composted Material (no analysis)
- Class AA Biosolids (with analysis)
- Manure (no analysis)
- Other (with analysis)*
- Other (no analysis)*

**If selecting Other, please identify the specific type of fertilizer or other nutrient source that was applied, pursuant to the requirements of the manual under which the Enrollee is enrolled. For example, if a Enrollee has an analysis done on poultry litter or compost that is then applied, they would select Other (with analysis) and identify the nutrient source. If poultry litter or compost was utilized and no analysis was done, the Enrollee would select Other (no analysis) and identify the nutrient source.*

Pounds of Nitrogen Applied

Using the guaranteed analysis or laboratory analysis of the nitrogen source applied, enter the total pounds of nitrogen for each individual entry. Enrollees must use book values to determine the total pounds applied for any nutrient source that lacks a guaranteed or laboratory analysis.

Pounds of Phosphorus (P₂O₅) Applied

Using the guaranteed analysis or laboratory analysis of the phosphorus fertilizer applied, enter the pounds of phosphorus (in the form of P₂O₅) for each entry. Enrollees must use book values (see guidance below) to determine the pounds applied for any nutrient source that lacks a guaranteed or laboratory analysis.

Crop Acres Fertilized

Enter the total production acreage over which the fertilizer or nutrient source was applied for each line item. In many cases, this will be the same number as the overall NOI acreage.

Using the guaranteed analysis to determine the pounds of nitrogen and the pounds of phosphorus applied to an NOI

Fertilizer's guaranteed analysis is printed on the fertilizer label or provided by the fertilizer company or hauler and shown as N – P – K, where:

N = elemental nitrogen

P = P₂O₅, usually referred to as phosphate or phosphorus

K = K₂O, usually referred to as potash

The values for N – P – K represent the percent of elemental nitrogen, phosphate, and potash that are in the product. For example:

A guaranteed analysis of 20 – 10 – 10 means there is 20% elemental nitrogen, 10% P₂O₅, and 10% potash in the product.

If 100 pounds of 20-10-10 are applied, that equals 20 pounds of nitrogen 10 pounds of phosphate, and 10 pounds of potash applied.

** When utilizing a laboratory analysis for a nutrient source, calculate the total pounds of N and P based on the laboratory unit of measure provided, and the amount of the nutrient source applied over the production acreage.*

Using book values to calculate total pounds of nitrogen or phosphorus for those nutrient sources without an associated analysis

Book values exist for commonly used sources of organic materials, such as manures, poultry litter, etc. Enrollees may utilize technical assistance documents available from OAWP for guidance on using book values to calculate the pounds of nitrogen or phosphorus applied but must provide verifiable documentation supporting calculations of the applied amounts of nutrient sources lacking an analysis. If utilizing manure or compost, identify the type so that book value calculations can be easily verified by OAWP representatives. All values must be expressed in lbs N and P₂O₅ per ton of material applied. For example, 5 tons per acre of broiler poultry manure applied to a field is equivalent to a total of 115 lbs/N acre. Utilizing the book values for poultry litter: 23 lbs/ton (using year 1 plant available values from the appropriate column on the sheet) x 5 tons/acre = 115 lbs N/acre. Producers must undertake the same calculation for phosphorus.

If NO fertilizer or nutrient source was applied during the previous two year period, check the box indicating that no nutrient sources were applied.