



STATE OF NEW YORK  
DEPARTMENT OF AGRICULTURE AND MARKETS  
10B AIRLINE DRIVE  
ALBANY, NEW YORK 12235

**Division of Plant Industry**

Phone: (518) 457-2087  
Fax: (518) 457-1204

June, 2011

Dear Licensee:

Enclosed is a New York State Fertilizer Tonnage Report Form (PI-33) to be completed for the period of January 1, 2011 through June 30, 2011. The report can also be found on our New York State Department of Agriculture and Markets website, on our commodities homepage, [www.agmkt.state.ny.us/PI/Commodities.html](http://www.agmkt.state.ny.us/PI/Commodities.html).

A completed report should be returned to this office by **July 31, 2011**.

The (1) enclosed hardcopy tonnage report, fully completed, or (2) a completed excel file application, or (3) the Uniform Fertilizer Tonnage Reporting System (UFTRS) official electronic text file will be the **ONLY** documents accepted for reporting fertilizer tonnage in New York State. Please submit electronic tonnage data via email to [Plants@agmkt.state.ny.us](mailto:Plants@agmkt.state.ny.us) or on a disc in the enclosed return envelope. **Do not submit via email a scanned copy PI-33 form (Fertilizer Tonnage Report).**

Page-two, containing detailed tonnage information, can be reported in any of the above mentioned formats. Page-one of the hardcopy tonnage report (PI-33) must be filled in, signed and returned, unless the excel file is being used.

We encourage you to submit your page-two detailed tonnage information via the excel file found on our website [www.agmkt.state.ny.us/PI/Commodities.html](http://www.agmkt.state.ny.us/PI/Commodities.html) or in a properly formatted text file on a disc. Enclosed are two instruction sheets: (1) one for the excel application and (2) one for the fixed width text file.

If your fertilizer tonnage is not reported in either of these two electronic formats, we will not be able to include your data in the UFTRS. This is the fertilizer tonnage reporting system that all fertilizer tonnage in the state is compiled and uploaded to the Association of American Plant Food Control Officials (AAPFCO). The association produces the annual Commercial Fertilizer report. The CF data sets are the **only** fertilizer use data available for the U.S.

The Department is requesting your assistance in sending your tonnage report electronically in a text file format or the excel file so that we may import into the UFTRS. Due to budget cutbacks,

we can no longer input the fertilizer tonnage data manually. New York has supplied this data in the past and would like to continue this important data compilation to AAPFCO. There is a strong demand for accurate and timely fertilizer use data from industry, state and federal agencies, and private companies.

A hard copy report of your tonnage is still acceptable this reporting period, but your tonnage report will not be part of the reporting to AAPFCO. We will be moving to an all electronic fertilizer tonnage reporting in the next fertilizer reporting period though. Please indicate your email address with your tonnage return report.

Acceptable reporting formats:

- Hardcopy computer printouts will be accepted ONLY in the format of the enclosed tonnage report; please note the column names and **coded formatting**.
- Department excel file applications, downloadable from our department's website, will be accepted ONLY if the **formatting is unaltered**; please note the drop-down lists.
- Electronic text files, provided on a disk, will be accepted ONLY in the format of the enclosed text file format instructions; please note the text file is a fixed width text file; please note **coded formatting** also applies here.

Should you have any questions please do not hesitate to contact us.

Sincerely,

Mr. Jan Morawski  
Commodity and Biotechnology Specialist

Enclosures