

# CONFINEMENT SITE MANURE APPLICATOR CERTIFICATION

ENVIRONMENTAL SERVICES DIVISION | [WWW.IOWADNR.GOV](http://WWW.IOWADNR.GOV)



*Relatively flat, dry cropland is ideal for manure application. DNR recommends avoiding manure application on cropland subject to flooding, land adjacent to a stream or tile intake, and on steep slopes. State law restricts application on frozen or snow-covered ground. Find out more at [www.iowadnr.gov/afol](http://www.iowadnr.gov/afol).*

## WHAT IS CERTIFICATION?

State law requires confinement site manure applicators in Iowa to be certified by the Iowa Department of Natural Resources. Generally, a confinement site manure applicator land applies or hauls dry or liquid manure from a confinement (totally roofed operation) without charging a fee.

Confinement site certification is not needed if the manure source is an open feedlot or small animal feeding operation.

## BECOMING CERTIFIED

Confinement site certificates are good for three years. There are two ways to become certified, through training or passing an exam. To complete certification, applicators must pay the appropriate fees and submit proof of training (DNR form 542-3301).

### TRAINING

Iowa State University Extension and Outreach offers two-hour training sessions for certification throughout the state. Most training sessions are scheduled in February. Find more information, including a list of training sessions, online at [www.agronext.iastate.edu/immag/maccca.html](http://www.agronext.iastate.edu/immag/maccca.html). Contact your local extension office for an appointment.

Or, log in for online training at [iowadnr.gov/manureapplicator](http://iowadnr.gov/manureapplicator).

Those who choose training must complete three training sessions (one per year) or pass a test to receive their three-year certificate. To provide proof of training in the second

and third years, confinement site applicators must submit DNR form 542-3301 and the annual education fee to the DNR.

### TESTING

Applicators can choose to take a test, instead of training, at any of six DNR field offices. A passing score on the test is 35 out of the 50 multiple choice and true-false questions. If taking a test, make an appointment with the DNR field office (listed on the back) and bring an identification card to the test site.

To prepare for the test, applicators should understand Iowa's regulations on manure application. A "Manure Applicator Certification Study Guide" is available online at <https://store.extension.iastate.edu/ProductList.aspx?Keyword=PM1779>.

The DNR provides two fact sheets on state regulations available at [www.iowadnr.gov/afol](http://www.iowadnr.gov/afol). Look for these Fact Sheets under AFO Resources.

- Separation Distances for Land Application of Manure (DNR 113)
- High Quality Water Resources (DNR 117)

Anyone who does not pass the test may retake it on a different day.

**EXEMPTIONS** - Although they do not need commercial certification, individuals must still be certified as confinement site manure applicators if:

- actively engaged in farming and trades work with another active farmer,
- employed by an active farmer and applies manure only as an incidental part of the job,
- applying manure as an incidental part of a custom farming operation,
- applying manure as an incidental part of their job.

Confinement site applicators are exempt from certification if they are:

- part-time employees or a family member of a confinement site applicator and are under the direct instruction and control of a certified confinement site manure applicator who is physically present and can physically observe and communicate with the supervised person at all times.



## CERTIFICATE RENEWAL

Tests are required when applicators initially chose training, but missed one or more of the annual training sessions. Those individuals must take a make-up test in order to qualify to renew their certificate.

After passing the make-up test, or when renewing a certificate, the applicator should:

- attend the first of three annual training sessions or pass a test,
- send the renewal request on DNR form 542-3301 postmarked by March 1, and
- include the renewal fees (certification and education) and late fees if renewal is after March 1.

## CERTIFICATE EXPIRATION

All certificates are valid for three years, expiring on Dec. 31 of the third year. However, there is a two-month grace period when confinement site applicators may apply manure after their certificate expires. After March 1 of the third year, they cannot apply manure until they have renewed their certificate.

## APPLICATOR REQUIREMENTS

### LAND APPLICATION

All applicators must comply with requirements for land application, including the minimum separation

distances (see Separation Distances for Land Application of Manure under Resources at [www.iowadnr.gov/afo/](http://www.iowadnr.gov/afo/)).

They must follow the manure management plan (if a plan is required).

And, they must report any releases to the 24-hour spill line at 515-725-8694 within six hours of onset or discovery.

## RECORDKEEPING

Confinement site manure applicators who are required to submit manure management plans must maintain the following records for a minimum of five years following application (or the length of the crop rotation, if greater):

- methods and rates of application,
- dates when the manure was applied or sold, and
- location of the field and number of acres applied.

## DISCIPLINARY ACTIONS

Certified confinement site applicators can lose their certification or be put on probation if they violate state law or rules.

An applicator whose certification is revoked cannot apply manure to the land. The applicator may reapply for certification after two years and will have to pass a test. Failure to

become certified or applying manure without a certificate can result in an administrative order, a civil penalty or a court action.

## DEFINITIONS

See Iowa Administrative Code Chapter 65 at <https://www.legis.iowa.gov/law/administrativeRules/rules?agency=567&chapter=65&pubDate=10-28-2015> for definitions of:

- Animal unit capacity
- Confinement feeding operation
- Confinement manure applicator
- Confinement site
- Open feedlot
- Small animal feeding operation

## FEES

Certification fees are due on or before March 1.

- The certification fee is \$100 for the three-year certificate.
- The education fee for each training session or test is \$25, except the make-up test.
- A late fee of \$12.50 is charged for all renewals postmarked after March 1. Late fees do not apply to first-time applicants.
- A \$15 fee is charged for issuing each duplicate certificate. Send requests to Iowa DNR, Manure Application Certification, 502 E. Ninth St., Des Moines, IA 50319.
- Iowa State University Extension and Outreach may charge a fee for attending a training session on a day outside normally scheduled training.

| IMPORTANT LINKS   | IOWA DNR FIELD OFFICES   |
|---|--|
| <p>DNR Animal Feeding Operations</p> <ul style="list-style-type: none"> <li>• <a href="http://www.iowadnr.gov/afo/">www.iowadnr.gov/afo/</a></li> <li>• Online training: <a href="http://www.iowadnr.gov/manureapplicator">www.iowadnr.gov/manureapplicator</a></li> </ul> <p>Iowa State University Iowa Manure Management Action Group</p> <ul style="list-style-type: none"> <li>• <a href="http://www.agronext.iastate.edu/immag/">www.agronext.iastate.edu/immag/</a></li> </ul> <p>Questions or to change an address: Call 515-725-8200.</p> | <p><b>Northeast</b>   Manchester   563-927-2640</p> <p><b>North central</b>   Mason City   641-424-4073</p> <p><b>Northwest</b>   Spencer   712-262-4177</p> <p><b>Southwest</b>   Atlantic   712-243-1934</p> <p><b>South central</b>   Des Moines   515-725-0268</p> <p><b>Southeast</b>   Washington   319-653-2135</p> |
| <b>IMPORTANT INFORMATION</b>  |  |
| Your Certificate Number _____ Expiration Date _____ Training Sessions Taken: 1 2 3 or Test  |  |
| Report spills to DNR field offices during office hours. After hours, weekends or holidays, call the 24-hour spill line at <b>515-725-8694</b> .   |  |

CAUTION: This document is only a summary of administrative rules contained in 567 IAC chapters 65; it is a guidance document and should not be used as replacement for the administrative rules. While every effort has been made to assure the accuracy of this information, the administrative rules will prevail in the event of a conflict between this document and the administrative rules.