



COMMERCIAL Manure Services
Employee Substitution and Termination Form

Animal Manure
Management Form

This form is to be used during the certification year whenever a certified commercial manure service representative leaves or joins your company. State law requires all certified commercial manure service representatives to be associated with only one company at a time. If the company paid the certification fee for the certified employee leaving the company, the company can substitute in the new employee without paying an additional certification fee.

**NOT for
Annual
Renewals**

Instructions: Fill out Part A with the information about your company. **Fill out Parts B, C and D** with the applicable information whenever a certified representative enters or leaves employment at your company and **send a copy to the DNR within thirty (30) days** of the change in status.

Part A. Commercial Manure Service PLEASE PRINT

Business Name: _____ Bus. License No. _____

Phone No. _____ Manager's Name: _____

Part B. Commercial Service Representative
List name and date of any certified representative leaving or joining the company.

Representative Leaving _____ (name) _____ (Date Left) _____ (SS or IA DL #)
If no new hire, go to Part D

Representative Joining _____ (name) _____ (Date Hired) _____ (SS or IA DL #)
If hiring mid-year, go to Part C

Part C. Fees and Education Requirements for Substitutes

- Does company want to substitute a new hire for a certified representative that left the company?
 Yes- go to line 2 **No- go to Part D**
- Did company pay the certification fee for employee that is leaving the company?
 Yes- go to line 4 **No- go to line 3**
- The company or representative will need to pay **\$75 certification fee, \$25 education fee** and submit a copy of DNR form 542-3300 (if individual is paying); **or** if company is paying fees, submit DNR forms 542-4022 **and** 542-3300.
- Has the new hire met the testing or training requirement?
 Yes- go to line 6
 No- go to line 5
- New hire must take required 3-hour training or pass a test. Submit DNR form 542-3300 (the individual training or testing record) and pay the \$25 education fee.
- Please submit the \$25 education fee for the new hire and the DNR will process and send a certificate to the company listed above.

Part D. Signature

Signature of Manager _____ (Date Signed) _____

- FAX or return this form to the DNR address listed at the right within 30 days of a representative leaving or joining your company.
- Call 515-725-8200 with questions.

Iowa Department of Natural Resources
Manure Applicator Certification
502 E 9th St
Des Moines IA 50319-0034

FAX 515-725-8202