



**COMMERCIAL Manure Services**  
Employee Substitution and Termination Form

**Animal Manure  
Management Form**

**NOT for  
Annual  
Renewals**

This form is to be used during the certification year whenever a certified commercial manure service representative leaves 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 a new employee without paying an additional certification fee.

**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: \_\_\_\_\_ CMS Number: \_\_\_\_\_  
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	_____	_____	_____
If no new hire, go to Part D	(name)	(Date Left)	(SS or IA DL #)
Representative Joining	_____	_____	_____
If hiring mid-year, go to Part C	(name)	(Date Hired)	(SS or IA DL #)

**Part C. Fees and Education Requirements for Substitutes**

1. 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
2. Did company pay the certification fee for employee that is leaving the company?  
 Yes- go to line 4       No- go to line 3
3. The company or representative will need to pay \$75 certification fee, \$25 education fee and submit a copy of DNR form 542-3300 or the online education completion certificate; or if company is paying fees, submit DNR forms 542-4022 and 542-3300 (or the online education completion certificate).
4. Has the new hire met the testing or training requirement?  
 Yes- go to line 6  
 No- go to line 5
5. New hire must take required 3-hour training or pass a test. Submit DNR form 542-3300 (the individual training or testing record), or the online education completion certificate, and pay the \$25 education fee.
6. Submit DNR form 542-3300 (the individual training or testing record), or the online education completion certificate, and pay the \$25 education fee.

**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  
6200 Park Ave Ste 200  
Des Moines IA 50321**

**FAX 515-725-8201**