

## Certification Procedures for Act 49

This sheet is to help you as the employer know what procedures you need to do for certifying new employees.

**Note\*\* Checks for certification fees must be made payable to:**

**“Commonwealth of PA”**

**And sent to:**

**Pennsylvania Department of Agriculture**

**State Conservation Commission**

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**Manure Hauler Level 1-** Employees that will only be transporting manure from Point A to Point B with no field application.

**Manure Hauler Level 1 Procedure:**

1. The employee must read a Manure Hauler Level 1 Workbook and then complete a checklist and verification form stating that the employee completed the checklist on their own.
2. The Manure Hauler Level 1 Workbook is for the employee to keep and the verification form, checklist and the \$10 annual certification fee must be sent to the Pennsylvania Department of Agriculture.
3. The Pennsylvania Department of Agriculture will then send out the final certificate.

**Manure Hauler Level 2-** Employees that will be transporting or land applying manure under verbal supervision , for example, cell phone or other cellular device.

**Manure Hauler Level 2 Procedure:**

1. The employee must read a Manure Hauler Level 2 Workbook and then complete a verification form, stating that the employee completed the workbook on their own.
2. The Manure Hauler 2 Workbook is for the employee to keep and the verification form must be sent to the Pennsylvania Department of Agriculture.
3. The employee must now take and pass the manure hauler level 2 exam. The employer must contact their local County Conservation District and make an appointment for the employee to take the exam.
4. The County Conservation District will send the exam to the Pennsylvania Department of Agriculture, which will grade the exam. If the employee passes the exam, an application for final certification will be sent to the employer which will need to be filled out and sent in with the fee of \$60.00 which is good for 3 years.
5. A final certificate will then be mailed out to the employer.

**Manure Hauler Level 3-** Is a supervisory category, which may also haul and land apply manure. The manure hauler level 3 category is able to supervise a manure hauler level 2.

**Manure Hauler Level 3 Procedure-**

1. Must attend a one day training.
2. Pass the manure hauler / broker exam that will be given at the end of the training day.
3. Notification of pass or fail will be mailed out by the Department of Agriculture. If the manure hauler level 3 applicant passed a final certification application will be mailed out.
4. The manure hauler level 3 applicant must fill out and send the application along with the \$300, which is good for 3 years, certification fee to the Pennsylvania Department of Agriculture
5. The Pennsylvania Department of Agriculture will then send out the final certificate.

**Manure Broker Level 1-** This category is also able to be supervisory to manure hauler level 2's. A manure hauler broker 1 may haul or land apply manure and must provide a nutrient balance sheet to importing farms.

**Manure Broker Level 1 Procedure-**

1. Must attend a one day training.
2. Pass the manure hauler / broker exam that will be given at the end of the training day.
3. Notification of pass or fail will be mailed out by the Department of Agriculture. If the manure broker level 1 applicant passed, a final certification application will be mailed out.
4. The manure broker level 1 applicant must fill out and send in the application along with the \$325, which is good for 3 years, certification fee to the Pennsylvania Department of Agriculture.
5. The Pennsylvania Department of Agriculture will then send out the final certificate.

**Manure Broker Level 2-** This category is also able to be supervisory to manure hauler level 2's. A manure hauler broker 2 may haul or land apply manure and must provide a nutrient balance sheet to importing farms. The difference between manure broker level 1 and 2 is that a manure broker level 2 may develop nutrient balance sheets.

**Manure Broker Level 2 Procedure-**

1. Must attend a one day training.
2. Must attend a one day nutrient balance sheet writing training.
3. Must attend a Phosphorus Index training.
4. Pass the manure hauler / broker exam that will be given at the end of the training day.

5. Notification of pass or fail will be mailed out by the Department of Agriculture. If the manure broker level 2 applicant passed, a final certification application will be mailed out.
6. The manure broker level 2 applicant must fill out and send in the application along with the \$350, which is good for 3 years, certification fee to the Pennsylvania Department of Agriculture.
7. The Pennsylvania Department of Agriculture will then send out the final certificate.