California Department of Food and Agriculture
Cover Sheet and Instructions for Renewal Registration

California Food and Agriculture Code
Section 46013.1. (a) *Every person engaged in this state in the production or handling of raw agricultural products sold as organic, and retailers that are engaged in the production of products sold as organic, and retailers that are engaged in the processing, as defined by the NOP, of products sold as organic, shall register with the agricultural commissioner in the county of principal operation prior to the first sale of the product. All processors of organic agriculturally derived products that are not required to be registered as outlined in subdivision (b) must register with the secretary. Each registrant must annually renew the registration unless no longer engaged in the activities requiring the registration. Each registrant shall provide a complete copy of its registration to the county agricultural commissioner in any county in which the registrant operates.*
(b) *Every person engaged in this state in the processing or handling of processed products pursuant to Section 110460 of the Health and Safety Code, and pet food pursuant to Section 18653, and cosmetics pursuant to Section 111795 of the Health and Safety Code, including processors of alcoholic beverages, fish and seafood, shall register with the State Director of Health Services.*

Note: Processing Defined: Cooking, baking, curing, heating, drying, mixing, grinding, churning, separating, extracting, slaughtering, cutting, fermenting, distilling, eviscerating, preserving, dehydrating, freezing, chilling, or otherwise manufacturing and includes the packaging, canning, jarring, or otherwise enclosing food in a container. If your operation fits any of these descriptions you must register with California Department of Public Health.

If you are no longer engaged in organic activities, as described above, you must report your status in writing to avoid further action.

I. APPLICANTS RESPONSIBILITY

Provide the most current complete information about your organic operation. It is the registrant's responsibility to ensure current and accurate information is on file with the State Organic Program at all times. Failure to complete the renewal accurately and completely may result in the renewal being returned for proper completion, thus delaying the validation of your registration.

A. COMPLETE THE FOLLOWING FORMS:

- Organic Renewal Registration Form **(ORG 100-RNF)**
- Organic Producers/Handlers/Processors Application and Registration
- Substance List **(ORG 100-SL)**. **IF YOUR OPERATION IS NOT CERTIFIED**, fill this form out for any substances applied for the prior 12-month period. IF YOUR OPERATION IS CERTIFIED, you do not have to fill out the ORG 100-SL.

B. REVIEW "ORGANIC PRODUCERS/HANDLERS/PROCESSORS APPLICATION AND REGISTRATION"

Review the information listed on the "Organic Producers/Handlers/Processors Application and Registration" that you received with your renewal packet. Verify that all information is correct. Cross out all incorrect information, and write in correct data. **Registrant must enter the gross sales for each commodity** sold as organic **NOTE:** See below for information regarding when an amendment is needed prior to the approval of your renewal.

If a new site, or additional acreage to an existing site, has been added since your last registration/renewal, you must submit an amendment with those additions through the County Agricultural Commissioner with whom original registration was filed. You will need to complete and submit the following forms to your County Agricultural Commissioner's Office:

- Organic Registration Form (ORG 100-RF) – check "Amended Registration"
- Site Profile Form (ORG 100-SP)
- Production Record of Sales (ORG 100-PR)

- Substance List (ORG 100-SL)
- Public Information Form (ORG PIF)

1. CODE AND COMMODITY
   Using the attached commodity list applicant must verify for correctness the commodity code and common name of **each individual commodity** making all necessary adjustments (i.e., 1605 - PLUM; - 2302 - BROCCOLI; etc.).

2. VARIETY OR BREED
   Optional. Verify the specific variety or breed for correctness. Example: Commodity - plum, Variety - Santa Rosa.

   If a registrant grows several varieties of a commodity then "various" under variety or breed may be used (i.e., Lettuce - various).

3. LOCATION GROWN/RECEIVED FROM
   Producers - Verify the address of the location where the commodity is grown. **A complete address must be shown for each location** (i.e., 1225 Bell St., Field #1, Sacramento; etc.)

   Handlers, Processors, and/or Wholesale Distributors – Verify the names and registration numbers for whom you sell the product.

4. YEARLY GROSS SALES
   Registrant must enter the gross sales for each commodity sold as organic. Use the twelve-month period that precedes the date of registration. If no sales were made in the preceding year, then enter a zero in the gross sales column for that commodity. (Example: Expiration date 3/1/04 = report sales for 3/1/03 thru 2/28/04).

   Note: Accurate and specific gross sales figures must be entered. All gross sales information will be kept confidential.

5. CATEGORY
   Registrant must verify the appropriate category(s) for correctness: P - Producer; H - Handler; PR - Processor.

   Note: Registrant may be involved in more than one category. Commodities and gross sales for each category must be listed separately.

6. ACRES/UNITS
   Producers verify for correctness the total **acreage for each commodity**. Acreage must be shown for each commodity. If the acreage is less than an acre then list the portion of ground the commodity covers (i.e., endives 1/4 acre or .25; radish 1/3 acre or .33; etc.). Units: Show number of animals if applicable. (Example: Cows 50, Chickens 300, Goats 25)

II. REGISTRATION FEE

Any person/entity required to register whose registration fee would be less than seventy-five dollars shall pay an initial registration fee of seventy-five dollars ($75). Thereafter the registration fee will be based on the Organic Fee Schedule Chart. This applies to new registrants only.

Any person/entity required to register who fits the description of more than one of the categories described below shall pay the

greater of the multiple amounts.

1. Any person/entity selling a multi-ingredient product in which less than seventy percent (70%) of the ingredients are organic shall pay a fee of one hundred dollars ($100), or one-half of the amount that would be due based on the Organic Fee Schedule Chart – whichever is more.

2. **PRODUCER/PROCESSOR.** Operations that produce and process only their own product shall pay fees based on the value of the raw product prior to being processed, and the value of any product sold as unprocessed.

3. **HANDLER (DOES NOT TAKE POSSESSION OR TITLE OF PRODUCT).** Any person/entity that packs, repacks, labels, sorts, or otherwise handles any organic product that is outside the jurisdiction of the State Director of the California Department of Public Health and does not take title or manage the sale of the product, but provides only handling services for the organic product, shall register and pay one hundred dollars ($100) per year.

4. **HANDLER (TAKES POSSESSION OR TITLE OF PRODUCT).** Any person/entity that packs, repacks, labels, sorts, or otherwise handles any organic product that is outside the jurisdiction of the State Director of the California Department of Public Health and does take title or manage the sale of the product shall register and pay a fee based on annual gross sales.

5. **COMMISSION MERCHANT, BROKER.** Commission merchants or brokers that do not take possession or title of the product but arrange for the sale of the product shall register and pay one hundred dollars ($100) per year. If you take title, the fee is based on sales of organic product. Any person/entity that provides temporary storage or transportation for organic product for seven (7) days or less and does not handle the raw unpackaged product is not required to register.

6. **WHOLESALER.** The fee is based on sales of organic product.

7. **RETAIL STORE (RELABELS/PROCESSES ON SITE).** A retail store engaged in the handling or processing of organic products shall register and pay a fee of one hundred dollars ($100) for each store location that processes organic products on site. (i.e. In store deli making organic sandwiches or repacking and using store label on product).

8. **AGRICULTURAL PRODUCTION**. The agricultural production fee is based on gross sales of organic product. For producers that sell processed product(s), see number 3. Any person/entity that hires any other person/entity for custom packing or labeling shall register and pay a fee based on the total sales of product custom packed for them (as outlined in number 3). In addition to the required registration information, the above person/entity must disclose, the names of all companies that pack and process for them.

A. PAYMENT

Make check payable to CASHIER - CDFA Organic Program, 41110. To ensure proper credit include your registration number on your check.

B. PENALTIES

Fees are due upon date of renewal. Any producer, handler, or processor that does not pay the fee within 10 days of the date on which the fee is due shall pay a penalty of 10 percent of the amount due plus a 1.5 percent, per month, compounded at the end of each subsequent month on the unpaid balance.

III. DISPOSITION OF THE REGISTRATION RENEWAL

Registrant must send the completed renewal application, any additional documents, and their check for payment of the registration fee in the enclosed self-address envelope to CDFA.

IV. REGISTRATION RENEWAL REVIEW AND FINAL DISPOSITION

Upon receipt, CDFA will review the submitted registration renewal and attached documents and shall validate

the registration providing that it is complete and in compliance with the State law. Upon validation, CDFA will mail an official valid registration to the registrant.

V. MAILING ADDRESS

Remitting for a registration:

CDFA - Organic Program 41110
P. O. Box 942872
Sacramento, CA 94271-2872

General Information:

CDFA - Organic Program
1220 N Street
Sacramento, CA 95814
(916) 900-5030