



## Instructions

1. **FOR OFFICIAL USE ONLY**  
Leave this area blank. Staff from the County Agricultural Commissioner's Office completes this box.
2. **COMPANY NAME:** Name of your company.  
**DATE:** Date in which you completed application.
3. **C, F, or L**  
C = Crop Substance. Indicate "C" for substances used in and around where organic products are being produced. You must list all substances applied for the previous 36 months prior to the planned harvest. List each site separately.  
F = Facility Substance. Indicate "F" to document substances used in and around where organic products are being stored or handled. If more than one facility, list each facility and substance(s) used. Note: When a contracted Pest Control company is used to control pests, the organic operation is still required to keep records and know what is being used in the facility.  
L = Livestock Substance. Indicate "L" for substances used in and around livestock. Note: If you are a dairy operation you may need to indicate "F" to show what you are using to clean equipment.
4. **DATE**  
Identify the date the material or substance was applied.
5. **SITE ID (APN)**  
Fill in the Tax Assessors Parcel Number (APN) of each site location. This number will be used as your Site ID throughout the registration process and must be consistent with "Site Identification" on Site Profile (ORG SP-100). For substances used on crops, indicate the Site ID where applied. For substances used in facilities, indicate the name or other identifier of the facility.
6. **MATERIAL/SUBSTANCE**  
Indicate the generic identity of the material or substance. For example: pest control, sanitizer, medical treatments, weed control, feed additives, fertilizer, compost, etc.
7. **SOURCE**  
Indicate the source, for example: store name, supply company name, pest control name, etc.
8. **BRAND NAME**  
Identify the brand name of the product used.
9. **RATE**  
Indicate the pounds or gallons used per acre, site, animal/flock, or other measurement that indicates rates of use. For example: six traps/site, or four gallons/acre.
10. **TOTAL**  
Indicate the total amount of product used either in weight, size and number of packages, or other such treatment identifiers.