

# ORGANIC PROCESSED PRODUCT REGISTRATION APPLICATION

## PLEASE COMPLETE THIS FORM FULLY—INCOMPLETE APPLICATIONS WILL BE RETURNED

**See Page 2 for Instructions.**

NEW APPLICANT     RENEWAL APPLICANT     OWNERSHIP CHANGE     RELOCATION    PREVIOUS LOCATION \_\_\_\_\_

|   |       |          |   |                                     |  |
|---|-------|----------|---|-------------------------------------|--|
| 1. Name of Firm   |       |          | 9. Business Operator (name and title)   |                                     |  |
| 2. DBA (List additional DBAs on separate sheet if necessary.)   |       |          | 10. Business Telephone Number<br>( )  | 11. Business FAX Number<br>( )      |  |
| 3. Facility Address (number, street)  |       |          | 12. 24-Hour Emergency Telephone Number<br>( )   | 13. E-mail Address                  |  |
| 4. Facility Address (continued)   |       |          | 14. Correspondent (name and title)  |                                     |  |
| 5. City   | State | ZIP Code | 15. Correspondent Telephone Number<br>( )   | 16. Correspondent FAX Number<br>( ) |  |
| 6. Mailing Address (if different or P.O. Box number)  |       |          | 17. Country (if other than United States)   |                                     |  |
| 7. Mailing Address (continued)  |       |          | 18. Website (URL)   |                                     |  |
| 8. City   | State | ZIP Code | 19. Interstate Commerce<br><input type="checkbox"/> Product Shipped <input type="checkbox"/> Product or Raw Materials Received <input type="checkbox"/> N/A |                                     |  |
| 20. Type of Ownership<br><input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Nonprofit <input type="checkbox"/> Other _____ |       |          |   |                                     |  |
| 21. Owner's Name / Corporate Name (if applicable)   |       |          | State of Incorporation  |                                     |  |
| 22. Owners' or Officers' Names and Titles<br>-----<br>-----   |       |          | Owners' or Officers' Names and Titles<br>-----<br>-----   |                                     |  |

23. Product Type  
 Human Food     Cosmetics / Personal Care Products     Pet Food     Warehousing Only

24.  Using a registered co-packer – Co-packer's company name and registration number

25. Type of Business  
 Handler (person who processes, packages, stores, or distributes)     Broker (does not take possession or title of product but arranges for its sale)

26. Annual gross sales or revenue from processing/handling organic processed products at this facility  
\$

27. Certification organization(s) or government entities certifying these product(s) as organic (attach additional sheets, if necessary)     Exempt from certification

|      |                          |      |       |          |
|------|--------------------------|------|-------|----------|
| Name | Address (number, street) | City | State | ZIP code |
|------|--------------------------|------|-------|----------|

|  |   |
|--|---|
| <p>28. Payment Codes (Check only ONE payment code box A-I.)</p> <p><b>Handler</b> (See page 2 for fee schedule and instructions.)</p> <p><input type="checkbox"/> A—\$50    <input type="checkbox"/> B—\$100    <input type="checkbox"/> C—\$200    <input type="checkbox"/> D—\$300    <input type="checkbox"/> E—\$400<br/> <input type="checkbox"/> F—\$500    <input type="checkbox"/> G—\$600    <input type="checkbox"/> H—\$700</p> <p><b>Broker</b> (person who does not take possession or title of the product but only arranges for its sale)</p> <p><input type="checkbox"/> I—\$100</p> <p><b>Fees are non-refundable</b></p> | <p>29. Registration Fees <span style="float: right;">Enter Each Fee Below</span></p> <p>a. Registration Fee Due <span style="float: right;">\$ _____</span></p> <p>b. Penalty on Registration Fee<br/>(1.5% per month if over 30 days late) <span style="float: right;">\$ _____</span></p> <p>c. Total Payment Due <span style="float: right;">\$ _____</span></p> <p style="text-align: center;"><b>MAKE CHECKS PAYABLE TO:</b><br/> <b>CALIFORNIA DEPARTMENT OF PUBLIC HEALTH</b><br/>         See Page 2 for Mailing Address.</p> |
|--|---|

**NOTE: You must submit a completed Organic Processed Product Commodity Code List with your application.**

**By signature, I declare under penalty of perjury that all information provided herein is true and correct.**

|               |             |      |
|---------------|-------------|------|
| 30. Signature |             | Date |
| Printed Name  | Print Title |      |

| <b>PLEASE DO NOT WRITE BELOW THIS LINE</b> |                 |               |              |              |
|--|-----------------|---------------|--------------|--------------|
| License Number                             | Expiration Date | Date Received | Payment Type | Amount<br>\$ |
|  |                 |               |              |              |

## Organic Processed Product Registration Application Instructions

### Please Type or Print your Application.

**New Applicant/Renewal Applicant:** Place an (X) in the box next to New Applicant if your firm has not previously applied for an Organic Processed Product Registration at this location while under the current ownership. Place an (X) in the box next to Renewal Applicant if your firm has already obtained an Organic Processed Product Registration for this location and you are renewing that registration. If this firm has changed location or ownership, please submit a new application for registration for the facility.

1. **Name of Firm:** Enter the full name of business, corporation, company, or organization applying for licensure.
2. **DBA:** Enter any other name(s) your company is doing business as.
- 3.–5. **Facility Address:** Enter the number, street, city, state, and ZIP code for this facility location.
- 6.–8. **Mailing Address:** Enter the full mailing address if different from the facility address.
9. **Business Operator:** Enter the full name of the person who manages the operations of your business and their title.
10. **Business Telephone Number:** Enter daytime telephone number for your business.
11. **Business FAX Number:** Enter your business FAX number.
12. **24-Hour Emergency Telephone Number:** Enter the telephone number to be called in the event of an emergency.
13. **E-mail Address:** Enter the facility e-mail address.
14. **Correspondent:** Enter the name of the person to contact for information regarding this application and their title.
15. **Correspondent Telephone Number:** Enter the daytime business telephone number of the contact person.
16. **Correspondent FAX Number:** Enter the daytime business FAX number of the contact person.
17. **Country:** Enter the country where your facility is located if outside of the United States.
18. **Website:** Enter the website address for your business if applicable.
19. **Interstate Commerce:** Place an (X) in the boxes that correctly describe your business' receipt or distribution of products or materials through or into interstate commerce.
20. **Type of Ownership:** Place an (X) in the box next to the appropriate legal description of the facility's ownership.
21. **Corporate Name:** Enter corporate name if applicable. Enter the State of Incorporation if applicable.
22. **Owners' or Officers' Names:** List the business owners' or officers' names and titles.
23. **Product Type:** Place an (X) in the box next to the type of product(s) that this firm handles or brokers (check all that apply).
24. **Using a Co-packer:** Place an (X) in this box if you are using another registered firm to co-pack (process, package, or store) your organic products and provide the firm name and registration number.
25. **Type of Business:** Place an (X) in the box next to "Handler" if you process, handle, or warehouse organic products in this facility. Place an (X) in the box next to "Broker" if you do not take possession or title of the organic product but arrange for the sale of the organic product.
26. **Annual Gross Sales or Revenue:** This information will remain **CONFIDENTIAL**. Enter the total annual gross sales received from the sale of organic processed product commodities or total revenue received for processing/handling organic products at this facility. Use the most recent 12-month period for which you have records, or if none available, enter the projected gross revenue for the 12 months following the date of the registration application.
27. **Certification Organizations:** Enter the name(s) and addresses of certification organizations or government entities certifying these product(s) as organic. If none, leave blank. If exempt from certification, check the box.
28. **Payment Codes:** The registration fee is based on the gross annual sales or revenue of organic products (entered under item 25). Based on the chart below, place an (X) in the appropriate box on the front page, next to the proper fee code.

| Gross Annual Sales or Revenue | Annual Registration Fee** |
|-------------------------------|---------------------------|
| A. \$0–\$5,000                | \$ 50                     |
| B. \$5,001–\$50,000           | \$100                     |
| C. \$50,001–\$125,000         | \$200                     |
| D. \$125,001–\$250,000        | \$300                     |
| E. \$250,001–\$500,000        | \$400                     |
| F. \$500,001–\$1,500,000      | \$500                     |
| G. \$1,500,001–\$2,500,000    | \$600                     |
| H. \$2,500,001 and above      | \$700                     |
| I. Broker Only***             | \$100                     |

\*\* Any person that only provides temporary storage for seven days or less, or only provides transportation for organic product and does not handle the organic processed product, does not have to register.

\*\*\* Broker means any firm that does not take possession or title of the product but arranges for the sale of the product.

29. a. **Registration Fee Due:** Enter the amount checked under item 28 on the amount due line (a.). **Fees are Non-Refundable.**
29. b. **Penalty on Registration Fee:** A penalty of 1.5 percent per month is due if the payment is submitted more than 30 days after the due date (i.e., if paid more than 30 days after the date on the letter you received from the Department of Public Health, or if more than 30 days after the organic registration renewal expiration date. A 1.5 percent per month penalty is due on the unpaid balance. To calculate the penalty due, see example below:  
Computation Example: Due date 1/1/94. Date you actually submitted payment: 3/1/94 = 2 months late.  
If registration fee is \$100, multiply \$100 x 1.5% – \$1.50 penalty per month x 2 (months) = \$3 total penalty due. Enter the penalty amount on the Penalty on Registration line.
29. c. **Total Payment Due:** Add penalty and registration fee together to determine total amount due. Enter this amount.
30. **Sign the application, enter date signed, and print your name and title.**

**NOTE: The required Organic Processed Product Commodity Code list must be completed and submitted with your application.**

MAKE CHECKS PAYABLE TO:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

MAIL APPLICATION AND CHECK TO:

**Regular Mail:** California Department of Public Health  
Food and Drug Branch Cashier – MS 7602  
P.O. Box 997435  
Sacramento, CA 95899-7435

**Overnight Mail:** California Department of Public Health  
Food and Drug Branch Cashier  
1500 Capitol Avenue, MS 7602  
Sacramento, CA 95814

Call the Food and Drug Branch at (916) 327-3832 if you have additional questions about this application.

**ORGANIC PROCESSED PRODUCT COMMODITY CODES**

|                            |                  |  |                              |                               | OPPR #  |
|----------------------------|------------------|--|------------------------------|-------------------------------|---------|
| Check all That Apply (30A) | Commodity Number | Commodity (Finished Products Only)                         | Total Quantity Handled (30B) | Total Quantity Brokered (30C) | Measure |
| <input type="checkbox"/>   | 10               | Soft Drinks, Carbonated and Noncarbonated; Water           |                              |                               | Pounds  |
| <input type="checkbox"/>   | 20               | Beverage Bases, Liquid and Dry                             |                              |                               | Pounds  |
| <input type="checkbox"/>   | 30               | Coffee and Tea   |                              |                               | Pounds  |
| <input type="checkbox"/>   | 40               | Alcoholic and Malt Beverages, Wines, Distilled Liquor      |                              |                               | Pounds  |
| <input type="checkbox"/>   | 50               | Bread, Rolls, Buns, Sweet Goods, and Crackers              |                              |                               | Pounds  |
| <input type="checkbox"/>   | 60               | Custard and Cream-filled Sweet Goods                       |                              |                               | Pounds  |
| <input type="checkbox"/>   | 70               | Macaroni and Noodle Products                               |                              |                               | Pounds  |
| <input type="checkbox"/>   | 80               | Breakfast Cereals, Ready to Eat                            |                              |                               | Pounds  |
| <input type="checkbox"/>   | 90               | Whole Grain and Beans, Bulk                                |                              |                               | Pounds  |
| <input type="checkbox"/>   | 100              | Pretzels, Chips, Tortillas, and Specialty Items            |                              |                               | Pounds  |
| <input type="checkbox"/>   | 110              | Processed Grains and Starch Products For Human Use         |                              |                               | Pounds  |
| <input type="checkbox"/>   | 120              | Prepared Mixes (Flour or Meal Based) Dry                   |                              |                               | Pounds  |
| <input type="checkbox"/>   | 130              | Candy, Chewing Gum, Chocolate and Cocoa Products           |                              |                               | Pounds  |
| <input type="checkbox"/>   | 140              | Syrups, Sugars, Honey                                      |                              |                               | Pounds  |
| <input type="checkbox"/>   | 150              | Butter and Butter Products                                 |                              |                               | Pounds  |
| <input type="checkbox"/>   | 160              | Cheese and Cheese Products                                 |                              |                               | Pounds  |
| <input type="checkbox"/>   | 170              | Fluid Milk and Fluid Milk Products                         |                              |                               | Pounds  |
| <input type="checkbox"/>   | 180              | Dried Milk and Dried Milk Products                         |                              |                               | Pounds  |
| <input type="checkbox"/>   | 190              | Ice Cream and Related Products                             |                              |                               | Pounds  |
| <input type="checkbox"/>   | 200              | Eggs and Egg Products                                      |                              |                               | Pounds  |
| <input type="checkbox"/>   | 240              | Spices and Salt  |                              |                               | Pounds  |
| <input type="checkbox"/>   | 250              | Extracts and Flavors                                       |                              |                               | Pounds  |
| <input type="checkbox"/>   | 260              | Dressings and Condiments                                   |                              |                               | Pounds  |
| <input type="checkbox"/>   | 270              | Fresh Fruits and Juices                                    |                              |                               | Pounds  |
| <input type="checkbox"/>   | 280              | Frozen Fruits and Juices                                   |                              |                               | Pounds  |
| <input type="checkbox"/>   | 290              | Canned Fruits, Juice Concentrates, and Nectars             |                              |                               | Pounds  |
| <input type="checkbox"/>   | 300              | Dried Fruits   |                              |                               | Pounds  |
| <input type="checkbox"/>   | 310              | Jams, Jellies, Preserves, and Butters                      |                              |                               | Pounds  |
| <input type="checkbox"/>   | 320              | Fruit Products including Olives                            |                              |                               | Pounds  |
| <input type="checkbox"/>   | 330              | Animal Feeds   |                              |                               | Pounds  |
| <input type="checkbox"/>   | 340              | By-Products for Animal Feeds                               |                              |                               | Pounds  |
| <input type="checkbox"/>   | 350              | Meat and Meat Products                                     |                              |                               | Pounds  |
| <input type="checkbox"/>   | 360              | Nuts and Nut Products                                      |                              |                               | Pounds  |
| <input type="checkbox"/>   | 370              | Vegetable Oil Seed, Oil Stock, and Crude Oil               |                              |                               | Pounds  |
| <input type="checkbox"/>   | 380              | Refined Vegetable Oil, Vegetable Shortening, and Margarine |                              |                               | Pounds  |
| <input type="checkbox"/>   | 390              | Fresh Vegetables   |                              |                               | Pounds  |
| <input type="checkbox"/>   | 400              | Frozen Vegetables and Juices                               |                              |                               | Pounds  |
| <input type="checkbox"/>   | 410              | Canned Vegetables and Juices                               |                              |                               | Pounds  |
| <input type="checkbox"/>   | 420              | Dried and Dehydrated Vegetables                            |                              |                               | Pounds  |
| <input type="checkbox"/>   | 430              | Cured and Processed Vegetable Products, Tofu               |                              |                               | Pounds  |
| <input type="checkbox"/>   | 440              | Dry Dessert and Pudding Mixes                              |                              |                               | Pounds  |
| <input type="checkbox"/>   | 450              | Multiple Foods, Pre-packaged Meals, Frozen Dinners         |                              |                               | Pounds  |
| <input type="checkbox"/>   | 460              | Miscellaneous Food Use Items, Ice                          |                              |                               | Pounds  |
| <input type="checkbox"/>   | 470              | Multiple Food Warehouse                                    |                              |                               | Pounds  |
| <input type="checkbox"/>   | 480              | Food Chemicals   |                              |                               | Pounds  |
| <input type="checkbox"/>   | 490              | Infant, Junior, and Geriatric Foods                        |                              |                               | Pounds  |
| <input type="checkbox"/>   | 500              | Miscellaneous Dietary Food Items, Specialties, Sweeteners  |                              |                               | Pounds  |
| <input type="checkbox"/>   | 550              | Vitamins, Other Nutritional Supplements                    |                              |                               | Pounds  |
| <input type="checkbox"/>   | 910              | Cosmetics  |                              |                               | Pounds  |

### Instructions for Completing the Organic Processed Products Commodity Codes

- 30A Processed Product Commodity Codes:** Review the Processed Product Commodity Code list, locate the code number of each **organic** processed product commodity processed or handled at this facility and place an (X) in the column next to the commodity number. Commodities listed must be finished products, not ingredients contained in products.
- 30B Total Quantity of Each Processed Commodity Handled at This Facility:** This information will remain **CONFIDENTIAL**. Enter the total quantity (**in pounds**) of each finished product processed commodity that is **Sold as Organic** and annually handled and/or processed at this facility. A food is **Sold as Organic** if the food, or one or more of its ingredients, is claimed to be organic. Use the most recent 12 month period for which you have records, or if none available, enter the projected quantity to be handled in the 12 months following the date of registration.
- 30C Total Quantity of This Product Brokered:** This information will remain **CONFIDENTIAL**. Enter the quantity (**in pounds**) of this organic product commodity that was arranged for sale, although never taken into possession or control by the broker.

**NOTE: This list must be completed and submitted with your Organic Processed Product Registration Application. All product quantities must be reported in pounds.**