



WATER VENDING MACHINE LICENSE PROCEDURE



California Health and Safety Code (H&SC) Section 111120 requires that every operator of a water vending machine in California obtain a Water Vending Machine Operator License issued by the California Department of Public Health (CDPH), Food and Drug Branch (FDB). A *water vending machine* means a water-connected vending machine designed to dispense drinking water, purified or other water products. The Water Vending Machine Operator License must be renewed annually.

How to apply for a Water Vending Machine Operator License

- Obtain a Water Vending Machine Operator License application (CDPH 8604) by calling the FDB Water program desk at (916) 324-2170, or by downloading the form online.
- Complete the application in type or legible print and sign the form. Make sure each section is completed fully. **Incomplete applications will be returned to the applicant.**
- Make sure to submit the additional required documents listed below with your application:
 - Make arrangements with a certified laboratory to conduct bacteriological analysis (total coliforms) on your vended (dispensed) water and submit the test results to FDB.
 - If the water vending machine dispenses “purified” water you must also make arrangements with a certified laboratory to conduct total dissolved solids (TDS) analysis and submit the test results to FDB.
 - Submit a copy of the National Automatic Merchandising Association (NAMA) certificate for each of your water vending machines.
 - Submit color photographs of each water vending machine showing that the machine displays the required consumer information statements, in **both English and Spanish**, pursuant to H&SC Section 111170.
 - Submit a list of the water source used by each water vending machine. A sample format is attached in the “Additional information” section at the end of this procedure.
- Make sure you include a valid telephone number on the application. FDB staff may contact you at the provided number to ask questions or request additional information regarding your water vending machine.
- Submit your completed application, the non-refundable license fee (check or money order), and all required additional documents to FDB (see the Water Vending Machine Operator License application for the mailing instructions).

- After your application is processed you may be contacted by FDB, at the telephone number provided on your application, if a pre-licensing inspection needs to be scheduled.
- If a pre-licensing inspection was required and your water vending machine was found to be in substantial compliance with all applicable laws and regulations, your license and water vending machine decal(s) will be issued shortly thereafter.
- The Water Vending Machine Operator License is valid for one calendar year. It is your responsibility to renew the license prior to the expiration date printed on the license.
- Your Water Vending Machine Operator License is non-transferable. If you transfer or sell your water vending machine, the new owner will be required to apply for a new Water Vending Machine Operator License.

Renewal of a Water Vending Machine Operator License

- Once licensed, you will receive a Renewal notice and partially completed Water Vending Machine Operator License application approximately 60 days prior to the expiration date of your license.
 - If you do not receive your renewal notice, please contact the FDB Water program desk at (916) 324-2170, or you may download a blank application online.
 - Sections 1-5 will be pre-filled on the Water Vending Machine Operator License application. Verify the information, make any corrections, and complete the remaining sections. Make sure each section is completed fully. **Incomplete applications will be returned to the applicant.**
- Submit copies of the required water quality monitoring test results, as follows:
 - Current bacteriological analyses (total coliforms) test results for analyses conducted within the last 6 months by a certified lab.
 - A recent total dissolved solids (TDS)* test result.
 - *A TDS test is only required if you are selling “purified” water.
- Submit your renewal application, non-refundable license fee (check or money order), and water quality test results to CDPH (see the Water Vending Machine Operator License application for the mailing instructions).
- FDB will conduct periodic, unannounced inspections of water vending machines to ensure that they are being operated in compliance with all applicable State and Federal laws and regulations.

Tips for completing the Water Vending Machine Operator License application

- Do not skip any sections of the application. Each section must be completed fully. Incomplete sections will delay processing of your application. Refer to the instruction page included with the application.
- For renewal licenses, write your current license number above the “ RENEWAL APPLICANT” selection on the top of the form.
- The “Facility Address” must be that of the physical location of your water vending machine or your primary business address if you operate water vending machines at more than one location. If you have multiple machines in

multiple locations you must submit a document that identifies each location. You may use the Water Vending Machine Location form.

- The “Mailing Address” should be that where you wish to receive correspondence from FDB, such as your license and license renewal notice.
- Provide valid phone numbers. FDB staff will contact you at the given numbers. Wrong, disconnected, or unmonitored phone numbers will delay the processing of your application and may significantly delay the scheduling of your pre-licensing inspection.
- Write the phrase “PCA Code 76217” on the front of your check or money order.
- Submit legible copies of the requested documents, photographs, water quality test results, and/or monitoring records. Keep the original test results at your physical location for review by the FDB personnel upon request.
- **Water Vending Machine Operator Licenses are non-transferrable to new owners or other locations.** A change of ownership or change in facility location will require a new Water Vending Machine Operator License.

Additional information

- More information regarding independent water vending machine certification may be found by visiting the National Automatic Merchandising Association (NAMA) website or by contacting NAMA at (312) 346-0370.
- Sample format for Water Vending Machine, Source Water List

WVM LOCATION: STREET ADDRESS, CITY, & ZIP CODE	WVM MANUFACTURER, MODEL #, & SERIAL #	WVM NAMA CERTIFICATE #	NAME, ADDRESS, & PHONE # OF THE APPROVED SOURCE WATER

* Water Vending Machine (WVM)

Once licensed, periodic on-site inspections are conducted to assess compliance with applicable State and Federal laws and regulations. The inspection will include an evaluation of your water vending machine’s maintenance, sanitary condition, and labeling. Please review the Water Vending Machine Inspection Procedure document for information to help you prepare for your inspection.