



California Department of Public Health Food and Drug Branch



PROCEDURE FOR OBTAINING A BOTTLED WATER DISTRIBUTOR LICENSE

License Application Form: CDPH 8590

California Health and Safety Code (H&SC) Section 111120 requires bottled water distributors operating in California to obtain a Bottled Water Distributor (BWD) License issued by the Department of Public Health's Food and Drug Branch (FDB). The BWD license is required when a bottled water distributor delivers water products in **returnable** bottles (e.g., 4 or 5 gallon bottles) **from a bottler to a customer's home or office** and/or **provides the service** of replacing bottled water on a customer's cooler. The BWD License is not required if you deliver or sell bottled water packaged in single serve bottles (one time use only bottles which are found on supermarket shelves (e.g., 7-oz. size bottled water), provided that the water was bottled at a licensed water bottling plant. The following describes what you must do to obtain the license.

LICENSE APPLICATION

Submit a fully completed Bottled Water Distributor License Application form with the required fee. To obtain an application form, you may call FDB at (916) 650-6500 or download the form from the FDB website (<http://www.cdph.ca.gov/pubsforms/forms/Pages/FoodandDrug.aspx>; click "Form CDPH 8590").

Important points regarding completion of the application form:

- Include the firm name
- For RENEWAL licenses, include the license number
- Write the phrase "PCA Code 76209" on your check or money order.
- The facility address must be that of the location where the bottled water is stored.
- The mailing address can be that of the WVM, corporate headquarters branch office, etc. Licenses and renewal notices will be sent to the mailing address listed on the application form
- Proper telephone numbers must be provided on the application in order to expedite scheduling of inspection appointments.

Any incomplete and/or illegible applications will be RETURNED to the applicant. **License fees are non-refundable. Bottled Water Distributor Licenses are non-transferrable to new owners.** A change of the bottled water distributor ownership will require submittal of a NEW application. License fees are adjusted annually as required by H&SC Section 110425.

The BWD License is valid for one calendar year. It is your responsibility to renew the license prior to the expiration date printed on the license. You will receive a renewal notice from FDB approximately two months before the expiration date of your license. Follow the instructions on the renewal notice and submit the completed application form and a check or money order for the license fee payment. If you do not receive a renewal notice, please contact the FDB Water Desk at (916) 650-6500.

INSPECTION AND OPERATION

FDB may conduct a pre-licensing inspection prior to issuing the BWD machine license. FDB will also conduct periodic inspections ensure that the BWD is operating in compliance with applicable state and federal laws and regulations. You must maintain the following documentation in your files. Copies of this information must be provided to the FDB investigator during the licensing inspection and at any other time, if requested.

1. Information about the bottled water firms whose product(s) you distribute in California:
 - a. The firm's name,
 - b. The firm's address,
 - c. The firm's telephone number, and
 - d. The firm's California Department of Public Health – Food and Drug Branch license number.
2. Original product labels, advertising and promotional materials for the bottled water products that you distribute.
 - a. The labels, advertising and promotional materials must comply with the requirements of the California H&SC and applicable regulations.
 - b. Typed or photocopied labels may be submitted with prior approval of FDB **only if** the labels are (1) printed or embossed directly on the bottles, or (2) large labels (greater than 100 square inches) printed directly on large boxes.
3. Substantiating information for label claims. Water designated as “purified water”, “spring water”, etc., must meet the product definitions as specified in H&SC Section 111175 and 111195 and must comply with the regulations on nutrition labeling (H&SC Section 110110).
4. Copies of a form or logbook for documenting the following information:
 - a. Product lot codes,
 - b. Dates of production,
 - c. Warehouse facilities,
 - d. Date and place of distribution, and
 - e. Gallons distributed.

Record Retention: CFR Part 129.80 (h) requires all information/test data to be maintained for at least 2 years. Refer to Part 129.80 (h) regarding the types of information to be kept. Copies of records, including test results, must be provided to FDB during inspections and at any other time if requested.

You Must Inform FDB:

1. Prior to distributing water products from bottlers not declared on the license application,
2. When product labels are revised or modified,
3. If your water is recalled.

You may be required to register with the California Department of Conservation (CDC) in compliance with the California Beverage Container Recycling Act. We suggest that you contact the CDC to obtain information about registration:

California Department of Conservation
Division of Recycling, Client Service Section
810 K Street, 17th Floor
Sacramento, CA 95814
Phone number: 1-800-RECYCLE (1-800-732-9253)
Web address: <http://www.conservation.ca.gov/dor/Pages/Index.aspx>