



## BOTTLED WATER DISTRIBUTOR LICENSE AND INSPECTION PROCEDURE



California Health and Safety Code (H&SC) Section 111120 requires bottled water distributors operating in California to obtain a Bottled Water Distributor License issued by the California Department of Public Health, Food and Drug Branch (FDB). The Bottled Water Distributor License is required when a bottled water distributor delivers water products in **returnable** bottles (e.g., 3 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 Bottled Water Distributor License is not required if you deliver or sell bottled water packaged in single-serving bottles for one-time use only (e.g., 20 oz. drinking water in plastic bottle), provided that the water was bottled at a licensed water bottling plant. The Bottled Water Distributor License must be renewed annually. The following describes what you must do to obtain the license.

### How to apply for a Bottled Water Distributor License

- Obtain a Bottled Water Distributor License application (CDPH 8590) by calling the FDB Water program desk at (916) 324-2170, or by downloading the form from the Food and Drug Branch website.
- 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 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 retail water facility.
- Submit your completed application, and the non-refundable license fee (check or money order) to CDPH (see the Bottled Water Distributor License application for the mailing instructions).
- After your application is processed you will be contacted by FDB, at the telephone number provided on your application, to schedule a pre-licensing inspection.
- If your bottled water distributor operation is found to be in substantial compliance with all applicable laws and regulations, your license will be issued shortly thereafter.
- The Bottled Water Distributor 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 Bottled Water Distributor License is non-transferable. If you relocate your bottled water distributor operation you are required to apply for a new Bottled Water Distributor License at the new location. If you transfer or sell your bottled

water distributor operation, the new owner will be required to apply for a new Bottled Water Distributor License.

### **Renewal of a Bottled Water Distributor License**

- Once licensed, you will receive a Renewal notice and partially completed Bottled Water Distributor License application 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 at the Food and Drug Branch website.
  - Sections 1-5 will be pre-filled on the Bottled Water Distributor 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 your renewal application, and non-refundable license fee (check or money order), to CDPH (see the Bottled Water Distributor License application for the mailing instructions).
- FDB will conduct periodic, unannounced inspections of your bottled water distributor operation to ensure that you are operating in compliance with all applicable state and federal laws and regulations.

### **Tips for completing the Bottled Water Distributor 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 bottled water distributor operation.
- 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 76209” on the front of your check or money order.
- **Bottled Water Distributor Licenses are non-transferrable to new owners or other locations.** A change of ownership or change in facility location will require a new Bottled Water Distributor License.

### **Inspection procedures and operation requirements**

Once licensed, periodic on-site inspections are conducted to assess compliance with applicable State and Federal laws and regulations. The following documentation will be

requested and reviewed by FDB during your inspection.

1. Records that document your FDB licensed bottled water supplier's information, including:
  - i. The water bottler's firm name
  - ii. The firm's address
  - iii. The firm's contact information
  - iv. The firm's FDB Water Bottling Plant License number
  
2. Original product labels, advertising, and promotional materials for the bottled water products that you distribute.
  - i. The labels, advertising, and promotional materials must comply with all applicable requirements.
  - ii. Substantiating information for label claims regarding the bottled water's designation/type. Water designated as "purified water", "spring water", etc., must meet the product definitions as specified in H&SC Section 111175.
  
3. Records that document the following information:
  - i. Product lot codes
  - ii. Dates of production
  - iii. Warehouse facilities
  - iv. Date and place of distribution
  - v. Gallons distributed