



California Department of Food and Agriculture Cover Sheet for New/Amended Registration Forms

California Food and Agriculture Code

Section 46013.1. (a) *Every person engaged in this state in the production or handling of raw agricultural products sold as organic, and retailers that are engaged in the production of products sold as organic, and retailers that are engaged in the processing, as defined by the NOP, of products sold as organic, shall register with the agricultural commissioner in the county of principal operation prior to the first sale of the product. All processors of organic agriculturally derived products that are not required to be registered as outlined in subdivision (b) must register with the secretary. Each registrant must annually renew the registration unless no longer engaged in the activities requiring the registration. Each registrant shall provide a complete copy of its registration to the county agricultural commissioner in any county in which the registrant operates.*

(b) *Every person engaged in this state in the processing or handling of processed products pursuant to Section 110460 of the Health and Safety Code, and pet food pursuant to Section 18653, and cosmetics pursuant to Section 111795 of the Health and Safety Code, including processors of alcoholic beverages, fish and seafood, shall register with the State Director of Health Services.*

Note: Processing Defined: Cooking, baking, curing, heating, drying, mixing, grinding, churning, separating, extracting, slaughtering, cutting, fermenting, distilling, eviscerating, preserving, dehydrating, freezing, chilling, or otherwise manufacturing and includes the packaging, canning, jarring, or otherwise enclosing food in a container. If your operation fits any of these descriptions you must register with California Department of Public Health.

Forms to be Completed for New Organic Registrations:

All Operations must complete Organic Registration Form (ORG 100-RF) and Public Information Form (ORG 100-PIF), as well as the following forms if you are a:

Farming Operation of Fruits, Nuts, and Vegetables, also complete Site Profile (ORG 100-SP), Substance List (ORG 100-SL), and Production Record of Sales (ORG 100-PR). If you have production in other counties complete Additional County of Operation (ORG 100-ACO).

Farming Operation of Livestock, Dairy, Poultry, and Eggs, also complete Substance List (ORG 100-SL), Site Profile (ORG 100-SP), and Production Record of Sales (ORG 100-PR). If you have production in other counties complete Additional County of Operation (ORG 100-ACO).

Commission Merchant, Broker, and Wholesaler, *which do not take possession or title of product and do not provide storage of product*, no additional forms are necessary.

Commission Merchant, Broker, and Wholesaler, *that provide storage and take title or possession of product*, also complete Substance List (ORG 100-SL), and Production Record of Sales (ORG-PR).

Retailer that processes raw and ready to eat products (in store deli), re-pack, or re-label organic products, also complete Substance List (ORG 100-SL).

Note: A separate Site Profile (ORG 100-SP) must be completed for each organic site.

Amended Registration:

When any operation has a change to their registration (addition of new growing locations, change of ownership, addition of acreage, or change in type of operation) an amendment to your registration is required.

An amendment must be completed and submitted to the local county agricultural commissioner's office prior to the sale of any organic product from the amended registration. The amendment forms are the same as those

in the registration packet and can be acquired at your local county agricultural office. Operations must complete forms that relate to the new activity.

If the new activity increases gross sales the fee chart must be used to determine if the operation is in a higher fee bracket. If it is determined that the operation is in a higher fee bracket the operation must pay the difference from the original fee paid.

Example: Original gross sales were fifty thousand dollars, fee paid was one hundred dollars. (\$50,000 in sales = \$100 fee). Operation added new acreage and expects to increase gross sales by ten thousand dollars for a total of sixty thousand dollars, moving the operation into a new fee bracket (\$60,000 in sales = \$175 fee). The operation would pay seventy-five dollars when submitting the amended registration to the county (\$175 new fee, minus \$100 original fee already paid = \$75 due).

Renewal of Registration:

All operations that are registered with the State Organic Program (SOP) must annually renew their registration. (Every twelve months from the month and day the county approved your initial registration).

The SOP will send each operation a renewal packet two months prior to the registrant's renewal date. The registrant must review the registration and submit a fee based upon the type of operation and previous year's gross sales. Completed renewals are sent to the SOP. Late renewals start accruing a penalty ten days after the due date.

State Organic Program Registration Forms:

Organic Registration Form (ORG 100-RF)
Organic Renewal Registration Form (ORG 100-RNF)
Public Information Form (ORG 100-PIF)
Site Profile (ORG 100-SP)
Substance List (ORG 100-SL)
Production Record of Sales (ORG 100-PR)
Additional County of Operation (ORG-ACO)