



## 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)

# CDFA ORGANIC REGISTRATION COMMODITY CODES (Revised 5-2009)

\*\*Producers, Handlers & Processors that report gross sales use the codes below\*

<b>BERRIES</b>		<b>ALLIUMS</b>		<b>SUCCULENT VEG/SWEET CORN</b>		<b>BEVERAGE CROPS</b>	
Others (not listed below)	1100	Others (not listed below)	2200	Others (not listed below)	3000	Others (not listed below)	4800
Blackberry	1101	Chives	2201	Asparagus	3001	Cocoa	4801
Blueberry	1102	Garlic	2202	Mushrooms	3002	Coffee	4802
Boysenberry	1103	Leeks	2203	Okra	3003	Tea (black,green,herb)	4803
Cranberry	1104	Onions	2204	Pricklypear/Cactus Pads	3004	<b>APIAN</b>	
Currant	1105	Shallots	2205	Sweet Corn	3005	Honey	5200
Olallieberry	1106	<b>BRASSICALS</b>		<b>UMBLES &amp; HERBS</b>		<b>LIVESTOCK-NON DAIRY</b>	
Raspberry	1107	Others (not listed below)	2300	Others (not listed below)	3100	Cattle	5301
Strawberry	1108	Arugula	2301	Basil	3101	Swine, pigs, hogs	5302
<b>CITRUS</b>		Broccoli	2302	Carrots	3102	Sheep, lambs	5303
Others (not listed below)	1200	Brussels Sprouts	2303	Celery/Celeriac	3103	Goats, kids	5304
Grapefruit	1201	Cabbage(head/savoy)	2304	Cilantro	3104	Ostrich	5305
Kumquat	1202	Cauliflower	2305	Fennel	3105	Livestock other	5310
Lemon	1203	Chinese Cabbage	2306	Mixed Herbs	3106	<b>LIVESTOCK-DAIRY</b>	
Lime	1204	Collards	2307	Parley	3107	Others (not listed below)	5300
Orange	1205	Horseradish	2308	Parsnip	3108	Cattle - Dairy	5301
Tangelo	1206	Kale	2309	<b>FIBER CROPS</b>		Goats - Dairy	5302
Tangerines	1207	Kohlrabi	2310	Others (not listed below)	4100	Sheep - Dairy	5303
Mandarines	1208	Misc. Leaf Vegetables	2311	Cotton	4101	<b>DAIRY PRODUCTS</b>	
<b>GRAPES</b>		Mustards	2312	Flax	4102	Milk - Fluid	5002
Others (not listed below)	1300	Radish/Daikon	2313	Ramie	4103	Milk - Wey	5003
Grapes - Juice	1301	Turnip	2314	Cover Crops	4104	<b>DAIRY PROCESSING</b>	
Raisin	1302	Watercrest	2315	<b>LEGUMES</b>		Cheese	5004
Grapes - Table	1303	<b>CHENOPODS</b>		Others (not listed below)	4200	Yogurt	5005
Grapes - Wine	1304	Others (not listed below)	2400	Alfafa	4201	Ice Cream	5006
<b>NUT CROPS</b>		Beets	2401	Beans (dried)	4202	Milk - Fluid	5007
Others (not listed below)	1400	Chard	2402	Clover	4203	Milk - Dry	5008
Almonds	1401	Spinach	2403	Peas	4204	Butter	5009
Cashew	1402	<b>COMPOSITES</b>		Soy Beans	4205	Milk - Processed	5010
Chestnut	1403	Others (not listed below)	2500	Vetch	4206	<b>LIVESTOCK -OTHER</b>	
Filbert (Hazelnut)	1404	Artichokes	2501	<b>GRAIN</b>		Meat - Processing	5304
Hickory Nut	1405	Burdock	2502	Others (not listed below)	4300	Animal Slaughter operation	5305
Macadamia Nut	1406	Cardoni	2503	Barley	4301	<b>POULTRY</b>	
Peanut	1407	Chicory	2504	Buck Wheat	4302	Others (not listed below)	5400
Pecan	1408	Endive	2505	Field Corn	4303	Chickens (meat)	5401
Pistachio	1409	Lettuce	2506	Oats	4304	Ducks	5402
Walnut	1410	Radicchio	2507	Popcorn	4305	Layer Hens	5403
<b>POMEFRUITS</b>		Salad Mix	2508	Rice	4306	Turkey	5404
Others (not listed below)	1500	Salsify	2509	Rye	4307	Geese	5410
Apple	1501	<b>CUCURBITS</b>		Rye Grass	4308	<b>POULTRY - OTHER</b>	
Asian Pear	1502	Others (not listed below)	2600	Sorghum	4309	Poultry - Processor	5405
Crabapple	1503	Cantaloupe	2601	Sudan Grass	4310	Poultry - Slaughter	5406
Pear	1504	Cucumber	2602	Wheat	4311	<b>FEED</b>	
Quince	1505	Gourds	2603	Wild Rice	4312	Feed - Poultry	5407
<b>STONE FRUITS</b>		Honeydew	2604	Mixed Ingredient Feed	4313	Feed - Livestock	5408
Others (not listed below)	1600	Squash (summer)	2605	<b>PASTURE &amp; RANGE LAND</b>		Feed Processed - All Others	5409
Apricot	1601	Squash (winter)	2606	Others (not listed below)	4400	<b>NURSERY &amp; FLOWERS</b>	
Cherry	1602	Watermelon	2607	Pasture	4401	Others (not listed below)	6000
Nectarine	1603	Pumpkin	2608	Range Land	4402	Cactus/Aloe Vera	6001
Peach	1604	<b>LEGUMES/SPROUTS</b>		Woodlot	4403	Christmas Trees	6002
Plum	1605	Others (not listed below)	2700	<b>SUGAR CROPS</b>		Edible Flowers	6003
Prune	1606	Beans (fresh market)	2701	Others (not listed below)	4500	Green House Grown	
Pluot	1607	Peas (fresh market)	2702	Cane	4501	Cut Flowers/Greens	6004
<b>SUBTROPICAL/TROPICAL</b>		Sprouts	2703	Sugar Beet	4502	Green House Grown	
Others (not listed below)	1700	<b>OTHER VEGETABLES</b>		<b>OIL CROPS</b>		Container Plants & Ornamentals	6005
Avocado	1701	Others (not listed below)	2800	Others (not listed below)	4600	Green House Grown	
Banana	1702	Jicama	2801	Canola	4601	Vegetable/Transplants	6006
Cherimoya	1703	Rhubarb	2802	Jojoba	4602	Plants/Ornamentals	6007
Coconut	1704	Sweet Potato	2803	Safflower	4603	Outdoor Grown	
Date	1705	Yams	2804	Sesame	4604	Cut Flowers or Greens	6008
Fig	1706	<b>SOLANACEOUS CROPS</b>		Sunflower	4605	Outdoor Grown	
Guava	1707	Others (not listed below)	2900	<b>SEED CROPS</b>		Vegetable/Transplants	6009
Jujube	1708	Eggplant	2901	Others (not listed below)	4700	Vines Canes & Other	
Kiwi Fruit	1709	Peppers	2902	Grass	4701	Progative Material	6010
Loquat	1710	Potato	2903	Legume	4702	<b>FALLOW</b>	
Mango	1711	Tomatillo	2904	Sesame (confectionary)	4703		2000
Olive	1712	Tomato(canning/Processing)	2905	Sunflower (confectionary)	4704		
Papaya	1713	Tomato (fresh market)	2906	Vegetable -Seed	4705		
Passion Fruit	1714						
Persimmon	1715						
Pineapple	1716						
Pomegranate	1717						
Pricklypear	1718						

(SEE REVERSE SIDE)

## CDFA ORGANIC REGISTRATION COMMODITY CODES

**\*\*\*\*\* This list of codes is to be USED ONLY if your registration fees fall under one of the 1 through 9 categories as listed in the instruction under REGISTRATION FEES\*\*\*\*\***

Retailer	7000
Multi-Ingredient Product	7002 *See (2) of the Registration Fee's listed in the instructions
Wholesale -Takes Title:No Processing/Certification	7003 *See (3) of the Registration Fee's listed in the instructions
No Title - Packs,Repacks,Labels & Sorts	7004 *See (4) of the Registration Fee's listed in the instructions
No Title - Merchants & Brokers	7005 *See (5) of the Registration Fee's listed in the instructions
Custom Packing & Labeling	7008 *See (8) of the Registration Fee's listed in the instructions



## California Department of Food and Agriculture

### Organic Fee Schedule Chart Based on Gross Sales (of Organic Product)

A registration form shall be accompanied by payment of a non-refundable registration fee by all entities engaged in organic activities. Fees are based on prior year sales. If no sales were made in the preceding year, fee is then based on expected sales (estimate) during the 12-calendar months following the date of registration. See How to Determine Organic Registration Fees below for exceptions and clarification.

Gross Sales	Registration Fee
\$ 0 – 4,999	\$ 25
\$ 5,000 – 10,000	\$ 50
\$ 10,001 – 25,000	\$ 75
\$ 25,001 – 50,000	\$ 100
\$ 50,001 – 100,000	\$ 175
\$ 100,001 – 250,000	\$ 300
\$ 250,001 – 500,000	\$ 450
\$ 500,001 – 1,000,000	\$ 750
\$ 1,000,001 – 2,500,000	\$ 1,000
\$ 2,500,001 – 5,000,000	\$ 1,500
\$ 5,000,001 – 15,000,000	\$ 2,000
\$ 15,000,001 – 25,000,000	\$ 2,500
\$ 25,000,001 – and above	\$ 3,000

### How to Determine Organic Registration Fees

1. Any person/entity required to register whose registration fee would be less than seventy-five dollars shall pay an initial registration fee of seventy-five dollars (\$75). Thereafter the annual renewal fee will be based on the Organic Fee Schedule Chart. This applies to new registrants only.
2. Any person/entity selling a multi-ingredient product in which less than seventy percent (70%) of the ingredients are organic shall pay a fee of one hundred dollars (\$100), or one-half of the amount that would be due based on the Organic Fee Schedule Chart – whichever is more.
3. Producers that sell processed product shall pay fees based on the value of the raw product prior to being processed, and the value of any product sold as unprocessed.
4. Any person/entity that packs, repacks, labels, sorts, or otherwise handles any organic product that is outside the jurisdiction of the State Director of the California Department of Public Health and does not take title or manage the sale of the product, but provides only handling services for the organic product, shall register and pay one hundred dollars (\$100) per year.
5. Commission merchants or brokers that do not take possession or title of the product but arrange for the sale of the product shall register and pay one hundred dollars (\$100) per year. If you take title, the fee is based on sales of organic product.
6. A retail store engaged in the handling or processing of organic products shall register and pay a fee of one hundred dollars (\$100) for each store location that processes organic products on site. (i.e. In store deli making organic sandwiches or repacking and using store label on product).
7. Any person/entity that provides temporary storage or transportation for organic product and does not handle the raw unpackaged product is not required to register.

8. Any person/entity that hires any other person/entity for custom packing or labeling shall register and pay a fee based on the total sales of product custom packed for them (as outlined in number 3). In addition to the required registration information, the above person/entity must disclose, the names of all companies that pack and process for them.
9. Any person/entity required to register who fits the description of more than one of the persons/entities described above shall pay the greater of the multiple amounts.
10. Farm Production: Fee is based on gross sales of organic product. For producers that sell processed product(s), see number 3.