



Animal Feed Program

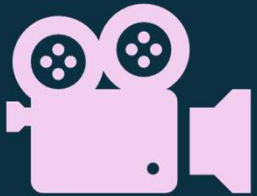
License & Registration Renewals and Inspection Fee Reporting Webinar

Presented By: Liz Beckman



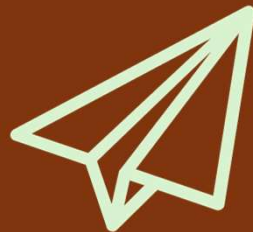
Washington
State Department of
Agriculture

Housekeeping



**This
webinar is
being
recorded.**

Presentations can be
found in the 'Files'
section of this webinar.
If you can't find them
please email
LBeckman@agr.wa.gov



Survey link is
included in the
webinar chat, please
take a couple of
minutes after the
training to provide
feedback.

Stormy Townsend will
monitor the chat,
please mute your
microphone at this
time.



Agenda

Introductions, Welcome and Inspection Fee Reporting

11:00 – 11:25

- Who needs to report
- Common errors to avoid
- Reporting correctly for registered product vs licensed product

License Renewals

11:25 – 11:40

- License schedule and information on the application
- Distribution Information
 - Animal Class vs. Ingredient Categories

Pet Food Renewals

11:40 – 12:15

- Preparing To Receive Your Renewal Application
- Receiving and Submitting Your Renewal Application
- New Products vs Revised
- Late Submission and Failure To Renew

Questions

12:15 – 12:30

- To ask Questions
 - Raise your hand under 'Reactions'
 - Unmute Yourself, or
 - Enter your Question in the chat





Washington
State Department of
Agriculture

Inspection Fee Reporting & License Renewals

Presented by: Liz Beckman

Important Terms

RCW 15.53.901(2) "Commercial feed" means all materials or combination of materials that are distributed or intended for distribution for use as feed or for mixing in feed, unless such materials are specifically exempted.



Important Terms

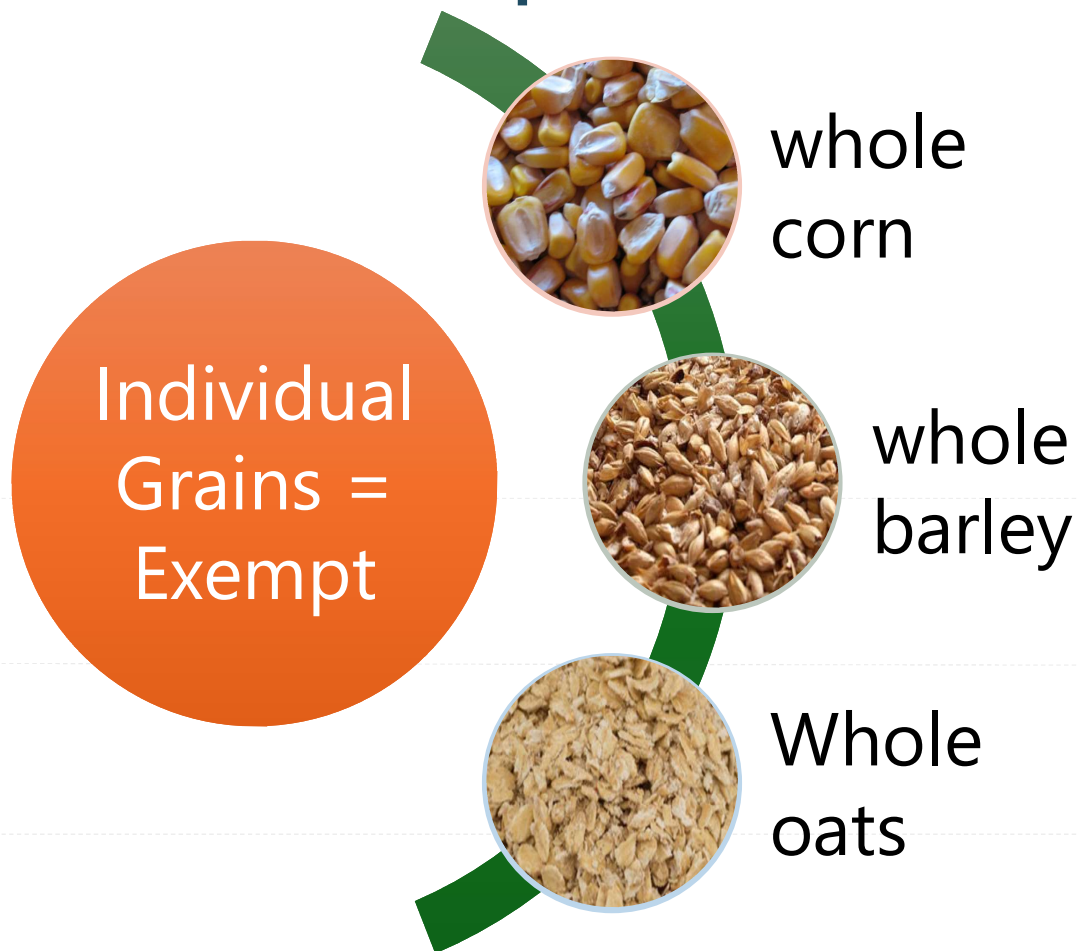


WAC 16-250-004 and 16-252-004

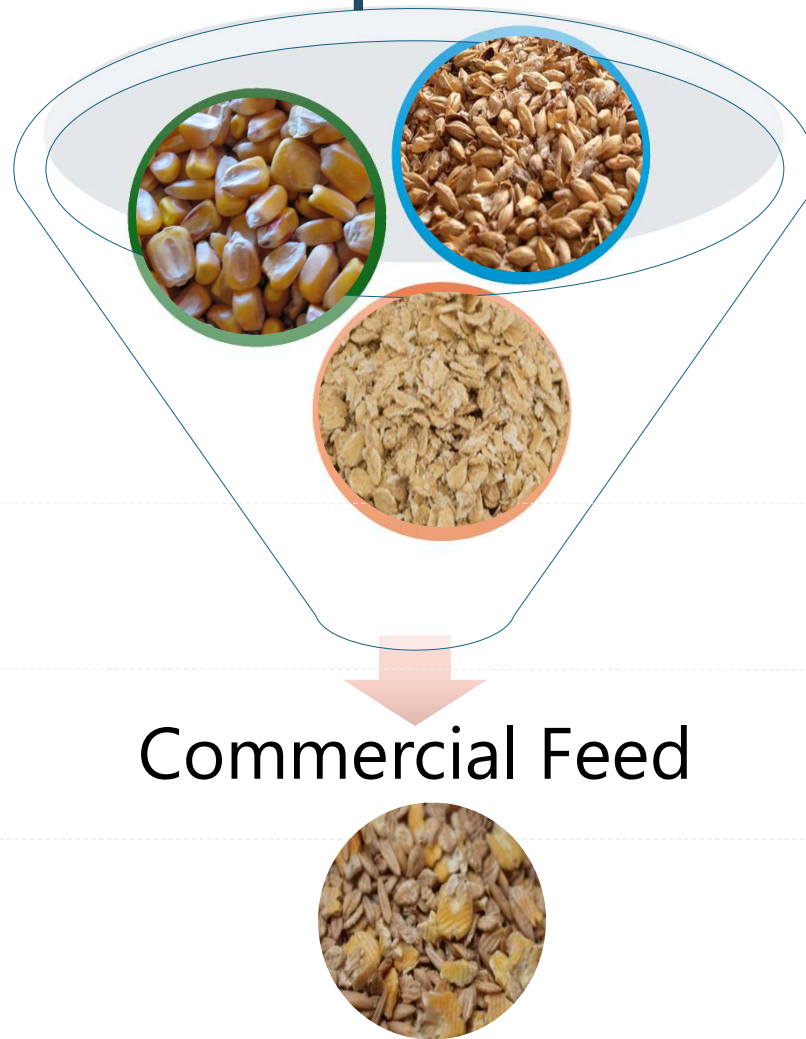
(3) If adulterated under RCW [15.53.902](#) for some but not all purposes, the following commodities are subject to the requirements of this chapter. If unadulterated, the following commodities are exempt from the requirements of this chapter.

- (a) Unmixed whole seeds and physically altered entire unmixed seeds when such seeds are not chemically changed.
- (b) Raw meat, hay, loose salt, straw, stover, silage, cobs, husks, and hulls when such commodities are not ground, mixed or intermixed with other materials.

Important Terms - Examples

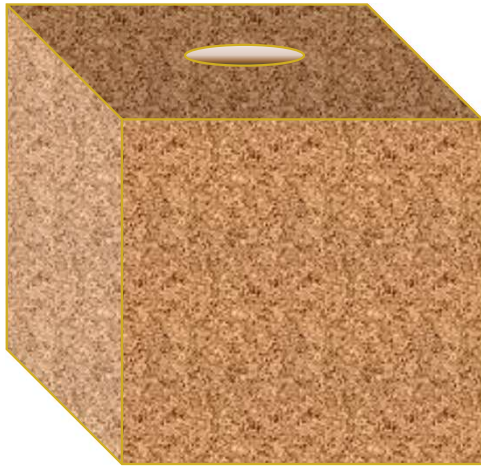


Important Terms - Examples

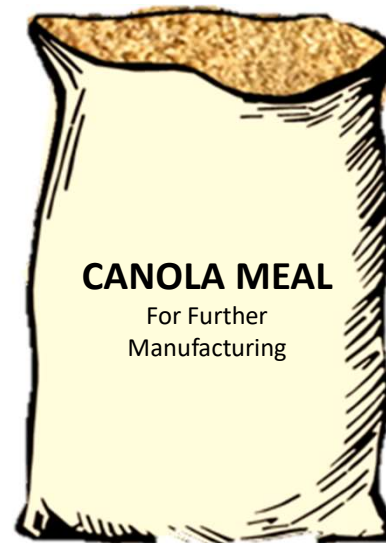


Important Terms - Examples

Mineral Block



Feed Ingredient



Finished/Complete Feed



Important Terms - Examples

Food



Treats



Important Terms

RCW 15.53.901

(7) "**Distribute**" means to offer for sale, sell, exchange or barter, commercial feed; or to supply, furnish, or otherwise provide commercial feed to a contract feeder.

WAC 16-250-008 "Sell" or "sale" means all parts of exchanges concerning commercial feed including, but not limited to, advertising, offering, acceptance, dispensing, giving, delivering, serving, bartering, trading, or other supplying, holding for sale, and preparing for sale.



Important Terms

"Guarantor" means any person whose name appears on the label of a commercial feed and is responsible for:

- (a) Product/label information that is not misleading or misbranded; and
- (b) Compliance with product/label information and all applicable rules and regulation; and
- (c) Licensing the facility that distributes in/into the state. Registering pet food/specialty pet food products distributed in/into the state.

"Initial distributor" means a person who first distributes a commercial feed in or into this state.



Important References

REFERENCES

RCW 15.53 Commercial Feed Law

WAC 16-250 Commercial Feed Rule

AAFCO Official Publication (OP)

Inspection Fee Reporting – Who needs to report?

Inspection Fee Reporting

11:10 – 11:25

- Who needs to report
- Common errors to avoid
- Reporting correctly for registered product vs licensed product

!! Do Not Staple to Form!! Do Not Staple to Form!! Do Not Staple to Form!! Do Not Staple to Form!! Do Not Staple to Form!! Do Not Staple to Form!! Do Not Staple to Form!! Do Not Staple to Form!!



Washington
State Department of
Agriculture

Animal Feed Program
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Olympia WA 98504-2591
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feedreg@agr.wa.gov

WSDA CASHIER USE ONLY

Semi-Annual Commercial Feed Inspection Fee Report — Form 4309

Reference email information and [instructions](#) to ensure a complete report is submitted and avoid a \$50 minimum late fee.

Reporting Period: **(22-1)** January – June, 2022 Report and fees due by: **July 31, 2022**

REGISTRATION NO.	NAME	PHONE NUMBER	EMAIL ADDRESS
COMPANY REPORTING FOR		ADDRESS	
COMPANY REPORTED BY		CITY	STATE ZIP CODE

☐ Check Here If Zero Distribution In/Into Washington State (No Fees Due)

Distribution of Commercial Feed In/Into Washington State

Animal Class	Complete	Supplement	Exemptions	Ingredient	Distribution	Exemptions
(No pet/specialty pet food in this section)				(No pet/specialty pet food in this section)		
Swine	1	2	a	Alfalfa	39	i
Broiler	3	4	b	Amino Acids	40	ii
Starter-Grower	5	6	c	Animal Products	41	iv
Layer-Breeder	7	8	d	Meat & Bone Meal (equine/portine)	42	vi
Turkeys	9	10	e	Meat & Bone Meal (bovine)	43	vii
Beef	11	12	f	Barley	44	viii
Dairy	13	14	g	Brewers	45	ix
Equine	15	16	h	Preservatives	46	x
All Stock	17	18	i	Distillers	47	xi
Goat	19	20	j	Drugs & Medicated Feeds	48	xii
Sheep	21	22	k	Fats & Oils	49	xiii
Ducks/Geese	23	24	l	Fermentation	50	xiv
Fish	25	26	m	Human Food By-Products	51	xv
Rabbits (Not Pet)	27	28	n	Maize	52	xvi
Wild Bird	29	30	o	Marine	53	xvii
Custom Formula	31	32	p	Milk	54	xviii
Pet / Specialty Pet Foods				Mineral	55	xix
Step 1. Enter Total Distribution in these two columns. See instructions for category examples.				Miscellaneous	56	xx
	Complete	Supplement	Exemptions	Molasses	57	xxi
Dog	33	34	q	Non-Protein Nitrogen	58	xxii
Cat	35	36	r	Oats	59	xxiii
Specialty Pet	37	38	s	Other Oilseed	60	xxiv
				Technical Additives	61	xxv
				Processed Animal Waste	62	xxvi
				Screenings	63	xxvii
				Soybean	64	xxviii
				Special Purpose	65	xxix
				Vitamins	66	xxx
				Wheat	67	xxxi
				Yeast	68	xxxii
				Part 573 CFR	69	xxxiii
				Part 582 CFR	70	xxxiv
				101. GRAS	71	xxxv

Reporting Information

- If you are a Responsible Buyer, complete Form [4309B](#).

Fees

Total Distribution (add lines 1 — 68): A. _____
Total Exemptions (add lines a — wv): B. _____
Total Tons (subtract line B from A): C. _____
Fees Due (Line C x \$0.12 or \$12.50: D. _____
whichever is greater) (if line C is zero, no fees are due): E. _____
Late Fee (15% of line D or \$50 whichever is greater): F. _____

Total Fees Due: _____

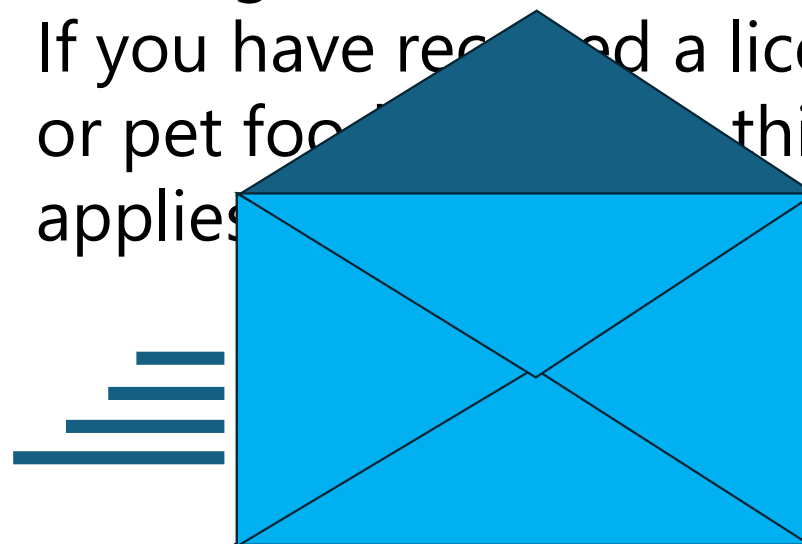
Make checks payable to the Washington State Department of Agriculture.

Signature & Date (Required)

Signature

Date

- The Inspection Fee Report Form is emailed to all licensees and registrants.
- If you have received a license or pet food, this applies.



Inspection Fee Reports - Who needs to report?

- If a report is not received you are still responsible to submit a report by the due date.
- Create a reminder on your calendar.



June

2025

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SAT/SUN

31/1

2 3 4 5 6 7/8

9 10 11 12 13 14/15

16 17 18 19 20 21/22

23 24 25 26 27 28/29

July

2025

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SAT/SUN

1

2

3

4

5/6

7

8

9

10

11

12/13

14

15

16

17

18

19/20

21

22

23

24

25

26/27

28

29

30

31

Inspection Fee
Reports Due in the
Office.

December

2025

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SAT/SUN

1	2	3	4	5	6/7
8	9	10	11	12	16/14
15	16	17	18	19	20/21
22	23	24	25	26	27/28
29	30	31			

January

2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
		1	2	3/4	
5	6	7	8	9	10/11
12	13	14	15	16	17/18
19	20	21	22	23	24/25
26	27	28	29	30 Inspection Fee Reports Due in the Office.	31

Inspection Fee Report - Due Date: Highlights



Reports are emailed
in December and end
of June.

If a report isn't
received, the form
can be requested via
email or found on the
department's
website.



If fees are due, both
need to be submitted
together. Only
cashiers checks and
checks can be
accepted at this time.



January

3

1

July

If postmarked on the
due date or after it is
late and late fees are
due.

Inspection Fee Reporting – Email Notification for Reporting

- Email with the report provides useful information.
 - General information about reporting.
 - Tips for:
 - What makes a report incomplete that may result in late fees.
 - Reporting exemptions correctly.
 - Submitting via email.
 - Additional reminders.



Inspection Fee Reporting – Email Notification

- Attachment file name: provides the cycle reporting for and they report type:

Tng-25-1

- Attached is the Washington State Department of Agriculture Commercial Feed Inspection Fee Report form 4309 for the January - June, 2025 period. To be in compliance with WSDA Commercial Feed laws and rules; by receiving this email, you are required to submit the report. As a registrant or licensee you are required to submit a report even if there wasn't distribution or the amount distributed is less than one ton (RCW 15.53.9018). Complete reports are due in the office by July 31st, 2025 (if post marked on this date or after it is late). The link to instructions for reporting is in the attached Inspection Fee Report.

- **Important:** Only checks and cashier checks can be received by the department and are required to be mailed in with the form. Credit cards or echecks cannot be accepted at this time.



Inspection Fee Reporting - Criteria to submit your report via email.

- Companies that do not owe an inspection fee (including late fees) may email their report; please review the instructions to send electronically and the file naming/format (link to instructions is on the form).
- The report must be in a PDF format and with the file name format.
- Reports submitted without the correct file/format name will be returned.



Inspection Fee Reporting – Email: Reminders

- Submit one report per page, do not print back to back. (Reports submitted back to back will be returned)
- **Registrants:** If the company or contact information has changed or needs to be updated, email petfood@agr.wa.gov and provide the registration number and correct information.
- **Licensees:** If the company or contact information has changed or needs to be updated, email feedreg@agr.wa.gov and provide the license number and correct information.
- Please do not staple reports together or any documents to the main form 4309, and only send completed forms required to be submitted. Blank forms and instructions do not need to be sent.
- If payment is due send via mail with your report, please don't also send by email.
- If you have recently cancelled your license or registration, you are still required to report for the period you were in business.



Inspection Fee Reporting - The Form: Overview

- Link to the instructions below the header of the form.

Semi-Annual Commercial Feed Inspection Fee Report — Form 4309

Reference email information and Instructions to ensure a complete report is submitted and avoid a \$50 minimum late fee.

- The instructions cover how:
 - To complete the form.
 - Allowable exemptions
 - How to submit via email if no fees are due.
- Reporting Period and due dates

Reporting Period: (25-1)

January – June, 2025

Report and fees due by:

July 31, 2025



Inspection Fee Reporting – The Form: Overview

- If zero distribution took place, mark the ‘Zero Distribution’ check box and send to the email on the form.
 - To check this box means no products under your license or registration is in the state of Washington.

!! Do Not Staple to Form!! Do Not Staple to Form!! Do Not Staple to Form!! Do Not Staple to Form!! Do Not Staple to Form!! Do Not Staple to Form!! Do Not Staple to Form!!



Washington
State Department of
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Animal Feed Program
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Semi-Annual Commercial Feed Inspection Fee Report — Form 4309

Reference email information and [Instructions](#) to ensure a complete report is submitted and avoid a \$50 minimum late fee.

Reporting Period: (25-1) January – June, 2025 Report and fees due by: July 31, 2025

REGISTRATION NO.	NAME	PHONE NUMBER	EMAIL ADDRESS		
COMPANY REPORTING FOR			ADDRESS		
COMPANY REPORTED BY			CITY	STATE	ZIP CODE

☒ Check Here If Zero Distribution In/Into Washington State (No Fees Due)
(By checking this box or entering zero on Line A, you are acknowledging that no product was distributed in or into this state.)



Inspection Fee Reporting – Registered Product

- If you distribute a pet or specialty pet food this will be identified on the form by a 'Registration No.'

REGISTRATION NO.	NAME	PHONE NUMBER	EMAIL ADDRESS	
COMPANY REPORTING FOR		ADDRESS		
COMPANY REPORTED BY		CITY	STATE	ZIP CODE



Inspection Fee Reporting – Registered Product

- As a registrant this is the only section to report distribution.
- Report distribution by species WAC 16-252-182
- Enter amount in the 'Complete' and/or 'Supplement' column.
 - 'Complete' column = food, treats, chews, toppers etc.
 - 'Supplement' column = minerals and vitamins
- All distribution is required to be reported.

Pet / Specialty Pet Foods			Step 2. Only less than 10 lbs. package size.
Step 1. Enter Total Distribution <u>before</u> exempting. Please read Instructions for more information.			
	Complete	*Supplement	Exemptions
Dog	33	34	q
Cat	35	36	r
Specialty Pet	37	38	s

*Reference instructions for examples of species and product categories.

Inspection Fee Reporting – Registered Product

- Report total distribution (in tons) for each category that applies according to the products registered.
- All distribution is required to be reported in the 'Complete' or 'Supplement' columns first regardless:
 - Of package size (examples: 10 oz, 5 lb or 15 lb package), or
 - If total distribution doesn't amount to a ton.

Pet / Specialty Pet Foods			Step 2. Only less than 10 lbs. package size.
Step 1. Enter Total Distribution <u>before</u> exempting. Please read Instructions for more information.			
	Complete	*Supplement	Exemptions
Dog	33 10	34	q
Cat	35 3	36	r
Specialty Pet	37	38 .02	s

*Reference instructions for examples of species and product categories.



Inspection Fee Reporting – Registered Product

- After reporting total distribution in the 'Complete' or 'Supplement' categories enter allowable exemptions.
 - Of the total distribution enter the amount distributed in less than 10 pound package size.




Pet / Specialty Pet Foods Step 1. Enter Total Distribution <u>before</u> exempting. Please read Instructions for more information.			Step 2. Only less than 10 lbs. package size.	
	Complete	*Supplement	Exemptions	
Dog	33 10	34	q	4
Cat	35 3	36	r	2
Specialty Pet	37	38 .02	s	.02

*Reference instructions for examples of species and product categories.



Inspection Fee Reporting – Registered Product

- Common errors that will result in a report being returned:
 - Reporting with a less than or greater than sign.
 - Showing exemptions without showing total distribution.
 - Not entering the amount distributed and only showing a check or 'X' in a column.

Step 1. Enter Total Distribution <u>before</u> exempting. Please read Instructions for more information.			less than 10 lbs. package size.
	Complete	*Supplement	Exemptions
Dog	33	34	q
Cat	35 	36 	r 
Specialty Pet	37	38	s

*Reference instructions for examples of species and product categories.



Inspection Fee Reporting – Product under a License

- Identify the product you distribute:
 - Product under a license is all product for animals other than pets/specialty pets;
 - Or ingredients for further manufacturing that go into products including pet food.



Inspection Fee Reporting – Product under a License

- If you distribute a product other than pet or specialty pet food this will be identified on the form by a 'License No.'

LICENSE NO.	NAME	PHONE NUMBER	EMAIL ADDRESS		
COMPANY REPORTING FOR			ADDRESS		
COMPANY REPORTED BY			CITY	STATE	ZIP CODE

Inspection Fee Reporting - Product under a License

WAC 16-250-182

- (1)(b) The report must include the amount of feed distributed by type of feed by animal class, and feed ingredients.
- Two sections of the form apply to licensed product.

Distribution of Commercial Feed In/Into Washington State

Animal Class	Complete	Supplement	Exemption (use form 4309A)	Ingredient (No pet/specialty pet food in this section)	Distribution	Exemptions (use form 4309A)
Swine	1	2	a	Alfalfa	39	t
Broiler	3	4	b	Amino Acids	40	u
Starter-Grower	5	6	c	Animal Products	41	v
Layer-Breeder	7	8	d	Meat & Bone Meal (equine/porcine)	42	w
Turkeys	9	10	e	Meat & Bone Meal (bovine)	43	x
Beef	11	12	f	Barley	44	y
Dairy	13	14	g	Brewers	45	z
Equine	15	16	h	Preservatives	46	aa
All Stock	17	18	i	Distillers	47	bb
Goat	19	20	j	Drugs & Medicated Feeds	48	cc
Sheep	21	22	k	Fats & Oils	49	dd
Ducks/Geese	23	24	l	Fermentation	50	ee
Fish	25	26	m	Human Food By-Products	51	ff
Rabbits (Not Pet)	27	28	n	Maize	52	gg
Wild Bird	28	30	o	Marine	53	hh
Custom Formula	31	32	p	Milk	54	ii
Pet / Specialty Pet Foods			Step 2. Enter allowable exemptions.	Mineral	55	jj
Step 1. Enter Total Distribution in the Complete or Supplement columns. See instructions for examples.				Miscellaneous (see defined list)	56	kk
	Complete	Supplement	Exemptions	Molasses	57	ll
Dog	33	34	q	Non-Protein Nitrogen	58	mm
Cat	35	36	r	Oats	59	nn
Specialty Pet	37	38	s	Other Oilseed	60	oo
*Reference instructions for examples of species and product categories.				Technical Additives	61	pp
Reporting Information				Processed Animal Waste	62	qq
• If you are a Responsible Buyer, complete Form 4309B .				Screenings	63	rr
Fees (Complete Lines A – E)				Soybean	64	ss
Total Distribution (add lines 1 – 71):			A.	Special Purpose	65	tt
Total Exemptions (add lines a – zz):			B.	Vitamins	66	uu
Total Tons (subtract line B from A):			C.	Wheat	67	vv
Fees Due (Line C x \$0.12 or \$12.50):			D.	Yeast	68	ww
whichever is greater (if line C is zero, no fees are due)			7107	Part 573 CFR	69	xx
Late Fee (15% of line D or \$50 whichever is greater):			E.	Part 582 CFR	70	yy
			7108	101. GRAS	71	zz
Total Fees Due:				Cottonseed	72	aa
Make checks payable to the Washington State Department of Agriculture						

Inspection Fee Reporting - Product under a License

- 1. The Animal Class section, all distribution is reported in either the complete or supplement categories by animal class.

Examples of 'Complete' are product to be fed as is, 'Supplement' are vitamins and minerals both categories are typically purchased by the end user.

Animal Class	Complete	Supplement	Exemptions (use form 4309A)
(No pet/specialty pet food in this section)			
Swine	1	2	a
Broiler	3	4	b
Starter-Grower	5	6	c
Layer-Breeder	7	8	d
Turkeys	9	10	e
Beef	11	12	f
Dairy	13	14	g
Equine	15	16	h
All Stock	17	18	i
Goat	19	20	j
Sheep	21	22	k
Ducks/Geese	23	24	l
Fish	25	26	m
Rabbits (Not Pet)	27	28	n
Wild Bird	28	30	o
Custom Formula	31	32	p

Inspection Fee Reporting - Product under a License

- Note: Fish and Rabbit in the Animal Class section is only for product distributed under a license.

Animal Class (No pet/specialty pet food in this section)	Complete	Supplement	Exemptions (use form 4309A)
Swine	1	2	a
Broiler	3	4	b
Starter-Grower	5	6	c
Layer-Breeder	7	8	d
Turkeys	9	10	e
Beef	11	12	f
Dairy	13	14	g
Equine	15	16	h
All Stock	17	18	i
Goat	19	20	j
Sheep	21	22	k
Ducks/Geese	23	24	l
Fish	25	26	m
Rabbits (Not Pet)	27	28	n
Wild Bird	28	30	o
Custom Formula	31	32	p

Inspection Fee Reporting - Product under a License

- 2. The Ingredient section is shown according to the defined categories in the AAFCO Official Publication.
- The ingredient distributed should fall under one of these categories.

Ingredient (No pet/specialty pet food in this section)	Distribution	Exemptions
Alfalfa	39	t
Amino Acids	40	u
Animal Products	41	v
Meat & Bone Meal (equine/porcine)	42	w
Meat & Bone Meal (bovine)	43	x
Barley	44	y
Brewers	45	z
Preservatives	46	aa
Distillers	47	bb
Drugs & Medicated Feeds	48	cc
Fats & Oils	49	dd
Fermentation	50	ee
Human Food By-Products	51	ff
Maize	52	gg
Marine	53	hh
Milk	54	ii
Mineral	55	jj
Miscellaneous	56	kk



Inspection Fee Reporting - Product under a License

- Note: The Miscellaneous category has specific defined ingredients and shouldn't be used if you aren't sure where to enter the distribution of the ingredient.

Ingredient (No pet/specialty)	Distribution	Exemptions
60. Miscellaneous Products		
Almond Hulls*		Sweet Lupin Meal
Almond Hulls with Almond Shells		Sweet Lupin Meal Dehulled
Ground Almond Shells		Sweet Lupin Meal Solvent Extracted
Ground Whole Aspen and/or Parts		Psyllium Seed Husk
Aspirated Grain Fractions		1, 3-Butylene Glycol
Coastal Bermudagrass Hay		Potato Protein
Buckwheat Hulls*		Lablab
Buckwheat Middlings		Chia Seed
L-Carnatine		Hydrolyzed Roughage
Ground Grass		Dried Chicory Root
Guar Meal		Fructooligosaccharide
Dried Kelp		Inulin
Paunch Product, Dehydrated		Salvage Pet Food
Quinoa Seed		Distressed Pet Food
Dehydrated Silage Pellets		Ground Pecan Shells
Ground Straw		Biodiesel-Derived Glycerin
Yeast Dried Grains		Pulse Fiver
Salts of Volatile Fatty Acids		Pulse Flour
Tapioca/Manioca and Cassava Root		Pulse Protein
Ethyl Alcohol Containing Ethyl Acetate		Pulse Starch
Dried Seaweed Meal		Dried Black Soldier Fly Larvae**
Maize	52	gg
Marine	53	hh
Milk	54	ii
Mineral	55	jj
Miscellaneous	56	kk



Inspection Fee Reporting - Product under a License

- Report total distribution for each category by Animal Class or Ingredient.
- Exemptions may be made to the Initial Distributor or Responsible Buyer (see form 4309A).
 - See Responsible Buyer List on the WSDA website.

Distribution of Commercialized In/Into Washington State (Grayed out area not applicable to Licensees)						
Animal Class (No pet/specialty pet food in this section)	Complete	Supplement	Exemptions (use form 4309A)	Ingredient (No pet/specialty pet food in this section)	Distribution	Exemptions (use form 4309A)
Swine	1	2	a	Alfalfa	39	t
Broiler	3	4	b	Amino Acids	40	u
Starter-Grower	5	6	c	Animal Products	41	v
Layer-Breeder	7	8	d	Meat & Bone Meal (equine/porcine)	42	w
Turkeys	9	10	e	Meat & Bone Meal (bovine)	43	x
Beef	11	12	f	Barley	44	y
Dairy	13	14	g	Brewers	45	z
Equine	15	16	h	Preservatives	46	aa
All Stock	17	18	i	Distillers	47	bb
Goat	19	20	j	Drugs & Medicated Feeds	48	cc
Sheep	21	22	k	Fats & Oils	49	dd
Ducks/Geese	23	24	l	Fermentation	50	ee
Fish	25	26	m	Human Food By-Products	51	ff
Rabbits (Not Pet)	27	28	n	Maize	52	gg
Wild Bird	29	30	o	Marine	53	hh
Custom Formula	31	32	p	Milk	54	ii
Pet / Specialty Pet Foods			Step 2. Enter allowable exemptions.	Mineral	55	jj
Step 1. Enter Total Distribution in the Complete or Supplement columns. See instructions for examples.				Miscellaneous	56	kk
	Complete	Supplement	Exemptions	Molasses	57	ll
Dog	33	34	q	Non-Protein Nitrogen	58	mm
Cat	35	36	r	Oats	59	nn
Specialty Pet	37	38	s	Other Oilseed	60	oo
				Technical Additives	61	pp
				Processed Animal Waste	62	qq
				Screenings	63	rr
				Soybean	64	ss
				Special Purpose	65	tt
				Vitamins	66	uu
				Wheat	67	vv
				Yeast	68	ww
				Part 573 CFR	69	xx
				Part 582 CFR	70	yy
				101. GRAS	71	zz
				Cottonseed	72	aaa
Signature & Date (Required)						

Reporting Information	
• If you are a Responsible Buyer, complete Form 4309B.	
Fees (Complete Lines A – E)	
Total Distribution (add lines 1 – 71):	A. _____
Total Exemptions (add lines a – zz):	B. _____
Total Tons (subtract line B from A):	C. _____
Fees Due (Line C x \$0.12 or \$12.50: whichever is greater) (if line C is zero, no fees are due)	D. _____ 7107
Late Fee (15% of line D or \$50 whichever is greater):	E. _____ 7108
Total Fees Due:	_____
Make checks payable to the Washington State Department of Agriculture	

Inspection Fee Reporting – The Form: Calculating Fees

- Sum the amounts entered in the 'Complete', 'Supplement' and 'Distribution' columns
 - Enter this amount on Line A. This is your 'Total Distribution'.
- Sum the amounts entered in the 'Exemptions' column.
 - Enter this amount on Line B. This is your 'Total Exemptions'.

Distribution of Commercial Feed In/Into Washington State


Animal Class (No pet/specialty pet food in this section)	Complete	Supplement	Exemptions (use form 4309A)	Ingredient (No pet/specialty pet food in this section)	Distribution	Exemptions
Swine	1	2	3	Alfalfa	39	
Broiler	3	4	5	Amino Acids	40	
Starter-Grower	5	6	7	Animal Products	41	
Layer-Breeder	7	8	9	Meat & Bone Meal (equine/porcine)	42	
Turkeys	9	10	11	Meat & Bone Meal (bovine)	43	
Beef	11	12	13	Barley	44	
Dairy	13	14	15	Brewers	45	
Equine	15	16	17	Preservatives	46	
All Stock	17	18	19	Distillers	47	
Goat	19	20	21	Drugs & Medicated Feeds	48	
Sheep	21	22	23	Fats & Oils	49	100
Ducks/Geese	23	24	25	Fermentation	50	
Fish	25	26	27	Human Food By-Products	51	
Rabbits (Not Pet)	27	28	29	Maize	52	
Wild Bird	28	30	31	Marine	53	
Custom Formula	31	32	33	Milk	54	
Pet / Specialty Pet Foods				Mineral	55	
Step 1. Enter Total Distribution in these two columns. See instructions for category examples.				Miscellaneous	56	
	Complete	Supplement	Exemptions	Molasses	57	
Dog	33	34	35	Non-Protein Nitrogen	58	
Cat	35	36	37	Oats	59	
Specialty Pet	37	38	39	Other Oilseed	60	
Step 2. Enter allowable exemptions.				Technical Additives	61	
				Processed Animal Waste	62	
				Screenings	63	
				Soybean	64	
				Special Purpose	65	
				Vitamins	66	
				Wheat	67	
				Yeast	68	
				Part 573 CFR	69	
				Part 582 CFR	70	
				101. GRAS	71	

Reporting Information

- If you are a Responsible Buyer, complete Form 4309B.

Fees	
Total Distribution (add lines 1 — 68):	A. 376
Total Exemptions (add lines a — 39):	B. 125
Total Tons (subtract line B from A):	C.
Fees Due (Line C x \$0.12 or \$12.50: whichever is greater) (if line C is zero, no fees are due)	D. 7107
Late Fee (15% of line D or \$50 whichever is greater):	E. 7108
Total Fees Due:	


Make checks payable to the Washington State Department of Agriculture

 WSDA

Inspection Fee Reporting – The Form: Calculating Fees

- Subtract the amount on Line B from A, enter this amount on Line C.
- Multiply the amount on Line C by .12 and enter on Line D.
- Total Fees due is the sum of Line D and Line E (Line E is only if you're late).

Fees	
Total Distribution (add lines 1 — 68):	A. <u>376</u>
Total Exemptions (add lines a — ww):	B. <u>125</u>
Total Tons (subtract line B from A):	C. <u>251</u>
Fees Due (Line C x \$0.12 or \$12.50: whichever is greater) (if line C is zero, no fees are due)	D. <u>30.12</u> <small>7107</small>
Late Fee (15% of line D or \$50 whichever is greater):	E. _____
Total Fees Due:	<u>30.12</u> <small>7108</small>
Make checks payable to the Washington State Department of Agriculture	
Signature & Date (Required)	
<u>Mickey Mouse</u> Signature	_____ Date



Inspection Fee Reports - Submit by Email

If fees are not due, submit reports via email, meeting the following:

- Reports must be submitted in a PDF format.
- One email - with multiple reports.
- Name the report according to the following format:
 - 20240615_25-1TngRpt_0000
 - Each part of the file name separated by an underscore.
 - Does your report make sense?

The license or registration number found on your report



Inspection Fee Reporting - Resources

- General Information, forms and instructions:
<https://agr.wa.gov/departments/animals-livestock-and-pets/animal-feed/inspection-fee-reporting>
- Responsible Buyer Information and List:
https://cms.agr.wa.gov/WSDAKentico/Documents/FSCS/Animal%20Feed%20Program/20231206_CurrentRespBuyer.pdf?_gl=1*9bvwuq*_ga*NDMxMTkxNjQyLjE3MDMxODMxMDI.*_ga_9JCK8SVQPE*MTcxMjM0MDM2Ni40NC4xLjE3MTIzNDZAzNjkuMC4wLjA



Commercial Feed License Renewal- Agenda

License Renewals

11:25 – 11:40

- License schedule and information on the application
- Distribution Information
 - Animal Class vs. Ingredient Categories



COMMERCIAL FEED LICENSE RENEWAL APPLICATION — Form 4273
(see [instructions](#) for more information)

Application for a commercial feed license for a one-year period beginning July 1, 2024

LICENSE NUMBER

SECTION 1: BUSINESS INFORMATION

APPLICANT

COMPANY NAME

NAME OF APPLICANT

MAILING ADDRESS

PHONE NUMBER (include area code)

EXTENSION

CITY

STATE

ZIP CODE

EMAIL ADDRESS

INSPECTION FEE REPORTING (TONNAGE) CONTACT (If Different from Applicant)

COMPANY NAME

NAME OF TONNAGE CONTACT

MAILING ADDRESS

PHONE NUMBER (include area code)

EXTENSION

CITY

STATE

ZIP CODE

EMAIL ADDRESS

LICENSEE (all information in this section is only for the location being licensed)

LICENSEE NAME

NAME OF CONTACT AT LOCATION

CITY

STATE

ZIP CODE

CITY

STATE

ZIP CODE

PHONE NUMBER (include area code)

EXTENSION

EMERGENCY CONTACT NO.

EMAIL ADDRESS

SECTION 2: DISTRIBUTION INFORMATION FOR PHYSICAL LOCATION (Check all that apply)

☐ Initial Distributor

☐ Company Name Appears On Label as Guarantor

☐ Manufacture Feed in Washington State

Processing Type

Animal Class

Ingredient Category (see the Defined Ingredients List for more information)

☐ Extrusion

☐ Swine

☐ Alfalfa

☐ Grain Sorghums

☐ Soybean

☐ Heating

☐ Broiler

☐ Amino Acids

☐ Lespedeza

☐ Special Purpose

☐ Milling

☐ Starter/Grower

☐ Animal Products

☐ Maize

☐ Vitamins

☐ Mixing

☐ Layer Breeder

☐ Meat & Bone Meal (eq.ine/porcine)

☐ Marine

☐ Wheat

☐ Pelletting

☐ Turkeys

☐ Meat & Bone Meal (bovine)

☐ Milk

☐ Yeast

☐ Refrigeration

☐ Beef

☐ Barley

☐ Mineral

☐ Part 573 CFR

☐ Rendering

☐ Dairy

☐ Brewers

☐ Miscellaneous

☐ Listed Ingredient

☐ Salvaging

☐ Equine

☐ Preservatives

☐ Molasses

☐ Part 582 CFR

☐ Steam Flaking

☐ All Stock

☐ Citrus

☐ Non-Protein Nitrogen

☐ Listed Ingredient

☐ Thermal Processing

☐ Goat

☐ Cottonseed

☐ Oats

☐ 101 GRAS

☐ Other:

☐ Sheep

☐ Distillers

☐ Other Oilseed

☐ (Provide FDA

☐ *

☐ Ducks/Geese

☐ Drugs & Medicated Feeds

☐ Technical Additives

☐ Letter)

☐

☐ Fish

☐ Enzymes

☐ Processed Animal Waste

☐

☐ Rabbits

☐ Fats & Oils

☐ Rice

☐

☐ Wild Bird

☐ Fermentation

☐ Rye

☐

☐ Custom Formula

☐ Human Food By-Products

☐ Screenings

SECTION 3: FEES

1. Application Fee*

\$50.00

7110

2. Late Fee: Enter \$50 (a late renewal fee of \$50 is due if the application and fee is not received in the office by July 1st)

\$

7108

3. Total Fees Due (add lines 1 and 2 and enter on this line)

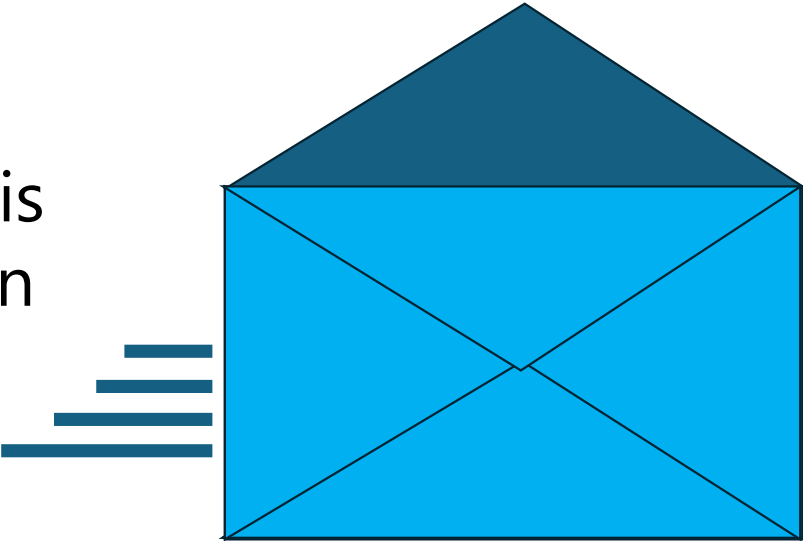
\$

SECTION 4: SIGNATURE (Required)

SIGNATURE OF APPLICANT

DATE

orm is
ail on



License Renewal

- If a renewal is not received, you are still responsible to submit by the due date.
- Create a reminder on your calendar.



May

2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
		1	2	3/4	
5	6	7	8	9	10/11
12	13	14	15	16	17/18
19	20	21	22	23	24/25
26	27	28	29	30	31

July

2025

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SAT/SUN

1

2

3

4

5/6

License renewal
applications due in
the office.

7

8

9

10

11

12/13

14

15

16

17

18

19/20

21

22

23

24

25

26/27

28

29

30

31

Inspection Fee
Reports Due in the
Office.

License Renewal Dates – Highlights



The renewal is emailed at the end of May.

If a renewal isn't received, by June contact us the department.
Feedreg@agr.wa.gov



Mail both fees and renewal together.
Only cashiers checks and checks can be accepted at this time.



July

1

If postmarked on the due date or after it is late and late fees are due.

License Renewal – Email Notification

- Email with the renewal provides useful information.
 - General information about renewing.
 - Due date to renew.
 - Tips on updating information.
 - Cancelling a license.
 - Additional reminders.



License Renewal – Email Notification

- Attached is your Washington State Department of Agriculture (WSDA) Commercial Feed License Renewal application. The renewal application (and fee) must be received by the department no later than July 1st, 2025 to avoid a late fee of \$50 per facility (if post marked on this date or after it is late).
- Information under 'Licensee' only applies to the licensed location. Information for the applicant (if different) should not be entered here.
- Information under 'Section 3', please complete this section if incomplete.

License Renewal – Renewal Form: Section 1

(see [Instructions](#) for more information)

Application for a commercial feed license for a one-year period beginning July 1, 2023

LICENSE NUMBER

SECTION 1: BUSINESS INFORMATION			
APPLICANT			
COMPANY NAME		NAME OF APPLICANT	
MAILING ADDRESS		PHONE NUMBER (include area code)	EXTENSION
CITY	STATE	ZIP CODE	EMAIL ADDRESS
INSPECTION FEE REPORTING (TONNAGE) CONTACT (If Different from Applicant)			
COMPANY NAME		NAME OF TONNAGE CONTACT	
MAILING ADDRESS		PHONE NUMBER (include area code)	EXTENSION
CITY	STATE	ZIP CODE	EMAIL ADDRESS

- “Applicant” and “Inspection Fee Reporting Contact”.
 - Update any information in this section by writing or typing in the form.
 - Use a different color so that it is easy to see there is an update.

License Renewal – Renewal Form: Section 1

- Licensee

- The information in this section is only for the location needing the license.
- The mailing, physical address and contact information is for the location being licensed.
- Any information other than the facility being licensed may result in the renewal being returned.
- If the address has changed in this section, it is not a renewal and a new application for a new license needs to be submitted.

LICENSEE (all information in this section is only for the location being licensed) If the address information has changed a new application is required to be submitted. Additionally, if product under the previous address is still in distribution this license will need to be renewed.

LICENSEE NAME

NAME OF CONTACT AT LOCATION

MAILING ADDRESS FOR LICENSEE

PHYSICAL ADDRESS FOR LICENSEE

CITY

STATE

ZIP CODE

CITY

STATE

ZIP CODE

PHONE NUMBER (include area code)

EXTENSION

EMERGENCY CONTACT NO.

EMAIL ADDRESS

License Renewal – Renewal Form: Section 2

- Distribution Information
 - Check the 4 sections to make to make sure they are up to date.
 - The Animal Class section is for product that is mainly sold to the end user and should correspond to the purpose statement on the product.
 - For products that don't have a specific animal class such as deer or bees select 'All Stock'.

SECTION 2. DISTRIBUTION INFORMATION FOR PHYSICAL LOCATION (S)

☐ Initial Distributor ☐ Company Name Appears On Label as Guarantor ☐ Manufacture Feed in Washington State

PROCESSING TYPE	ANIMAL CLASS	FEED INGREDIENT CATEGORY (SEE THE PERMITTED INGREDIENTS LIST FOR MORE INFORMATION)
<input type="checkbox"/> Extrusion	<input type="checkbox"/> Swine	<input type="checkbox"/> Alfalfa
<input type="checkbox"/> Heating	<input type="checkbox"/> Broiler	<input type="checkbox"/> Amino Acids
<input type="checkbox"/> Milling	<input type="checkbox"/> Starter/Grower	<input type="checkbox"/> Animal Products
<input type="checkbox"/> Mixing	<input type="checkbox"/> Layer-Breeder	<input type="checkbox"/> Meat & Bone Meal (equine/porcine)
<input type="checkbox"/> Pelleting	<input type="checkbox"/> Turkeys	<input type="checkbox"/> Meat & Bone Meal (bovine)
<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Beef	<input type="checkbox"/> Barley
<input type="checkbox"/> Rendering	<input type="checkbox"/> Dairy	<input type="checkbox"/> Brewers
<input type="checkbox"/> Salvaging	<input type="checkbox"/> Equine	<input type="checkbox"/> Preservatives
<input type="checkbox"/> Steam Flaking	<input checked="" type="checkbox"/> All Stock	<input type="checkbox"/> Citrus
<input type="checkbox"/> Thermal Processing	<input type="checkbox"/> Goat	<input type="checkbox"/> Cottonseed
<input type="checkbox"/> Other:	<input type="checkbox"/> Sheep	<input type="checkbox"/> Distillers
<input type="checkbox"/> *	<input type="checkbox"/> Ducks/Geese	<input type="checkbox"/> Drugs & Medicated Feeds
<input type="checkbox"/> _____	<input type="checkbox"/> Fish	<input type="checkbox"/> Enzymes
<input type="checkbox"/> _____	<input type="checkbox"/> Rabbits	<input type="checkbox"/> Fats & Oils
<input type="checkbox"/> _____	<input type="checkbox"/> Wild Bird	<input type="checkbox"/> Fermentation
<input type="checkbox"/> _____	<input type="checkbox"/> Custom Formula	<input type="checkbox"/> Human Food By-Products
		<input type="checkbox"/> Grain Sorghums
		<input type="checkbox"/> Lespedeza
		<input type="checkbox"/> Maize
		<input type="checkbox"/> Marine
		<input type="checkbox"/> Milk
		<input type="checkbox"/> Mineral
		<input type="checkbox"/> Miscellaneous
		<input type="checkbox"/> Molasses
		<input type="checkbox"/> Non-Protein Nitrogen
		<input type="checkbox"/> Oats
		<input type="checkbox"/> Other Oilseed
		<input type="checkbox"/> Technical Additives
		<input type="checkbox"/> Processed Animal Waste
		<input type="checkbox"/> Rice
		<input type="checkbox"/> Rye
		<input type="checkbox"/> Screenings
		<input type="checkbox"/> Soybean
		<input type="checkbox"/> Special Purpose
		<input type="checkbox"/> Vitamins
		<input type="checkbox"/> Wheat
		<input type="checkbox"/> Yeast
		<input type="checkbox"/> Part 573 CFR Listed Ingredient
		<input type="checkbox"/> Part 582 CFR Listed Ingredient
		<input type="checkbox"/> 101. GRAS (Provide FDA Letter)

License Renewal – Renewal Form: Section 2

SECTION 2: DISTRIBUTION INFORMATION FOR PHYSICAL LOCATION (Check <u>all</u> that apply)				
<input type="checkbox"/> Initial Distributor	<input type="checkbox"/> Company Name Appears On Label as Guarantor	<input type="checkbox"/> Manufacture Feed in Washington State		
Processing Type	Animal Class	Ingredient Category (see the Defined Ingredients List for more information)		
<input type="checkbox"/> Extrusion	<input type="checkbox"/> Swine	<input type="checkbox"/> Alfalfa	<input type="checkbox"/> Grain Sorghums	<input type="checkbox"/> Soybean
<input type="checkbox"/> Heating	<input type="checkbox"/> Broiler	<input type="checkbox"/> Amino Acids	<input type="checkbox"/> Lespedeza	<input type="checkbox"/> Special Purpose
<input type="checkbox"/> Milling	<input type="checkbox"/> Starter/Grower	<input type="checkbox"/> Animal Products	<input type="checkbox"/> Maize	<input type="checkbox"/> Vitamins
<input type="checkbox"/> Mixing	<input type="checkbox"/> Layer-Breeder	<input type="checkbox"/> Meat & Bone Meal (equine/porcine)	<input type="checkbox"/> Marine	<input type="checkbox"/> Wheat
<input type="checkbox"/> Pelleting	<input type="checkbox"/> Turkeys	<input type="checkbox"/> Meat & Bone Meal (bovine)	<input type="checkbox"/> Milk	<input type="checkbox"/> Yeast
<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Beef	<input type="checkbox"/> Barley	<input type="checkbox"/> Mineral	<input type="checkbox"/> Part 573 CFR
<input type="checkbox"/> Rendering	<input type="checkbox"/> Dairy	<input type="checkbox"/> Brewers	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Listed Ingredient
<input type="checkbox"/> Salvaging	<input type="checkbox"/> Equine	<input type="checkbox"/> Preservatives	<input type="checkbox"/> Molasses	<input type="checkbox"/> Part 582 CFR
<input type="checkbox"/> Steam Flaking	<input type="checkbox"/> All Stock	<input type="checkbox"/> Citrus	<input type="checkbox"/> Non-Protein Nitrogen	<input type="checkbox"/> Listed Ingredient
<input type="checkbox"/> Thermal Processing	<input type="checkbox"/> Goat	<input type="checkbox"/> Cottonseed	<input type="checkbox"/> Oats	<input type="checkbox"/> 101. GRAS
<input type="checkbox"/> Other:	<input type="checkbox"/> Sheep	<input type="checkbox"/> Distillers	<input type="checkbox"/> Other Oilseed	(Provide FDA Letter)
* _____	<input type="checkbox"/> Ducks/Geese	<input type="checkbox"/> Drugs & Medicated Feeds	<input type="checkbox"/> Technical Additives	
_____	<input type="checkbox"/> Fish	<input type="checkbox"/> Enzymes	<input type="checkbox"/> Processed Animal Waste	
_____	<input type="checkbox"/> Rabbits	<input type="checkbox"/> Fats & Oils	<input type="checkbox"/> Rice	
_____	<input type="checkbox"/> Wild Bird	<input type="checkbox"/> Fermentation	<input type="checkbox"/> Rye	
<input type="checkbox"/> Custom Formula	<input type="checkbox"/> Custom Formula	<input type="checkbox"/> Human Food By-Products	<input type="checkbox"/> Screenings	

- Distribution Information
 - The ingredient categories are only checked when they fit into that specific category and are an ingredient for further manufacturing.
 - To ensure the correct category is checked you can go to the Official Publication (OP) or the free online access to [chapter 6](#).
 - Remember: ‘Miscellaneous’ is not a catch all, there are specific ingredients in this category.

License Renewal – Renewal Form: Section 3

SECTION 3: FEES	
1. Application Fee*	\$50.00 7116
2. Late Fee: Enter \$50 (a late renewal fee of \$50 is due if the application and fee is not received in the office by July 1 st) <i>Please help us reduce paper waste and only send in the forms required for submission (instructions with submission are not required).</i>	\$ 7108
3. Total Fees Due (add lines 1 and 2 and enter on this line).....	\$
SECTION 4: SIGNATURE (Required)	
SIGNATURE OF APPLICANT	DATE

- Mail fees and the renewal application together to the department by the due date.
 - If the application is not received with fees it may result in the fees being applied incorrectly or late fees.
 - Both the application and fees are due by the due date.
- Don't forget to sign and date.
- Multiple licenses can be paid with one check.
- If the check is accidentally mailed without the form, email the department at feedreg@agr.wa.gov with the license number, and check number.

License Resources

- General Information, Form and Instructions: <https://agr.wa.gov/departments/animals-livestock-and-pets/animal-feed/commercial-feed-general-information>
- What is a commercial Feed: https://cms.agr.wa.gov/WSDAKentico/Documents/Pubs/766-AAFCO-OPDefinedIngred.pdf?/766-AAFCO-OPDefinedIngred&_gl=1*1i0a52w*_ga*NDMxMTkxNjQyLjE3MDMxODMxMDI.*_ga_9JCK8SVQPE*MTcxMjM2Njc5OS40NS4xLjE3MTIzNjg1NjluMC4wLjA.
- WAC 16-250: <http://apps.leg.wa.gov/WAC/default.aspx?cite=16-250&full=true>
- Animal Feed Labeling Guide: https://cms.agr.wa.gov/WSDAKentico/Documents/Pubs/125-AnimalFeed-LabelingGuide.pdf?_gl=1*1670rn4*_ga*NDMxMTkxNjQyLjE3MDMxODMxMDI.*_ga_9JCK8SVQPE*MTcxMjM2Njc5OS40NS4xLjE3MTIzNjg1NjluMC4wLjA.
- Free access to Chapter 6 of OP: <https://www.aafco.org/resources/official-publication/op-chapter-6-public-access/>

Thank you & Contact Us



WEB

agr.wa.gov



TWITTER

[@WSDAgov](https://twitter.com/WSDAgov)



PHONE

360-902-1942



EMAIL

LBeckman@agr.wa.gov

feedreg@agr.wa.gov



FACEBOOK

<http://tinyurl.com/WSDAFB>



YOUTUBE

[Youtube.com/user/WSDAgov](https://www.youtube.com/user/WSDAgov)





Washington
State Department of
Agriculture

WSDA Pet and Specialty Pet Food Renewal Application Tips

Kim Truett,
Registration Specialist



Preparing To Receive Your Renewal Application



Preparing To Receive Your Renewal Application



There are steps
you can take now,
to help make the
renewal cycle a
smooth process:

1. Notify WSDA if the contact information for your company has changed. This individual will receive the renewal application via email.
2. Take note of the labels that you will be renewing, and determine if any are new products that you will complete and submit on a new application (more on this in following slides).

Preparing Labels for Submitting with Renewal Application



WSDA has specific requirements for submitting your labels with all applications, including renewals:

1. Labels must be clear, easily readable without excessive manipulation, and in full color.
2. Copies of your labels must be saved in PDF format.
3. Labels are required to be submitted individually via email, in the following format:
 - Registration No.-Product No.-Product Name-Date of last revision (ex. 1234-01-Kim's Dog Treats Peanut Butter and Banana Recipe-01012022)



Receiving and Submitting Your Renewal Application



Tips for Receiving Your Renewal



Your renewal application will be sent to the individual who is listed as the Company Contact for the Applicant on your registration.

- It's important that we have the current contact information prior to renewals being sent to companies.
- If this individual does not immediately receive the renewal application via email during the week of May 9th, please be sure to check the Spam/Junk folders, and then contact us at petfood@agr.wa.gov if the email is still not found.

Tips for Submitting Your Renewal



Once your renewal application has been received:

- 1. Review the application for accuracy of the following. If any changes are required, make note of them on the application:**
 - Company Contact Information
 - Product Names and Number of Products
- 2. Once accuracy has been determined, prepare your application and labels for submitting:**
 - Mark each product status according to the desired action. Remember to watch for rules regarding withdrawals and new vs. revised products.
 - Complete the Registration Fees section of the Application, and be sure to sign and date the form.

***Please note: Your labels will be submitted via email to petfood@agr.wa.gov, while your application and a check or money order will be mailed to the address listed on the application.**



New Pet/Specialty Products vs. Revised



What is considered a revised label vs. a new label?



If you make minor graphics changes (color, pictures, logos, etc.), or changes to the Quantity Statement, this is considered a revised label and the same product.



Allowable Changes To Be Considered Revised



Kim's Dog Treats

PEANUT BUTTER AND BANANA RECIPE



Net Wt: 10oz

Feeding Directions: Feed as a Treat or Reward

Calorie Content (ME Calculated): 1234 kcal/kg, 32 kcal/Treat

Guaranteed Analysis

Crude Protein: 10% (Min)

Crude Fat: 8% (Min)

Crude Fiber: 2% (Max)

Moisture: 8% (Max)

Ingredients: Wheat Flour, Oats, Peanut Butter, Banana, Baking Soda, Ascorbic Acid (Preservative)

Manufactured By: Kim's Treats Olympia, WA 98501

Lot ID: May 21, 2021

Examples of allowable revisions to be considered the same product are:

- Colors
 - Pictures
 - Logos
- We must have a copy of the most revised version of each of your labels on file.
 - When submitting revised labels to us, please include the registration number, product number, and date revised on the label.

Changes That Are Considered A New Product



Kim's Dog and Cat Treats

Peanut Butter Recipe



Net Wt: 5oz

Feeding Directions: Feed as a Treat or Reward

Calorie Content (ME Calculated): 1204 kcal/kg, 30 kcal/Treat

Guaranteed Analysis

Crude Protein: 11% (Min)

Crude Fat: 8% (Min)

Crude Fiber: 2% (Max)

Moisture: 8% (Max)

Ingredients: Wheat Flour, Oats, Peanut Butter, Baking Soda, Ascorbic Acid (Preservative)

Manufactured By: Kim's Treats Olympia, WA 98501

Lot ID: May 21, 2021

Examples of changes that are considered a new product include, but are not limited to:

- Product Name Changes
- Formula (Ingredients Statement)
- Species Designation
- Guaranteed Analysis and Calorie Content Information
- Claims and Verbiage On The Label
- Etc.

If you make changes to any other information on the label, then they are considered to be new products and labels will be required to be registered.

- New products must be submitted for registration with the Application for New Product Registration of Pet Food and/or Specialty Pet Food, [Form 4307A](#).

If you have a new label and both the old and new labels are in the channels of trade, you are required to maintain a registration for both until the old label is out of distribution.



Withdrawing Products



When To Withdraw A Product From Renewal



Products may be withdrawn from a renewal application, only when the product is no longer in the chain of distribution

- This means that the products are no longer found on retail store shelves, on ecommerce sites, or being distributed via any other means.

To Distribute means, "to offer for sale, sell, exchange or barter, commercial feed; or to supply, furnish, or otherwise provide commercial feed to a contract feeder. (RCW [15.53.901](#) (7))

Avoiding Enforcement for Withdrawn Products

In order to avoid any inconvenience in the future, please ensure all products are out of the chains of distribution before withdrawing your product from your registration.

→ Once products are withdrawn from the renewal application, the unregistered products surveillance process could begin:

If withdrawn products are found during the surveillance process, enforcement could be conducted in the following forms:

- The issuance of a Notice of Corrections for Unregistered Products
- If compliance is not achieved at that point, a Stop Sale could be issued at any retail establishment or ecommerce sites where it is found.



Questions?

Thank you!



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