



Washington  
State Department of  
Agriculture

# WSDA Animal Feed Program

## Pet Food and Specialty Pet Food Registration

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# What Is Pet Food and Specialty Pet Food



Pet Food and Specialty Pet Food can be the complete and balanced pet diets that you might see in the pet food aisle or pet stores, but also includes treats, biscuits, sauces, gravies, vitamins, minerals, supplements, ground raw food, and certain rawhides, chews and bones.

## Pet

“Pet” is defined as a domesticated animal normally maintained in or near the household of the owner of the pet.

## Specialty Pet

“Specialty Pet” is defined as a domesticated animal pet normally maintained in a cage or tank, such as, but not limited to, gerbils, hamsters, canaries, psittacine birds, mynahs, finches, tropical fish, goldfish, snakes, and turtles.

# Who is Required to Register Their Products



- Any person who distributes a pet food or specialty pet food in or into this state must register their products with the department.
- This means that the company or individual listed on the label is ultimately responsible for ensuring their products are registered.
- “Distribute” is defined as to offer for sale, sell, exchange or barter, commercial feed; or to supply, furnish, or otherwise provide Commercial Feed to a contract feeder.

**Channels of distribution include, but are not limited to:**

- E-commerce channels such as Amazon, Chewy.com, or personal website
- Retail establishments
- Farmer’s Markets
- Fundraisers
- Butcher Shops
- Bakeries (Barkeries)
- Social Media Outlets such as
  - Facebook
  - Etsy
  - Pinterest

# Who is Not Required to Register Their Products?



If unadulterated, the following commodities are exempt from registration requirements:

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

# What Is Required To Register My Product?



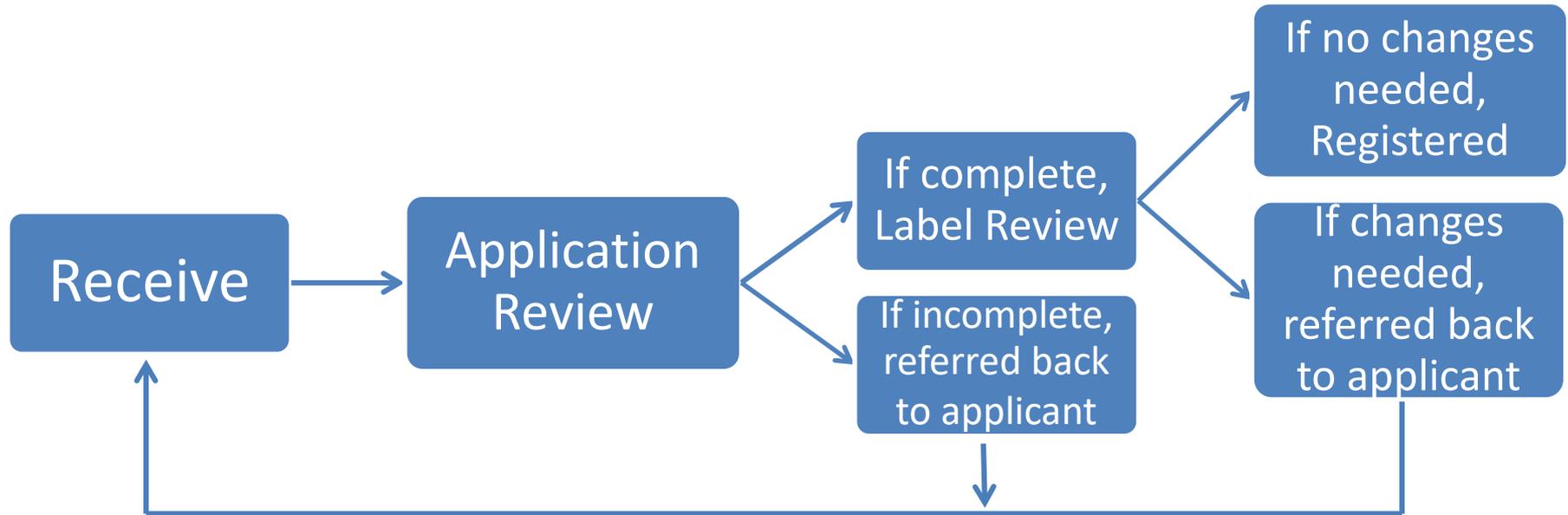
Electronic submittal of the following documents are required to be submitted at [petfood@agr.wa.gov](mailto:petfood@agr.wa.gov):

- The Application for New Product Registration of Pet Food and Specialty Pet Food (WSDA Form 4307A), found on the agency's website Animal Food Pet Food Registration [page](#)
- A copy of each product's label, in PDF format, individually per product.

Payment of fees are required to be submitted via check and must be mailed to the department at the following address:

WSDA Animal Feed Program  
PO Box 42591  
Olympia, WA 98504

# What Can I Expect After Submitting My Application?



# Typical Issues Observed on Application Submissions



- Labels are missing or submitted incorrectly.
  - A clear and readable, full color individual PDF label for each product is required.
- Incorrect fees are submitted.
  - Refer to the application to determine correct fees.
- Contact information is missing from the application.
  - Please ensure all fields are completed.

# Typical Issues Observed During Label Review



- Labels missing required information.
  - Please see the agency's Pet Food Labeling Guide for a list of all required information on labels.
- State regulations pertaining to Pet Food and Specialty Pet Food are not followed
  - e.g. A vitamin or nutrient is listed on the label, but is not guaranteed in the Guaranteed Analysis.

# How Does The Registration Cycle Work?



**Once your products have been registered, they will be entered into a 2 year cycle. There are two separate, two year cycles running at any given time:**

- Each cycle runs from July 1 to June 30 two years later.
- Each May 15<sup>th</sup>, the active cycles will close to new registrations, and any incoming new registrations will be added to the next open cycle.

**All previously established registrations will continue to add products to their existing cycles until their renewal period. At which time, they will automatically enter into their respective next cycle.**

# Registration Cycles



	Jul. 01, 2017	Jun. 30, 2018	Jul. 01, 2018	May 15, 2019	Jun. 30, 2019	Jul. 01, 2019	May 15, 2020	Jun. 30, 2020	Jul. 01, 2020	May 15, 2021	Jun. 30, 2021
<b>2017-2019 Cycle</b>	START			Last Day for existing cycle	END						
<b>2018-2020 Cycle</b>			START				Last Day for existing cycle	END			
<b>2019-2021 Cycle</b>						START				Last Day for existing cycle	END
<b>2020-2022 Cycle</b>									START		

# How Does The Renewal Process Work?



**You will be notified at the end of your cycle, that it's time to renew your registration:**

- 1. You will receive an email containing instructions and your renewal application.**
- 2. Ensure that all company information is correct, and mark the desired actions for each individual product listed**
  - Renew-there are no changes to the label.
  - Revised-there are changes to the Quantity Statement or minor graphic changes on the label. NOTE: If further changes are made, the product is considered new and must be submitted on a new product application.
  - Withdraw-the product is no longer in the channels of distribution.
- 3. Submit the renewal application by July 1 to the department with applicable fees and a copy of each product's label.**

**NOTE:** Your renewal application will be sent to the email that is in our database, received via your original application. If the contact information for your firm changes at any time throughout your cycle, please be sure to inform us so that we can update our database.



# Questions?

# Washington State Law, Rules and Other Links



- Chapter 15-53 RCW Commercial Feed Law:  
<http://apps.leg.wa.gov/RCW/default.aspx?cite=15.53&full=true>
- Chapter 16-250 WAC Pet Food and Specialty Pet Food Rule:  
<http://apps.leg.wa.gov/WAC/default.aspx?cite=16-252&full=true>
- New Pet Food and Specialty Pet Food Product Registration Application:  
<https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/4307A-PetFoodApplication.pdf>
- Pet Food Labeling Guide: [https://cms.agr.wa.gov/WSDAKentico/Imported/630-462\\_PetGuidanceDoc\\_20181129.pdf?/630-462\\_PetGuidanceDoc\\_20181129](https://cms.agr.wa.gov/WSDAKentico/Imported/630-462_PetGuidanceDoc_20181129.pdf?/630-462_PetGuidanceDoc_20181129)

# Contact Us



## WEB

[agr.wa.gov](http://agr.wa.gov)



## EMAIL

[petfood@agr.wa.gov](mailto:petfood@agr.wa.gov)



## TWITTER

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



## PHONE

360-902-1844

# Thank You

