



Application for Organic Input Material Registration – WSDA Organic Program

Business Name: _____ **Reg No:** _____
Office use only

To meet your registration needs, submit your complete application at least 3 ½ months before you wish to market your input material as a registered organic input material.

The forms noted within this application can be found on our website: <https://agr.wa.gov/departments/organic/input-material-registration/forms-and-applications>

Alternatively, if you would like hard copies of any materials mailed to you, contact our office by phone at: (360) 902-1805 or by email at: organic@agr.wa.gov.

Contact Information

Contacts are people who might represent your business during the registration process. Contacts must be approved to discuss confidential business information regarding your organic input registration.

Each business must have a single primary contact, this is the person to whom correspondence will be directed.

1. Who is the primary contact (the person to whom correspondence should be sent) for your business?

First name: _____ Last name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

2. How would you like to receive correspondence regarding organic input registration? *(Choose only one)*

☐ By email ☐ In the physical mail

3. Who is the fiscal contact (the person to whom invoices should be sent) for your business?

☐ Same as the primary contact

First name: _____ Last name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

4. Complete a [Contact Information](#) form for any additional contacts who are approved to discuss confidential business information regarding your organic input registration.

5. Does your business have a website?

☐ Yes: _____

☐ No



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Registered Operator Agreement

Businesses registering input materials for use in organic agriculture must:

1. *Fully comply with all applicable regulations in accordance with Washington State Chapter 16-160 WAC - Registration of Materials for Organic Food Production.*
2. *Supply WSDA Organic Program with all information required to verify compliance with the National Organic Program Rule [WAC 16-160-130(3)].*
3. *Permit the WSDA Organic Program or its representative to conduct: Inspections of facilities where products or its materials, inputs, or ingredients are stored, produced, manufactured, packaged, or labeled; Inspection of records related to the sales, storage, production, manufacture, packaging, or labeling of the product(s), materials, inputs or ingredients; Taking of samples of product(s), materials, inputs or ingredients. These inspections may be announced or unannounced at the discretion of WSDA Organic Program [WAC 16-160-180].*
4. *Maintain sufficient records to verify that the materials comply with the standards of the National Organic Program for not less than six (6) years beyond their creation [WAC 16-160-190].*
5. *Submit to WSDA Organic Program the applicable fees as described on the most current fee schedule [WAC 16-160-200].*
6. *Immediately notify WSDA Organic Program about any changes to information provided in an initial or renewal application. This information includes, but is not limited to, material formulation, ingredient suppliers, manufacturing facilities or processes, labels, and contact information [WAC 16-160-160].*
7. *Refrain from representing any registered material as “certified organic” [WAC 16-160-210].*

By printing your name below and submitting this form you attest you are an authorized representative of the business noted above and have reviewed and understand the requirements for organic registration.

Print name: _____

Title: _____

Date: _____