



Semi-Annual Commercial Feed Inspection Fee Report — Instructions

Forms 4309, 4309A, & 4309B

All forms must be filled out completely, including signature and date. Each facility/location must submit an individual form for their location.

Every registrant or licensee must file a semiannual report on forms provided by the department setting forth the number of tons of commercial feed distributed in or into this state. **The report must be filed regardless of the amount of feed distributed or inspection fees owed.**

Except as provided in [RCW 15.53.9018 \(4\)](#), each initial distributor of a commercial feed in this state shall pay to the department an inspection fee on all commercial feed sold by such person during the year. (RCW 15.53.9018 (1))

Failure to report per [chapter 15.53 RCW](#) will result in returned reports for corrections and late fees may be assessed.

To cancel your registration or license, notify the department by sending an email to the department at feedreg@agr.wa.gov and reference the license or registration number you are cancelling.

Form 4309

Reporting Period

- The reporting period and the due date is pre-printed on the form.

License or Registration Number, Company and Contact Information

- This information is pre-printed on the form.
- If any of the information is incorrect, cross out and enter the corrected information above the line.

Zero Distribution or No Fees Due

- If no distribution took place during the reporting period, check this box.
- If you check this box, you may send the report via email as a PDF attachment. If you send the report electronically via email there is no need to also send it by mail.
- Attach each inspection fee report separately and name the file in the following format without spaces:
 - ✓ Date report is sent: year (yyyy), month (mm), day (dd), underscore. (Example: 20180927_)
 - ✓ Reporting period shown with the year, reporting cycle, and 'TngRpt', underscore (Example: 18-2TngRpt_)
 - January – June = 1
 - July – December = 2
 - ✓ Ending with the license or registration number. Example of complete file name: 20180927_18-2TngRpt_0001.

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.

Distribution of Commercial Feed In/Into Washington State

Refer to the 2018 Association of Animal Feed Control Officials Official Publication for animal classes and ingredient product terms.

Report in whole or decimal numbers. Do not use the less than (<) or greater than (>) sign.

Lines 1 – 68 = Enter the amount of tons distributed for complete feeds (food, treats, toppers, etc.), supplements (minerals or vitamins), and/or ingredients.

- If the amount distributed is less than a ton convert to tons by dividing the amount in pounds by 2000.

Lines a – ww = Enter the amount exempting for each category (animal class section and ingredient products section).

Line A Total Distribution = Add lines 1-68 and enter the amount distributed.

Line B Total Exemptions = Add lines a – ww and enter the amount exempting (Line B cannot be greater than Line A).

Line C Total Tons = Subtract line B from A and enter the amount of tons to formulate if an inspection fee is due.

- If this line is zero then no fees are due.

Line D Fees Due = Multiply \$0.12 by Line C; enter the amount due or the minimum of \$12.50, whichever is greater. If Line C is zero no fees are due.

Line E Late Fee = All reports and fees are due in the office by January 31st (of the previous year) or July 31st of the same year. (Post mark dates of either January 31st or July 31st is considered late).

- Enter 15% of line D or \$50.00 whichever is greater, if you owe the penalty fee.

Line F Total Fees Due = Add lines D and E and enter on line F. This is the amount you must pay.

Signature Required

- A signature is required on all reports being filed.

Form 4309A

This form is used to report the exemptions listed on form 4309 for who you are exempting to: Initial Distributor, Company Differed to or Responsible Buyer.

When more than one distributor is involved in the distribution of a commercial feed, the initial distributor is responsible for reporting the tonnage and paying the inspection fee, unless this sale or transaction is made to a responsible buyer. (RCW 15.53.9018(4))

Reporting Period

- Check the appropriate box for your reporting period and enter the corresponding year.

License/Registration Number and Company Name Reporting For

- Enter the license/registration number and company name listed on form 4309.

Exemption Information

- Enter the information in the appropriate columns (these exemptions do not include pet/specialty pet food products):
 - ✓ Tons exempting to the Initial Distributor,
 - ✓ Tons deferred to; or
 - ✓ Tons exempting to a Responsible Buyer

Definition of Responsible Buyer: "Responsible Buyer" means a licensee who has agreed to be responsible for reporting tonnage and paying inspection fees for all commercial feeds they distribute. A Responsible Buyer must apply for Responsible Buyer status with the department.

- ✓ The line number of the complete feed or supplement from the Animal Class table (only lines 1-32) or
- ✓ The line number of the ingredient product from the Ingredient Product table (lines 39 – 68); and
- ✓ The name and address of the initial distributor, differed to company or Responsible Buyer.
- ✓ Total tons exempting to the initial distributor.
- ✓ Total tons exempting to the company deferring to.
- ✓ Total tons exempting to a Responsible Buyer, and
- ✓ Total tons for all columns. Total Exemptions on form 4309A plus exemptions on Form 4309 under Pet/Specialty Pet Food must equal the amount in Line B "Total Exemptions."

Form 4309B (Complete if you are a Responsible Buyer)

- Responsible Buyers are required to provide the information for the company to whom they purchased commercial feed. The information provided on this form will be verified against the inspection reports from the companies you have listed.
- Enter the amount tons with the line number from 4309 along with the company name and complete address from which you purchased commercial feed.

Companies may provide reports from their own system as long as it provides the same information as requested on form 4309A & B in a legible and easy to read format.

When the inspection fee report is complete proceed with the following:

- If no fees are due submit by email to feedreg@agr.wa.gov. When submitting by email, do not send by mail. Reference the file name format above when submitting. - OR -
- If fees are due, print the form(s) and send with payment to WSDA. If sending by mail, do not send by email.

Washington State Department of Agriculture
Animal Feed Program

Mailing Address: PO Box 42591 Olympia WA 98504-2591	Physical Address: 1111 Washington St SE Olympia WA 98504
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If you have any questions, please contact WSDA at (360) 902-1942.