



A Tradition of Stewardship
A Commitment to Service

Agricultural Commissioner/Sealer of Weights & Measures

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THE ORGANIC PROCESS

Golden Rule:

> \$5,000 IN GROSS SALES?

- Step 1: Certification w/ USDA accredited certifier
- Step 2: Register with CDFA

< \$5,000 IN GROSS SALES?

- Step 1: Register with CDFA

CERTIFICATION

What is organic certification?

Organic certification allows you to label and represent your products as organic.

Who needs to be certified?

If you have more than \$5,000 in gross sales, you ***must*** be certified by a USDA accredited certifier. You do not need to be certified if you make less than \$5,000.

Who is an accredited certifier?

An accredited certifier is authorized by the USDA (NOP) to issue organic certificates to operations that comply with the NOP's organic regulations. A complete list of certifiers who are accredited in California can be found at:
<http://www.cdfa.ca.gov/is/docs/CertifiersList.pdf>

How do I become certified organic?

Contact an accredited certifier who will guide you through the process of achieving organic certification. Some components that are required of your operation is to complete & maintain an organic system plan, and to maintain record keeping that discloses all activities and transactions that is readily auditable, land use history verification letter, among other things.

What's the next step after I become certified organic?

As you are nearing completion of becoming certified organic or once you're officially organic, you must *register* your business with *California Department of Food & Agriculture* (CDFA).

REGISTRATION

Who needs to be registered with the state and when do I register?

- If you're producing or handling raw agricultural products ***sold as organic*** OR
- If you're a retailer, who produces or processes products ***sold as organic***,
You shall register with the agricultural commissioner in the county of principal operation prior to the first sale of the product.

IN OTHER WORDS:

No matter what your sales are;
if you produce or handle products ***sold as organic***,
you need to register with the state
before you begin to sell your product(s).

NEW REGISTRATION

How do you register with the state?

- Go to <https://organic.cdfa.ca.gov/OrganicReg/>
- Click on the green button: **START New/Renewal/Amendment Organic Registration**
- If you are new to this site, click on "Start new Application". You will need to create a username & password later.

What kind of information does the state require me to give them during the registration process?

The state database will walk you through a series of questions:

- company info
- certification
- operation type
- agricultural production
- site profile (site name & Assessor Parcel Numbers, organic acreage),
- substance list (if you are working towards getting certified, you may skip the substance list)
- proof of organic certification, if applicable
- map *
- commodities
- gross sales

* If you're not required to be certified by a USDA accredited certifier (gross sales <\$5,000), you **MUST** upload a map of the property where organic production is occurring.

How much is the registration fee?

Initial registration fees start at \$75 and are based on predicted gross sales for the coming year. After your initial \$75 registration, the annual fee is as follows:

<u>Annual Gross Sales</u>	<u>Fee Chart Based on Gross Sales</u>	<u>Registration or Renewal Fee</u>
\$ 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 – 5,000,001		\$ 1,500
\$ 5,000,001 – 15,000,000		\$ 2,000
\$ 15,000,001 – 25,000,00		\$ 2,500
\$ 25,000,001 and above		\$ 3,000

AMENDED REGISTRATIONS

What changes to my registration require an “Amendment”?

Amendments to registration are required when an operation:

- Adds new facilities or growing locations
- Changes ownership
- Adds production acreage
- Changes/adds operation type(s): (i.e: producer, retailer, handler)

Amendments to organic registrations need to occur within 14 days prior to the sale of additional product. Additional fees may also be owed if the change results in higher fees than previously paid.

How do I amend my organic registration?

- Go to: <https://organic.cdfa.ca.gov/OrganicReg/>
- Click on the green button: **START New/Renewal/Amendment Organic Registration**
- Type in your *user ID: Old County Registration Number (i.e. 28-XXXX)*
password: mailing zip code
- The program will walk you through pertinent questions.
- Registration fees apply when making an amendment. Payment can be made by credit card or check.

ORGANIC REGISTRATION RENEWAL

How do I renew my organic registration?

- A person representing the operation can renew their registration by going to the state's new database: <https://organic.cdfa.ca.gov/OrganicReg/>
- Click on the green button: **START New/Renewal/Amendment Organic Registration**
- Type in your *user ID: Old County Registration Number (i.e. 28-XXXX)*
password: mailing zip code
- The program will walk you through pertinent questions.
- If you haven't already done so, ***proof of organic certification must be uploaded.***
- Registration fees for renewing organic registrations can be made by credit card or check.

RESOURCES

Laws & Regulations

- USDA **National Organic Program** Standards (NOP) 7 CFR Part 205
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title07/7cfr205_main_02.tpl
- **State Organic Program** (through CDFA): Food and Agriculture Code 46000-46029
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fac&group=45001-46000&file=46000-46029>

Websites

- National Organic Program: <http://www.ams.usda.gov/AMSv1.0/nop>
- California State Organic Program: http://www.cdfa.ca.gov/is/i_&c/organic.html
- California State Organic Registration: <https://organic.cdfa.ca.gov/OrganicReg/>

Organic System Plan

- Blank template: <http://www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELPRDC5091030>

Lists of Organic Materials

- Organic Materials Review Institute (OMRI): <https://www.omri.org/>
- Washington State Department of Agriculture (WSDA):
<http://agr.wa.gov/FoodAnimal/Organic/MaterialsLists.aspx>