



## SEMI-ANNUAL COMMERCIAL FEED TONNAGE REPORT INSTRUCTION SHEET

(Forms 4309, 4309A, 4309B, 4309C, 4331, 4331A)

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

Each person made responsible by chapter RCW 15.53.9018 for the payment of inspection fees for commercial feed distributed in this state shall file a report with the Washington State Department of Agriculture (WSDA) showing the number of tons of such commercial feed distributed during the six calendar months immediately preceding the date the report is due.

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.**

**\*\*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 department shall maintain a list of all Responsible Buyers and make the list available on request. (RCW 15.53.901(10))

The **Responsible Buyer list** can be found on the WSDA web site at <http://agr.wa.gov/FoodAnimal/AnimalFeed/Definitions.aspx#ResponsibleBuyer> . You may also request a copy of the Responsible Buyer list by contacting the address or phone number listed on this sheet.

To request copies of the feed rules and laws, view website <http://agr.wa.gov/FoodAnimal/AnimalFeed/LawsRules.aspx> or contact the address or telephone number listed above.

### **Form 4309**

#### **Box A - REPORTING PERIOD**

- Check the appropriate box for the reporting period you are submitting and enter the year corresponding to the tonnage report submitted.

#### **Box B - LOCATION / COMPANY NUMBER**

- The four position number at the top of the label is the WSDA company number assigned by WSDA to the location listed on the address label. This is the company number referred to on forms 4309 A, B and C. Please include this number when submitting correspondence to the department.
- If the facility name is different from the company name, or there is more than one location/facility for your company, a location/facility name will appear directly below the company name.
- If any of the information printed on the mailing label is incorrect, please line out and enter the corrected information above the line.

#### **Box C – CHECK HERE IF THIS IS THE FIRST TIME REPORTING**

- If you have never submitted a tonnage report to the WSDA for this location, please check this box.

#### **Box D – REPORTED BY**

- Enter the name and title of the person filling out the tonnage report.

#### **Box E – TELEPHONE NUMBER**

- Enter the telephone number (including area code) for the person entered in box D.

#### **Box F – Contact Email Address**

- Enter the email address for the person entered in box D.

#### **Box G - DESIGNATION OF TONS DISTRIBUTED IN WASHINGTON STATE**

**Line 1 = Total Tons of Commercial Feed You Distributed In Washington State.**

- Enter the total tons of commercial feed your company distributed in Washington State for this reporting period. (RCW 15.53.9018)

**Line 1a = Tons of Pet Food and/or Specialty Pet Food you sold in packages of less than 10 lbs. each.**

- Enter the total tons of Pet Food and/or Specialty Pet Food you sold in packages weighing less than 10 pounds each.

- An inspection fee is not required for Pet Food and/or Specialty Pet Food in packages weighing less than 10 pounds. (RCW 15.53.9018(2)(b))

**Line 1b** = Tons of Commercial Feed you distributed for which someone else has paid the inspection fee.

- Enter the total tons you distributed in Washington state but inspection fees have already been paid for by an initial distributor. (RCW 15.53.9018(1))
- If you enter tonnage on line 1b, you must complete form 4309A. See instructions for form 4309A on page 2.

**Line 1c** = Tons of Commercial Feed you distributed to a Responsible Buyer.

- Enter the total tons you distributed to Responsible Buyers for this reporting period.
- The Responsible Buyer list can be found on the WSDA web site at [www.agr.wa.gov/FoodAnimal/AnimalFeed](http://www.agr.wa.gov/FoodAnimal/AnimalFeed). You may also request a copy of the Responsible Buyer list by contacting the address or phone number listed on this sheet.
- If you enter tonnage on line 1c, you must complete form 4309B. See instructions for form 4309B on page 3.

**Line 2** = Add lines 1a, 1b, and 1c and enter on line 2.

**Line 3** = Total Tons You Are Paying For

- Subtract line 2 from line 1 and enter on line 3.
- The tons listed on line 3 are the tons for which you must pay the inspection fee.
- If you enter tonnage on line 3, you must complete form 4309C. See instructions for form 4309C on page 3.

**Line 4** = Inspection Fee

- Multiply the tonnage entered on line 3 by \$0.12 and enter on line 4. (WAC 16-200-805)

**Line 5** = Inspection Fee Owed

- Enter the amount from line 4 or \$12.50, whichever is greater. If line 4 is zero, enter zero on line 5. (RCW 15.53.9018(5))

**Line 6** = Late Penalty Fee

- Enter 15% of line 5 or \$50.00 whichever is greater, if you owe the penalty fee.
- Any person responsible for reporting tonnage or paying inspection fees who fails to do so before the thirty-first day following the last day of each reporting period, shall pay a penalty equal to fifteen percent of the inspection fee due or fifty dollars, whichever is greater. (RCW 15.53.9018(9))

**Line 7** = Total Inspection Fees Due

- Add lines 5 and 6 and enter on line 7. This is the amount you must pay.

#### **Box H – SIGNATURE REQUIRED**

- A *signature* is **required** on all reports being filed.

### **Form 4309A**

The total tons listed on line 1b of form 4309, **must equal** the total tons listed on form 4309A.

#### **Box A = Reporting Period**

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

#### **Box B = Company Name, Company #**

- Enter the company name and company number listed on form 4309, box B.

#### **Box C = Company Name/Address/Number of Tons**

- Enter the facility/location name, address, and number of tons for each company represented on line 1b of form 4309.
- 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))

#### **Box D = GRAND TOTAL**

- Total the number of tons and enter in box D.
- This total must equal the total entered on line 1b of form 4309.
- Reports that have an amount entered on line 1b of form 4309 without a completed form 4309A **will be returned as an incomplete report.**

### **Form 4309B**

The total tons listed on line 1c of form 4309, **must equal** the total tons listed on form 4309B.

#### **Box A = Reporting Period**

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

#### **Box B = Company Name, Company #**

- Enter the company name and company number listed on form 4309, box B.

**Box C = Company Name/Address/Number of Tons**

- Enter the facility/location name, address, and number of tons for each company represented on line 1c of form 4309.
- 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))
- The **Responsible Buyer list** can be found on the WSDA web site at <http://agr.wa.gov/FoodAnimal/AnimalFeed>. You may also request a copy of the Responsible Buyer list by contacting the address or phone number listed on this sheet.

**Box D = GRAND TOTAL**

- Total the number of tons and enter in box D.
- This total must equal the total entered on line 1c of form 4309.
- Reports that have an amount entered on line 1c of form 4309 without a completed form 4309B **will be returned as an incomplete report.**

**Form 4309C**

The total tons listed on line 3 of form 4309, **must equal** the total tons listed on form 4309C.

**Box A = Reporting Period**

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

**Box B = Company Name, Company #**

- Enter the company name and company number listed on form 4309, box B.

**Box C = Company Name/Address/Number of Tons**

- Enter the facility/location name, address, and number of tons for each company represented on line 3 of form 4309.
- Except as provided in subsection (4) of RCW 15.53.9018, 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))

**Box D = GRAND TOTAL**

- Total the number of tons and enter in box D.
- This total must equal the total entered on line 3 of form 4309.
- Reports that have an amount entered on line 3 of form 4309 without a completed form 4309C will be returned as an incomplete report.

**Form 4331****Box A - REPORTING PERIOD**

- Check the appropriate box for the reporting period you are submitting and enter the year corresponding to the tonnage report submitted. (RCW15.53.9018(5))

**Box B - LOCATION / COMPANY NUMBER**

- The four position number at the top of the label is the WSDA company number assigned by WSDA to the location listed on the address label. This is the company number referred to on forms 4331 A. Please include this number when submitting correspondence to the department.
- If the facility name is different from the company name, or there is more than one location/facility for your company, a location/facility name will appear directly below the company name.
- If any of the information printed on the mailing label is incorrect, please line out and enter the corrected information above the line.

**Box C – CHECK HERE IF THIS IS THE FIRST TIME REPORTING**

- If you have never submitted a tonnage report to the WSDA for this location, please check this box.

**Box D – REPORTED BY**

- Enter the name and title of the person filling out the tonnage report.

**Box E – TELEPHONE NUMBER**

- Enter the telephone number (including area code) for the person entered in box D.

**Box F – Contact Email Address**

- Enter the email address for the person entered in box D.

**Box G - Designation of Tons Distributed In Washington State**

Line 1 = Total Tons of Commercial Feed You Distributed In Washington State.

- Enter the total tons of commercial feed (definition listed on page 1) your company distributed in Washington State for this reporting period. (RCW 15.53.9018)

Line 2 = Tons of Commercial Feed you sold in packages of less than 10 lbs. each.

- Enter the total tons of commercial feed you sold in packages weighing less than 10 pounds each.

- An inspection fee is not required for commercial feed in packages weighing less than 10 pounds. (RCW 15.53.9018(2)(b))

Line 3 = Total Tons You Are Paying For

- Subtract line 2 from line 1 and enter on line 3.
- The tons listed on line 3 are the tons for which you must pay the inspection fee.
- If you enter tonnage on line 3, you must complete form 4309C. See instructions for form 4309C on page 3.

Line 4 = Inspection Fee

- Multiply the tonnage entered on line 3 by \$0.12 and enter on line 4. (WAC 16-200-805)

Line 5 = Inspection Fee Owed

- Enter the amount from line 4 or \$12.50, whichever is greater. If line 4 is zero, enter zero on line 5. (RCW 15.53.9018(5))

Line 6 = Late Penalty Fee

- Enter 15% of line 5 or \$50.00 whichever is greater, if you owe the penalty fee.
- Any person responsible for reporting tonnage or paying inspection fees who fails to do so before the thirty-first day following the last day of each reporting period, shall pay a penalty equal to fifteen percent of the inspection fee due or fifty dollars, whichever is greater. (RCW 15.53.9018(9))

Line 7 = Total Inspection Fees Due

- Add lines 5 and 6 and enter on line 7. **This is the amount you must pay.**

#### **Box H - Designation of Tons Distributed In Washington State**

Total tons of Commercial Feed purchased by you as a Responsible Buyer.

- The total tonnage listed on this line must equal the total tons listed on form 4331A. See instructions for form 4331A on page 4.

#### **Box I – SIGNATURE REQUIRED**

- A *signature* is **required** on all reports being filed.

#### **Form 4331A**

The total tons listed on line 7 of form 4331, **must equal** the total tons listed on form 4331A.

#### **Box A = Reporting Period**

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

#### **Box B = Company Name, Company #**

- Enter the company name and company number listed on form 4331, box B.

#### **Box C = Company Name/Address/Number of Tons**

- Enter the facility/location name, address, and number of tons for each company represented on line 7 of form 4331.
- 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))
- The **Responsible Buyer list** can be found on the WSDA web site at <http://agr.wa.gov/FoodAnimal/AnimalFeed>. You may also request a copy of the Responsible Buyer list by contacting the address or phone number listed on this sheet.

#### **Box D = GRAND TOTAL**

- Total the number of tons and enter in box D.
- This total must equal the total entered on box H of form 4331.
- Reports that have an amount entered on box H of tonnage form 4331, but do not complete form 4331A, **will be returned for incomplete reporting.**

When the tonnage report is complete proceed with the following (remember form 4309 must be signed when submitted):

- If no fees are due submit by fax to (360) 902-2087 or by email to [feedreg@agr.wa.gov](mailto:feedreg@agr.wa.gov) .

**OR**

- If fees are due, print the form(s) and send with payment to WSDA.

#### **Mailing Address:**

Washington State Department of Agriculture  
Office of Compliance & Outreach  
PO Box 42591  
Olympia WA 98504-2591

#### **Physical Address:**

Washington State Department of Agriculture  
Office of Compliance & Outreach  
1111 Washington St SE  
Olympia WA 98504

If you have any questions, please contact WSDA at (360) 902-1942.