



ORGANIC MATERIAL REGISTRATION CHECKLIST - NEW APPLICATION

- ✓ Use this checklist to assist you in gathering the documentation necessary to complete an application to register an organic input material on the WSDA Organic program Brand Name Material List.
- ✓ You do not need to return the checklist with the application; it is for your use only.
- ✓ Allow for 90 – 120 days for the application process. A complete application may expedite the review process.
- ✓ Applications are not considered complete until all information is received.

- New Application for Registration of Organic Input Materials (AGR 2289) (required)
- Manufacturing process (required)
- Manufacturing Facility Information (AGR 2817) (required)
- Fees (required)
- Product label (required – a bill of lading or invoice required if no label)
- Material Safety Data Sheet (MSDS) for final product (if applicable)
- Ingredient Information (some may not apply)
 - Manufacturing process for each ingredient (required)
 - MSDS for each ingredient
 - Product label or technical sheet for each ingredient
 - Invoice or proof of purchase for each purchased ingredient
- Inspection Authorization Form (AGR 2814)
- Prohibited Practices Statement (AGR 2812) (for agricultural products)
- Expedited Request for Review (AGR 2312) (optional)
- OTHER _____



SEND APPLICATION FORMS AND FEE TO:

Washington State Dept of Agriculture
Attn: Organic Food Program
PO Box 42591 (US Mail)
1111 Washington Street SE (Private Courier)
Olympia WA 98504-2560