

Q & A - Tonnage Reports and Inspection Fees.

1. Who is required to report tonnage and pay inspection fees?

- a. All licensee's and registrants are required to submit a tonnage report, regardless of the amount of commercial feed distributed (even if it is zero) or whether inspection fees are owed.
- b. The first person (initial distributor) who distributes a commercial feed in/into the state is required to pay an inspection fee for the amount distributed. The only exception is when the initial distributor distributes to a Responsible Buyer. In that case, the Responsible Buyer must pay the inspection fee.

Examples:

- A. A company in North Dakota distributes commercial feed to a company in Washington state. The company in Washington sells the feed to the end user.
 - i. The North Dakota company is the initial distributor and must submit a tonnage report and pay inspection fees for the commercial feed distributed to the company in Washington.
 - ii. The Washington company reports the amount of feed distributed, but exempts the amount purchased back to the North Dakota company. The Washington company does not owe any fees.
- B. A company in North Dakota distributes commercial feed to a company in Washington State. The Washington company is on the Responsible Buyer's list.
 - i. The North Dakota company must submit a tonnage report, but is not required to pay inspection fees for the commercial feed distributed to the Washington company.
 - ii. The Washington company must submit a tonnage report and pay the inspection fee for the feed they distributed.
- C. A manufacturer in Washington State buys 100 tons of whole corn from a company in Idaho and 100 tons of soybean meal from a company in Oregon. The manufacturer blends the two products and makes 200 tons of commercial feed.
 - i. Whole corn is not a commercial feed, therefore the Idaho company is not required to submit a tonnage report or pay fees.
 - ii. Soybean meal is a commercial feed, therefore the Oregon company, as the initial distributor, is required to submit a tonnage report and pay the inspection fee.
 - iii. The Washington company blended the corn and soybean meal to create 200 tons of commercial feed. The company must submit a tonnage report and pay an inspection fee on the 100 tons of corn that is now part of a commercial feed.

2. Why was my tonnage report sent back?

If the department receives an incomplete tonnage report, it will be returned with a notice indicating the items that are missing or in error.

Below are some common reasons for returning incomplete reports:

- a. The report was not signed.
- b. Appropriate fee's were not paid.
- c. Forms were missing or incomplete.
- d. The report was submitted late without the appropriate late fee.

An incomplete report may be subject to late fees for any of the reasons mentioned above.

3. I blend customer-formula feed (CFF) in Washington. What do I have to report and how do I determine what fees are owed?

- a. You must report the total amount of CFF you distributed.
- b. You must pay an inspection fee for the total amount distributed minus the amount of any commercial feed used in the CFF for which fees have already been paid by your supplier (initial distributor). You will be required to list the amount exempted and the supplier's name.

4. The names of chain merchandisers often appear on feed labels as the distributor. If these companies are not actually manufacturing the feed, who reports the tonnage and pays the inspection fees?

- a. The company whose name appears on a feed label as the guarantor is required to possess a commercial feed license or register the product, depending on what type of feed it is. As the licensee or registrant, they alone are responsible for meeting the tonnage reporting requirements.
- b. However, through mutual agreement, the licenses and tonnage fees for many of these distributors can be, and often are, submitted by the manufacturer of the feed.

5. Are wild bird feed products exempt from inspection fees?

- a. No, all seed mixtures intended for consumption by wild animals are considered commercial feed. A license is required by those companies who distribute wild bird feed, squirrel feed etc. A tonnage report must be submitted and inspection fees paid.
- b. For those companies distributing feed for domesticated animals normally maintained in a cage or tank (such as birds, hamsters, gerbils, goldfish, etc.), a registration of each product is required. A tonnage report must be submitted;

however, an inspection fee is due only if the product is being distributed in packages of 10 pounds and greater.

6. Are tonnage reports and inspection fees subject to audit?

- a. Yes, every person required to have a feed license or register feed may be audited at any time. Ensure you always have adequate records to support the quantities of feed reported, inspection fees paid, and any exemption you have claimed.
- b. By law your records must be maintained in usable condition for a period of three years.

7. I'm a small company and I only distributed about 100 pounds of dog and cat treats each year. Do I need to submit a tonnage report and pay inspection fees?

- a. Yes, all registrants are required to submit tonnage reports regardless of the amount distributed.
- b. If you distribute only in package sizes of less than 10 pounds, you are exempt from paying inspection fees.