



Washington State Department of Agriculture  
 Pesticide Management Division  
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**CASHIER USE ONLY**

## APPLICATION FOR REGISTRATION OF COMMERCIAL FERTILIZER Form 4300A

**PLEASE USE CHECKLIST ON BACK TO ENSURE A COMPLETE APPLICATION**

<b>COMPANY NAME</b>		<b>WSDA ISSUED COMPANY NUMBER</b>	
<b>REGISTRATION INFORMATION</b>		<b>LABEL INFORMATION</b>	
REGISTRATION CONTACT NAME		ADDRESS ON LABEL	
REGISTRATION MAILING ADDRESS		CITY, STATE, ZIP CODE ON LABEL	
REGISTRATION CITY, STATE, ZIP CODE		<b>COMPANY CONTACT INFORMATION IF DIFFERENT FROM REGISTRATION INFORMATION</b>	
REGISTRATION PHONE NUMBER	REGISTRATION FAX NUMBER	COMPANY CONTACT NAME	
REGISTRATION CONTACT EMAIL		COMPANY CONTACT PHONE NUMBER	
WEB SITE ADDRESS		COMPANY CONTACT EMAIL	

APPLICATION FEES		
<p>Number of products at \$50.00 each: _____ products x \$50.00 = \$ _____</p> <p>(Fee covers current two-year registration cycle.) <span style="float: right;"><b>TOTAL FEES</b> 7103</span></p>		
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>Make check payable to:</b> <i>Washington State Department of Agriculture</i> </div>		
<p><b>Checks returned by the bank will be charged a handling fee of \$25.00. (RCW 62A.3.515 (a) and 62A.3.520)</b></p>		
<i>Registrar Signature</i>	<i>Title</i>	<i>Date</i>

FOR DEPARTMENT USE ONLY

  
  
  
  
  
  
  
  
  
  
  

Date to ECY: \_\_\_\_\_ Product #: \_\_\_\_\_ Initial: \_\_\_\_\_

Date from ECY – Incomplete: \_\_\_\_\_ Product #: \_\_\_\_\_ Initial: \_\_\_\_\_

Date from ECY: \_\_\_\_\_ Product #: \_\_\_\_\_ Initial: \_\_\_\_\_

**\*\*International companies (except Canada) must have an US Agent\*\***

# Fertilizer New Product Registration Checklist

- Form 4300A**, "Application for Registration of Commercial Fertilizers." Include company name and address. If address on the label is different than address on the application, complete the section on the application for label address information. An incomplete application will delay the processing of your application and may result in forfeiture of the application fee.
- Remittance** of \$50.00 per product. This is an application fee and not refundable.
- Form 4300B** "Commercial Fertilizer Product Registration."
- Safety Data Sheet (SDS)** if your product is subject to Globally Harmonized System (GHS).
- Copies of laboratory analyses** of the nine metals for each product.

Ensure the laboratory has noted the required preparation and analytical methods on the metal report submitted to WSDA. Verify the product name, as it appears on the label, is on the laboratory report.

The approved methods can be found at:

<http://agr.wa.gov/PestFert/Fertilizers/docs/FertRegGuidDoc.pdf>.

- Product Label:** Labels should be submitted electronically to [fertilizerlabels@agr.wa.gov](mailto:fertilizerlabels@agr.wa.gov) in a searchable PDF, at 300 dpi with the following standard file name format: Company# (if assigned)\_ProductNameN-P-K.pdf.  
**(Example = 1960\_HappyDays10-10-5.pdf)**
  - Company# (if assigned) = Four position WSDA number, with lead zeros, followed by an underscore.
  - ProductName = Enter first line of product name on the label followed by N-P-K. No spaces between label names; capitalize the first letter of each word.

The PDF file should be created directly from the electronic source document. Please optimize PDF labels before attaching these documents in emails in order to reduce file size and improve display speed on the web. The e-label must be in Print-Ready format. Print-Ready means the e-label can be printed on 8.5 x 11 inch paper without WSDA personnel having to perform numerous printer formatting actions. Printer proof marks should not be on the label. The printed label must be legible without the use of a magnifying glass. **Be sure the label includes a WSDA approved internet statement.**

Use of the WSDA Registered Organic Material logo, the phrase "Certified for use in organic production" or any other organic use claim will be verified by WSDA Registration Services. Labels or labeling bearing false claims will be rejected. **Remember:** All fertilizers must be registered with WSDA Registration Services before they can be approved by WSDA Organic Materials Review. Do not include the WSDA Organic logo on your label until it has been approved by WSDA Organic Program.

- Ecology Questionnaire:** Must be completed and submitted for each waste-derived product and micronutrient fertilizer.

**Your company will receive a WSDA Fertilizer Registration Certificate by email as confirmation of product registration.**

*Submit originals to WSDA and keep copies for your file.*

(For additional information see the [Fertilizer Registration Guidance Document](#).)