

Instructions for LDAF Feed Program Online Portal

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STATE OF LOUISIANA REVISED STATUTES

TITLE 3 CHAPTER 10-A. FEED, FERTILIZERS, AGRICULTURAL LIMING AND SEEDS PART II. COMMERCIAL FEEDS

1391. Definitions

(3) "Commercial feed" means all materials including vitamin and mineral mixes, except whole seeds unmixed or physically altered entire unmixed seeds, which are distributed for use as pet food or as feed for livestock or for mixing in pet food or in feed for livestock and includes cottonseed meal and soybean meal.

Additionally, please read [Feed Law \(Louisiana Revised Statutes Title 3, Ch. 10-A, Part II, §1391- 1407\)](#) and [Agricultural Chemistry & Seed Commission FEED Rules & Regulations \(LAC Title 7\)](#), if you have any questions, please contact the LDAF Feed Program.

Instructions for LDAF Feed Program Online Portal

Disclaimer

Before proceeding with the online portal please be sure to carefully read the Instruction guide thoroughly. If you have any questions or encounter issues, please immediately reach out to the Feed Program.

Common Error Message:

Please note that USA Plants website will give an error message if the Browser back/forward buttons are used. Please only use the “Back” button provided by USA Plants. If the browser back button (pictured below) is used, and you receive an error message please contact our team so we can address the issue.



International Companies:

Please note that if an international address is used or listed in USA Plants license, the payment processor will kick out the user and not allow the payment to go through even if using a US bank. If you have questions about the address issue or are concerned that this will affect your license, please contact our team so we can give you further instructions.

The payment processor will not allow online payments to be made with any international bank. All Online payments must be made with domestic addresses and US banks.

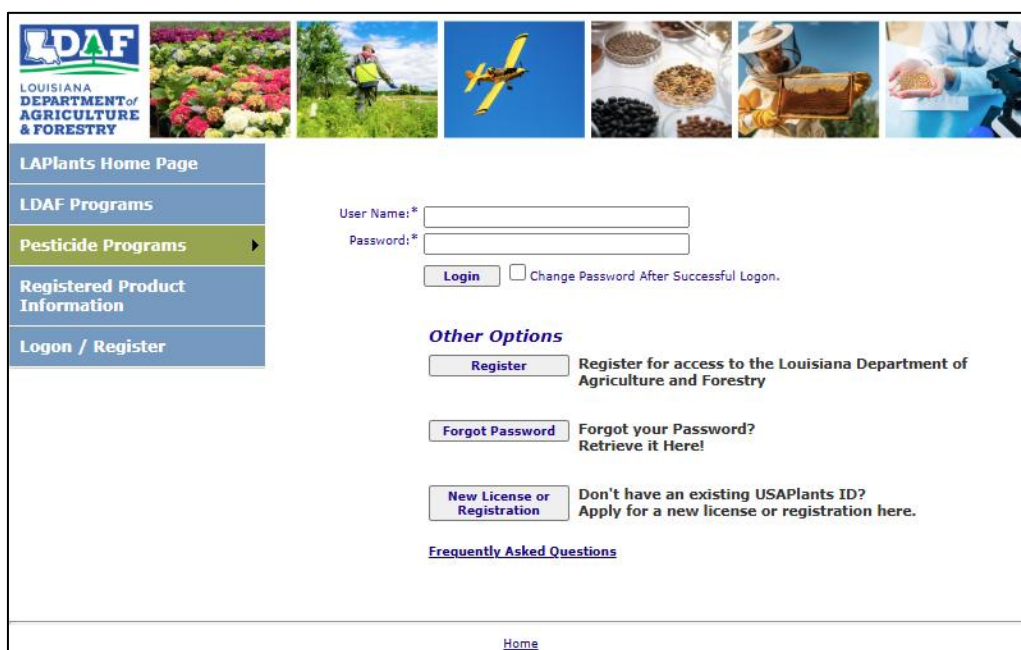
Registering for online access

Visit: <https://usaplantsla.ladaf.state.la.us/USAPlantsLA/Index.aspx>



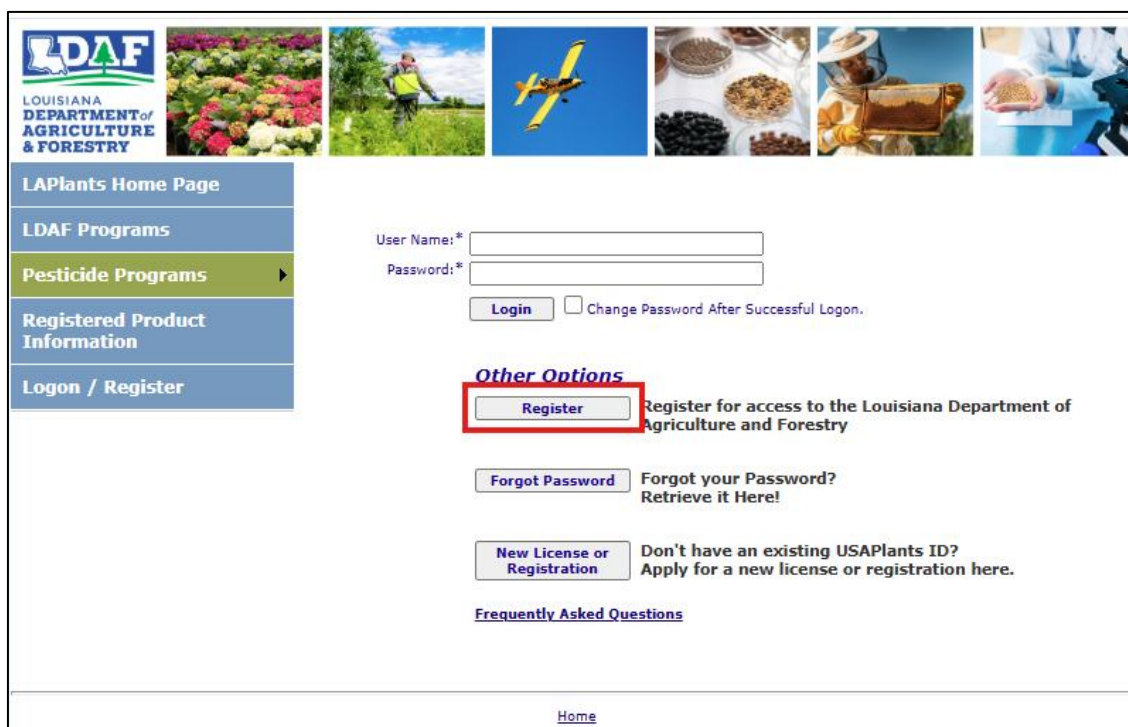
Click on Logon / Register on the left side of the screen.

Instructions for LDAF Feed Program Online Portal



The screenshot shows the LDAF (Louisiana Department of Agriculture & Forestry) Feed Program Online Portal. The header features the LDAF logo and a row of six images: a field of colorful flowers, a person in a field, a yellow airplane, various agricultural products, a person pouring feed, and a person holding feed. On the left is a navigation menu with links: LAPlants Home Page, LDAF Programs, Pesticide Programs (highlighted with a right arrow), Registered Product Information, and Logon / Register. The main content area includes a login section with fields for 'User Name:*' and 'Password:*', a 'Login' button, and a checkbox for 'Change Password After Successful Logon.'. Below this is an 'Other Options' section with three buttons: 'Register' (with a description: 'Register for access to the Louisiana Department of Agriculture and Forestry'), 'Forgot Password' (with a description: 'Forgot your Password? Retrieve it Here!'), and 'New License or Registration' (with a description: 'Don't have an existing USAPlants ID? Apply for a new license or registration here.'). A link for 'Frequently Asked Questions' is also present. At the bottom center is a 'Home' link.

- If you have an existing Username and Password, you can login to the system from here. If not, go to the next bullet.
- If you have the USA Plants ID # and Pin # for your company (found on your renewal statement), please click the “Register” button to sign up for access to our system. If your company is registered with the State of Louisiana and you do not have either of these numbers, contact the Feed Program listed in the table below.



This screenshot is identical to the one above, but the 'Register' button in the 'Other Options' section is highlighted with a red rectangular box. The rest of the page layout, including the navigation menu, login fields, and other options, remains the same.

Instructions for LDAF Feed Program Online Portal

- If your company has not been registered with the Louisiana Dept. Of Agriculture & Forestry Feed Program in the past, please click the “New License or Registration” button.
 - When adding a license please be sure that the Company Name is the same name as the guarantor’s name on the product labels in commerce. If the names do not match the products will automatically be considered out of compliance with our label review process.
- The “Frequently Asked Questions” link may help with your registration questions. If not, contact the Feed Program listed below.

Contact Information

Feed Program	Email:	Phone
Contact Information	FeedProgram@ldaf.state.la.us	(225)-952-2169

After successfully logging in, you should arrive at the Account Home page (see below). From here, you can access whichever program(s) is currently registered with the department, the online shopping cart, add new registrations and address any account tasks that the system has automatically assigned to you.

If there are multiple LDAF programs associated with the USA Plants ID it will look like the following image:

Click Feed Program.

For companies that wish to return to this page after viewing the Feed Program

→ Click **Profile** At the top of the screen.

→ Click “Back to Account Home”

And you will be returned to this screen with the **Available Programs**

USA Plants

Home Programs Profile Logout

Account Home

Account Summary

0001AC | Feed Practice Corp | 102 Ag Chemistry Bldg, Baton Rouge, LA 70803 | P1: 123-456-7890

Available Programs

Program Type	License ID	Status	Issue Date	Expire Date
Inspection Point	2	Closed	7/17/2013	
Lime Manufacturers	140427	Closed	8/8/2018	6/30/2019
Feed Manufacturers	140483	Active	11/9/2016	6/30/2028
Fertilizer Manufacturers	141481	Closed	12/14/2017	12/31/2018

4 record(s) found.

Online Renewals/Payments

Access online renewals/payments: [Online Shopping Cart](#)

[Add a New License/Registration](#)

Instructions for LDAF Feed Program

If the Feed Program is the only LDAF Program associated with the USA Plants ID used:
The Feed Program will automatically open as shown as the example pictured below.

From here you can:

- View which contacts you have on file with Feed Program.
- View payments.
- View, upload and submit tonnage reports.
- View and submit products.
- View samples pulled by LDAF inspectors.



[Home](#) [Programs](#) [Profile](#) [Logout](#)

Feed Program

Account Summary

0001AC | Feed Practice Corp | 102 Ag Chemistry Bldg, Baton Rouge, LA 70803 | P1: 123-456-7890

License Information

USAPlants ID:	0001AC
License ID:	140483
Status:	Active
Issue Date:	11/09/2016
Expire Date:	06/30/2028
Original Effective Date:	02/21/1973
License Designate:	Both
Small Package Only:	☐

[Back to Account Home](#)
Reports: [License](#) [Renewal](#)

Online Renewals/Payments

Access online license renewals: [Online Shopping Cart](#)

[Add a New Program License/Registration](#)

[Contacts](#) + (Click to show your contacts)

[Payments](#) + (Click to show your payments)

[Tonnage](#) + (Click to show your tonnage)

[Products](#) + (Click to show your products)

[Samples](#) + (Click to show your samples)

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Instructions for LDAF Feed Program

Products

If you click on the plus sign (+) next to the Products section, the products chart will be displayed on the webpage.

[Contacts](#) + (Click to show your contacts)

[Payments](#) + (Click to show your payments)

[Tonnage](#) + (Click to show your tonnage)

[Products](#) - (Click to hide your products)

Products

Important: Any brands listed below not in the 'Active' (A) status are not approved for sale.

Display products registered for year: 2024 ▼ [Get Results](#) [Add New](#) [Export to Excel](#) [Print Certificate for 2024](#)

Product Name	Product ID	Grade	Product Status
Choke it down cat food	693	18-3.5-0	PR
Choke it down dog food	692	18-5-5	RN
Choke it down Iguana Food	14597	20-5-40	A
Choke it down Snake Food	14598	25-4-15	D

4 record(s) found.

[Samples](#) + (Click to show your samples)

Buttons

- **Get Results** – This button fetches the products for the year displayed in the dropdown menu immediately to the left. This is useful for examining the history of products registered for the company.
- **Add New** – This button starts the process of adding a new product to the company's portfolio. This function only works for the current year and cannot be used to add backdated products to the database.
- **Export to Excel** – This button generates an excel file that contains all the products within a company's portfolio for the current year. Any relevant registration data (i.e. product ID, product status, etc.) is also included for each product in the Excel file.
- **Print Certificate for ____** - This button generates a registration certificate that contains the products, product ID # and status for a company's entire yearly portfolio.

Instructions for LDAF Feed Program

Add New Product

Clicking the “Add New” button will bring up the Feed Manufacturers Product Edit screen. Please use this feature to add new products prior to distribution in commerce. Louisiana has a pre-market approval process for products labels per Louisiana RS 3:1393.

Instructions

This is the fastest way to submit a product registration request. Please fill out the information below. A copy of your current label is required for each product and grade. You do not need a separate label for each package weight. Portable Document Format (PDF) is the preferred format for labels, but image formats (JPG, TIFF, BMP) and Microsoft Word files are also acceptable. The label must be legible.

Please note that this product is NOT approved for sale until payment has been received and processed.

Product Information

Product Name*:

Status: **Add Request**
This product registration will be valid until 06/30/2027

Product Code:

Net Weight of Package*: lb

Website:

Container Type:

Agent:

Package Weights*: ☐ Small Package
☐ Large Package
☐ All Package Weights

Type: Composition Type:

Product Purpose:

Additional Information:

Feed Composition

Feed Analysis

Group	Nutrients	Minimum	Maximum	Nutrients	Minimum	Maximum	Nutrients	Minimum	Maximum
Primary	Crude Protein (Protein)			Crude Fat (Fat)			Crude Fiber (Fiber)		

Secondary Components [+](#)

Product Files

Please upload a copy of the Product label(s) by clicking 'Add' below.
Please upload a copy of the SDS Sheet by clicking 'Add' below.

You must upload at least one label and one SDS file, except for Pharmaceutical product types.

Label

Product Label

File Type	Date	Name	Added By
0 record(s) found.			

Instructions for LDAF Feed Program

Fields

Please complete the fields in the red boxes in the picture.

- Product Name – The product name should be easily discernible from the label provided.
Example: New Cat Food is formulated to meet the nutritional levels established by the AAFCO Cat Food Nutrient Profiles for all life stages. New Cat Food is the name that should be used for the new product.
- Net Weight of package* -- Required, weight of product
- Package Weights* -- Small Package (10 lbs or less), Large Package (11 + lbs.), All Package Weights (both Small & Large options available).
- Type: -- Livestock (medicated or non-medicated), Pet (dog or cat), Specialty Pet (pets excluding cat or dog ex: lizard, guinea pig ect)
- Composition Type: -- product is either intended as a treat, supplement or complete feed.
- Product Purpose – Label purpose statement can be entered here.
- Additional Information – If there is any additional information that may be relevant to the label review process, please input it in this box. If sold in multiple sizes please list here (example: Sold in 1lb, 20 lb size)
- Feed Composition – This is the section where all the guaranteed analysis values are entered.
- Product Files – Please add a copy of the product label, product label is required to submit online payment and used to complete the label review process.

Please do not list anything under “Agent”, listing an “Agent” may result in issues with the renewals.

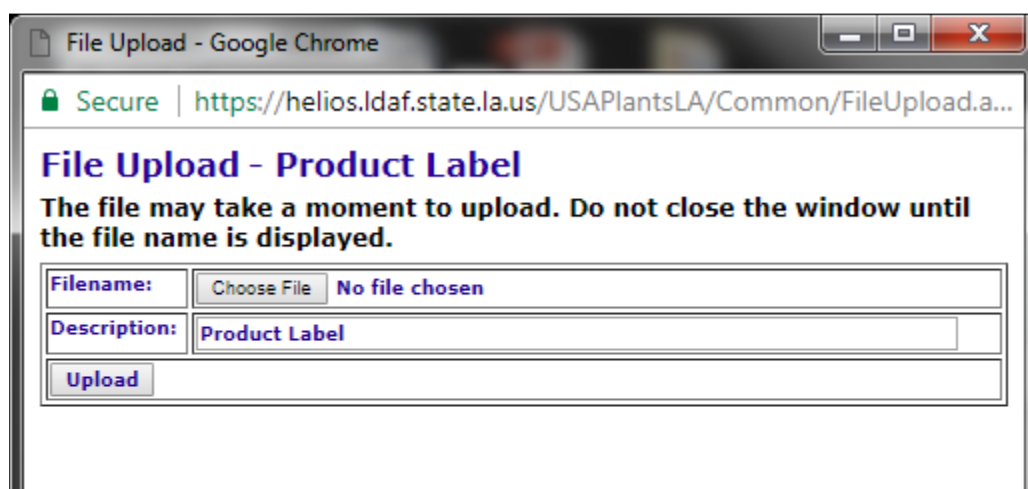
Product label upload

Please ensure that pop-ups are enabled before attempting to add files.

To enable Popups: In Google Chrome, go to **Settings > Privacy and security > Site settings > Pop-ups and redirects**, and toggle the option to **Allow sites to send pop-ups and use redirects**. You can also choose to add specific trusted websites to an "Allow" list.

This section handles the process of uploading digital labels into the database. PDF is the preferred file format, however, JPG, BMP, PNG and TIFF files plus MSOffice file formats can be handled by this office. Scanned images are acceptable only if they are legible.

To upload a file, click the “Add File” button.



The screenshot shows a web browser window titled "File Upload - Google Chrome". The address bar shows a secure connection to <https://helios.ldaf.state.la.us/USAPlantsLA/Common/FileUpload.a...>. The page content includes the heading "File Upload - Product Label" and a warning: "The file may take a moment to upload. Do not close the window until the file name is displayed." Below this, there is a form with two input fields: "Filename:" and "Description:". The "Filename:" field has a "Choose File" button and the text "No file chosen". The "Description:" field contains the text "Product Label". At the bottom of the form is an "Upload" button.

Next, click the “Choose File” button, select the file that contains the label and click the “Upload” button. If successful, the file should appear in the Product label section.

Instructions for LDAF Feed Program

Exempt Products:

The following commodities are hereby declared exempt from the definition of commercial feed, under the provisions of R.S. 3:1391(3): raw milk, raw meat, and hay, straw, stover, silages, cobs, husks and hulls when unprocessed, and when not mixed or intermixed with other materials; provided that these commodities are not adulterated within the meaning of R.S. 3:1396.

Additionally, Remedy products are not required to register with the LDAF Feed Program. Under no circumstances should products containing hemp register with the LDAF Feed Program.

If you are unsure if a product would be subject to registration, please contact our team at the following address: FeedProgram@ldaf.state.la.us

Samples

This tab allows you to view samples pulled by our inspectors.

Feed Program

Account Summary

0001AC | Feed Practice Corp | 102 Ag Chemistry Bldg, Baton Rouge, LA 70803 | P1: 123-456-7890

License Information

USAPlants ID: 0001AC
License ID: 140483
Status: Active
Issue Date: 11/09/2016
Expire Date: 06/30/2030
Original Effective Date: 02/21/1973
License Designate: Both
Small Package Only: ☐

Online Renewals/Payments
Access online license renewals: [Online Shopping Cart](#)
[Add a New Program License/Registration](#)

[Back to Account Home](#)
Reports: [License](#) [Renewal](#)

[Contacts](#) + (Click to show your contacts)

[Payments](#) + (Click to show your payments)

[Tonnage](#) + (Click to show your tonnage)

[Products](#) + (Click to show your products)

[Samples](#) - (Click to hide your samples)

Samples

Start Date Range: End Date Range: [Get Results](#) [Export to Excel](#) [Export Help](#)

Sample ID	Date Received	Status	Inspector	Lot Number
D202400002	09/18/2024	Sample Entered	Roberts, Jonathan	

1 record(s) found.

Instructions for LDAF Feed Program

Tonnage

If you click on the plus sign (+) next to the Tonnage section, the tonnage chart will be displayed on the webpage.

USAPlants ID:	0001AC	Online Renewals/Payments Access online license renewals: Online Shopping Cart Add a New Program License/Registration
License ID:	140483	
Status:	Active	
Issue Date:	11/09/2016	
Expire Date:	06/30/2030	
Original Effective Date:	02/21/1973	
License Designate:	Both	
Small Package Only:	☐	
Back to Account Home		
Reports: License Renewal		

[Contacts](#) + (Click to show your contacts)

[Payments](#) + (Click to show your payments)

[Tonnage](#) + (Click to show your tonnage)

Quarterly Tonnage Report									
Add/Edit Quarterly Tonnage Report									
Program	Year	Schedule	Reporting	Total Tons	Tonnage Fee	Late Fee	Amount Due	Payments Amount	Check #
Feed Quarterly Tonnage Report	2024	Apr 1, 2024 - Jun 30, 2024 (Quarterly)	Not Complete	10.000	\$10.00	\$2.50	\$12.50		
Feed Quarterly Tonnage Report	2024	Jan 1, 2024 - Mar 31, 2024 (Quarterly)	Not Complete	10.000	\$10.00		\$10.00		
Feed Quarterly Tonnage Report	2022	Oct 1, 2022 - Dec 31, 2022 (Quarterly)	Complete	78.000	\$78.00	\$19.50	\$97.50	\$78.00 \$19.50	16289 16290
Feed Quarterly Tonnage Report	2017	Jan 1, 2017 - Mar 31, 2017 (Quarterly)	Complete	100.000	\$100.00		\$100.00		
Feed Quarterly Tonnage Report	2016	Jul 1, 2016 - Sep 30, 2016 (Quarterly)	Complete	3.000	\$10.00	\$2.50	\$12.50	\$10.00	5050
Feed Quarterly Tonnage Report	2014	Jan 1, 2014 - Mar 31, 2014 (Quarterly)	Complete	1.000	\$0.00		\$0.00		
Feed Quarterly Tonnage Report	2014	Jan 1, 2014 - Mar 31, 2014 (Quarterly)	Complete	10.000	\$0.00		\$0.00		
Feed Quarterly Tonnage Report	2013	Apr 1, 2013 - Jun 30, 2013 (Quarterly)	Complete	Zero Tonnage		\$0.00	\$0.00		
Feed Quarterly Tonnage Report	2013	Jan 1, 2013 - Mar 31, 2013 (Quarterly)	Complete	5.000	\$10.00		\$10.00		
Feed Quarterly Tonnage Report	2013	Jul 1, 2013 - Sep 30, 2013 (Quarterly)	Complete	5.000	\$10.00		\$10.00		
Feed Quarterly Tonnage Report	2013	Oct 1, 2013 - Dec 31, 2013 (Quarterly)	Complete	5.000					
11 record(s) found.									

This chart is not interactive and is only displayed for informational purposes.

Click the “Add/Edit Quarterly Tonnage Report” button to proceed to the tonnage module.

Instructions for LDAF Feed Program




[Home](#)
[Programs](#)
[Profile](#)
[Logout](#)

Pending Quarterly Tonnage Report

0001AC Feed Practice Corp 102 Ag Chemistry Bldg Baton Rouge LA 70803 US

Program	Year	Schedule	Reporting	Total Tons	Tonnage Fee	Late Fee	Amount Due	
Feed Manufacturers	2025	Apr 1, 2025 - Jun 30, 2025 (Quarterly)						Add
Feed Manufacturers	2025	Jul 1, 2025 - Sep 30, 2025 (Quarterly)	Not Complete	187.500	\$187.50		\$187.50	Edit
Feed Manufacturers	2025	Oct 1, 2025 - Dec 31, 2025 (Quarterly)	Not Complete	Zero Pounds	\$10.00	\$2.50	\$12.50	Edit

[Refresh](#)
[Back](#)

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As you can see above, adding and editing tonnage reports can only be done from this screen. Please be careful when selecting the year and schedule (quarter) for which you are reporting. When you are certain of your selection, press the “Add” button to add a new tonnage report or the “Edit” button to revise an existing report.

Quarterly Tonnage Report Edit

Account Summary

0001AC | Feed Practice Corp | 102 Ag Chemistry Bldg, Baton Rouge, LA 70803 | P1: 123-456-7890

Feed Quarterly Tonnage Report

Fiscal Year: 2025 **Schedule:** Apr 1, 2025 - Jun 30, 2025 (Quarterly)

Fee: \$1.00 per ton
Minimum Fee: \$10.00
Due Date : 07/30/2025
Late Fee: 25%

Total Tons:

Please enter your quarterly tonnage report below, or check the Zero Quarterly Tonnage Report checkbox to indicate you have no quarterly tonnage report.

☐ Zero Quarterly Tonnage Report

Feed/Pet Food (Commodities)			Feed Ingredients (Commodities)	
Pet Food	Complete	3	Alfalfa	Ingredient
Beef Feeds	Complete		Animal Products	Ingredient
Beef Feeds	Supplement		Barley	Ingredient
Broiler Feeds	Complete		Brewery/Distillery	Ingredient
Broiler Feeds	Supplement		Citrus	Ingredient
Calf Feed	Complete		Corn	Ingredient
Poultry Starter-Grower	Complete		Corn-Cracked/Ground	Ingredient
Poultry Starter-Grower	Supplement		Corn Screenings	Ingredient
Dairy Feeds	Complete		Cottonseed, Whole/Split	Ingredient
Dairy Feeds	Supplement		Cottonseed Hulls	Ingredient
Feed Block	Supplement		Cottonseed Meal	Ingredient
			Fat/Oils	Ingredient

Instructions for LDAF Feed Program

In the above screen, the quarter ending on June 30, 2025, has been selected.

Zero Quarterly Tonnage

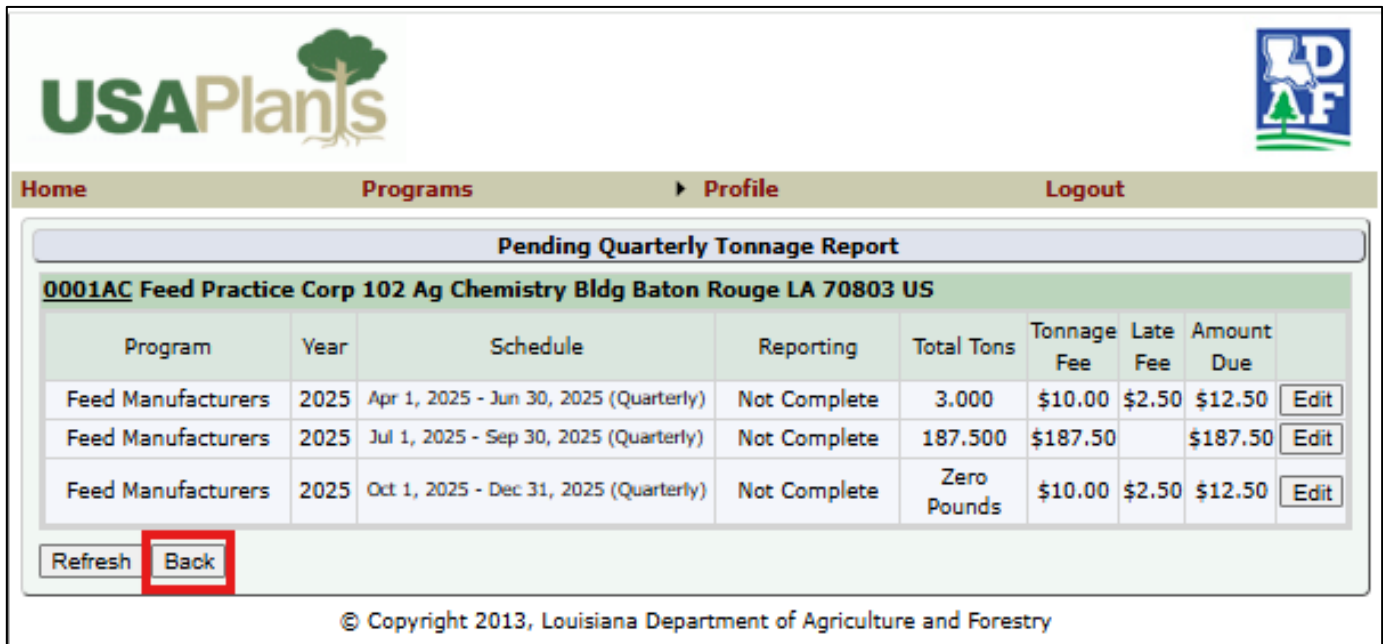
If a company wishes to report zero tons for the quarter, then select the checkbox for “Zero Quarterly Tonnage”, click the “Save” button and then the “Back” button to complete reporting.

Note that companies with the small package exception will not be automatically charged the minimum \$10 fee. The small package/specialty fee companies are only required to turn in tonnage reports quarterly.

Non-Zero Quarterly Tonnage

Please Fill in the “Total Tons:” blank and then enter the corresponding # of tons in Feed/Pet Food (Commodities) &/or Feed Ingredients (Commodities). This information must be added before you may proceed further. After adding the backgrounding information click the “Save” button and then the “Submit & Back” button to add the report.

After adding the tonnage report, USA Plants will return to this screen.



USA Plants

Home Programs Profile Logout

Pending Quarterly Tonnage Report

0001AC Feed Practice Corp 102 Ag Chemistry Bldg Baton Rouge LA 70803 US

Program	Year	Schedule	Reporting	Total Tons	Tonnage Fee	Late Fee	Amount Due	
Feed Manufacturers	2025	Apr 1, 2025 - Jun 30, 2025 (Quarterly)	Not Complete	3.000	\$10.00	\$2.50	\$12.50	Edit
Feed Manufacturers	2025	Jul 1, 2025 - Sep 30, 2025 (Quarterly)	Not Complete	187.500	\$187.50		\$187.50	Edit
Feed Manufacturers	2025	Oct 1, 2025 - Dec 31, 2025 (Quarterly)	Not Complete	Zero Pounds	\$10.00	\$2.50	\$12.50	Edit

Refresh **Back**

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Hit the “Back” Button

To Pay Tonnage Please see Shopping Cart directions (reference pg #13).

Instructions for LDAF Feed Program

Shopping Cart

Click Profile (reference image on pg. 4)

The screenshot displays the USAPlants LDAF Feed Program interface. At the top, there are logos for USAPlants and LDAF. Below the logos is a navigation bar with links: Home, Programs, Profile (selected), and Logout. The main heading is 'Feed Program'. Underneath, there's a section titled 'Account Summary' with the following information: 0001AC | Feed Practice Corp | 102 Ag Chemistry Bldg, Baton Rouge, LA 70803 | P1: 123-456-7890. Below this is the 'License Information' section, which includes a table of license details and a box for 'Online Renewals/Payments'. The 'Online Renewals/Payments' box contains the text 'Access online license renewals' and a button labeled 'Online Shopping Cart', which is highlighted with a red rectangle. Below this box is a button labeled 'Add a New Program License/Registration'. At the bottom of the license information section, there are buttons for 'Back to Account Home' and 'Reports: License Renewal'. Below the license information section, there are five expandable sections: 'Contacts', 'Payments', 'Tonnage', 'Products', and 'Samples', each with a plus icon and a description. At the very bottom, there is a copyright notice: '© Copyright 2013, Louisiana Department of Agriculture and Forestry'.

USAPlants

LDAF

Home Programs **Profile** Logout

Feed Program

Account Summary

0001AC | Feed Practice Corp | 102 Ag Chemistry Bldg, Baton Rouge, LA 70803 | P1: 123-456-7890

License Information

USAPlants ID:	0001AC
License ID:	140483
Status:	Active
Issue Date:	11/09/2016
Expire Date:	06/30/2028
Original Effective Date:	02/21/1973
License Designate:	Both
Small Package Only:	☐

Online Renewals/Payments

Access online license renewals **Online Shopping Cart**

Add a New Program License/Registration

Back to Account Home

Reports: License Renewal

Contacts (Click to show your contacts)

Payments (Click to show your payments)

Tonnage (Click to show your tonnage)

Products (Click to show your products)

Samples (Click to show your samples)

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Clicking the “Online Shopping Cart” button will bring up the following screen.

It should open a page that looks similar to the images on the following page.

Instructions for LDAF Feed Program

Quarterly Tonnage Payments

To pay for quarterly tonnage reports, please select the quarter you wish to pay for. The following is an example using the quarter ending June 30, 2025:



Shopping Cart

Account Information

0001AC | Feed Practice Corp | 102 Ag Chemistry Bldg, Baton Rouge, LA 70803 | P1: 123-456-7890

Please select the items you would like to add to your shopping cart from the list below.

When you are done, click the **"Add Selected Items to Cart"** button to proceed to the next step.

Structural Technicians and Structural Licensees currently attached to the business cannot be de-selected on the Place of Business Permit renewal. The business is responsible for renewing all employees. If an employee is no longer working for the business, please terminate the employee before completing the renewal process.

[Exit Shopping Cart](#)

Quarterly Tonnage Report

[Select All On Page](#) | [Select None On Page](#)

Select	Item Type	Schedule	Total lbs. (cwt)	Products	Tonnage Fee	Late Fee	Total
☐	Feed Tonnage - License ID: 140483	Jan 1, 2017 - Mar 31, 2017 (Quarterly)	100.000		\$100.00	\$0.00	\$100.00
☐	Feed Tonnage - License ID: 140483	Oct 1, 2025 - Dec 31, 2025 (Quarterly)			\$10.00	\$2.50	\$12.50
☐	Feed Tonnage - License ID: 140483	Jul 1, 2013 - Sep 30, 2013 (Quarterly)	5.000		\$10.00	\$0.00	\$10.00
☐	Feed Tonnage - License ID: 140483	Jan 1, 2024 - Mar 31, 2024 (Quarterly)	10.000		\$10.00	\$0.00	\$10.00
☐	Feed Tonnage - License ID: 140483	Jul 1, 2025 - Sep 30, 2025 (Quarterly)	187.500		\$187.50	\$0.00	\$187.50
☒	Feed Tonnage - License ID: 140483	Apr 1, 2025 - Jun 30, 2025 (Quarterly)	3.000		\$10.00	\$2.50	\$12.50

After selecting the quarter (s), scroll down & select "Add Selected Items to Cart"

20 record(s) found.

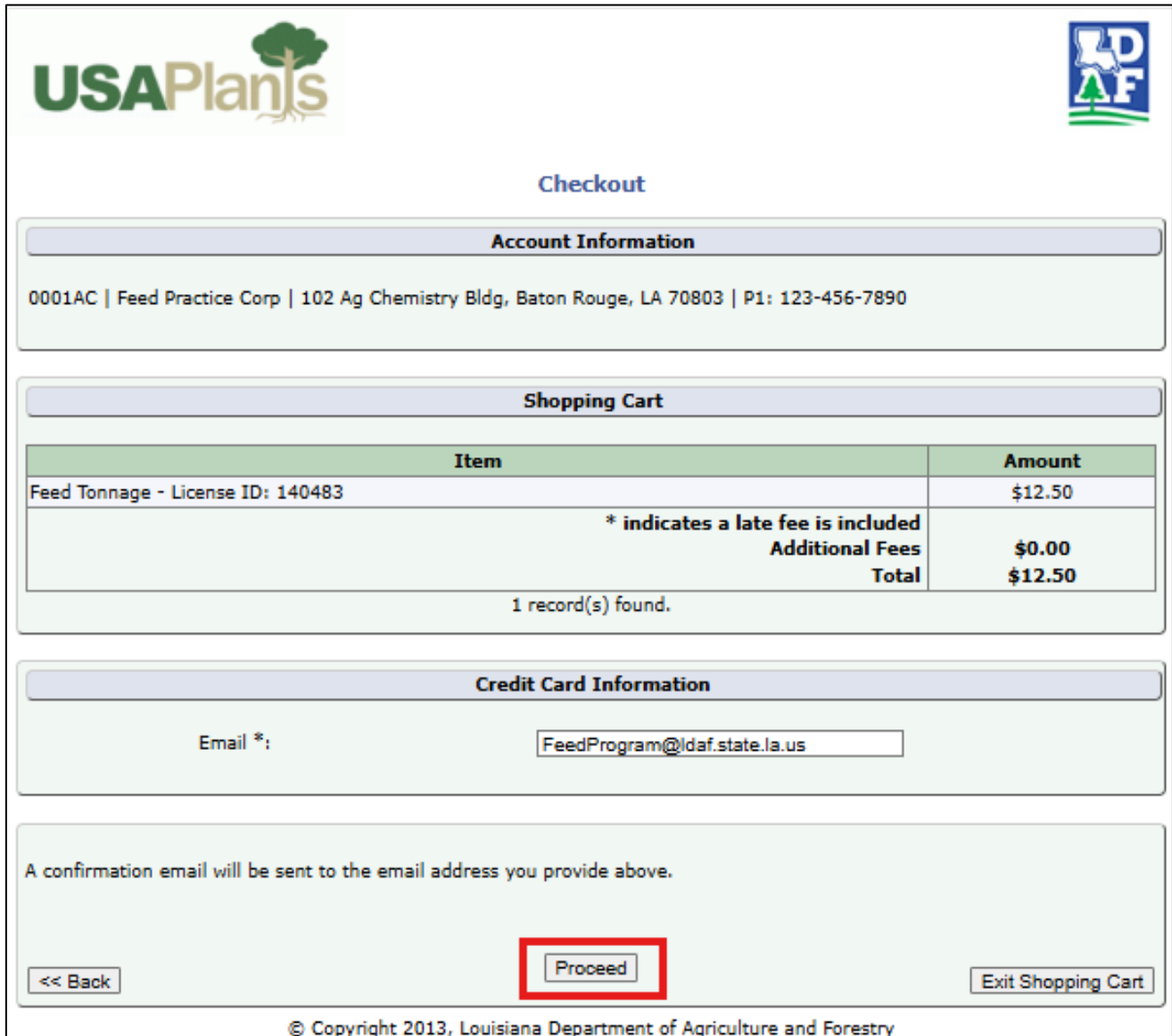
Add Selected Items to Cart

Clear Shopping Cart

Exit Shopping Cart

Instructions for LDAF Feed Program

It will bring you to the following page:



The screenshot shows a checkout page for the USAPlants website. At the top left is the USAPlants logo, and at the top right is the LDAF logo. The page title is "Checkout". Below this is a section for "Account Information" with the text: "0001AC | Feed Practice Corp | 102 Ag Chemistry Bldg, Baton Rouge, LA 70803 | P1: 123-456-7890". The next section is "Shopping Cart", which contains a table with the following items:

Item	Amount
Feed Tonnage - License ID: 140483	\$12.50
* indicates a late fee is included	
Additional Fees	\$0.00
Total	\$12.50

Below the table, it says "1 record(s) found." The next section is "Credit Card Information", which has a label "Email *:" and a text input field containing "FeedProgram@ldaf.state.la.us". Below this, a message states: "A confirmation email will be sent to the email address you provide above." At the bottom, there are three buttons: "<< Back", "Proceed" (which is highlighted with a red border), and "Exit Shopping Cart". The footer text reads: "© Copyright 2013, Louisiana Department of Agriculture and Forestry".

The email address near the bottom of the page will automatically receive a confirmation email for the payment transaction. If you do not receive a confirmation email with the transaction code after completing the Louisiana.gov payment information, please reach out to the Feed Program directly with the License name and #.

After clicking "Proceed", you will be taken to the Louisiana.gov website pictured on the following page and direct you to pay online.

Instructions for LDAF Feed Program



1 Payment Type

2 Customer Info

3 Payment Information

4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1133-4-1/80367	Feed Tonnage - License ID: 140483	\$12.50	1	\$12.50
Total				\$12.50

Transaction Summary

Feed Tonnage - License ID: 140483 \$12.50

Payment Total ⓘ **\$12.50**

Payment

Payment Type

Payment Type *

Select One

Next >

Customer Information

Payment Information

Cancel

Need Help?

Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction.

After successfully paying online you will receive this Transaction Confirmation. If you have any questions, please feel free to reach out to us. (Contact Information see page #4)

Instructions for LDAF Feed Program

Annual Renewal

To renew the Feed Program License please double check that "Feed Manufacturers" under "Program Type" is selected.

Select "Renew" or "Discontinue " or "Do Nothing" for each product under Actions

Renew – will renew the product for the next year, resulting in a \$10.00 fee per label

Discontinue – discontinue the product for the next year, no cost associated with discontinued items

Do Nothing – used to hold items in the shopping cart.

There is a shopping cart item limit of around 220 items at a time, please limit the "Renewed" or "Discontinued" number of items to 200. This will ensure you can check out successfully. Using the "Do nothing" button to hold all the rest of the items and the items held will reappear in the cart after the first batch is paid for. If you have any questions, please feel free to reach out to the Feed program.

Shopping Cart

Account Information
0001AC | Feed Practice Corp | 102 Ag Chemistry Bldg, Baton Rouge, LA 70803 | P1: 123-456-7890

Please select the items you would like to add to your shopping cart from the list below.
When you are done, click the **"Add Selected Items to Cart"** button to proceed to the next step.
Structural Technicians and Structural Licensees currently attached to the business cannot be de-selected on the Place of Business Permit renewal. The business is responsible for renewing all employees. If an employee is no longer working for the business, please terminate the employee before completing the renewal process.

Exit Shopping Cart

Licenses
[Select All On Page](#) | [Select None On Page](#) ☐ Show All

Select	Program Type / [Account]	Status	Expire Date
☒	Feed Manufacturers (140483) / [0001AC - Feed Practice Corp]	Active	06/30/2026

1 record(s) found.

Products to Renew/Add
☒ Show All Pages [Select All On Page](#) | [Select None On Page](#) **Show:** Feed Manufacturers ▼

Program	Actions	Product Name	Year	Product ID	Grade	Status
Feed Manufacturers	☒ Renew ☐ Discontinue ☐ Do Nothing	Choke it down cat food	2027	693	18-3.5-5	Active
Feed Manufacturers	☒ Renew ☐ Discontinue ☐ Do Nothing	Choke it down dog food	2027	692	18-5-5	Active
Feed Manufacturers	☒ Renew ☐ Discontinue	Choke it down Iguana Food	2027	14597	20-5-40	Revisions Needed
Feed Manufacturers	☒ Renew ☐ Do Nothing ☐ Discontinue	TEST DOG FOOD	2027	57010	1-1-1	Pending Review

4 record(s) found.

Instructions for LDAF Feed Program

After completely filling out the “Actions” tab, scroll down & select “Add Selected Items to Cart”

20 record(s) found.

Add Selected Items to Cart Clear Shopping Cart Exit Shopping Cart

It will bring you to the following page:

From this screen, a company can move their license, products, or tonnage bills into the shopping cart. On the following screen, a feed renewal and three products have been moved to the shopping cart. First, the contact information must be verified before continuing with the registration renewal.

Shopping Cart Verification

Account Information

0001AC | Feed Practice Corp | 102 Ag Chemistry Bldg, Baton Rouge, LA 70803 | P1: 123-456-7890

License Verification

Please verify the information pertaining to each license listed below by clicking on the "Verification Needed" link, and make corrections if needed.

When all licenses have been verified, you will be able to proceed to checkout.

Status	License	Amount	
Verification Needed	Feed Manufacturers (140483) / [0001AC - Feed Practice Corp]	\$90.00*	Remove
	* indicates a late fee is included		
	Additional Fees	\$0.00	
	Total	\$132.50	

1 record(s) found.

Items pending verification: 1

Continue

<< Back to Item Selection Exit Shopping Cart

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Click the “Verification Needed” button to proceed to the Business Information screen.

Instructions for LDAF Feed Program

License Information Verification

Verify Information - Feed Manufacturer

Please verify the information listed below, and make corrections if needed.

Business Information

Business Name *:

Website:

Facility Address

Line 1 *:

Line 2:

City **:

State **:

ZipCode **:

Country **:

Mailing Address

☒ Use facility address ☐ Use this address:

Facility Contact Information:

Phone: - -

Email Address:

Mailing Contact Information:

Title:

Name:

Phone: - -

Email Address:

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You must verify or complete the information on this screen to proceed with the check-out procedure. Click the “Accept and Continue” button to move to the next screen.

Shopping Cart Verification

Account Information

0001AC | Feed Practice Corp | 102 Ag Chemistry Bldg, Baton Rouge, LA 70803 | P1: 123-456-7890

License Verification

Please verify the information pertaining to each license listed below by clicking on the “**Verification Needed**” link, and make corrections if needed.

When all licenses have been verified, you will be able to proceed to checkout.

Status	License	Amount	
Completed	Feed Manufacturers (140483) / [0001AC - Feed Practice Corp]	\$90.00*	Remove
	* indicates a late fee is included		
	Additional Fees	\$0.00	
	Total	\$120.00	

1 record(s) found.

All items are verified. You are ready to check out.

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Click the “Continue” button to move to the next stage of the process (Product review for this example) or to advance to the Checkout page.

Instructions for LDAF Feed Program



Shopping Cart Verification

Account Information
0001AC | Feed Practice Corp | 102 Ag Chemistry Bldg, Baton Rouge, LA 70803 | P1: 123-456-7890

Product Review

Please verify the most recent product label has already been uploaded or select a revised product label to upload.

When you have verified all the product labels, please proceed to checkout.

If no popup opens when "Choose File" is clicked a popup blocker is stopping the process. Hold the "CTRL" button and click "Upload File" again.

Product				Upload Supporting Documents
	Filename	Description	Date	
RENEW: Choke it down cat food (Feed Manufacturers Brand) - 2027	group_project.jpg	Product label for: Choke it down cat food	12/07/2015	Product Label: Choose File No file chosen
	Screenshot 2026-02-24 073056.png	Revised	02/24/2026	
RENEW: Choke it down dog food (Feed Manufacturers Brand) - 2027	12074512_10154388825213975_4178229199426084659_n.jpg	Product label for: Choke it down dog food	12/07/2015	Product Label: Choose File No file chosen
	RICE053025L.pdf	Revised	02/24/2026	
RENEW: Choke it down Iguana Food (Feed Manufacturers Brand) - 2027	11781849_10207473246488277_5320880443295778307_n.jpg	Product label for: Choke it down Iguana Food	12/07/2015	Product Label: Choose File No file chosen
	RICE053025L.pdf	Revised	02/24/2026	
RENEW: TEST DOG FOOD (Feed Manufacturers Brand) - 2027	Screenshot 2026-02-24 073005.png	Revised	02/24/2026	Product Label: Choose File No file chosen

4 record(s) found.

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On the product review page, a company can review product actions as well as labels submitted or upload revised versions of labels. Click the "Save and Continue" button to move to the next stage of the process or to advance to the Checkout page.

Instructions for LDAF Feed Program

Checkout

Account Information

0001AC | Feed Practice Corp | 102 Ag Chemistry Bldg, Baton Rouge, LA 70803 | P1: 123-456-7890

Shopping Cart

Item	Amount
Feed Manufacturers (140483) / [0001AC - Feed Practice Corp]	\$90.00*
RENEW: Choke it down cat food (Feed Manufacturers Brand) - 2025	\$10.00
RENEW: Choke it down dog food (Feed Manufacturers Brand) - 2025	\$10.00
RENEW: Choke it down Iguana Food (Feed Manufacturers Brand) - 2025	\$10.00
* indicates a late fee is included	
Additional Fees	\$0.00
Total	\$120.00

4 record(s) found.

Credit Card Information

Email *:

A confirmation email will be sent to the email address you provide above.

<< Back

Proceed

Exit Shopping Cart

© Copyright 2013, Louisiana Department of Agriculture and Forestry

The email address near the bottom of the page will automatically receive a confirmation email for the payment transaction. If you do not receive a confirmation email with the transaction code after completing the Louisiana.gov payment information, please reach out to the Feed Program directly with the License name and #.

After clicking "Proceed", you will be taken to the Louisiana.gov website pictured on the following page and direct you to pay online.

Louisiana.gov

1 Payment Type

2 Customer Info

3 Payment Information

4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1133-2-2/693	RENEW: Choke it down cat food (Feed Manufacturers Brand) - 2025	\$10.00	1	\$10.00
1133-2-2/692	RENEW: Choke it down dog food (Feed Manufacturers Brand) - 2025	\$10.00	1	\$10.00
1133-2-2/14597	RENEW: Choke it down Iguana Food (Feed Manufacturers Brand) - 2025	\$10.00	1	\$10.00
1133-1-1	Feed Manufacturers (140483) / [0001AC - Feed Practice Corp]	\$90.00	1	\$90.00
Total				\$120.00

Transaction Summary

RENEW: Choke it down cat food (Feed Manufacturers Brand) - 2025	\$10.00
RENEW: Choke it down dog food (Feed Manufacturers Brand) - 2025	\$10.00
RENEW: Choke it down Iguana Food (Feed Manufacturers Brand) - 2025	\$10.00
Feed Manufacturers (140483) / [0001AC - Feed Practice Corp]	\$90.00
Payment Total	\$120.00

Need Help?

Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction.

Payment

Payment Type

Payment Type *

Select One

Payment Type is missing.

Next

Customer Information

[Home](#)[Programs](#)[Profile](#)[Logout](#)

The following error has occurred in the system.

User Message:

An application error has occurred.

Detail Error Information:

Please contact Plants Administrator, use as reference Exception Log #78369.

[Back](#)

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Instructions for LDAF Feed Program

After successfully paying online you will receive this Transaction Confirmation. If you have any questions, please feel free to reach out to us. (Contact Information see page #4)

	
Transaction Confirmation	
The following validation errors occurred	
• Your program(s) were renewed successfully, but due to a technical problem, your confirmation email may be delayed.	
If you would like a record of the payment, please print this page.	
Account Information	
0001AC Feed Practice Corp 102 Ag Chemistry Bldg, Baton Rouge, LA 70803 P1: 123-456-7890	
Your USAPlants order has been processed successfully. The payment transaction order number is ece88ded-92fd-4e0f-b958-09e5d096dc46 for \$20.00 Transaction completed successfully. The product is pending until it is approved by LDAF. You will receive an email when the Product is approved, or if revisions to your submission are needed. An additional convenience fee calculated by our 3rd party processor was also charged. Below is a summary of your order. This document serves as a record for your transaction.	

Instructions for LDAF Feed Program

NOTES:

Penalties

Currently our online system does not allow companies to pay online for penalties. Please submit a check, money order or wire transfer for any outstanding penalties. If you have any questions, please contact our team directly for further instructions.

Incomplete Check Payments

ATTENTION: If the LDAF Feed Program received a partial check payment for fees owed the remaining due balance must be paid via check, money order or wire transfer. The online system does not allow for partial fee payments; this includes late fees owed for renewals & tonnage. If you have any questions, please contact our team directly for further instructions.

Payments for Penalties and Incomplete payments:

NOTE: If reporting for multiple accounts we ask that you include a **separate check and paperwork** for each account registered with our program. Check payments **will not** be processed without the accompanying paperwork defining what the payment is for, please be sure to include relevant paperwork with payments.

Payments for Penalties and Incomplete payments should be mailed to the following address, and all checks should be made payable to the Louisiana Department of Agriculture and Forestry (LDAF):

**LDAF FEED PROGRAM
c/o LDAF REVENUE
5825 FLORIDA BLVD., SUITE 1003
BATON ROUGE, LA 70806**

INTERNATIONAL PAYMENTS:

We do not accept checks drawn on foreign banks. We do accept International Money Orders, checks drawn on a US bank, or Wire Transfers. Please see wiring instructions below. Any fees associated with the wire must be paid by the sender. Unpaid wire fees will be deducted from your payment.

Name & address of financial institution:

CAPITAL ONE BANK
PO BOX 61540
NEW ORLEANS, LA 70161-1540

Name of Account:

LOUISIANA DEPT. OF AGRICULTURE & FORESTRY
5825 FLORIDA BLVD SUITE 1003
BATON ROUGE, LA 70806

Account Information:

ABA Routing Number: 065000090
Account Number: 792289002