



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM

COMMISSIONER



GUIDANCE FOR ANNUAL COMMERCIAL FEED REGISTRATION RENEWALS

Please read the information below and note our requests regarding new brand/label registration and revised label renewal.

BE SURE TO UPDATE CONTACT INFORMATION:

We request that your office notifies us as soon as possible of any contact changes. We provide notification and reminders electronically through email. It is the responsibility of the company to ensure that there is an accurate email associated with each account. If you wish to receive correspondence or be notified by means other than email, please contact our office.

Agricultural & Environmental Sciences

Suite 3000
(225) 925-3770
Fax: 925-3760

Agro-Consumer Services

Suite 5000
(225) 922-1341
Fax: 923-4877

Animal Health & Food Safety

Suite 4000
(225) 925-3962
Fax: 925-4103

Forestry

Suite 6000
(225) 925-4500
Fax: 922-1356

Management & Finance

Suite 1000
(225) 922-1255
Fax: 925-6012

Soil & Water Conservation

Suite 7000
(225) 922-1269
Fax: 922-2577

ANNUAL COMMERCIAL FEED REGISTRATION

Please review the enclosed registration information for Commercial Feed Registrants. Registration renewal forms and applicable fees are due to our office by June 30 of each year. A late fee of \$50.00 may be applied to all registrations postmarked after June 30th. For new registrations, applicable fees are due when registration forms are submitted. Once your registration has been processed, you will receive confirmation by email. If any discrepancies are noted, you will receive notification from our registration specialist.

NOTE: If registering for multiple accounts we ask that you include a separate check and application for each account registered with our program.

Registration renewals 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



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BRAND REGISTRATION LIST

1. **Active** – the brand is approved for distribution in Louisiana.
2. **Pending Review** – label is currently being reviewed for conformity with R.S. 3:1394. Product should not be distributed in Louisiana until label status is “Active.”
3. **Not Registered** – LDAF field staff found the brand in distribution without current registration with our program.
 - a. If your firm has unregistered brands, please make sure to submit the appropriate labels and fees, noting that the brand was listed as “Not Registered”.
4. **Denied** – labeling violations were documented while the brand was being reviewed and the product shall not be distributed in Louisiana. “Denied” labels may be revised to meet the requirements of R.S. 3:1394 and resubmitted for review.
5. **Stop Sale** – brand is currently under Stop Order with our office.

Agricultural & Environmental Sciences
 Suite 3000
 (225) 925-3770
 Fax: 925-3760

SUBMITTING THE BRAND RENEWAL LIST

Please use the renewal sheet for reference:

When submitting the brand renewal list on the Registration Renewal Application, we ask that you follow the below instructions.

Agro-Consumer Services
 Suite 5000
 (225) 922-1341
 Fax: 923-4877

1. If the brand is distributed in packages of 10 lbs. or less ONLY, please check the box to the left of the brand name.
2. If the brand is being renewed for the new fiscal year, please check the corresponding box under the “Renew” column.
3. If the brand is not being renewed for the new fiscal year, please check the corresponding box under the “Do not Renew” column.
4. When submitting new brands for registration, use the attached form to identify all new brands for the new fiscal year.

Animal Health & Food Safety
 Suite 4000
 (225) 925-3962
 Fax: 925-4103

NOTE: Registrants must submit updated labels for all label revisions involving changes to the **guaranteed analysis or ingredient list** at the time the change is made. The label must be registered as a **new product** if products displaying the old label remain in the marketplace. Minor label revisions, such as ingredients, changes related to artwork or net weight, do not require an updated label to be sent at the time of change, but do require an updated label to be submitted as revised during the annual registration renewal process.

Forestry
 Suite 6000
 (225) 925-4500
 Fax: 922-1356

SUBMITTING NEW OR REVISED LABELS

Electronic Labels:

- We prefer to receive all labels via email in an electronic format, preferably a PDF File. Labels with large file size or numerous labels exceeding 20 GB may be submitted on a disc or jump drive. Likewise, we ask that companies submitting 50 or more labels utilize a disc or jump drive to submit labels.
- Please provide a separate PDF file for each label
- New labels should be provided in a separate fold, disc or jump drive from revised label.
- When submitting a large number of new labels, we request that the order of electronic labels provided match the order listed on the New Item Form, using the brand name on the listing to identify the electronic file.
- When submitting revised labels, please identify the electronic file with the “Brand ID” number assigned by LDAF USAPlants System.

Management & Finance
 Suite 1000
 (225) 922-1255
 Fax: 925-6012

Paper Labels:

If it is not feasible for your account to provide electronic copies, you may submit **clear and legible** paper copies, or if the packaging is small enough, you may provide an unused package or label. Paper copies require additional staff and may cause delays in processing. File and or paper labels must be identified as NEW or REVISED. To avoid further delays in processing and review, please ensure that the order of the provided labels match the order of the brand listing on the renewal form.

Soil & Water Conservation
 Suite 7000
 (225) 922-1269
 Fax: 922-2577

LABEL REVIEWS

Following review by the LDAF Feed Program label review specialist, you will be notified of the status for each product reviewed. If you have any questions regarding label status, please contact our office via email: feedprogram@ldaf.state.la.us or by phone: 225-935-2169



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SPECIALTY FEES

At the time of registration renewal, if your account only distributes brands in packaging weighing 10 lbs. or less, your account is considered “SPECIALTY”, and a **\$200** fee shall be paid in lieu of a quarterly tonnage inspection fee. The Specialty fee is paid during the annual renewal process. At the time of renewal, if your previously registered “Specialty” account now sells packages weighing 10 lbs. or more, please place a line through the prefilled “\$200” under the registration fee section of your renewal application and note next to it that the specialty fee is no longer valid due to package sizes greater than 10 lbs.

QUARTERLY REPORTING AND TONNAGE INSPECTION FEES

All accounts must submit quarterly tonnage reports, this includes accounts considered “Specialty”. Type or print in black ink all entries of the report. The assigned USAPlants ID number must appear on all reports. Fill in all spaces as indicated on the form. State what quarter is being reported (1st, 2nd, 3rd, or 4th) and the quarter ending date. Reports must be signed and dated. Accounts that do not meet the requirements of a “Specialty” account are required to submit \$1.00 per ton of commercial feed sold during the previous quarter, minimum of \$10.00. Accounts that are registered as “Specialty” and have paid the \$200 Specialty fee during the renewal period are not required to pay quarterly tonnage inspections fees but are still obligated to submit a quarterly tonnage report in a timely manner.

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Tons should be reported to the hundredths place value (or two numbers after the decimal point) – for example: 2100.**55** tons. Fractions shall not be used. Only one tonnage form should be submitted per account. Feed and pet food tonnage is to be reported on the same form. Please make sure to add the “#73 Pet Food” totals with the “Formula Feeds” to get the final “Total Formula Tonnage”.

Reports from “Specialty” accounts, without fees ONLY, may be submitted to our office via email feedprogram@ldaf.state.la.us or fax to our office at 225-237-5812.

For Tonnage Inspection Fees, checks should be made payable to the Louisiana Department of Agriculture and Forestry (LDAF) and mailed to:

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

TONNAGE REPORTING DUE DATES

Reports are due on the 1st day of the month following each quarter (see schedule below). Report postmarked more than 30 days after the respective due dates will be considered late and will be assessed a late penalty of 25% of the total inspection fee.

NOTE: When a registrant has had three or more late or not- received tonnage reports within a fiscal year, the registrant may be summoned to appear before the Louisiana Agricultural Chemistry and Seed Commission for an adjudicatory hearing, where administrative charges may be presented for violations and civil penalties may be imposed against them.

QUARTERLY DATES

1st QUARTER – July 1- Sept 30	DUE: Oct 1 (Postmarked by Oct 30)
2nd QUARTER – Oct 1 – Dec 31	DUE: Jan 1 (Postmarked by Jan 30)
3rd QUARTER – Jan 1 – March 31	DUE: April 1 (Postmarked by Apr 30)
4th QUARTER – April 1 – June 30	DUE: July 1 (Postmarked by July 30)

If you have any questions about the registration renewal process, please contact the LDAF Feed Program Office at 225-935-2169 or by email: feedprogram@ldaf.state.la.us .