



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.

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 \(Louisiana Revised Statutes Title 3, Chapter 10-A, Part II, §1391-1407\)](#) and [Agricultural Chemistry and Seed Commission FEED Rules and Regulations \(LAC Title 7\)](#). If you have any questions, please contact the Louisiana Department of Agriculture and Forestry (LDAF) Feed Program at 225-935-2169 or by email: feedprogram@ldaf.state.la.us.

BE SURE TO UPDATE CONTACT INFORMATION:

We request that your office notify 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 by email, please contact our office.

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.

5825 Florida Blvd., Baton Rouge, Louisiana 70806 | Telephone: (225) 922-1234 Fax: (225) 922-1253 LDAF.LA.GOV

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

**Agro-Consumer
Services**
Suite 5000
(225) 925-3780
Fax: 923-4877

**Animal Health
& Food Safety**
Suite 4000
(225) 925-3962
Fax: 923-4900

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

**Management
& Finance**
Suite 1000
(225) 952-8143

**Soil & Water
Conservation**
Suite 7000
(225) 922-1269

NOTE: The LDAF will return checks containing payments for multiple programs. Please submit a check for each license and LDAF program to avoid possible late fees. Additionally, if LDAF receives a check without paperwork stating the purpose of the payment then the money may be returned, and late fees may be incurred. If you have any questions about these policies, please feel free to contact our team.

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 the writing 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

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** – Unregistered products not yet paid for. Please remit associated registration fees to become subject for the label review process.
 - 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. Revised “Denied” labels must be submitted as New with associated label fees.
5. **Stop Sale** – brand is currently under Stop Order with our office.
6. **Revision Needed** – a Label Review Specialist reviewed the label and found errors that must be corrected in a timely manner to meet the requirements of R.S. 3:1394. Revised labels may be submitted for review again prior to distribution in the state.

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 instructions below.

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.

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.

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 sizes 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 labels.
- 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.

Submitting New Labels:

If your team intends to pay with a check, money order or wire transfer please use the following Jot Form below or go to the LDAF website under Commercial feed and pet food AHS-17-08 Label Application.

LDAF Website: <https://www.ldaf.la.gov/animals/feed>

AHS-17-08 Label Application: <https://ldaf.jotform.com/252596041798065>

Alternatively, if you wish to use our online payment option, an account may be created by using the following portal link. Please email feedprogram@ldaf.state.la.us for further online portal instructions, thank you.

USA Plants: <https://usaplantsla.ldaf.state.la.us/USAPlantsLA/Index.aspx>

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.

LABEL REVIEWS

Following review by the LDAF Feed Program label review specialist, you will be notified if there are any issues with any products 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

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

Per Louisiana Revised Statute Title 3: 1401. Fees:

The tonnage reports and inspection fees shall be due and payable on the first day of October, the first day of January, the first day of April, and the first day of July. If the report is not filed and payment made within thirty days after the due date, a penalty of 25% of the amount due shall be assessed against the registrant. Companies with three or more late or not received tonnage reports in a fiscal year may be sent to an adjudicatory hearing of the Agricultural Chemistry and Seed Commission wherein charges of violations of the feed law may be made.

Please use the attached tonnage report. Type or print in black ink all entries of the report. Tons should be reported to the hundredths place value.

Specialty Accounts:

Accounts that are registered as “specialty” and paid the \$200.00 fee at renewal are not required to pay quarterly inspection fees. Any “specialty” account may email a report to feedprogram@ldaf.state.la.us, fax the report to 225-831-6532 or utilize the online portal to submit quarterly reports.

Non-Specialty Accounts:

Accounts that do not meet the requirements of a “Specialty” accounts are required to submit \$1.00 per ton of commercial feed sold. A minimum of \$10.00 is required. Please send tonnage reports and remit payment to the mailing address below. Alternatively, utilize the online portal to submit the tonnage report and payment via credit card.

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.