



OFFICE OF THE AGRICULTURAL COMMISSIONER

Organic Grower Registration Appointment Checklist

- 1. **Appointment:** Make an organic registration appointment with our office once you and your certifier have finished your Organic System Plan (OSP) and prior to selling any organic commodity. Note: Certification is only required if you have more than \$5,000 gross sales per year. However, you should check with the buyer of your commodity ahead of time because they may require you to certify it before they are willing to purchase it.
- 2. **Organic Registration Packet:** Bring your completed California Department of Food and Agriculture (CDFA) Organic Program registration forms to the appointment. For each site you are registering, you will need to fill out six pages in your organic packet, ORG100-RF, PIF, SH, SM, PR and CSL, FSL or LSL. Additionally, for the substance list, list all inputs into your commodity. Depending on your organic product, this may include the source and type of: your soil, seed, plant starts, feed, antibiotics, pest control methods, sanitizers and cleaning methods.
- 3. **Permission Agreements:** If you are not the legal owner of a property, you must obtain a signed statement from the owner stating they have not applied any "organically prohibited substances" to the site and they give you permission to use the land for organic purposes. Prohibited substances include sewage sludge, some pesticides, genetically modified organisms, etc. Please let us know if you are unable to obtain these agreements prior to our meeting.
- 4. **Maps:** Please bring in an 8 ½" x 11" map for each one of your sites. On these maps provide the surrounding land use for all properties bordering your organic site(s), Assessor Parcel Number(s) (APN) for your site(s) and the address. Additionally, the maps should contain detailed information so we can use your map to drive to your property (include cross roads and landmarks). The maps must clearly show which parts of the properties you intend to register as organic.
- 5. **Certification Paperwork:** If you are in the process of being certified organic, bring in all the paperwork related to your Certification, especially your Organic System Plan. This will expedite your registration.
- 6. **Payment:** Please make the check/money orders payable to: "Cashier CDFA – Organic Program." We do not accept ATM or Credit cards. To figure out the amount due, please see page 17 in the California Organic Products Act of 2003 included in the Organic Registration Packet. First time registrations have a minimum charge of \$75.