

Permit, License, Certification, and ID Card Catalog

Department of Agriculture

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Permit to Import

Washington State Department of Agriculture

Type: Permit

Description

ID: 2403

Permit to import animals or animal reproductive products into Washington State.

Legal authority

Chapter 16-54-030 WAC - <https://app.leg.wa.gov/wac/default.aspx?cite=16-54-030> and Chapter 16.36.040 RCW - <https://app.leg.wa.gov/rcw/default.aspx?cite=16.36.040>

Equity considerations:

None

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

Legal authority for fees:

None

Application Information

Application process and form(s):

Phone, Email, Website request, 1-800 Automated Phone Line (weekends/after hours) - online entry permit available for swine/cattle: <https://fortress.wa.gov/agr/apps/EntryPermit/>

Requirements, additional actions, information, or documentation:

Out of state animal producers/veterinarians contact WSDA to obtain permit to import. If all animal health requirements (testing/vaccination/identification) are met, permit is issued immediately.

Dependencies, conditions, or requirements:

Animals must meet WA state import requirements when obtaining a permit and they must travel within 10 days of issuance of permit.

Submittal process:

Phone, Email, Website request, 1-800 Automated Phone Line (weekends/after hours) - online entry permit available for swine/cattle: <https://fortress.wa.gov/agr/apps/EntryPermit/>

Application/Submittal last updated:

01/2019

Review/Approval time:

Review and approval are conducted over the phone or online. This averages between 2 and 5 minutes.

Valid duration:

10 days

Appeal process:

N/A - Animals must meet Animal Health requirements in order to receive an entry to import.

Analysis

Applications received:

7712

Average time between approval and any post-approval condition(s)/step(s):

1

Average processing time (all):

0

Recommended processing time:

1

Average processing time (completed):

1

Legal processing time:

None

Streamlining opportunities:

Proposed rulemaking in WAC 16-54 will remove permit to import requirement if electronic Certificate of Veterinary Inspection form is used.

Pending applications:

0

Explanation:

Backlog applications:

0

Temporary Grazing Permit

Washington State Department of Agriculture

Type: Permit

Description

ID: 2404

Cattle Producers can apply for a temporary grazing permit to move cattle to Idaho or Oregon for grazing purposes.

Legal authority

Chapter 16-54-088 WAC - <https://app.leg.wa.gov/WAC/default.aspx?cite=16-54-088>, Chapter 16.36 RCW <https://app.leg.wa.gov/RCW/default.aspx?cite=16.36>, and Chapter 16-86-017 - <https://app.leg.wa.gov/WAC/default.aspx?cite=16-86-017>

Equity considerations:

None

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

Legal authority for fees:

None

Application Information

Application process and form(s):

Email, Fax - Application can be found here: <https://agr.wa.gov/forms-and-publications/forms/animal-health-forms>

Requirements, additional actions, information, or documentation:

Cattle producers complete and submit grazing application. Application is reviewed and approved by state animal health official and sent to destination state (Idaho or Oregon). Destination state (Idaho or Oregon) reviews and approves permit application.

Dependencies, conditions, or requirements:

Must be approved by other states involved - either Idaho or Oregon Department of Agriculture.

Submittal process:

Email, Fax

Application/Submittal last updated:

02/2023

Review/Approval time:

The permit requires processing by both states and the department cannot control the time taken by the other state. The average response time by the Washington Department of Agriculture, based on 2024 data, is 1 day providing all requirements have been completed including the processed permit from the other state.

Valid duration:

6 months

Appeal process:

Upon notice by the Department to deny or revoke a permit, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

119

Average processing time (all):

2

Average processing time (completed):

1

Legal processing time:

None

Streamlining opportunities:

The division is dependent upon other states for any improvements to the process.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

1

Recommended processing time:

1

Restricted Holding Facility License

Washington State Department of Agriculture

Type: License

ID: 2405

Description

Restricted holding facilities are isolated areas approved and licensed by the director, as advised by the state veterinarian.

Legal authority

Chapter 16-30 WAC - <https://app.leg.wa.gov/WAC/default.aspx?cite=16-30> and Chapter 16.36 RCW

<https://app.leg.wa.gov/RCW/default.aspx?cite=16.36>

Equity considerations:

None

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

12/2008

Comment:

The agency requires an initial application fee of \$200.00 and then every year after there is a renewal fee of \$100.00.

Legal authority for fees:

Chapter 16-91-020 WAC - <https://app.leg.wa.gov/WAC/default.aspx?cite=16-91-020> and Chapter 16-91-040 -

<https://app.leg.wa.gov/WAC/default.aspx?cite=16-91-040>

Application Information

Application process and form(s):

Mail, Email - Application can be found here: <https://agr.wa.gov/forms-and-publications/forms/animal-health-forms>

Requirements, additional actions, information, or documentation:

1. Payment received 2. Application is reviewed for completeness 3. Application will be approved or denied 4. If denied, communication occurs with the business to determine what needs to be corrected for approval 5. Application is signed after approval 6. An inspection is done by a WSDA Field Veterinarian 7. Corresponding license is issued

Dependencies, conditions, or requirements:

A WSDA Field Veterinarian must do an inspection before the final license is issued.

Submittal process:

Mail, Email

Application/Submittal last updated:

05/2024

Review/Approval time:

1-2 Business days

Valid duration:

The license is valid for one calendar year, July 1st through June 30th .

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

28

Average processing time (all):

38

Average processing time (completed):

30

Legal processing time:

None

Streamlining opportunities:

In 2025 the agency has rolled out a new one time credit card application for use. This should reduce processing time for both the WSDA fiscal department and the Animal Services Division. The division anticipates a three business day reduction in processing time.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

30

Recommended processing time:

30

Garbage Feeding License

Washington State Department of Agriculture

Type: License

Description

ID: 2406

The purpose is to allow edible waste derived from garbage to be fed to swine.

Legal authority

Chapter 16.36.105 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.36.105> and Chapter 16.68.150 RCW - <https://app.leg.wa.gov/rcw/default.aspx?cite=16.68.150>.

Equity considerations:

None

Costs/Fees

Application fee:

10

Credential fee:

-99

Fee last changed:

01/1958

Comment:

The application for a license shall be accompanied by a fee of ten dollars which shall be credited to the general fund.

Legal authority for fees:

Chapter 16.36.105 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.36.105>.

Application Information

Application process and form(s):

Mail, Email - Application can be found here: <https://agr.wa.gov/forms-and-publications/forms/animal-health-forms>

Requirements, additional actions, information, or documentation:

1. Payment received 2. Application is reviewed for completeness 3. Application will be approved or denied 4. If denied, communication occurs with the business to determine what needs to be corrected for approval 5. Application is signed after approval 6. An inspection is done by a WSDA Field Veterinarian 7. Corresponding license is issued

Dependencies, conditions, or requirements:

A WSDA Field Veterinarian must do an inspection before the final license is issued.

Submittal process:

Mail, Email

Application/Submittal last updated:

12/2013

Review/Approval time:

1-2 Business days

Valid duration:

The license is valid for one calendar year, July 1st through June 30th .

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

0

Average processing time (all):

**Average time between
approval and any post-
approval
condition(s)/step(s):**

30

36

Average processing time (completed):

30

Recommended processing time:

30

Legal processing time:

None

Streamlining opportunities:

In 2025 the agency has rolled out a new one time credit card application for use. This should reduce processing time for both the WSDA fiscal department and the Animal Services Division. The division anticipates a three business day reduction in processing time.

Pending applications:

0

Explanation:

Backlog applications:

0

Rendering Plant License

Washington State Department of Agriculture

Type: License

ID: 2407

Description

This license is used to regulate the disposal of dead animals by rendering for meat and bone for animal feed, additives and cosmetics.

Legal authority

Chapter 16.68 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.68>.

Equity considerations:

None

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

03/1949

Comment:

Any person engaged in operating a rendering plant shall secure from the director an annual rendering plant license and pay an annual fee of one hundred dollars.

Legal authority for fees:

Chapter 16.68.050 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.68.050>.

Application Information

Application process and form(s):

Mail, Email - Applications can be found here: <https://agr.wa.gov/departments/animals-livestock-and-pets/animal-health/forms>

Requirements, additional actions, information, or documentation:

1. Payment received 2. Application is reviewed for completeness 3. Application will be approved or denied 4. If denied, communication occurs with the business to determine what needs to be corrected for approval 5. Application is signed after approval 6. An inspection is done by a WSDA Field Veterinarian 7. Corresponding license is issued

Dependencies, conditions, or requirements:

A WSDA Field Veterinarian must do an inspection before the final license is issued.

Submittal process:

Mail, Email

Application/Submittal last updated:

12/2013

Review/Approval time:

1-2 Business days

Valid duration:

The license is valid for one calendar year, July 1st through June 30th .

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

2

Average processing time (all):

34

Average processing time (completed):

31

Legal processing time:

None

Streamlining opportunities:

In 2025 the agency has rolled out a new one time credit card application for use. This should reduce processing time for both the WSDA fiscal department and the Animal Services Division. The division anticipates a three business day reduction in processing time.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

31

Recommended processing time:

30

Independent Collectors License

Washington State Department of Agriculture

Type: License

ID: 2408

Description

This license is used to ensure that collectors of dead animals for disposal are properly equipped and licensed to transport dead animals or packing house refuse to a rendering plant.

Legal authority

Chapter 16.68 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.68>.

Equity considerations:

None

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

03/1949

Comment:

Any person engaged in the business of independent collector shall secure from the director an annual independent collector license and pay an annual fee of fifty dollars.

Legal authority for fees:

Chapter 16.68.060 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.68.060>.

Application Information

Application process and form(s):

Mail, Email - Applications can be found here: <https://agr.wa.gov/departments/animals-livestock-and-pets/animal-health/forms>

Requirements, additional actions, information, or documentation:

1. Payment received 2. Application is reviewed for completeness 3. Application will be approved or denied 4. If denied, communication occurs with the business to determine what needs to be corrected for approval 5. Application is signed after approval 6. An inspection is done by a WSDA Field Veterinarian 7. Corresponding license is issued

Dependencies, conditions, or requirements:

A WSDA Field Veterinarian must do an inspection before the final license is issued.

Submittal process:

Mail, Email

Application/Submittal last updated:

12/2013

Review/Approval time:

1-2 Business days

Valid duration:

The license is valid for one calendar year, July 1st through June 30th .

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

2

Average processing time (all):

23

Average processing time (completed):

21

Legal processing time:

None

Streamlining opportunities:

In 2025 the agency has rolled out a new one time credit card application for use. This should reduce processing time for both the WSDA fiscal department and the Animal Services Division. The division anticipates a three business day reduction in processing time.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

21

Recommended processing time:

20

Sub Station License

Washington State Department of Agriculture

Type: License

Description

ID: 2409

The purpose is to regulate the sanitation of storage for temporary deposit, transfer or loading of dead animals.

Legal authority

Chapter 16.68 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.68>.

Equity considerations:

None

Costs/Fees

Application fee:

25

Credential fee:

-99

Fee last changed:

03/1949

Comment:

Any rendering plant operator or independent collector that operates substations or places of transfer shall secure from the director an annual substation license or place of transfer license and pay an annual fee of twenty-five dollars for each substation or place of transfer.

Legal authority for fees:

Chapter 16.68.070 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.68.070>.

Application Information

Application process and form(s):

Mail, Email - Applications can be found here: <https://agr.wa.gov/departments/animals-livestock-and-pets/animal-health/forms>

Requirements, additional actions, information, or documentation:

1. Payment received 2. Application is reviewed for completeness 3. Application will be approved or denied 4. If denied, communication occurs with the business to determine what needs to be corrected for approval 5. Application is signed after approval 6. An inspection is done by a WSDA Field Veterinarian 7. Corresponding license is issued

Dependencies, conditions, or requirements:

A WSDA Field Veterinarian must do an inspection before the final license is issued.

Submittal process:

Mail, Email

Application/Submittal last updated:

12/2023

Review/Approval time:

1-2 Business days

Valid duration:

The license is valid for one calendar year, July 1st through June 30th .

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

0

Average processing time (all):

23

Average processing time (completed):

21

Legal processing time:

None

Streamlining opportunities:

In 2025 the agency has rolled out a new one time credit card application for use. This should reduce processing time for both the WSDA fiscal department and the Animal Services Division. The division anticipates a three business day reduction in processing time.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

21

Recommended processing time:

20

Biological Product Import Approval

Washington State Department of Agriculture

Type: Permit

ID: 2410

Description

Distribution, sale, or use of newly licensed veterinary biologics in Washington must receive approval.

Legal authority

Chapter 16-42 WAC - <https://app.leg.wa.gov/wac/default.aspx?cite=16-42&full=true>.

Equity considerations:

None

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

Legal authority for fees:

None

Application Information

Application process and form(s):

Email

Requirements, additional actions, information, or documentation:

Request is received and forwarded to State Veterinarian for approval/denial. Approval or denial is then granted. Approval/denial letter is prepared and sent to requester.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Email

Application/Submittal last updated:

Never

Review/Approval time:

1-2 Business days

Valid duration:

No expiration.

Appeal process:

Upon notice by the Department to revoke or suspend a permit, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

20

Average processing time (completed):

Average processing time (all):

4

Average time between approval
and any post-approval
condition(s)/step(s):

1

Recommended processing time:

1

3

Legal processing time:

None

Streamlining opportunities:

Processing time is only 1 business day.

Pending applications:

Explanation:

0

Backlog applications:

0

Certified Field Livestock Inspector

Washington State Department of Agriculture

Type: Certification

ID: 2411

Description

The purpose of this certification is to certify individuals or accredited veterinarians to write brand inspections and collect fees on behalf of WSDA. Individuals must apply, attend a training, and pass an exam with at least 90% to be certified.

Legal authority

Chapter 16.57.025 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.57.025> and Chapter 16-610-060 WAC - <https://app.leg.wa.gov/WAC/default.aspx?cite=16-610-060>.

Equity considerations:

None

Costs/Fees

Application fee:

60

Credential fee:

-99

Fee last changed:

01/2016

Comment:

Application fee of \$60 for initial application and renewal. Expires on the 3rd December 31st following the date of issuance.

Legal authority for fees:

Chapter 16-610-060 WAC - <https://app.leg.wa.gov/WAC/default.aspx?cite=16-610-060> and Chapter 16.57.025 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.57.025>.

Application Information

Application process and form(s):

Mail, Email

Requirements, additional actions, information, or documentation:

1. Application and payment is received. 2. Payment is processed through fiscal. 3. Application and payment is received by program. 4. Applicant is registered for class listed on application. 5. Supplies are mailed out 2 weeks before class date.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Mail, Email

Application/Submittal last updated:

07/2019

Review/Approval time:

1-2 business days

Valid duration:

Approval is good for the applicant to attend the training and pass test. If they pass then the certification is good until the 3rd December 31st after issuance.

Appeal process:

Upon notice by the Department to revoke or suspend a certification, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

61

Average processing time (all):

2

Average processing time (completed):

1

Legal processing time:

None

Streamlining opportunities:

Ability to accept electronic payment.

Pending applications:

Explanation:

0

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

11

Recommended processing time:

2

Certified Feedlots

Washington State Department of Agriculture

Type: License

ID: 2412

Description

The purpose of this license is to certify feedlots that want to expedite the movement of cattle from producers to the point of slaughter without losing the ownership identity of such cattle and to provide fair and economical methods of identification of cattle in commercial feedlots.

Legal authority

Chapter RCW 16.58.050 - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.58.050>.

Equity considerations:

None

Costs/Fees

Application fee:

935

Credential fee:

-99

Fee last changed:

01/2019

Comment:

Application fee of \$935 for initial application and renewal

Legal authority for fees:

Chapter RCW 16.58.050 - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.58.050>.

Application Information

Application process and form(s):

Mail

Requirements, additional actions, information, or documentation:

1. Application and payment is received.2. Payment is processed through fiscal.3. Application and payment is received by program.4. Paperwork is reviewed, if there is a new feedlot there will have to be a inventory inspection of cattle.5. Once the inventory is completed then the license for the feedlot and location is issued. If the application is a renewal and there are no changes, there is no inventory required.

Dependencies, conditions, or requirements:

When establishing a certified feedlot, application must be processed and an inventory of all cattle residing on that premises must be inspected.

Submittal process:

Mail

Application/Submittal last updated:

Never

Review/Approval time:

1-3 buisness days

Valid duration:

Feedlot licenses expire June 30th.

Appeal process:

Upon notice by the Department to suspend a certification, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

10

Average processing time (all):

11

Average processing time (completed):

7

Legal processing time:

None

Streamlining opportunities:

None.

Pending applications:

Explanation:

0

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

14

Recommended processing time:

30

New Public Livestock Market

Washington State Department of Agriculture

Type: License

ID: 2413

Description

The purpose of this license is to ensure the orderly marketing of livestock, to ensure the financial stability of public livestock markets and to protect persons who consign livestock to markets and sales.

Legal authority

Chapter 16.65.030 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.65.030>.

Equity considerations:

None

Costs/Fees

Application fee:

2000

Credential fee:

-99

Fee last changed:

01/2019

Comment:

Initial application fee of \$2000 then licensing fee based on gross sales \$0-\$10,000 - Fee \$150.00, \$10,000-\$50,000 - Fee \$300.00, \$50,000+ - Fee \$450.00

Legal authority for fees:

Chapter 16.65.030 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.65.030> and Chapter 16.65.037 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.65.037>.

Application Information

Application process and form(s):

Mail

Requirements, additional actions, information, or documentation:

1. Application and payment is received. 2. Payment is processed through fiscal. 3. Application and payment is received by program. 4. Paperwork is reviewed, if this is a new public livestock market or changes to an existing market then a hearing must be held. 5. Once the hearing is completed then the public livestock market license goes to the director's office to be signed and will be issued.

Dependencies, conditions, or requirements:

A hearing must be held, depending on that feedback from the hearing the market will be approved.

Submittal process:

Mail

Application/Submittal last updated:

Never

Review/Approval time:

1-3 business days

Valid duration:

Public Livestock Market Licenses expire March 1st.

Appeal process:

Upon notice by the Department to deny, revoke, or suspend a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

0

Average processing time (all):

52

Average processing time (completed):

45

Legal processing time:

None

Streamlining opportunities:

New market applications for a license require a public hearing to allow interested parties and members of the public to attend and provide testimony and evidence either in favor or opposition to the proposed new livestock market. The Public hearing notice is mailed to interested parties; setting the date, time and location of the hearing. A Hearing Officer is assigned and conducts the hearing, completes a hearing officer report of testimony received, and if approved by the Director of WSDA, a Final Order is issued approving the application to operate a new livestock market.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

45

Recommended processing time:

45

Renewal of Public Livestock Market

Washington State Department of Agriculture

Type: License

ID: 2414

Description

The purpose of this license is to ensure the orderly marketing of livestock, to ensure the financial stability of public livestock markets and to protect persons who consign livestock to markets and sales.

Legal authority

Chapter 16.65.037 RCW - <https://app.leg.wa.gov/rcw/default.aspx?cite=16.65.037> and Chapter 16.65.040 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.65.040>.

Equity considerations:

None

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

01/2003

Comment:

All Licenses expire March 1st of every year. Renewal license fee based on gross sales. \$0- \$10,000 Fee \$150 \$10,000- \$50,000 Fee \$300 \$50,000+ Fee \$450

Legal authority for fees:

Chapter 16.65.037 RCW - <https://app.leg.wa.gov/rcw/default.aspx?cite=16.65.037>.

Application Information

Application process and form(s):

Mail

Requirements, additional actions, information, or documentation:

1. Renewal and payment is received. 2. Payment is processed through fiscal. 3. Application and payment is received by program. 4. Paperwork and payment are reviewed. 5. Renewal is sent to Director's office for signature, then mailed out.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Mail

Application/Submittal last updated:

Never

Review/Approval time:

7 days

Valid duration:

Public Livestock Market Licenses expire March 1st.

Appeal process:

Upon notice by the Department to deny, revoke, or suspend a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

7

Average processing time (all):

9

Average processing time (completed):

7

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

Explanation:

0

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

14

Recommended processing time:

14

ECTR User

Washington State Department of Agriculture

Type: License

Description

ID: 2415

This license is for producers to apply to record transactions of cattle bearing an 840 RFID tag electronically that change ownership or are moved out of Washington State. This system can be used as an alternative to mandatory inspection points or a traditional brand inspection, as listed in the statute RCW 16.57.

Legal authority

Chapter 16.57.450 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.57.450> and Chapter WAC 16-610-021 - <https://app.leg.wa.gov/WAC/default.aspx?cite=16-610-021>.

Equity considerations:

None

Costs/Fees

Application fee:

33

Credential fee:

-99

Fee last changed:

01/2019

Comment:

Initial application fee of \$33 expires June 1st of every year. Renewal is \$33.

Legal authority for fees:

Chapter 16-610-021 WAC - <https://app.leg.wa.gov/WAC/default.aspx?cite=16-610-021> and Chapter 16.57.450 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.57.450>.

Application Information

Application process and form(s):

Online Platform (web)

Requirements, additional actions, information, or documentation:

1. Customer creates online registration. 2. Customer pays via online payment. 3. License is open and ready to use. 3a. Customer can add registered brand which is usually approved within 24 hours.

Dependencies, conditions, or requirements:

Has to be a Washington Producer

Submittal process:

Online Platform (web)

Application/Submittal last updated:

07/2019

Review/Approval time:

Immediate

Valid duration:

License expires June 30th.

Appeal process:

Upon notice by the Department to deny, revoke, or suspend a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

92

Average processing time (all):

0

Average processing time (completed):

1

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

Explanation:

0

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

1

Recommended processing time:

1

Special Sale

Washington State Department of Agriculture

Type: Permit

Description

ID: 2416

This permit is to hold a sale or add additional sale days for an existing public livestock market that differs from their original license.

Legal authority

Chapter 16.65.420 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.65.420>, Chapter 16.65.042 RCW - <https://app.leg.wa.gov/rcw/default.aspx?cite=16.65.042>, Chapter 16.65.232 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.65.232>, and Chapter 16-610-140 WAC - <https://app.leg.wa.gov/wac/default.aspx?cite=16-610-140>.

Equity considerations:

None

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

01/2003

Comment:

Special Sale Application is due to the department at least 15 days prior to sale day. \$50 application fee, no application fee for youth sales, 4-H, FFA, county fair or junior livestock shows/sales.

Legal authority for fees:

Chapter 16.65.420 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.65.420>, Chapter 16.65.042 RCW - <https://app.leg.wa.gov/rcw/default.aspx?cite=16.65.042>, Chapter 16.65.232 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.65.232>, and Chapter 16-

Application Information

Application process and form(s):

Mail, Email

Requirements, additional actions, information, or documentation:

1. Application is received via email or mail. 2. Payment is processed by fiscal or a link is sent for a one time payment invoice to customer. 3. Once the payment is confirmed the application is reviewed by the program and a brand inspector supervisor is contacted to assign an inspector. 4. Once an inspector is assigned then the permit is issued and the customer is mailed or emailed a copy of the permit for their records.

Dependencies, conditions, or requirements:

N/A

Submittal process:

Mail, Email

Application/Submittal last updated:

Never

Review/Approval time:

5-7 business days

Valid duration:

Approval is good for the sale day.

Appeal process:

Upon notice by the Department to deny an application, a person may request a hearing under Chapter 34.05 RCW, the

Analysis

Applications received:

88

Average processing time (all):

18

Average processing time (completed):

11

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

0

Explanation:

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

10

Open Consignment Horse Sale

Washington State Department of Agriculture

Type: Permit

Description

ID: 2417

This permit is for conducting a sale by a person other than the operator of a public livestock market which is limited to the consignment of horses and donkeys only for sale on an occasional or seasonal basis.

Legal authority

Chapter 16.65.420 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.65.420>, Chapter 16.65.042 RCW - <https://app.leg.wa.gov/rcw/default.aspx?cite=16.65.042>, Chapter 16.65.232 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.65.232>, and Chapter 16-610-140 WAC - <https://app.leg.wa.gov/wac/default.aspx?cite=16-610-140>.

Equity considerations:

None

Costs/Fees

Application fee:

100

Credential fee:

-99

Fee last changed:

01/1958

Comment:

\$100 application fee

Legal authority for fees:

Chapter 16.65.042 RCW - <https://app.leg.wa.gov/rcw/default.aspx?cite=16.65.042>, Chapter 16.65.232 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.65.232>, and Chapter 16-610-140 WAC - <https://app.leg.wa.gov/wac/default.aspx?cite=16-610-140>.

Application Information

Application process and form(s):

Mail, Email

Requirements, additional actions, information, or documentation:

1. Application is received via email or mail. 2. Payment is processed by fiscal or a link is sent for a one time payment invoice to customer. 3. Once the payment is confirmed the application is reviewed by the program and a brand inspector supervisor is contacted to assign an inspector. 4. Once an inspector is assigned then the permit is issued and the customer is mailed or emailed a copy of the permit for their records.

Dependencies, conditions, or requirements:

Unknown

Submittal process:

Mail, Email

Application/Submittal last updated:

Never

Review/Approval time:

Unknown - no permits have been issued in the last 6 years

Valid duration:

Approval is good for the sale day.

Appeal process:

Upon notice by the Department to deny an application, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

0

Explanation:

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

Registering Agency

Washington State Department of Agriculture

Type: Permit

ID: 2418

Description

This permit is for issuing permanent identification symbols for horses. The permit must be issued by the director before a person can act as a registering agency.

Legal authority

Chapter 16.57.410 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.57.410>.

Equity considerations:

None

Costs/Fees

Application fee:

250

Credential fee:

-99

Fee last changed:

01/2003

Comment:

Application for a permit fee or renewal is \$250.00.

Legal authority for fees:

Chapter 16.57.410 RCW - <https://app.leg.wa.gov/RCW/default.aspx?cite=16.57.410>.

Application Information

Application process and form(s):

Mail - no applications utilized since the 1990s

Requirements, additional actions, information, or documentation:

1. Application is received via email or mail. 2. Payment is processed by fiscal or a link is sent for a one time payment invoice to customer. 3. Once the payment is confirmed the application is reviewed by the program then the permit is issued.

Dependencies, conditions, or requirements:

Unknown

Submittal process:

Mail - no applications utilized since the 1990s

Application/Submittal last updated:

Never

Review/Approval time:

Unknown - no permits have been issued in the last 20 years.

Valid duration:

The license is valid for one calendar year, January 1st through December 31st.

Appeal process:

Upon notice by the Department to deny an application, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

0

Average time between approval and any post-approval condition(s)/step(s):

Average processing time (all):

-99

-99

**Recommended processing
time:**

Average processing time (completed):

-99

1

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

Explanation:

0

Backlog applications:

0

Commercial Applicator (Commercial Pesticide Applicator)

Washington State Department of Agriculture

Type: License

ID: 2419

Description

This license is required for individuals who engage in the business of applying pesticides to the land or the property (publicly or privately owned) of another. This is a joint company-personal license. Additional requirements such as financial responsibility coverage and business licensing also apply.

Legal authority

RCW 17.21 Washington Pesticide Application ActRCW 15.58 Washington Pesticide Control ActWAC 16-228 General Pesticide Rules40 CFR 171 Certification of Pesticide ApplicatorsWashington State Plan for the Certification of Pesticide Applicators<https://app.leg.wa.gov/RCW/default.aspx?cite=17.21><https://app.leg.wa.gov/RCW/default.aspx?cite=15.58>

<https://app.leg.wa.gov/WAC/default.aspx?cite=16-228><https://www.ecfr.gov/current/title-40/chapter-I/subchapter-E/part-171><https://www.epa.gov/pesticide-worker-safety/certification-standards-pesticide-applicators>

Equity considerations:

Six of the 33 licensing exams are available in Spanish. Pesticide labels are entirely or partially in English, so the label interpretation portion of all exams are only available in English. Federal (40 CFR 171) and state (RCW 17.21) require applicants have the ability to independently read and understand exams and associated pesticide labeling. To provide assistance to Spanish-speaking applicants and licensees, 4 of the 11 program staff are bilingual and are available to assist customers. Many of the webpages outlining upcoming requirements affecting pesticide license holders are available in English and Spanish, including recorded webinar videos. Available here: <https://agr.wa.gov/services/licenses-permits-and-certificates/pesticide-license-and-recertification/pesticide-and-spi-licensing/pesticide-licensing-webinars/certification-training-updates> Upon request and pending type of request, accommodations such as more time, independent testing, and earplugs can be approved, if possible. State rules (WAC 16-228) does state that reading of exams by an individual other than the applicant is not permitted. In August 2024, the program initiated the process for establishing an accommodations request policy and process and is working with agency policy staff and State Attorney General.

Costs/Fees

Application fee:

250

Credential fee:

-99

Fee last changed:

11/2021

Comment:

The Commercial Applicator license application fee is comprised of \$243 for the application and a required pesticide safety education fee of \$7 for every license. This pesticide safety education fee is transmitted to Washington State University for the purpose of providing a pesticide safety education program to educate and train pesticide licensees and prospective licensees. There is an additional \$27 fee for Commercial Applicators for each piece of power pesticide application equipment the company uses, after the first one. A \$25 penalty fee is assessed if renewal is received after January 1st of the renewal year. The licensee may sign an attestation stating they did not perform work requiring their pesticide license to be exempt from the penalty fee. A license card is issued for each new license and duplicate cards are issued upon request. No fee is charged.

Legal authority for fees:

RCW 17.21.070 Commercial pesticide applicator license - RequirementsRCW 17.21.280 Disposition of revenue, enforcement of chapter - Pesticide safety education program - Fee - District course fees, fines, penalties, and forfeituresRCW 17.21.140 Renewal de

Application Information

Application process and form(s):

Individuals primarily apply for this license in person at examination sessions or online prior to examinations held via computer-based testing at professional testing centers. Applications may also be submitted electronically or on paper directly to the agency. Application can be accessed from: <https://agr.wa.gov/departments/pesticides-and-fertilizers/forms>. Application is also available in Spanish from this same webpage.

Requirements, additional actions, information, or documentation:

Applicant must qualify for licensure by taking all required certification exams, which vary depending on type of work. Applicant completes application form at exam session, takes required exams, and pays required fees. Applicant must be at least

18 at the time of completing the application. Taking and passing required exams may take one or more exam sessions, which

can take months to achieve. Applicant completes new application form at every exam session. The Application Fee is only paid once per calendar year. Applicant may also qualify for the Commercial Applicator license through reciprocity, which is based on the active existing qualifying license from a state with which Washington reciprocates.

Dependencies, conditions, or requirements:

Applicant for a Commercial Applicator license must also meet other requirements. (1) Must have and produce their Uniform Business Identifier number for the company. The company must be in good standing with the Department of Revenue. (2) Must have and produce active proof of financial responsibility in the form of insurance (liability and property damage) or surety bond. This proof of financial responsibility must be provided directly from the company's insurance agent.

Submittal process:

If applicant is applying for the license through examination, they must complete and submit the application form at the examination session (if in-person paper testing) or online prior to examination (if for computer-based testing at professional testing)

Application/Submittal last updated:

08/2024

Review/Approval time:

If applicant submits all required information at the time of examination and takes and passes all required exams at that time, applicant can be issued a Commercial Applicator license within 5 days. If applicant submits all required information to obtain a license through reciprocity, applicant can be issued a Commercial Applicator license within 5 days. The 2024 overall average processing time for a new Commercial Applicator license application, from initial submission to approval, was 7 days. The 2024 overall average processing time for a Commercial Applicator license renewal application was 2 days.

Valid duration:

There are two parts of a Commercial Applicator license: (1) Certification and (2) Licensure. An individual qualifies for a license through certification - either through taking and passing required exams or reciprocity. Once an individual meets requirement

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act, if the application submitted is complete. If the application is incomplete, there is no appeal process. The application is not processed.

Analysis

Applications received:

311

Average processing time (all):

15

Average processing time (completed):

3

Legal processing time:

None

Streamlining opportunities:

With the introduction of computer-based testing as an option for new license applicants in August 2024, WSDA offers a faster review and processing times, provided the applicant meets other requirements. In January 2025, WSDA launched the one-time payment/invoicing feature. This option expedites payments for those applications missing partial or full fees needed to complete the process. In January 2024, WSDA also launched a new database application that streamlines data entry, automates other required data points, and reduces processing times for all applications. Under development in this new application is a daily data exchange between the computer-based testing platform and the application, eliminating the need for data entry, further streamlining application review processes.

Pending applications:

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

2

Recommended processing time:

5

Backlog applications:

-99

Pending Commercial Applicator applications are missing critical information or fees and cannot be approved. These are waiting for the required information or payment to be submitted by the applicant. There is no backlog of Commercial Applicator license a

Commercial Operator (Commercial Pesticide Operator)

Washington State Department of Agriculture

Type: License

Description

ID: 2420

This license is required for individuals who are employed by a Commercial Applicator and who apply pesticides to the land or the property (publicly or privately owned) of another. A commercial operator must be listed as an employee on the Commercial Applicator company record with WSDA in order for the license to be valid.

Legal authority

RCW 17.21 Washington Pesticide Application ActRCW 15.58 Washington Pesticide Control ActWAC 16-228 General Pesticide Rules40 CFR 171 Certification of Pesticide ApplicatorsWashington State Plan for the Certification of Pesticide Applicators<https://app.leg.wa.gov/RCW/default.aspx?cite=17.21><https://app.leg.wa.gov/RCW/default.aspx?cite=15.58>

<https://app.leg.wa.gov/WAC/default.aspx?cite=16-228><https://www.ecfr.gov/current/title-40/chapter-I/subchapter-E/part-171><https://www.epa.gov/pesticide-worker-safety/certification-standards-pesticide-applicators>

Equity considerations:

Six of the 33 licensing exams are available in Spanish. Pesticide labels are entirely or partially in English, so the label interpretation portion of all exams are only available in English. Federal (40 CFR 171) and state (RCW 17.21) require applicants have the ability to independently read and understand exams and associated pesticide labeling. To provide assistance to Spanish-speaking applicants and licensees, 4 of the 11 program staff are bilingual and are available to assist customers. Many of the webpages outlining upcoming requirements affecting pesticide license holders are available in English and Spanish, including recorded webinar videos. Available here: <https://agr.wa.gov/services/licenses-permits-and-certificates/pesticide-license-and-recertification/pesticide-and-spi-licensing/pesticide-licensing-webinars/certification-training-updates> Upon request and pending type of request, accommodations such as more time, independent testing, and earplugs can be approved, if possible. State rules (WAC 16-228) does state that reading of exams by an individual other than the applicant is not permitted. In August 2024, the program initiated the process for establishing an accommodations request policy and process and is working with agency policy staff and State Attorney General.

Costs/Fees

Application fee:

85

Credential fee:

-99

Fee last changed:

11/2021

Comment:

The Commercial Operator license application fee is comprised of \$78 for the application and a required pesticide safety education fee of \$7 for every license. This pesticide safety education fee is transmitted to Washington State University for the purpose of providing a pesticide safety education program to educate and train pesticide licensees and prospective licensees. A \$78 penalty fee is assessed if renewal is received after January 1st of the renewal year. The licensee may sign an attestation stating they did not perform work requiring their pesticide license to be exempt from the penalty fee. A license card is issued for each new license and duplicate cards are issued upon request. No fee is charged.

Legal authority for fees:

RCW 17.21.110 Commercial pesticide operator license - RequirementsRCW 17.21.280 Disposition of revenue, enforcement of chapter - Pesticide safety education program - Fee - District course fees, fines, penalties, and forfeituresRCW 17.21.140 Renewal - De

Application Information

Application process and form(s):

Individuals primarily apply for this license in person at examination sessions or online prior to examinations held via computer-based testing at professional testing centers. Applications may also be submitted electronically or on paper directly to the agency. Application can be accessed from: <https://agr.wa.gov/departments/pesticides-and-fertilizers/forms>. Application is also available in Spanish from this same webpage.

Requirements, additional actions, information, or documentation:

Applicant must qualify for licensure by taking all required certification exams, which vary depending on type of work. Applicant completes application form at exam session, takes required exams, and pays required fees. Applicant must be at least 18 at the time of completing the application. Taking and passing required exams may take one or more exam sessions, which can take months to achieve. Applicant completes new application form at every exam session. The Application Fee is only paid

once per calendar year. Applicant may also qualify for the Commercial Operator license through reciprocity, which is based

on the active existing qualifying license from a state with which Washington reciprocates.

Dependencies, conditions, or requirements:

Commercial Operator must be employed by a licensed Commercial Applicator for this license to be valid.

Submittal process:

If applicant is applying for the license through examination, they must complete and submit the application form at the examination session (if in-person paper testing) or online prior to examination (if for computer-based testing at professional testing

Application/Submittal last updated:

08/2024

Review/Approval time:

If applicant submits all required information at the time of examination and takes and passes all required exams at that time, applicant can be issued a Commercial Operator license within 5 days. If applicant submits all required information to obtain a license through reciprocation, applicant can be issued a Commercial Operator license within 5 days.The 2024 overall average processing time for a new Commercial Operator license application was 5 days. The 2024 overall average processing time for a Commercial Operator license renewal application was less than 1 day.

Valid duration:

There are two parts of a Commercial Operator license: (1) Certification and (2) Licensure.An individual qualifies for a license through certification - either through taking and passing required exams or reciprocation. Once an individual meets requiremen

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act, if the application submitted is complete.If the application is incomplete, there is no appeal process. The application is not processed.

Analysis

Applications received:

2778

Average processing time (all):

5

Average processing time (completed):

3

Legal processing time:

None

Streamlining opportunities:

With the introduction of computer-based testing as an option for new license applicants in August 2024, WSDA offers a faster review and processing times, provided the applicant meets other requirements.In January 2025, WSDA launched the one-time payment/invoicing feature. This option expedites payments for those applicaitons missing partial or full fees needed to complete the process.In January 2024, WSDA also launched a new database application that streamlines data entry, automates other required data points, and reduces processing times for all applications. Under development in this new application is a daily data exchange between the computer-based testing platform and the application, eliminating the need for data entry, further streamlining application review processes.

Pending applications:

16

Backlog applications:

-99

Explanation:

Pending Commercial Operator applications are missing critical information or fees and cannot be approved. These are waiting for the required information or payment to be submitted by the applicant.There is no backlog of Commercial Operator license appli

Average time between approval and any post-approval condition(s)/step(s):

2

Recommended processing time:

5

Commercial Pest Control Consultant

Washington State Department of Agriculture

Type: License

Description

ID: 2421

This license is required for individuals who provide technical advice or makes recommendations to the users of non-home and garden pesticides. Individuals with this license may also sell or offer for sale non-home and garden pesticides at locations other than the licensed pesticide dealer outlet from which they are employed. If an individual is a licensed Commercial Applicator or Commercial Operator, they may act as a consultant and this license is not required.

Legal authority

RCW 17.21 Washington Pesticide Application Act RCW 15.58 Washington Pesticide Control Act WAC 16-228 General Pesticide Rules 40 CFR 171 Certification of Pesticide Applicators Washington State Plan for the Certification of Pesticide Applicators <https://app.leg.wa.gov/RCW/default.aspx?cite=17.21> <https://app.leg.wa.gov/RCW/default.aspx?cite=15.58>

<https://app.leg.wa.gov/WAC/default.aspx?cite=16-228> <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-E/part-171> <https://www.epa.gov/pesticide-worker-safety/certification-standards-pesticide-applicators>

Equity considerations:

Six of the 33 licensing exams are available in Spanish. Pesticide labels are entirely or partially in English, so the label interpretation portion of all exams are only available in English. Federal (40 CFR 171) and state (RCW 17.21) require applicants have the ability to independently read and understand exams and associated pesticide labeling. To provide assistance to Spanish-speaking applicants and licensees, 4 of the 11 program staff are bilingual and are available to assist customers. Many of the webpages outlining upcoming requirements affecting pesticide license holders are available in English and Spanish, including recorded webinar videos. Available here: <https://agr.wa.gov/services/licenses-permits-and-certificates/pesticide-license-and-recertification/pesticide-and-spi-licensing/pesticide-licensing-webinars/certification-training-updates> Upon request and pending type of request, accommodations such as more time, independent testing, and earplugs can be approved, if possible. State rules (WAC 16-228) does state that reading of exams by an individual other than the applicant is not permitted. In August 2024, the program initiated the process for establishing an accommodations request policy and process and is working with agency policy staff and State Attorney General.

Costs/Fees

Application fee:

75

Credential fee:

-99

Fee last changed:

11/2021

Comment:

The Commercial Pest Control Consultant license application fee is comprised of \$68 for the application and a required pesticide safety education fee of \$7 for every license. This pesticide safety education fee is transmitted to Washington State University for the purpose of providing a pesticide safety education program to educate and train pesticide licensees and prospective licensees. A \$68 penalty fee is assessed if renewal is received after January 1st of the renewal year. The licensee may sign an attestation stating they did not perform work requiring their pesticide license to be exempt from the penalty fee. A license card is issued for each new license and duplicate cards are issued upon request. No fee is charged.

Legal authority for fees:

RCW 15.58.210 Pest control consultant licenses - Required - Exemptions RCW 15.58.411 Use of license fees - Pesticide safety education program - Deposit of money collected for civil penalties RCW 15.58.235 Renewal of licenses - Delinquency <https://app.leg>

Application Information

Application process and form(s):

Individuals primarily apply for this license in person at examination sessions or online prior to examinations held via computer-based testing at professional testing centers. Applications may also be submitted electronically or on paper directly to the agency. Application can be accessed from: <https://agr.wa.gov/departments/pesticides-and-fertilizers/forms>. Application is also available in Spanish from this same webpage.

Requirements, additional actions, information, or documentation:

Applicant must qualify for licensure by taking all required certification exams, which vary depending on type of work. Applicant completes application form at exam session, takes required exams, and pays required fees. Applicant must be at least 18 at the time of completing the application. Taking and passing required exams may take one or more exam sessions, which

can take months to achieve. Applicant completes new application form at every exam session. The Application Fee is only paid

once per calendar year.Applicant may also qualify for the Commercial Pest Control Consultant license through reciprocity, which is based on the active existing qualifying license from a state with which Washington reciprocates.

Dependencies, conditions, or requirements:

None

Submittal process:

If applicant is applying for the license through examination, they must complete and submit the application form at the examination session (if in-person paper testing) or online prior to examination (if for computer-based testing at professional testing

Application/Submittal last updated:

08/2024

Review/Approval time:

If applicant submits all required information at the time of examination and takes and passes all required exams at that time, applicant can be issued a Commercial Pest Control Consultant license within 5 days. If applicant submits all required information to obtain a license through reciprocity, applicant can be issued a Commercial Pest Control Consultant license within 5 days.The 2024 overall average processing time for a new Commercial Pest Control Consultant license application, from initial submittal to approval, was 9 days. The 2024 overall average processing time for a Commercial Pest Control Consultant license renewal application was 2 days.

Valid duration:

There are two parts of a Commercial Pest Control Consultant license: (1) Certification and (2) Licensure.An individual qualifies for a license through certification - either through taking and passing required exams or reciprocity. Once an individual m

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act, if the application submitted is complete.If the application is incomplete, there is no appeal process. The application is not processed.

Analysis

Applications received:

46

Average processing time (all):

9

Average processing time (completed):

3

Legal processing time:

None

Streamlining opportunities:

With the introduction of computer-based testing as an option for new license applicants in August 2024, WSDA offers a faster review and processing times, provided the applicant meets other requirements.In January 2025, WSDA launched the one-time payment/invoicing feature. This option expedites payments for those applicaitons missing partial or full fees needed to complete the process.In January 2024, WSDA also launched a new database application that streamlines data entry, automates other required data points, and reduces processing times for all applications. Under development in this new application is a daily data exchange between the computer-based testing platform and the application, eliminating the need for data entry, further streamlining application review processes.

Pending applications:

3

Backlog applications:

-99

Explanation:

Pending Commercial Pest Control Consultant applications are missing critical information or fees and cannot be approved. These are waiting for the required information or payment to be submitted by the applicant.There is no backlog of Commercial Pest Co

Average time between approval and any post-approval condition(s)/step(s):

2

Recommended processing time:

5

Dealer Manager

Washington State Department of Agriculture

Type: License

ID: 2422

Description

This license is required for individuals who supervise the distribution of any non-home and garden pesticide from a licensed pesticide dealer outlet. The individual must be on-site whenever non-home and garden pesticides are distributed or being offered for sale.

Legal authority

RCW 17.21 Washington Pesticide Application ActRCW 15.58 Washington Pesticide Control ActWAC 16-228 General Pesticide Rules40 CFR 171 Certification of Pesticide ApplicatorsWashington State Plan for the Certification of Pesticide Applicators<https://app.leg.wa.gov/RCW/default.aspx?cite=17.21><https://app.leg.wa.gov/RCW/default.aspx?cite=15.58>

<https://app.leg.wa.gov/WAC/default.aspx?cite=16-228><https://www.ecfr.gov/current/title-40/chapter-I/subchapter-E/part-171><https://www.epa.gov/pesticide-worker-safety/certification-standards-pesticide-applicators>

Equity considerations:

To provide assistance to Spanish-speaking applicants and licensees, 4 of the 11 program staff are bilingual and are available to assist customers. Many of the webpages outlining upcoming requirements affecting pesticide license holders are available in English and Spanish, including recorded webinar videos. Available here: <https://agr.wa.gov/services/licenses-permits-and-certificates/pesticide-license-and-recertification/pesticide-and-spi-licensing/pesticide-licensing-webinars/certification-training-updates> Upon request and pending type of request, accommodations such as more time, independent testing, and earplugs can be approved, if possible. State rules (WAC 16-228) does state that reading of exams by an individual other than the applicant is not permitted. In August 2024, the program initiated the process for establishing an accommodations request policy and process and is working with agency policy staff and State Attorney General.

Costs/Fees

Application fee:

45

Credential fee:

-99

Fee last changed:

11/2021

Comment:

The Dealer Manager license application fee is comprised of \$38 for the application and a required pesticide safety education fee of \$7 for every license. This pesticide safety education fee is transmitted to Washington State University for the purpose of providing a pesticide safety education program to educate and train pesticide licensees and prospective licensees. A \$38 penalty fee is assessed if renewal is received after January 1st of the renewal year. The licensee may sign an attestation stating they did not perform work requiring their pesticide license to be exempt from the penalty fee. A license card is issued for each new license and duplicate cards are issued upon request. No fee is charged.

Legal authority for fees:

RCW 15.58.200 Pesticide dealer manager - License qualificationsRCW 15.58.411 Use of license fees - Pesticide safety education program - Deposit of money collected for civil penaltiesRCW 15.58.235 Renewal of licenses - Delinquency<https://app.leg.wa.gov>

Application Information

Application process and form(s):

Individuals primarily apply for this license in person at examination sessions or online prior to examinations held via computer-based testing at professional testing centers. Applications may also be submitted electronically or on paper directly to the agency. Application can be accessed from: <https://agr.wa.gov/departments/pesticides-and-fertilizers/forms>. Application is also available in Spanish from this same webpage.

Requirements, additional actions, information, or documentation:

Applicant must qualify for licensure by taking the required Dealer Manager certification exam. Applicant completes application form at exam session, takes required exam, and pays required fees. Applicant must be at least 18 at the time of completing the application. Taking and passing required exam may take one or more exam sessions, which can take months to achieve. Applicant completes new application form at every exam session. The Application Fee is only paid once per calendar year. Applicant may also qualify for the Dealer Manager license through reciprocity, which is based on the active existing qualifying license from a state with which Washington reciprocates.

Dependencies, conditions, or requirements:

None

Submittal process:

If applicant is applying for the license through examination, they must complete and submit the application form at the examination session (if in-person paper testing) or online prior to examination (if for computer-based testing at professional testing

Application/Submittal last updated:

08/2024

Review/Approval time:

If applicant submits all required information at the time of examination and takes and passes all required exams at that time, applicant can be issued a Dealer Manager license within 5 days. If applicant submits all required information to obtain a license through reciprocation, applicant can be issued a Dealer Manager license within 5 days.The 2024 overall average processing time for a new Dealer Manager license application, from initial submission to approval, was 4 days. The 2024 overall average processing time for a Dealer Manager license renewal application was less than 1 day.

Valid duration:

There are two parts of a Dealer Manager license: (1) Certification and (2) Licensure.An individual qualifies for a license through certification - either through taking and passing required exams or reciprocation. Once an individual meets requirements fo

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act, if the application submitted is complete.If the application is incomplete, there is no appeal process. The application is not processed.

Analysis

Applications received:

309

Average processing time (all):

6

Average processing time (completed):

2

Legal processing time:

None

Streamlining opportunities:

With the introduction of computer-based testing as an option for new license applicants in August 2024, WSDA offers a faster review and processing times, provided the applicant meets other requirements.In January 2025, WSDA launched the one-time payment/invoicing feature. This option expedites payments for those applicaitons missing partial or full fees needed to complete the process.In January 2024, WSDA also launched a new database application that streamlines data entry, automates other required data points, and reduces processing times for all applications. Under development in this new application is a daily data exchange between the computer-based testing platform and the application, eliminating the need for data entry, further streamlining application review processes.

Pending applications:

1

Backlog applications:

-99

Explanation:

Pending Dealer Manager application is missing critical information or fees and cannot be approved. This is waiting for the required information or payment to be submitted by the applicant.There is no backlog of Dealer Manager license applications.

Average time between approval and any post-approval condition(s)/step(s):
2
Recommended processing time:
5

Dealer License

Washington State Department of Agriculture

Type: License

Description

ID: 2423

This license is required as an addendum or "endorsement" on a business license for any person or business who distributes any highly toxic, EPA restricted, state restricted, or non-home and garden pesticides.

Legal authority

RCW 17.21 Washington Pesticide Application ActRCW 15.58 Washington Pesticide Control ActWAC 16-228 General Pesticide RulesRCW 19.02 Business License Center Act<https://app.leg.wa.gov/RCW/default.aspx?cite=17.21><https://app.leg.wa.gov/RCW/default.aspx?cite=15.58><https://app.leg.wa.gov/WAC/default.aspx?cite=16-228><https://app.leg.wa.gov/RCW/default.aspx?cite=19.02>

Equity considerations:

None

Costs/Fees

Application fee:

95

Credential fee:

-99

Fee last changed:

11/2021

Comment:

The Dealer license application fee is comprised of \$88 for the application and a required pesticide safety education fee of \$7 for every license. This pesticide safety education fee is transmitted to Washington State University for the purpose of providing a pesticide safety education program to educate and train pesticide licensees and prospective licensees.No penalty fee. The distributor may not operate.

Legal authority for fees:

RCW 15.58.180 Pesticide dealer license - GenerallyRCW 15.58.411 Use of license fees - Pesticide safety education program - Deposit of money collected for civil penaltiesRCW 19.02.110 Business license - System to include additional licensesRCW 15.58.235

Application Information

Application process and form(s):

Electronic through Department of Revenue Business Licensing portal.

Requirements, additional actions, information, or documentation:

See: <https://dor.wa.gov/manage-business/my-dor-help/renew-or-update-business-license#Addstate>

Dependencies, conditions, or requirements:

Business must have a properly licensed Dealer Manager on staff (for in-state Dealers) or in-state Legal Agent (for out-of-state Dealers) and list this information in their application.

Submittal process:

See: <https://dor.wa.gov/manage-business/my-dor-help/renew-or-update-business-license#Addstate>

Application/Submittal last updated:

Unknown

Review/Approval time:

It is unknown how long the Department of Revenue side of the process takes.Once an application for the Dealer license (aka Pesticide Dealer Endorsement on a business license) is submitted to Department of Revenue, we may see it through the Business Licensing portal. If all required information is submitted, WSDA staff review the application, assure a licensed Dealer Manager or required Legal Agent is provided, then update the Pesticide Dealer Endorsement to Active. This may take 2 to 3 business days.If Dealer Manager or Legal Agent is not provided, this process can take longer.

Valid duration:

Approval of Dealer license (aka Pesticide Dealer Endorsement) expires upon expiration of the business license.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act, if the application submitted is complete.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

0

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

2

Demonstration and Research Applicator

Washington State Department of Agriculture

Type: License

ID: 2424

Description

This license is required for individuals who use or supervise the use of any restricted or experimental use pesticide on small experimental plots for research purposes. A public employee performing research applications fall under the licensing requirements of the Public Operator.

Legal authority

RCW 17.21 Washington Pesticide Application ActRCW 15.58 Washington Pesticide Control ActWAC 16-228 General Pesticide Rules40 CFR 171 Certification of Pesticide ApplicatorsWashington State Plan for the Certification of Pesticide Applicators<https://app.leg.wa.gov/RCW/default.aspx?cite=17.21><https://app.leg.wa.gov/RCW/default.aspx?cite=15.58>

<https://app.leg.wa.gov/WAC/default.aspx?cite=16-228><https://www.ecfr.gov/current/title-40/chapter-I/subchapter-E/part-171><https://www.epa.gov/pesticide-worker-safety/certification-standards-pesticide-applicators>

Equity considerations:

Six of the 33 licensing exams are available in Spanish. Pesticide labels are entirely or partially in English, so the label interpretation portion of all exams are only available in English. Federal (40 CFR 171) and state (RCW 17.21) require applicants have the ability to independently read and understand exams and associated pesticide labeling. To provide assistance to Spanish-speaking applicants and licensees, 4 of the 11 program staff are bilingual and are available to assist customers. Many of the webpages outlining upcoming requirements affecting pesticide license holders are available in English and Spanish, including recorded webinar videos. Available here: <https://agr.wa.gov/services/licenses-permits-and-certificates/pesticide-license-and-recertification/pesticide-and-spi-licensing/pesticide-licensing-webinars/certification-training-updates> Upon request and pending type of request, accommodations such as more time, independent testing, and earplugs can be approved, if possible. State rules (WAC 16-228) does state that reading of exams by an individual other than the applicant is not permitted. In August 2024, the program initiated the process for establishing an accommodations request policy and process and is working with agency policy staff and State Attorney General.

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

11/2021

Comment:

The Demonstration and Research Applicator license application fee is comprised of \$43 for the application and a required pesticide safety education fee of \$7 for every license. This pesticide safety education fee is transmitted to Washington State University for the purpose of providing a pesticide safety education program to educate and train pesticide licensees and prospective licensees. A \$43 penalty fee is assessed if renewal is received after January 1st of the renewal year. The licensee may sign an attestation stating they did not perform work requiring their pesticide license to be exempt from the penalty fee. A license card is issued for each new license and duplicate cards are issued upon request. No fee is charged.

Legal authority for fees:

RCW 17.21.129 Demonstration and research license - Fees - RequirementsRCW 17.21.280 Disposition of revenue, enforcement of chapter - Pesticide safety education program - Fee - District course fees, fines, penalties, and forfeituresRCW 17.21.140 Renewal

Application Information

Application process and form(s):

Individuals primarily apply for this license in person at examination sessions or online prior to examinations held via computer-based testing at professional testing centers. Applications may also be submitted electronically or on paper directly to the agency. Application can be accessed from: <https://agr.wa.gov/departments/pesticides-and-fertilizers/forms>. Application is also available in Spanish from this same webpage.

Requirements, additional actions, information, or documentation:

Applicant must qualify for licensure by taking all required certification exams, which vary depending on type of work. Applicant completes application form at exam session, takes required exams, and pays required fees. Applicant must be at least 18 at the time of completing the application. Taking and passing required exams may take one or more exam sessions, which can take months to achieve. Applicant completes new application form at every exam session. The Application Fee is only paid

once per calendar year. Applicant may also qualify for the Demonstration and Research Applicator license through

reciprocation, which is based on the active existing qualifying license from a state with which Washington reciprocates.

Dependencies, conditions, or requirements:

None

Submittal process:

If applicant is applying for the license through examination, they must complete and submit the application form at the examination session (if in-person paper testing) or online prior to examination (if for computer-based testing at professional testing

Application/Submittal last updated:

08/2024

Review/Approval time:

If applicant submits all required information at the time of examination and takes and passes all required exams at that time, applicant can be issued a Demonstration and Research Applicator license within 5 business days. If applicant submits all required information to obtain a license through reciprocation, applicant can be issued a Demonstration and Research Applicator license within 5 days.The 2024 overall average processing time for a new Demonstration and Research Applicator license application, from initial submission to approval, was 1 day. The 2024 overall average processing time for a Demonstration and Research Applicator license renewal application was less than 1 day.

Valid duration:

There are two parts of a Demonstration and Research Applicator license: (1) Certification and (2) Licensure.An individual qualifies for a license through certification - either through taking and passing required exams or reciprocation. Once an individua

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act, if the application submitted is complete.If the application is incomplete, there is no appeal process. The application is not processed.

Analysis

Applications received:

5

Average processing time (all):

2

Average processing time (completed):

1

Legal processing time:

None

Streamlining opportunities:

With the introduction of computer-based testing as an option for new license applicants in August 2024, WSDA offers a faster review and processing times, provided the applicant meets other requirements.In January 2025, WSDA launched the one-time payment/invoicing feature. This option expedites payments for those applicaitons missing partial or full fees needed to complete the process.In January 2024, WSDA also launched a new database application that streamlines data entry, automates other required data points, and reduces processing times for all applications. Under development in this new application is a daily data exchange between the computer-based testing platform and the application, eliminating the need for data entry, further streamlining application review processes.

Pending applications:

0

Explanation:

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

2

Recommended processing time:

5

Limited Private Applicator

Washington State Department of Agriculture

Type: License

Description

ID: 2425

This license is required for individuals who use or supervise the use of restricted use herbicides on non-production agricultural land such as pastures, rangeland, and areas around farm buildings and in mixed rangeland-timber to control noxious weeds. Individuals with this license may not use restricted use insecticides, fungicides, rodenticides, or any aquatic herbicides. This license is only valid in Eastern Washington.

Legal authority

RCW 17.21 Washington Pesticide Application Act RCW 15.58 Washington Pesticide Control Act WAC 16-228 General Pesticide Rules 40 CFR 171 Certification of Pesticide Applicators Washington State Plan for the Certification of Pesticide Applicators <https://app.leg.wa.gov/RCW/default.aspx?cite=17.21> <https://app.leg.wa.gov/RCW/default.aspx?cite=15.58>

<https://app.leg.wa.gov/WAC/default.aspx?cite=16-228> <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-E/part-171> <https://www.epa.gov/pesticide-worker-safety/certification-standards-pesticide-applicators>

Equity considerations:

To provide assistance to Spanish-speaking applicants and licensees, 4 of the 11 program staff are bilingual and are available to assist customers. Many of the webpages outlining upcoming requirements affecting pesticide license holders are available in English and Spanish, including recorded webinar videos. Available here: <https://agr.wa.gov/services/licenses-permits-and-certificates/pesticide-license-and-recertification/pesticide-and-spi-licensing/pesticide-licensing-webinars/certification-training-updates> Upon request and pending type of request, accommodations such as more time, independent testing, and earplugs can be approved, if possible. State rules (WAC 16-228) does state that reading of exams by an individual other than the applicant is not permitted. In August 2024, the program initiated the process for establishing an accommodations request policy and process and is working with agency policy staff and State Attorney General.

Costs/Fees

Application fee:

40

Credential fee:

-99

Fee last changed:

11/2021

Comment:

The Limited Private Applicator license application fee is comprised of \$33 for the application and a required pesticide safety education fee of \$7 for every license. This pesticide safety education fee is transmitted to Washington State University for the purpose of providing a pesticide safety education program to educate and train pesticide licensees and prospective licensees. The Limited Private Applicator license application fee is due every 5 years. A \$33 penalty fee is assessed if renewal is received after January 1st of the renewal year. The licensee may sign an attestation stating they did not perform work requiring their pesticide license to be exempt from the penalty fee. A license card is issued for each new license and duplicate cards are issued upon request. No fee is charged.

Legal authority for fees:

RCW 17.21.126 Private applicator, limited private applicator, or rancher private applicator - Requirements - Application for license - Fees RCW 17.21.280 Disposition of revenue, enforcement of chapter - Pesticide safety education program - Fee - District

Application Information

Application process and form(s):

Individuals primarily apply for this license in person at examination sessions or online prior to examinations held via computer-based testing at professional testing centers. Applications may also be submitted electronically or on paper directly to the agency. Application can be accessed from: <https://agr.wa.gov/departments/pesticides-and-fertilizers/forms>. Application is also available in Spanish from this same webpage.

Requirements, additional actions, information, or documentation:

Applicant must qualify for licensure by taking all required certification exams, which vary depending on type of work. Applicant completes application form at exam session, takes required exams, and pays required fees. Applicant must be at least 18 at the time of completing the application. Taking and passing required exams may take one or more exam sessions, which can take months to achieve. Applicant completes new application form at every exam session. The Application Fee is only paid once per calendar year.

Dependencies, conditions, or requirements:

None

Submittal process:

Applicant must complete and submit the application form at the examination session (if in-person paper testing) or online prior to examination (if for computer-based testing at professional testing centers).

Application/Submittal last updated:

08/2024

Review/Approval time:

If applicant submits all required information at the time of examination and takes and passes all required exams at that time, applicant can be issued a Limited Private Applicator license within 5 days. The 2024 overall average processing time for a new Limited Private Applicator license application, from initial submission to approval, was 3 days. The 2024 overall average processing time for a Limited Private Applicator license renewal application was less than 1 day.

Valid duration:

There are two parts of a Limited Private Applicator license: (1) Certification and (2) Licensure. An individual qualifies for a license through certification - either through taking and passing required exams or reciprocity. Once an individual meets req

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act, if the application submitted is complete. If the application is incomplete, there is no appeal process. The application is not processed.

Analysis

Applications received:

5

Average processing time (all):

3

Average processing time (completed):

2

Legal processing time:

None

Streamlining opportunities:

With the introduction of computer-based testing as an option for new license applicants in August 2024, WSDA offers a faster review and processing times, provided the applicant meets other requirements. In January 2025, WSDA launched the one-time payment/invoicing feature. This option expedites payments for those applications missing partial or full fees needed to complete the process. In January 2024, WSDA also launched a new database application that streamlines data entry, automates other required data points, and reduces processing times for all applications. Under development in this new application is a daily data exchange between the computer-based testing platform and the application, eliminating the need for data entry, further streamlining application review processes.

Pending applications:

0

Explanation:

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

2

Recommended processing time:

5

Private Applicator

Washington State Department of Agriculture

Type: License

ID: 2426

Description

This license is required for individuals who use or supervise the use of restricted use pesticides (RUPs) in the production of an agricultural commodity on land owned or rented by the applicator or the applicator's employer. This license is also required for individuals who apply RUPs if applied without compensation other than for the trading of personal services between producers of agricultural commodities on the land of another person.

Legal authority

RCW 17.21 Washington Pesticide Application ActRCW 15.58 Washington Pesticide Control ActWAC 16-228 General Pesticide Rules40 CFR 171 Certification of Pesticide ApplicatorsWashington State Plan for the Certification of Pesticide Applicators<https://app.leg.wa.gov/RCW/default.aspx?cite=17.21><https://app.leg.wa.gov/RCW/default.aspx?cite=15.58>

<https://app.leg.wa.gov/WAC/default.aspx?cite=16-228><https://www.ecfr.gov/current/title-40/chapter-I/subchapter-E/part-171><https://www.epa.gov/pesticide-worker-safety/certification-standards-pesticide-applicators>

Equity considerations:

Six of the 33 licensing exams are available in Spanish. Pesticide labels are entirely or partially in English, so the label interpretation portion of all exams are only available in English. Federal (40 CFR 171) and state (RCW 17.21) require applicants have the ability to independently read and understand exams and associated pesticide labeling. To provide assistance to Spanish-speaking applicants and licensees, 4 of the 11 program staff are bilingual and are available to assist customers. Many of the webpages outlining upcoming requirements affecting pesticide license holders are available in English and Spanish, including recorded webinar videos. Available here: <https://agr.wa.gov/services/licenses-permits-and-certificates/pesticide-license-and-recertification/pesticide-and-spi-licensing/pesticide-licensing-webinars/certification-training-updates> Upon request and pending type of request, accommodations such as more time, independent testing, and earplugs can be approved, if possible. State rules (WAC 16-228) does state that reading of exams by an individual other than the applicant is not permitted. In August 2024, the program initiated the process for establishing an accommodations request policy and process and is working with agency policy staff and State Attorney General.

Costs/Fees

Application fee:

45

Credential fee:

-99

Fee last changed:

11/2021

Comment:

The Private Applicator license application fee is comprised of \$38 for the application and a required pesticide safety education fee of \$7 for every license. This pesticide safety education fee is transmitted to Washington State University for the purpose of providing a pesticide safety education program to educate and train pesticide licensees and prospective licensees. A \$38 penalty fee is assessed if renewal is received after January 1st of the renewal year. The licensee may sign an attestation stating they did not perform work requiring their pesticide license to be exempt from the penalty fee. If applicant is paying for any other license application fee, the Private Applicator license application fee is waived. A license card is issued for each new license and duplicate cards are issued upon request. No fee is charged.

Legal authority for fees:

RCW 17.21.126 Private applicator, limited private applicator, or rancher private applicator - Requirements - Application for license - FeesRCW 17.21.280 Disposition of revenue, enforcement of chapter - Pesticide safety education program - Fee - District

Application Information

Application process and form(s):

Individuals primarily apply for this license in person at examination sessions or online prior to examinations held via computer-based testing at professional testing centers. Applications may also be submitted electronically or on paper directly to the agency. Application can be accessed from: <https://agr.wa.gov/departments/pesticides-and-fertilizers/forms>. Application is also available in Spanish from this same webpage.

Requirements, additional actions, information, or documentation:

Applicant must qualify for licensure by taking all required certification exams, which vary depending on type of work. Applicant completes application form at exam session, takes required exams, and pays required fees. Applicant must be at least

18 at the time of completing the application. Taking and passing required exams may take one or more exam sessions, which

can take months to achieve. Applicant completes new application form at every exam session. The Application Fee is only paid once per calendar year. Applicant may also qualify for the Private Applicator license through reciprocity, which is based on the active existing qualifying license from a state with which Washington reciprocates.

Dependencies, conditions, or requirements:

None

Submittal process:

If applicant is applying for the license through examination, they must complete and submit the application form at the examination session (if in-person paper testing) or online prior to examination (if for computer-based testing at professional testing

Application/Submittal last updated:

08/2024

Review/Approval time:

If applicant submits all required information at the time of examination and takes and passes all required exams at that time, applicant can be issued a Private Applicator license within 5 business days. If applicant submits all required information to obtain a license through reciprocity, applicant can be issued a Private Applicator license within 5 days. The 2024 overall average processing time for a new Private Applicator license application, from initial submission to approval, was 5 days. The 2024 overall average processing time for a Private Applicator license renewal application was 4 days.

Valid duration:

There are two parts of a Private Applicator license: (1) Certification and (2) Licensure. An individual qualifies for a license through certification - either through taking and passing required exams or reciprocity. Once an individual meets requirement

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act, if the application submitted is complete. If the application is incomplete, there is no appeal process. The application is not processed.

Analysis

Applications received:

970

Average processing time (all):

5

Average processing time (completed):

3

Legal processing time:

None

Streamlining opportunities:

With the introduction of computer-based testing as an option for new license applicants in August 2024, WSDA offers a faster review and processing times, provided the applicant meets other requirements. In January 2025, WSDA launched the one-time payment/invoicing feature. This option expedites payments for those applications missing partial or full fees needed to complete the process. In January 2024, WSDA also launched a new database application that streamlines data entry, automates other required data points, and reduces processing times for all applications. Under development in this new application is a daily data exchange between the computer-based testing platform and the application, eliminating the need for data entry, further streamlining application review processes.

Pending applications:

15

Backlog applications:

-99

Explanation:

Pending Private Applicator license applications are missing critical information or fees and cannot be approved. This is waiting for the required information or payment to be submitted by the applicant. There is no backlog of Private Applicator license a

Average time between approval and any post-approval condition(s)/step(s):

2

Recommended processing time:

5

Private Commercial Applicator

Washington State Department of Agriculture

Type: License

ID: 2427

Description

This license is required for individuals who use or supervise the use of restricted use pesticides (RUPs) on their own or their employer's property for a purpose other than the production of an agricultural commodity.

Legal authority

RCW 17.21 Washington Pesticide Application ActRCW 15.58 Washington Pesticide Control ActWAC 16-228 General Pesticide Rules40 CFR 171 Certification of Pesticide ApplicatorsWashington State Plan for the Certification of Pesticide Applicators<https://app.leg.wa.gov/RCW/default.aspx?cite=17.21><https://app.leg.wa.gov/RCW/default.aspx?cite=15.58>

<https://app.leg.wa.gov/WAC/default.aspx?cite=16-228><https://www.ecfr.gov/current/title-40/chapter-I/subchapter-E/part-171><https://www.epa.gov/pesticide-worker-safety/certification-standards-pesticide-applicators>

Equity considerations:

Six of the 33 licensing exams are available in Spanish. Pesticide labels are entirely or partially in English, so the label interpretation portion of all exams are only available in English. Federal (40 CFR 171) and state (RCW 17.21) require applicants have the ability to independently read and understand exams and associated pesticide labeling. To provide assistance to Spanish-speaking applicants and licensees, 4 of the 11 program staff are bilingual and are available to assist customers. Many of the webpages outlining upcoming requirements affecting pesticide license holders are available in English and Spanish, including recorded webinar videos. Available here: <https://agr.wa.gov/services/licenses-permits-and-certificates/pesticide-license-and-recertification/pesticide-and-spi-licensing/pesticide-licensing-webinars/certification-training-updates> Upon request and pending type of request, accommodations such as more time, independent testing, and earplugs can be approved, if possible. State rules (WAC 16-228) does state that reading of exams by an individual other than the applicant is not permitted. In August 2024, the program initiated the process for establishing an accommodations request policy and process and is working with agency policy staff and State Attorney General.

Costs/Fees

Application fee:

45

Credential fee:

-99

Fee last changed:

11/2021

Comment:

The Private Commercial Applicator license application fee is comprised of \$38 for the application and a required pesticide safety education fee of \$7 for every license. This pesticide safety education fee is transmitted to Washington State University for the purpose of providing a pesticide safety education program to educate and train pesticide licensees and prospective licensees. A \$38 penalty fee is assessed if renewal is received after January 1st of the renewal year. The licensee may sign an attestation stating they did not perform work requiring their pesticide license to be exempt from the penalty fee. A license card is issued for each new license and duplicate cards are issued upon request. No fee is charged.

Legal authority for fees:

RCW 17.21.122 Private-commercial pesticide applicator license - RequirementsRCW 17.21.280 Disposition of revenue, enforcement of chapter - Pesticide safety education program - Fee - District course fees, fines, penalties, and forfeituresRCW 17.21.140 Re

Application Information

Application process and form(s):

Individuals primarily apply for this license in person at examination sessions or online prior to examinations held via computer-based testing at professional testing centers. Applications may also be submitted electronically or on paper directly to the agency. Application can be accessed from: <https://agr.wa.gov/departments/pesticides-and-fertilizers/forms>. Application is also available in Spanish from this same webpage.

Requirements, additional actions, information, or documentation:

Applicant must qualify for licensure by taking all required certification exams, which vary depending on type of work. Applicant completes application form at exam session, takes required exams, and pays required fees. Applicant must be at least 18 at the time of completing the application. Taking and passing required exams may take one or more exam sessions, which can take months to achieve. Applicant completes new application form at every exam session. The Application Fee is only paid once per calendar year. Applicant may also qualify for the Private Commercial Applicator license through reciprocity,

which is based on the active existing qualifying license from a state with which Washington reciprocates.

Dependencies, conditions, or requirements:

None

Submittal process:

If applicant is applying for the license through examination, they must complete and submit the application form at the examination session (if in-person paper testing) or online prior to examination (if for computer-based testing at professional testing

Application/Submittal last updated:

08/2024

Review/Approval time:

If applicant submits all required information at the time of examination and takes and passes all required exams at that time, applicant can be issued a Private Commercial Applicator license within 5 business days. If applicant submits all required information to obtain a license through reciprocation, applicant can be issued a Private Commercial Applicator license within 5 days.The 2024 overall average processing time for a new Private Commercial Applicator license application, from initial submission to approval, was 4 days. The 2024 overall average processing time for a Private Commercial Applicator license renewal application was 4 days.

Valid duration:

There are two parts of a Private Commercial Applicator license: (1) Certification and (2) Licensure.An individual qualifies for a license through certification - either through taking and passing required exams or reciprocation. Once an individual meets

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act, if the application submitted is complete.If the application is incomplete, there is no appeal process. The application is not processed.

Analysis

Applications received:

170

Average processing time (all):

4

Average processing time (completed):

3

Legal processing time:

None

Streamlining opportunities:

With the introduction of computer-based testing as an option for new license applicants in August 2024, WSDA offers a faster review and processing times, provided the applicant meets other requirements.In January 2025, WSDA launched the one-time payment/invoicing feature. This option expedites payments for those applicaitons missing partial or full fees needed to complete the process.In January 2024, WSDA also launched a new database application that streamlines data entry, automates other required data points, and reduces processing times for all applications. Under development in this new application is a daily data exchange between the computer-based testing platform and the application, eliminating the need for data entry, further streamlining application review processes.

Pending applications:

1

Backlog applications:

-99

Explanation:

Pending Private Commercial Applicator license applications are missing critical information or fees and cannot be approved. This is waiting for the required information or payment to be submitted by the applicant.There is no backlog of Private Commercia

Average time between approval and any post-approval condition(s)/step(s):

2

Recommended processing time:

5

Public Operator

Washington State Department of Agriculture

Type: License

ID: 2428

Description

This license is required for individuals who are employed by a government agency and, while working on public or private property, applies restricted use pesticides by any means or any pesticide using power equipment. Properly licensed Public Operators may act as Public Pest Control Consultants without obtaining the license.

Legal authority

RCW 17.21 Washington Pesticide Application ActRCW 15.58 Washington Pesticide Control ActWAC 16-228 General Pesticide Rules40 CFR 171 Certification of Pesticide ApplicatorsWashington State Plan for the Certification of Pesticide Applicators<https://app.leg.wa.gov/RCW/default.aspx?cite=17.21><https://app.leg.wa.gov/RCW/default.aspx?cite=15.58>

<https://app.leg.wa.gov/WAC/default.aspx?cite=16-228><https://www.ecfr.gov/current/title-40/chapter-I/subchapter-E/part-171><https://www.epa.gov/pesticide-worker-safety/certification-standards-pesticide-applicators>

Equity considerations:

Six of the 33 licensing exams are available in Spanish. Pesticide labels are entirely or partially in English, so the label interpretation portion of all exams are only available in English. Federal (40 CFR 171) and state (RCW 17.21) require applicants have the ability to independently read and understand exams and associated pesticide labeling. To provide assistance to Spanish-speaking applicants and licensees, 4 of the 11 program staff are bilingual and are available to assist customers. Many of the webpages outlining upcoming requirements affecting pesticide license holders are available in English and Spanish, including recorded webinar videos. Available here: <https://agr.wa.gov/services/licenses-permits-and-certificates/pesticide-license-and-recertification/pesticide-and-spi-licensing/pesticide-licensing-webinars/certification-training-updates> Upon request and pending type of request, accommodations such as more time, independent testing, and earplugs can be approved, if possible. State rules (WAC 16-228) does state that reading of exams by an individual other than the applicant is not permitted. In August 2024, the program initiated the process for establishing an accommodations request policy and process and is working with agency policy staff and State Attorney General.

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

11/2021

Comment:

The Public Operator license application fee is comprised of \$43 for the application and a required pesticide safety education fee of \$7 for every license. This pesticide safety education fee is transmitted to Washington State University for the purpose of providing a pesticide safety education program to educate and train pesticide licensees and prospective licensees. A \$43 penalty fee is assessed if renewal is received after January 1st of the renewal year. The licensee may sign an attestation stating they did not perform work requiring their pesticide license to be exempt from the penalty fee. A license card is issued for each new license and duplicate cards are issued upon request. No fee is charged.

Legal authority for fees:

RCW 17.21.220 Application of chapter to governmental entities - Public operator license required - Exemption - LiabilityRCW 17.21.280 Disposition of revenue, enforcement of chapter - Pesticide safety education program - Fee - District course fees, fines,

Application Information

Application process and form(s):

Individuals primarily apply for this license in person at examination sessions or online prior to examinations held via computer-based testing at professional testing centers. Applications may also be submitted electronically or on paper directly to the agency. Application can be accessed from: <https://agr.wa.gov/departments/pesticides-and-fertilizers/forms>. Application is also available in Spanish from this same webpage.

Requirements, additional actions, information, or documentation:

Applicant must qualify for licensure by taking all required certification exams, which vary depending on type of work. Applicant completes application form at exam session, takes required exams, and pays required fees. Applicant must be at least 18 at the time of completing the application. Taking and passing required exams may take one or more exam sessions, which can take months to achieve. Applicant completes new application form at every exam session. The Application Fee is only paid

once per calendar year. Applicant may also qualify for the Public Operator license through reciprocity, which is based on

the active existing qualifying license from a state with which Washington reciprocates.

Dependencies, conditions, or requirements:

None

Submittal process:

If applicant is applying for the license through examination, they must complete and submit the application form at the examination session (if in-person paper testing) or online prior to examination (if for computer-based testing at professional testing

Application/Submittal last updated:

08/2024

Review/Approval time:

If applicant submits all required information at the time of examination and takes and passes all required exams at that time, applicant can be issued a Public Operator license within 5 business days. If applicant submits all required information to obtain a license through reciprocation, applicant can be issued a Public Operator license within 5 days.The 2024 overall average processing time for a new Public Operator license application, from initial submission to approval, was 5 days. The 2024 overall average processing time for a Public Operator license renewal application was 3 days.

Valid duration:

There are two parts of a Public Operator license: (1) Certification and (2) Licensure.An individual qualifies for a license through certification - either through taking and passing required exams or reciprocation. Once an individual meets requirements f

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act, if the application submitted is complete.If the application is incomplete, there is no appeal process. The application is not processed.

Analysis

Applications received:

1547

Average processing time (all):

5

Average processing time (completed):

2

Legal processing time:

None

Streamlining opportunities:

With the introduction of computer-based testing as an option for new license applicants in August 2024, WSDA offers a faster review and processing times, provided the applicant meets other requirements.In January 2025, WSDA launched the one-time payment/invoicing feature. This option expedites payments for those applicaitons missing partial or full fees needed to complete the process.In January 2024, WSDA also launched a new database application that streamlines data entry, automates other required data points, and reduces processing times for all applications. Under development in this new application is a daily data exchange between the computer-based testing platform and the application, eliminating the need for data entry, further streamlining application review processes.

Pending applications:

8

Backlog applications:

-99

Explanation:

Pending Public Operator license applications are missing critical information or fees and cannot be approved. This is waiting for the required information or payment to be submitted by the applicant.There is no backlog of Public Operator license applica

Average time between approval and any post-approval condition(s)/step(s):

2

Recommended processing time:

5

Public Pest Control Consultant

Washington State Department of Agriculture

Type: License

ID: 2429

Description

This license is required for individuals employed by a government agency and provides technical advice to the users of non-home and garden pesticides. Properly licensed Public Operators may act as Public Pest Control Consultants without obtaining the license.

Legal authority

RCW 17.21 Washington Pesticide Application ActRCW 15.58 Washington Pesticide Control ActWAC 16-228 General Pesticide Rules40 CFR 171 Certification of Pesticide ApplicatorsWashington State Plan for the Certification of Pesticide Applicators<https://app.leg.wa.gov/RCW/default.aspx?cite=17.21><https://app.leg.wa.gov/RCW/default.aspx?cite=15.58>

<https://app.leg.wa.gov/WAC/default.aspx?cite=16-228><https://www.ecfr.gov/current/title-40/chapter-I/subchapter-E/part-171><https://www.epa.gov/pesticide-worker-safety/certification-standards-pesticide-applicators>

Equity considerations:

Six of the 33 licensing exams are available in Spanish. Pesticide labels are entirely or partially in English, so the label interpretation portion of all exams are only available in English. Federal (40 CFR 171) and state (RCW 17.21) require applicants have the ability to independently read and understand exams and associated pesticide labeling. To provide assistance to Spanish-speaking applicants and licensees, 4 of the 11 program staff are bilingual and are available to assist customers. Many of the webpages outlining upcoming requirements affecting pesticide license holders are available in English and Spanish, including recorded webinar videos. Available here: <https://agr.wa.gov/services/licenses-permits-and-certificates/pesticide-license-and-recertification/pesticide-and-spi-licensing/pesticide-licensing-webinars/certification-training-updates> Upon request and pending type of request, accommodations such as more time, independent testing, and earplugs can be approved, if possible. State rules (WAC 16-228) does state that reading of exams by an individual other than the applicant is not permitted. In August 2024, the program initiated the process for establishing an accommodations request policy and process and is working with agency policy staff and State Attorney General.

Costs/Fees

Application fee:

50

Credential fee:

-99

Fee last changed:

11/2021

Comment:

The Public Pest Control Consultant license application fee is comprised of \$43 for the application and a required pesticide safety education fee of \$7 for every license. This pesticide safety education fee is transmitted to Washington State University for the purpose of providing a pesticide safety education program to educate and train pesticide licensees and prospective licensees. A \$43 penalty fee is assessed if renewal is received after January 1st of the renewal year. The licensee may sign an attestation stating they did not perform work requiring their pesticide license to be exempt from the penalty fee. A license card is issued for each new license and duplicate cards are issued upon request. No fee is charged.

Legal authority for fees:

RCW 15.58.220 Public pest control consultant licenseRCW 15.58.411 Use of license fees - Pesticide safety education program - Deposit of money collected for civil penaltiesRCW 15.58.235 Renewal of licenses - Delinquency<https://app.leg.wa.gov/RCW/default>

Application Information

Application process and form(s):

Individuals primarily apply for this license in person at examination sessions or online prior to examinations held via computer-based testing at professional testing centers. Applications may also be submitted electronically or on paper directly to the agency. Application can be accessed from: <https://agr.wa.gov/departments/pesticides-and-fertilizers/forms>. Application is also available in Spanish from this same webpage.

Requirements, additional actions, information, or documentation:

Applicant must qualify for licensure by taking all required certification exams, which vary depending on type of work. Applicant completes application form at exam session, takes required exams, and pays required fees. Applicant must be at least 18 at the time of completing the application. Taking and passing required exams may take one or more exam sessions, which can take months to achieve. Applicant completes new application form at every exam session. The Application Fee is only paid

once per calendar year. Applicant may also qualify for the Public Pest Control Consultant license through reciprocity,

which is based on the active existing qualifying license from a state with which Washington reciprocates.

Dependencies, conditions, or requirements:

None

Submittal process:

If applicant is applying for the license through examination, they must complete and submit the application form at the examination session (if in-person paper testing) or online prior to examination (if for computer-based testing at professional testing

Application/Submittal last updated:

08/2024

Review/Approval time:

If applicant submits all required information at the time of examination and takes and passes all required exams at that time, applicant can be issued a Public Pest Control Consultant license within 5 business days. If applicant submits all required information to obtain a license through reciprocation, applicant can be issued a Public Pest Control Consultant license within 5 days.The 2024 overall average processing time for a new Public Operator license application, from initial submission to approval, was 1 day. The 2024 overall average processing time for a Public Pest Control Consultant license renewal application was 3 days.

Valid duration:

There are two parts of a Public Pest Control Consultant license: (1) Certification and (2) Licensure.An individual qualifies for a license through certification - either through taking and passing required exams or reciprocation. Once an individual meets

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act, if the application submitted is complete.If the application is incomplete, there is no appeal process. The application is not processed.

Analysis

Applications received:

6

Average processing time (all):

2

Average processing time (completed):

1

Legal processing time:

None

Streamlining opportunities:

With the introduction of computer-based testing as an option for new license applicants in August 2024, WSDA offers a faster review and processing times, provided the applicant meets other requirements.In January 2025, WSDA launched the one-time payment/invoicing feature. This option expedites payments for those applicaitons missing partial or full fees needed to complete the process.In January 2024, WSDA also launched a new database application that streamlines data entry, automates other required data points, and reduces processing times for all applications. Under development in this new application is a daily data exchange between the computer-based testing platform and the application, eliminating the need for data entry, further streamlining application review processes.

Pending applications:

0

Explanation:

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

2

Recommended processing time:

5

Rancher Private Applicator

Washington State Department of Agriculture

Type: License

ID: 2430

Description

This license is required for individuals who use or supervise the use of restricted use herbicides and rodenticides on non-production agricultural land such as pastures, rangeland, and areas around farm buildings, and on limited production agricultural land where hay and grain are grown for personal use. Individuals with this license may also use restricted use herbicides for noxious weed control. Individuals with this license may not use restricted use insecticides, fungicides, or any aquatic herbicides. This license is only valid in Eastern Washington.

Legal authority

RCW 17.21 Washington Pesticide Application Act RCW 15.58 Washington Pesticide Control Act WAC 16-228 General Pesticide Rules 40 CFR 171 Certification of Pesticide Applicators Washington State Plan for the Certification of Pesticide Applicators <https://app.leg.wa.gov/RCW/default.aspx?cite=17.21> <https://app.leg.wa.gov/RCW/default.aspx?cite=15.58>

<https://app.leg.wa.gov/WAC/default.aspx?cite=16-228> <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-E/part-171> <https://www.epa.gov/pesticide-worker-safety/certification-standards-pesticide-applicators>

Equity considerations:

To provide assistance to Spanish-speaking applicants and licensees, 4 of the 11 program staff are bilingual and are available to assist customers. Many of the webpages outlining upcoming requirements affecting pesticide license holders are available in English and Spanish, including recorded webinar videos. Available here: <https://agr.wa.gov/services/licenses-permits-and-certificates/pesticide-license-and-recertification/pesticide-and-spi-licensing/pesticide-licensing-webinars/certification-training-updates> Upon request and pending type of request, accommodations such as more time, independent testing, and earplugs can be approved, if possible. State rules (WAC 16-228) does state that reading of exams by an individual other than the applicant is not permitted. In August 2024, the program initiated the process for establishing an accommodations request policy and process and is working with agency policy staff and State Attorney General.

Costs/Fees

Application fee:

110

Credential fee:

-99

Fee last changed:

11/2021

Comment:

The Rancher Private Applicator license application fee is comprised of \$103 for the application and a required pesticide safety education fee of \$7 for every license. This pesticide safety education fee is transmitted to Washington State University for the purpose of providing a pesticide safety education program to educate and train pesticide licensees and prospective licensees. The Rancher Private Applicator license application fee is due every 5 years. A \$25 penalty fee is assessed if renewal is received after January 1st of the renewal year. The licensee may sign an attestation stating they did not perform work requiring their pesticide license to be exempt from the penalty fee. A license card is issued for each new license and duplicate cards are issued upon request. No fee is charged.

Legal authority for fees:

RCW 17.21.126 Private applicator, limited private applicator, or rancher private applicator - Requirements - Application for license - Fees RCW 17.21.280 Disposition of revenue, enforcement of chapter - Pesticide safety education program - Fee - District

Application Information

Application process and form(s):

Individuals primarily apply for this license in person at examination sessions or online prior to examinations held via computer-based testing at professional testing centers. Applications may also be submitted electronically or on paper directly to the agency. Application can be accessed from: <https://agr.wa.gov/departments/pesticides-and-fertilizers/forms>. Application is also available in Spanish from this same webpage.

Requirements, additional actions, information, or documentation:

Applicant must qualify for licensure by taking required certification exam. Applicant completes application form at exam session, takes required exams, and pays required fees. Applicant must be at least 18 at the time of completing the application. Taking and passing required exam may take one or more exam sessions, which can take months to achieve. Applicant completes new application form at every exam session. The Application Fee is only paid once per calendar year.

Dependencies, conditions, or requirements:

None

Submittal process:

Applicant must complete and submit the application form at the examination session (if in-person paper testing) or online prior to examination (if for computer-based testing at professional testing centers).

Application/Submittal last updated:

08/2024

Review/Approval time:

If applicant submits all required information at the time of examination and takes and passes all required exams at that time, applicant can be issued a Rancher Private Applicator license within 5 days. The 2024 overall average processing time for a new Rancher Private Applicator license application, from initial submission to approval, was 3 days. The 2024 overall average processing time for a Rancher Private Applicator license renewal application was less than 7 days.

Valid duration:

There are two parts of a Rancher Private Applicator license: (1) Certification and (2) Licensure. An individual qualifies for a license through certification - either through taking and passing required exams or reciprocity. Once an individual meets req

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act, if the application submitted is complete. If the application is incomplete, there is no appeal process. The application is not processed.

Analysis

Applications received:

4

Average processing time (all):

3

Average processing time (completed):

2

Legal processing time:

None

Streamlining opportunities:

With the introduction of computer-based testing as an option for new license applicants in August 2024, WSDA offers a faster review and processing times, provided the applicant meets other requirements. In January 2025, WSDA launched the one-time payment/invoicing feature. This option expedites payments for those applications missing partial or full fees needed to complete the process. In January 2024, WSDA also launched a new database application that streamlines data entry, automates other required data points, and reduces processing times for all applications. Under development in this new application is a daily data exchange between the computer-based testing platform and the application, eliminating the need for data entry, further streamlining application review processes.

Pending applications:

0

Explanation:

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

2

Recommended processing time:

5

Structural Pest Inspector

Washington State Department of Agriculture

Type: License

Description

ID: 2431

This license is required for any individual that conducts complete or specific wood-destroying organism (WDO) inspections.

Complete WDO inspections are performed for the purpose of determining evidence of infestation, damage, or conducive conditions as part of the transfer, exchange, or refinancing of any structure in Washington State. Specific WDO inspections are performed for the purpose of identifying or verifying evidence of a WDO infestation prior to pest management activities. Issuance of an SPI license requires confirmation that the company is legal to do business in Washington State.

For SPI licenses for the purpose of conducting complete WDO inspections, additional requirements such as financial responsibility coverage and business licensing also apply.

Legal authority

RCW 17.21 Washington Pesticide Application Act RCW 15.58 Washington Pesticide Control Act WAC 16-228 General Pesticide Rules 40 CFR 171 Certification of Pesticide Applicators Washington State Plan for the Certification of Pesticide Applicators <https://app.leg.wa.gov/RCW/default.aspx?cite=17.21> <https://app.leg.wa.gov/RCW/default.aspx?cite=15.58>

<https://app.leg.wa.gov/WAC/default.aspx?cite=16-228> <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-E/part-171> <https://www.epa.gov/pesticide-worker-safety/certification-standards-pesticide-applicators>

Equity considerations:

To provide assistance to Spanish-speaking applicants and licensees, 4 of the 11 program staff are bilingual and are available to assist customers. Many of the webpages outlining upcoming requirements affecting pesticide license holders are available in English and Spanish, including recorded webinar videos. Available here: <https://agr.wa.gov/services/licenses-permits-and-certificates/pesticide-license-and-recertification/pesticide-and-spi-licensing/pesticide-licensing-webinars/certification-training-updates> Upon request and pending type of request, accommodations such as more time, independent testing, and earplugs can be approved, if possible. State rules (WAC 16-228) does state that reading of exams by an individual other than the applicant is not permitted. In August 2024, the program initiated the process for establishing an accommodations request policy and process and is working with agency policy staff and State Attorney General.

Costs/Fees

Application fee:

85

Credential fee:

-99

Fee last changed:

11/2021

Comment:

The Structural Pest Inspector license application fee is comprised of \$78 for the application and a required pesticide safety education fee of \$7 for every license. This pesticide safety education fee is transmitted to Washington State University for the purpose of providing a pesticide safety education program to educate and train pesticide licensees and prospective licensees. A \$78 penalty fee is assessed if renewal is received after January 1st of the renewal year. The licensee may sign an attestation stating they did not perform work requiring their pesticide license to be exempt from the penalty fee. If applicant is paying for a Commercial Applicator or Commercial Operator license, the Structural Pest Inspector license application fee is waived. A license card is issued for each new license and duplicate cards are issued upon request. No fee is charged.

Legal authority for fees:

RCW 15.58.205 Structural pest inspector licenses - Required - Exemptions RCW 15.58.411 Use of license fees - Pesticide safety education program - Deposit of money collected for civil penalties RCW 15.58.235 Renewal of licenses - Delinquency <https://app.l>

Application Information

Application process and form(s):

Individuals primarily apply for this license in person at examination sessions or online prior to examinations held via computer-based testing at professional testing centers. Applications may also be submitted electronically or on paper directly to the agency. Application can be accessed from: <https://agr.wa.gov/departments/pesticides-and-fertilizers/forms>. Application is also available in Spanish from this same webpage.

Requirements, additional actions, information, or documentation:

Applicant must qualify for licensure by taking required certification exam. Applicant completes application form at exam session, takes required exams, and pays required fees. Applicant must be at least 18 at the time of completing the application. Taking and passing required exam may take one or more exam sessions, which can take months to achieve. Applicant completes new application form at every exam session. The Application Fee is only paid once per calendar year.

Dependencies, conditions, or requirements:

Applicant for a Structural Pest Inspector license must also meet other requirements. Company requirements: (1) Must have and produce their Uniform Business Identifier number for the company. The company must be in good standing with the Department of Revenue. (2) Must have and produce active proof of financial responsibility in the form of insurance (liability and property damage) or surety bond. This proof of financial responsibility must be provided directly from the company's insurance agent. Individual requirement for those conducting complete inspections: Must be listed as an employee of a licensed Structural Pest Inspector company. Individual requirement for those conducting specific inspections: Must be listed as an employee of a licensed Commercial Applicator company.

Submittal process:

Applicant must complete and submit the application form at the examination session (if in-person paper testing) or online prior to examination (if for computer-based testing at professional testing centers).

Application/Submittal last updated:

08/2024

Review/Approval time:

If applicant submits all required information at the time of examination and takes and passes all required exams at that time, applicant can be issued a Structural Pest Inspector license within 5 business days. If applicant submits all required information to obtain a license through reciprocity, applicant can be issued a Structural Pest Inspector license within 5 days. The 2024 overall average processing time for a new Structural Pest Inspector license application, from initial submission to approval, was 2 days. The 2024 overall average processing time for a Structural Pest Inspector license renewal application was less than 1 day.

Valid duration:

There are two parts of a Public Pest Control Consultant license: (1) Certification and (2) Licensure. An individual qualifies for a license through certification - either through taking and passing required exams or reciprocity. Once an individual meets

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act, if the application submitted is complete. If the application is incomplete, there is no appeal process. The application is not processed.

Analysis

Applications received:

77

Average processing time (all):

5

Average processing time (completed):

2

Legal processing time:

None

Streamlining opportunities:

With the introduction of computer-based testing as an option for new license applicants in August 2024, WSDA offers a faster review and processing times, provided the applicant meets other requirements. In January 2025, WSDA launched the one-time payment/invoicing feature. This option expedites payments for those applications missing partial or full fees needed to complete the process. In January 2024, WSDA also launched a new database application that streamlines data entry, automates other required data points, and reduces processing times for all applications. Under development in this new application is a daily data exchange between the computer-based testing platform and the application, eliminating the need for data entry, further streamlining application review processes.

Average time between approval and any post-approval condition(s)/step(s):

2

Recommended processing time:

5

Pending applications:

5

Backlog applications:

-99

Explanation:

Pending Structural Pest Inspector license applications are missing critical information or fees and cannot be approved. This is waiting for the required information or payment to be submitted by the applicant. There is no backlog of Structural Pest Inspe

Pesticide Registration Certificate

Washington State Department of Agriculture

Type: Other

ID: 2432

Description

Pesticide registration is required to ensure safe and legal distribution of pesticides according to state laws and to protect public health and the environment.

Legal authority

RCW 15.58, <https://agr.wa.gov/departments/pesticides-and-fertilizers/pesticides/pesticide-registration>

Equity considerations:

None

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

11/2021

Comment:

A late fee of \$50 per product will be assessed after January 1 \$650, per product (first year of 2 year registration cycle)-99\$325,per product (1 year registration for companies in second year of their 2-year registration cycle)

Legal authority for fees:

RCW 15.58.070 Pesticide annual registration fee

Application Information

Application process and form(s):

Most labels submitted electronically since ~2018Confidential Statements of Formula accepted via secure upload portal beginning mid-2019 Payment via paper submittal only (USPS, FedEx, etc)Supporting docs including application form may be submitted electronically Online payment portal - PENDING

Requirements, additional actions, information, or documentation:

Applications received in buildings mailroom, opened, and sorted. Payments are delivered to fiscal. Fiscal processes the payments. The batches are returned to reception to be reconciled with the application, and fiscal receipts pinned to the application. The fiscal packets are then put into the Registration Services Inbox to be picked up by Customer Service.

Customer Service fetches the batch and reconciles the received payments/application against the fiscal report, then they are sorted and scanned. Once scanned, the application packets are named and moved to the customer service desk by date. Customer Service then attaches any documentation received electronically and checks the packet for completeness. If the packet is incomplete, they will issue a request for what is missing typically in the form of a Notice of Incomplete Application (NIA) giving the registrant 25 days to respond. If/when the application packet is complete Customer Service enters the application packet into the database, attaches the necessary document, and assigns the application to the Registration Specialist assigned to the company. Registration Specialists review applications for complete, accurate documentation. Federally registered products are compared to EPA-approved master labels, the confidential statement of formula is verified, and all necessary authorizations (supplemental distribution agreements or other letter of authorization) are confirmed on file. State-registered products are reviewed to confirm formulation (ingredients) are allowed for the use, labels conform to state and federal law as applicable, and appropriate label information to protect human health and the environment is present. If additional review is needed (new active ingredients, certain aquatic products, cannabis use), review may be routed to the agency toxicologist or the cannabis specialist prior to approval. Specialists verify payment, review and accept or reject product labels, provide guidance/assistance to registrants to resolve any label issues, and either approve registration or begin regulatory proceedings to deny registration as needed. Upon completion of new product applications, the pesticide registration certificate is issued to the registrant and copies of certificate and label documents are sent to WSU to be added to their database.

Dependencies, conditions, or requirements:

None

Submittal process:

Most labels submitted electronically since ~2018Confidential Statements of Formula accepted via secure upload portal

beginning mid-2019 Payment via paper submittal only (USPS, FedEx, etc) Supporting docs including application form may be submitted elect

Application/Submittal last updated:

Unknown

Review/Approval time:

60 days for complete, accurate applications new application, 30 days for a renewal. (extra time may be required for toxicology, aquatic, or cannabis review)

Valid duration:

Once approved products are registered in a 2 year registration cycle.

Appeal process:

There is no appeal process for the registration services process.

Analysis

Applications received:

1400

Average processing time (all):

41

Average processing time (completed):

24

Legal processing time:

None

Streamlining opportunities:

Program is in the process of developing a new database to streamline the application process and allow for online payment.

Pending applications:

121

Backlog applications:

121

Explanation:

Normal workload

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

Fertilizer Registration Certificate

Washington State Department of Agriculture

Type: Certification

ID: 2433

Description

Fertilizer are registered to ensure safe and legal distribution according to state laws and to protect public health and the environment.

Legal authority

RCW 15.54, WAC 16-228, <https://agr.wa.gov/departments/pesticides-and-fertilizers/fertilizers/product-registration>

Equity considerations:

None

Costs/Fees

Application fee:

150

Credential fee:

-99

Fee last changed:

11/2021

Comment:

A late fee of \$50.00 per product will be assessed after July 1 .

\$150.00 for a 2 year registration cycle.

Legal authority for fees:

RCW 15.54.325 Commercial fertilizer registration—Required for distribution—Application—Fees.

Application Information

Application process and form(s):

Most labels submitted electronically since ~2018 Payment via paper submittal only (USPS, FedEx, etc) Supporting docs including application form may be submitted electronically Online payment portal - PENDING

Requirements, additional actions, information, or documentation:

Applications are received in the buildings mailroom or by reception depending on the delivery method, opened, and sorted. Payments are delivered to reception (if received in the mailroom), where they are received, sorted, and delivered to fiscal. Fiscal processes the payments and creates fiscal stickers for each payment. The batches are returned to reception to be reconciled with the application, and fiscal receipts pinned to the application. The fiscal packets are then put into the Registration Services Inbox to be picked up by Customer Service. Customer Service fetches the batch and reconciles the received payments/application against the fiscal report, then they are sorted and scanned. Once scanned, the application packets are named and moved to the customer service desk by date. Customer Service then attaches any documentation received electronically and checks the packet for completeness. If the packet is incomplete, they will issue a request for what is missing typically in the form of a Notice of Incomplete Application (NIA) giving the registrant 25 days to respond. If/when the application packet is complete Customer Service enters the application packet into the database, attaches the necessary document, and assigns the application to the Registration Specialist assigned to the company. Registration Specialists review applications for complete, accurate documentation. Federally registered products are compared to EPA-approved master labels, the confidential statement of formula is verified, and all necessary authorizations (supplemental distribution agreements or other letter of authorization) are confirmed on file. State-registered products are reviewed to confirm formulation (ingredients) are allowed for the use, labels conform to state and federal law as applicable, and appropriate label information to protect human health and the environment is present. If additional review is needed (new active ingredients, certain aquatic products, cannabis use), review may be routed to the agency toxicologist or the cannabis specialist prior to approval. Specialists verify payment, review and accept or reject product labels, provide guidance/assistance to registrants to resolve any label issues, and either approve registration or begin regulatory proceedings to deny registration as needed.

Upon completion of new product applications, the pesticide registration certificate is issued to the registrant and copies of certificate and label documents are sent to WSU to be added to their database.

Dependencies, conditions, or requirements:

RCW 15.54.325 Commercial fertilizer registration—Required for distribution—Application Identification of those products that are (i) waste-derived fertilizers, (ii) micronutrient fertilizers, or (iii) fertilizer materials containing phosphate; The concentration of each metal, for which standards are established under RCW 15.54.800, this requires identified products, waste derived, micronutrient and products containing phosphate to be reviewed by ECY this can add from 90 to 360 days to the application approval process.

Submittal process:

Most labels submitted electronically since ~2018 Payment via paper submittal only (USPS, FedEx, etc) Supporting docs including application form may be submitted electronically Online payment portal - PENDING

Application/Submittal last updated:

Unknown

Review/Approval time:

The program goal is 60 days for complete, accurate applications new application, 30 days for a renewal. Most are completed in less than 14 days, this does not include products requiring ECY review. According to ECY statute ECY will complete the review in 60 days or less.

Valid duration:

Once approved products are registered in a 2 year registration cycle.

Appeal process:

There is no appeal process for the registration services process, the registration is approved if void or withdrawn by applicant. If heavy metal review is rejected by ECY the applicant may appeal through ECY.

Analysis

Applications received:

930

Average processing time (all):

20

Average processing time (completed):

10

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

15

Legal processing time:

RCW 15.54 820 Within sixty days of receiving the completed application, the department of ecology shall advise the department as to whether the application complies with the requirements of subsections (1) and (2) of this section. In making a determination

Streamlining opportunities:

To reduce the application review time the RCW 15.54 820 will need to be revised to the national standard . 15 days from receipt of a completed application that does not require Ecology review. WSDA has no control over timelines required by statute for Ecology and not currently being met.

Pending applications:

145

Explanation:

unknown, this is dependent on ECY

Backlog applications:

145

Bulk Distribution License. This is an endorsement to the master business license, the license in held by the Department of revenue.

Washington State Department of Agriculture

Type: License

Description

ID: 2434

A bulk fertilizer distribution license in Washington state is an annual endorsement that allows a business to distribute bulk commercial fertilizer. The license is required for each facility that distributes bulk fertilizer

Legal authority

Chapter 19.02 RCW <https://dor.wa.gov/manage-business/state-endorsements/bulk-fertilizer-distributor>

Equity considerations:

None

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

11/2021

Comment:

Legal authority for fees:

RCW 15.54 Bulk Fertilizer Distribution Fee

Application Information

Application process and form(s):

Supporting docs including application form may be submitted electronically

Requirements, additional actions, information, or documentation:

Business information filled out and submitted

Dependencies, conditions, or requirements:

Submittal process:

Online

Application/Submittal last updated:

Unknown

Review/Approval time:

5 days once complete application is received

Valid duration:

Annual

Appeal process:

There is no appeal process, the endorsement is approved if void or withdrawn by applicant.

Analysis

Applications received:

548

Average processing time (all):

10

Average processing time (completed):

Average time between approval and any post-approval condition(s)/step(s):

5

Recommended processing time:

5

5

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

-99

Backlog applications:

-99

Explanation:

unknown

Hemp Producer License

Washington State Department of Agriculture

Type: License

Description

ID: 2435

The purpose of the Hemp Producer License is to ensure Washington State's Hemp Producer's are following the laws and guidelines provided by the United State's Department of Agriculture. The license allows hemp producers to grow hemp, that is then sampled by WSDA inspectors. Those samples are tested, and the results are delivered to the USDA.

Legal authority

RCW 15.140 in accordance with the Agricultural Improvement Act of 2018

Equity considerations:

Some farmers feel that the regulations, because they are lower barrier than a Washington State Cannabis Producer license, provide more opportunities for equity in the cannabis market. Other stakeholders feel that the 1200 licensing fee and testing requirements are a burden that inhibits equity.

Costs/Fees

Application fee:

1200

Credential fee:

-99

Fee last changed:

01/2022

Comment:

\$1200 annual license fee, to maintain licensing software and staffing necessary to organize inspections and deliver data to the USDA. Additional costs include a hemp inspection cost, testing fees.

Legal authority for fees:

Chapter 15.140.060 <https://app.leg.wa.gov/RCW/default.aspx?cite=15.140&full=true>

Application Information

Application process and form(s):

electronic

Requirements, additional actions, information, or documentation:

Requires doing an online WATCH patrol background check and uploading the .pdf results to an online platform, with business or individual information, growing locations, key participants in the business, and a signing of acknowledgements.

Dependencies, conditions, or requirements:

Must not have had any felonies in the last ten years.

Submittal process:

Online submission

Application/Submittal last updated:

01/2022

Review/Approval time:

30 days

Valid duration:

The license period is January 1 through 4/30 of the following year

Appeal process:

None

Analysis

Applications received:

39

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None

Streamlining opportunities:

The software sometimes challenges farmers, that is likely the biggest barrier to completion.

Pending applications:

0

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

30

F&V Controlled Atmosphere

Washington State Department of Agriculture

Type: License

ID: 2436

Description

An F&V Controlled Atmosphere license is a license to operate a controlled atmosphere warehouse.

Legal authority

RCW 15.30 <https://app.leg.wa.gov/rcw/default.aspx?cite=15.30>

Equity considerations:

None

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

06/2015

Comment:

\$5.00 per room with a minimum of \$25.00 for 5 rooms or less

For renewals, if application is not received prior to September 1st, a penalty of \$2.50 shall be assessed and be added to the original fee

Legal authority for fees:

RCW 15.30 <https://app.leg.wa.gov/rcw/default.aspx?cite=15.30>
<https://app.leg.wa.gov/wac/default.aspx?cite=16-450-020>

WAC 16-450-020

Application Information

Application process and form(s):

Paper and/or Electronic

Requirements, additional actions, information, or documentation:

Renewal notice and application is provided to applicant. Applicant completes renewal form and returns application to WSDA Regional Office. Administrative staff processes application via Certificate of Compliance website (C2P2). Copy of processed application generated in C2P2 is provided to applicant.

Dependencies, conditions, or requirements:

Submittal process:

Submit application to the nearest inspection office or by mail. Renewal applications are sent automatically to current licensees every July.

Application/Submittal last updated:

01/2015

Review/Approval time:

No more than 10 minutes per application

Valid duration:

The license period is September 1 through August 31st of each year

Appeal process:

None

Analysis

Applications received:

43

Average processing time (all):

2

Average processing time (completed):

1

Legal processing time:

None

Streamlining opportunities:

Move to electronic to expedite time between customer completing application and delivering to office and/or mailing.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

F&V Shipping Permit

Washington State Department of Agriculture

Type: Permit

Description

ID: 2437

A shipping permit is a document attesting that fruits or vegetables are known to be in compliance with the standards of WSDA fruit and vegetable inspections.

Legal authority

RCW 15.17 <https://app.leg.wa.gov/RCW/default.aspx?cite=15.17> WAC 16-461
<https://app.leg.wa.gov/wac/default.aspx?cite=16-461>

Equity considerations:

None

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

01/2015

Comment:

Certified Commodity, No ChargeNon-certified Commodity, 0.12333 per CWT. but not less than \$5.00

Legal authority for fees:

WAC 16-390-150 <https://app.leg.wa.gov/WAC/default.aspx?cite=16-390>

Application Information

Application process and form(s):

Paper and/or Electronic

Requirements, additional actions, information, or documentation:

Request for inspection provided by applicant. WSDA inspection staff reviews, inspects, and creates shipping permit via WSDA's Certificate of Compliance website (C2P2).

Dependencies, conditions, or requirements:

Must meet inspection requirements prior to shipping permit being issued

Submittal process:

Application is submitted through FA2, if FA2 is unavailable applicant completes paper application and gives to the inspector on-site.

Application/Submittal last updated:

01/2018

Review/Approval time:

One day

Valid duration:

No Expiration

Appeal process:

None

Analysis

Applications received:

8398

Average processing time (all):

**Average time between
approval and any post-
approval
condition(s)/step(s):**

1

0

Average processing time (completed):

1

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

0

Explanation:

Backlog applications:

0

Recommended processing time:

1

Grain Dealer License

Washington State Department of Agriculture

Type: License

Description

ID: 2438

Grain dealer" means any person who, through his or her place of business located in the state of Washington, solicits, contracts for, or obtains from a producer, title, possession, or control of any agricultural commodity for purposes of resale, or any person who solicits, contracts for, or obtains from a Washington producer, title, possession, or control of any agricultural commodity for purposes of resale. Exempt grain dealer" means a grain dealer who purchases less than one hundred thousand dollars of covered commodities annually from producers, and operates under the provisions of RCW 22.09.060.

Legal authority

RCW 22.09.055 <https://app.leg.wa.gov/rcw/default.aspx?cite=22.09.055>

Equity considerations:

None

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

06/2012

Comment:

Dealer \$1750.00 Exempt Dealer \$500.00 Application for renewal not received by WSDA before renewal date results in a \$50.00 penalty for first week, \$100.00 per each subsequent week

Legal authority for fees:

RCW 22.09.055 <https://app.leg.wa.gov/rcw/default.aspx?cite=22.09.055>

Application Information

Application process and form(s):

Paper

Requirements, additional actions, information, or documentation:

Customer submits application, program verifies application and payment is made, program issues license

Dependencies, conditions, or requirements:

Per RCW 22.09.060 applicant must submit a bond/certificate of deposit to WSDA before WSDA can approve application. WAC 16-237-025-a bond of not less than fifty thousand dollars nor more than seven hundred fifty thousand dollars shall be required for each dealer license. The bond amount is at a rate of eighteen cents per bushel of licensed storage capacity or six percent of cost of covered commodities purchased from producers whichever is higher.

Submittal process:

Mail/In person

Application/Submittal last updated:

Never

Review/Approval time:

Applications are due by 6/30 annually, processing of applications takes up to five business days

Valid duration:

One Year

Appeal process:

None

Analysis

Applications received:

36

Average processing time (all):

4

Average processing time (completed):

2

Legal processing time:

None

Streamlining opportunities:

Secure website where applications can be submitted, program can review and approve and the customer can submit payment

Pending applications:

0

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

1

Warehouse License

Washington State Department of Agriculture

Type: License

Description

ID: 2439

An application for a license to operate a warehouse

Legal authority

RCW 22.09.050 <https://app.leg.wa.gov/rcw/default.aspx?cite=22.09.050>

Equity considerations:

None

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

06/2012

Comment:

Terminal Warehouse per Section: \$1900, Sub-Terminal per Section, \$1500.00, Country Warehouse per Section \$700.00, Dealer \$1750.00
Application for renewal not received by WSDA before renewal date results in a \$50.00 penalty for first week, \$100.00 per each subsequent week

Legal authority for fees:

RCW 22.09.050 <https://app.leg.wa.gov/rcw/default.aspx?cite=22.09.050>

Application Information

Application process and form(s):

paper

Requirements, additional actions, information, or documentation:

Customer submits application, program verifies application and payment is made, program issues license

Dependencies, conditions, or requirements:

Per RCW 22.09.060 applicant must submit a certificate of insurance to WSDA before WSDA can approve application. WAC 16-237-025-a bond of not less than fifty thousand dollars nor more than seven hundred fifty thousand dollars shall be required for each dealer license. The bond amount is at a rate of eighteen cents per bushel of licensed storage capacity or six percent of cost of covered commodities purchased from producers whichever is higher.

Submittal process:

Mail/In person

Application/Submittal last updated:

Never

Review/Approval time:

The program does not have an identified time frame. Applications are due by 6/30 annually. Once received, they are processed and approved.

Valid duration:

One Year

Appeal process:

None

Analysis

Applications received:

24

Average processing time (all):

4

Average processing time (completed):

2

Legal processing time:

None

Streamlining opportunities:

Secure website where applications can be submitted, program can review and approve and the customer can submit payment

Pending applications:

0

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

1

Conditioning Plant Permit

Washington State Department of Agriculture

Type: Permit

Description

ID: 2440

Under the authority of RCW 15.49.350, a seed conditioning facility must be inspected and approved by the department or its authorized agent prior to conditioning seed in Washington state. Upon approval by the department, a seed conditioning permit is issued and the facility is placed on a list of approved seed conditioning plants. A copy of the list can be obtained by contacting the department seed program.

Legal authority

RCW 15.49.350 <https://app.leg.wa.gov/rcw/default.aspx?cite=15.49.350>
<https://app.leg.wa.gov/WAC/default.aspx?cite=16-302>

WAC 16-302

Equity considerations:

This is a free service for all seed conditioning facilities

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

Legal authority for fees:

None

Application Information

Application process and form(s):

Electronic/PISCES

Requirements, additional actions, information, or documentation:

Applicant completes electronic application, Seed Program reviews application, inspects facility and determines approval

Dependencies, conditions, or requirements:

To obtain department approval for a seed-conditioning permit, the department or its authorized agent conducts an inspection. A facility must show evidence that: (a) Seed for certification is handled in a manner which prevents mixture of lots of seed; (b) The seed conditioning facility is maintained and cleaned. Equipment must be easily accessible for cleaning and inspection, and must be cleaned between lots; (c) Each lot of seed is identified with a lot number; (d) Screenings are disposed of in accordance with chapter 15.49 RCW; and (e) Seed is sampled in accordance with WAC 16-301-095, 16-302-090 and 16-302-091.

Submittal process:

Customer contacts the program to obtain an account in PISCES, then submits application online at <https://fortress.wa.gov/agr/piscs/PlantServices/Login/Login.aspx>

Application/Submittal last updated:

05/2021

Review/Approval time:

Within five business days

Valid duration:

No expiration, permits are reviewed every three years

Appeal process:

None

Analysis

Applications received:

89

Average processing time (all):

4

Average processing time (completed):

2

Legal processing time:

None

Streamlining opportunities:

In 2021 the program migrated from paper to electronic

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

3

Seed Dealer License

Washington State Department of Agriculture

Type: License

Description

ID: 2441

RCW 15.49.380 Dealer's license to distribute seeds. (1) No person may distribute seeds without having obtained a dealer's license for each regular place of business. However, a license is not required of a person who distributes seeds only in sealed packages of eight ounces or less, packed by a seed labeling registrant and bearing the name and address of the registrant. Moreover, a license is not required of any grower selling seeds of his or her own production exclusively. Such seed sold by such grower must be properly labeled as provided in this chapter.

Legal authority

RCW 15.49.380 <https://app.leg.wa.gov/RCW/default.aspx?cite=15.49.380>

Equity considerations:

None

Costs/Fees

Application fee:

-99

Credential fee:

125

Fee last changed:

01/2013

Comment:

Issued through the business licensing system

Legal authority for fees:

RCW 15.49.380

Application Information

Application process and form(s):

Electronic BLS

Requirements, additional actions, information, or documentation:

Applicant completes application through BLS

Dependencies, conditions, or requirements:

N/A

Submittal process:

BLS

Application/Submittal last updated:

Never

Review/Approval time:

N/A

Valid duration:

One year

Appeal process:

None

Analysis

Applications received:

-99

Average processing time (all):

**Average time between
approval and any post-
approval
condition(s)/step(s):**

-99

-99

Average processing time (completed):

-99

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

0

Explanation:

Backlog applications:

0

Recommended processing time:

0

Seed Labeling Permit

Washington State Department of Agriculture

Type: Permit

Description

ID: 2442

No person shall label seed for distribution in this state without having obtained a seed labeling permit. The seed labeling registrant shall be responsible for the label and the seed contents

Legal authority

RCW 15.49.400 <https://app.leg.wa.gov/rcw/default.aspx?cite=15.49.400>

Equity considerations:

None

Costs/Fees

Application fee:

20

Credential fee:

-99

Fee last changed:

01/2022

Comment:

Upon renewal of Seed labeling Permit, initial application fee plus 28 cents per \$100 gross annual dollar sales in excess of \$10,000 of agricultural and/or vegetable seed distributed in this state during the preceding fiscal year, except that no assessment shall be collected Applications for renewal not filed before February first, have an additional fee of 25 percent of the assessment fee or a minimum of \$28, whichever is greater

Legal authority for fees:

WAC 16-303-105 <https://app.leg.wa.gov/WAC/default.aspx?cite=16-303-105>

Application Information

Application process and form(s):

Electronic

Requirements, additional actions, information, or documentation:

Applicant completes electronic application, Seed Program reviews application and determines approval

Dependencies, conditions, or requirements:

Payment received

Submittal process:

Customer contacts the program to obtain an account in PISCES, then submits application online at <https://fortress.wa.gov/agr/pisces/PlantServices/Login/Login.aspx>

Application/Submittal last updated:

05/2021

Review/Approval time:

30 minutes

Valid duration:

One year

Appeal process:

Chapter 34.05 RCW Administrative Procedure Act

Analysis

Applications received:

120

Average processing time (all):

10

Average processing time (completed):

1

Legal processing time:

None

Streamlining opportunities:

In 2021 the program migrated from paper to electronic. Process only exceeds one day when payment is not received with application.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

1

Food Processor License

Washington State Department of Agriculture

Type: License

Description

ID: 2443

Allows the individual or company issued the license at that location to produce the food products listed on the license. Note: a no cost license addendum is needed to produce food types not listed on the license.

Legal authority

RCW 15.130.400, RCW 69.07, 21 CFR, Part 117 and additional regulations as described in the application if the food is a specialty type that would have to meet Acidified, LACF, Bottled Water, Juice HACCP or Seafood HACCP specific requirements.
<https://app.leg.wa.gov/RCW/default.aspx?cite=15.130.400> <https://app.leg.wa.gov/rcw/default.aspx?cite=69.07>
<https://www.ecfr.gov/current/title-21/chapter-I/subchapter-B/part-117>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

10/2015

Comment:

One-year license. Fees are based on gross sales of types of food that WSDA inspects and for which the license is required and issued.
\$0 to \$50,000--\$92 \$50,001 to \$500,000--\$147.00 \$500,001 to 1,000,000--\$262.00 \$1,000,001 to \$5,000,000--\$427.00 \$5,000,001 to \$10,000,000--\$585.00 Greater than 10,000,000--\$862.00

Legal authority for fees:

<https://app.leg.wa.gov/RCW/default.aspx?cite=69.07.040>

Application Information

Application process and form(s):

Application is called Food Processing Plant Application and can be accessed at
http://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2090-Food-Processing-New-License-Application-Rev-4-2019.pdf?/2090-Food-Processing-New-License-Application-Rev-4-2019&_gl=1*1w3f5kx*_ga*MTYxNjIyNDg5Mi4xNTkoMDA0NTU2*_ga_9JCK8SVQPE*MTcoMDQwNTIxOS4xNzEuMS4xNzQwNDA1MjI5LjAuMC4w
The application can be mailed in to the office with payment or it can be emailed to foodsafety@agr.wa.gov. If emailed, the customer can pay online from their FoodPro account.

Requirements, additional actions, information, or documentation:

Receive application and fee, review, ask for corrections or missing information, review, inspect, license is good immediately upon successful inspection with a copy of license to follow.

Dependencies, conditions, or requirements:

We hold the applicant responsible to meet Local county code requirements such as waste water, fire, zoning etc.

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2591. Upon request, application may be emailed to foodsafety@agr.wa.gov. Customers then make online payment from

Application/Submittal last updated:

07/2021

Review/Approval time:

Assuming full staff 8 weeks from submittal of complete application as long as the facility is ready for inspection (we have had applications submitted before the entity broke ground on their facility). Approval includes both review for completeness and a passing inspection of the facility.

Valid duration:

Annual license, expires June 30

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

447

Average processing time (all):

-99

Average processing time (completed):

11

Legal processing time:

None

Streamlining opportunities:

Administrative staff processing the application within the week received. Inspector contacts applicant within 3 days of receiving the application to determine if they are ready for an inspection or are still working on facility. This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

134

Backlog applications:

-99

Explanation:

Reasons for application delays not related to staff include the following: 1) Firms apply for license before facility is complete 2) Applications include products types that can't be covered by license type 3) Applications have errors that need correction

Average time between approval and any post-approval condition(s)/step(s):

39

Recommended processing time:

40

Sanitary Certificate, Food Processing Plant

Washington State Department of Agriculture

Type: Certification

ID: 2444

Description

A sanitary certificate is a notarized statement that a food processing plant has been inspected and approved by the Washington State Department of Agriculture.

Legal authority

RCW 69.07.085, <https://app.leg.wa.gov/RCW/default.aspx?cite=69.07.085>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA certification requirements

Costs/Fees

Application fee:

-99

Credential fee:

75

Fee last changed:

10/2015

Comment:

Fee is per certificate. No limit to the number of certificates a customer may request.

Legal authority for fees:

RCW 69.07.085, <https://app.leg.wa.gov/RCW/default.aspx?cite=69.07.085>

Application Information

Application process and form(s):

Application is called Request for Export Sanitary Certificate and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2089-RequestForExportSanitaryCertificate-Rev-5-2018.pdf?/2089-RequestForExportSanitaryCertificate-Rev-5-2018&_gl=1*nnhqqe*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQxODE1Ni4xNzIuMS4xNzQwNDE4ODA1LjAuMC4w The application can be mailed in to the office with payment or it can be emailed to foodsafety@agr.wa.gov. If emailed, the customer can pay online from their FoodPro account.

Requirements, additional actions, information, or documentation:

Submitted application is processed within 10 days.

Dependencies, conditions, or requirements:

Firm must have a passing inspection within a timeframe set according to program policy for firm risk levels

Submittal process:

Email request to: fssanitarycerts@agr.wa.gov If not paid within 90 days we will not process future certificate applications. Upon request, application may be emailed to foodsafety@agr.wa.gov. Customers then make online payment from a FoodPro account.

Application/Submittal last updated:

07/2021

Review/Approval time:

10 days

Valid duration:

No expiration

Appeal process:

None

Applications received:

4404

Average processing time (all):

-99

Average processing time (completed):

14

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

Explanation:

105

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

14

Food Warehouse License

Washington State Department of Agriculture

Type: License

Description

ID: 2445

Allows the storage and distribution of food. Refrigerated, ambient or frozen or a combination of these options

Legal authority

RCW 15.130, <https://app.leg.wa.gov/RCW/default.aspx?cite=15.130.400> RCW 69.10, <https://app.leg.wa.gov/RCW/default.aspx?cite=69.10.015> Chapter 16-145 WAC, <https://app.leg.wa.gov/WAC/default.aspx?cite=16-145> Chapter 16-168 WAC, <https://app.leg.wa.gov/WAC/default.aspx?cite=16-168&full=true>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements

Costs/Fees

Application fee:

-99

Credential fee:

200

Fee last changed:

10/2015

Comment:

One-year license. 2 fee exemptions allowed, reduction of \$175 if inspected by FDA or the state on FDA contract, we also waive the fee if they have hired an Approved Independent Sanitation Consultant and they provide us with that qualifying inspection report made within the last year

Legal authority for fees:

RCW 69.10.015, <https://app.leg.wa.gov/RCW/default.aspx?cite=69.10.015>

Application Information

Application process and form(s):

Application is called Food Storage Warehouse Application and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2060-Food-Storage-Warehouse-Application-Rev-9-2016.pdf?/2060-Food-Storage-Warehouse-Application-Rev-9-2016&_gl=1*1tn18gv*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQwNTIxOS4xNzEuMS4xNzQwNDA1MjI5LjAuMC4w

Requirements, additional actions, information, or documentation:

Receive application and fee, review application, if complete conduct a licensing inspection. License is immediate upon passing the inspection, copy of license to follow.

Dependencies, conditions, or requirements:

We hold the applicant responsible to meet Local county code requirements such as waste water, fire, zoning etc.

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2591. Upon request, application may be emailed to foodsafety@agr.wa.gov. Alternatively, customers can complete on

Application/Submittal last updated:

06/2023

Review/Approval time:

Assuming full staff 8 weeks from submittal of complete application as long as the facility is ready for inspection (we have had applications submitted before the entity broke ground on their facility)

Valid duration:

Annual, expires March 31

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis**Applications received:**

80

Average processing time (all):

-99

Average processing time (completed):

12

Legal processing time:

None

Streamlining opportunities:

Administrative staff processing application within the week recieved. Inspector contacting applicant within 3 days of receiving the application to determine if they are ready for an inspection or are still working on facility. We are working on a method to prescreen firms so they dont apply before they are ready for licensing. The licensing process is often delayed due to applicants applying before their facility is ready for inspection. This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

17

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

37

Recommended processing time:

40

Explanation:

Staffing shortages have resulted in occasional delays. Reasons for application delays not related to staff include the following: 1) Firms apply for license before facility is complete 2) Firms unresponsive to requests for scheduling the licensing inspec

Cottage Food Permit

Washington State Department of Agriculture

Type: permit

ID: 2446

Description

Allows the home production and sale of shelf stable food products defined in the cottage food law and listed on the application. Food sales are restricted to personal transactions (no use of 3rd party delivery or sales). License Addendum required to add new products and there is a fee for that.

Legal authority

RCW 69.22, <https://app.leg.wa.gov/RCW/default.aspx?cite=69.22&full=true>Chapter 16-149 WAC, <https://app.leg.wa.gov/wac/default.aspx?cite=16-149>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA permitting requirements

Costs/Fees

Application fee:

-99

Credential fee:

355

Fee last changed:

07/2023

Comment:

Two year permit. Covers products/labeling review and both required annual inspections. Additional products can be submitted for review during the permit period with a fee of \$105 (\$30 application, \$75 public health review) If reviewer determines an inspection is needed to approve the new products the cost for that inspection is \$125. During renewal new products can be submitted for review with no extra cost.

Legal authority for fees:

RCW 69.22.030, <https://app.leg.wa.gov/RCW/default.aspx?cite=69.22.030>RCW 69.22.040, <https://app.leg.wa.gov/RCW/default.aspx?cite=69.22.040>

Application Information

Application process and form(s):

Application is called Cottage Food Operation Permit Application Packet and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/509-CottageFoodApplicationPacket-Fillable.pdf?_gl=1*1f37at1*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQwNTIxOS4xNzEuMS4xNzQwNDA1MjI5LjAuMC4w

Requirements, additional actions, information, or documentation:

Receive application and fee, review, corrections if needed, review and inspection. Permit issued as soon as successful virtual inspection is completed and reported to the Olympia office. Per RCW, operation not permitted until permit has been provided by Olympia office to operator. Routine annual inspections are done in person. Permit issued by email (preferred) or by U.S. mail if no email.

Dependencies, conditions, or requirements:

We hold the applicant responsible to meet Local county code requirements such as waste water, fire, zoning etc.

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2591. Payment of fees can be done by check or we can arrange to accept payment online.

Application/Submittal last updated:

08/2023

Review/Approval time:

8 weeks once application is complete

Valid duration:

Good for 2 years from time of license including the remaining days of that month.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

323

Average processing time (all):

-99

Average processing time (completed):

15

Legal processing time:

None

Streamlining opportunities:

Start public health review within 5 working days and contact with applicant. Administrative staff need to process the permit in the review pool weekly after a successful on-site inspection. This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

65

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

45

Recommended processing time:

56

Explanation:

Reasons for application delays not related to staff include the following: 1) Firms apply for license before facility is complete 2) Applications include products types that can't be covered by license type 3) Applications have errors that need correction

Special Poultry Permit

Washington State Department of Agriculture

Type: permit

ID: 2447

Description

Allows the holder to set up temporary slaughter facility to process birds for direct sale to the user. The buyer is really expected to come pick up their birds (whole birds) asap after slaughter and carcass cooling is complete. No 3rd party sales of the birds are allowed. For firms with less than 1000 birds, sold as whole birds only.

Legal authority

RCW 69.07.103, <https://app.leg.wa.gov/RCW/default.aspx?cite=69.07.103> Chapter 16-170 WAC, <https://app.leg.wa.gov/wac/default.aspx?cite=16-170>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA permitting requirements

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2009

Comment:

\$75 fee for one year, \$150 for two year permit

Legal authority for fees:

RCW 69.07.103, <https://app.leg.wa.gov/RCW/default.aspx?cite=69.07.103>

Application Information

Application process and form(s):

Application is called Application for Special Poultry Permit and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/3302-application-for-special-permit-to-slaughter-poultry-rev-5-2012.PDF?/3302-Application-For-Special-Permit-To-Slaughter-Poultry-Rev-5-2012&_gl=1*1jpjg4g*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQwNTIxOS4xNzEuMS4xNzQwNDAlMjI5LjAuMC4w The application can be mailed in to the office with payment or it can be emailed to foodsafety@agr.wa.gov. If emailed, the customer can pay online from their FoodPro account.

Requirements, additional actions, information, or documentation:

Receive permit application and fee, review application, if complete conduct a licensing inspection. Permit is immediate upon passing the inspection, copy of license to follow. Before starting the second year of a 2 year permit the permittee must submit a current water test (current means within 60 days) and 2nd year slaughter dates. All changes to slaughter dates must be reported a week prior to the change.

Dependencies, conditions, or requirements:

We hold the applicant responsible to meet Local county code requirements such as waste water, fire, zoning etc.

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2591. Upon request, application may be emailed to foodsafety@agr.wa.gov. Customers then make online payment from

Application/Submittal last updated:

07/2021

Review/Approval time:

no time listed

Valid duration:

One calendar year or 2 year permit options. Permits not renewable. Firms must submit new applications for later permits.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis**Applications received:**

12

Average processing time (all):

-99

Average processing time (completed):

14

Legal processing time:

None

Streamlining opportunities:

Firms often apply well in advance of when the birds are ready to be slaughtered. Asking firms not to apply so far ahead of the slaughter time. This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

4

Backlog applications:

-99

Explanation:

Staffing shortages have resulted in occasional delays. Reasons for application delays not related to staff include the following: 1) Firms apply for permit months before birds ready for slaughter 2) Firms apply before equipment/facility available for perm

Average time between approval and any post-approval condition(s)/step(s):

55

Recommended processing time:

40

Egg Handler, Dealer License

Washington State Department of Agriculture

Type: Other

Description

ID: 2448

Allows the holder to sell eggs off their property including delivery to individuals, sales from 3rd party locations (stores) and in a location like a farmers market.

Legal authority

RCW. 69.25.050, <https://app.leg.wa.gov/rcw/default.aspx?cite=69.25.050>

Equity considerations:

N/A handled by DOR

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

05/1995

Comment:

\$30 main facility \$15 each additional facility. Fee for egg handler/dealer endorsement paid to Department of Revenue. Fees for egg assessment and egg seals made to the Department of Agriculture. Egg tax is usually paid by affixing egg seals one to each dozen, the egg seals cost \$2.68 for 1000 seals. Large egg producers have other mechanisms to pay this same egg tax. (An assessment not to exceed three mills per dozen eggs entering intrastate commerce, as prescribed by rules and regulations issued by the director.)

Legal authority for fees:

RCW 69.25.250, <https://app.leg.wa.gov/RCW/default.aspx?cite=69.25.250>

Application Information

Application process and form(s):

Applications for the egg handler/dealer endorsement are made with the Department of Revenue.

Requirements, additional actions, information, or documentation:

Attest regarding cage free conditions (if over 3000 laying chickens) pay fee and license is immediate, WSDA follows up with sending the licensee egg handling information and conducting an inspection. Licensee also has to pay the egg assessment described in Column's C and F.

Dependencies, conditions, or requirements:

We hold the applicant responsible to meet Local county code requirements such as waste water, fire, zoning etc. License endorsements are issued by the Department of Revenue. WSDA downloads a report from the DOR database monthly for the current inventory of Egg Handler Dealers licenses. WSDA does not issue licenses for these firms.

Submittal process:

Application submitted to Department of Revenue

Application/Submittal last updated:

unknown

Review/Approval time:

N/A

Valid duration:

annual from date of issuance

Appeal process:

None

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

-99

Backlog applications:

-99

Explanation:

Handled through business licensing system

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

0

Cannabis Infused Edibles

Washington State Department of Agriculture

Type: Other

ID: 2449

Description

Allows businesses to legally manufacture, process, and sell cannabis-infused edibles within Washington state. Required by companies that wish to produce edible products that are infused with cannabis extracts.

Legal authority

RCW 69.07.200, <https://app.leg.wa.gov/RCW/default.aspx?cite=69.07.200> RCW 69.50.325, <https://app.leg.wa.gov/RCW/default.aspx?cite=69.50.325>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements.

Costs/Fees

Application fee:

-99

Credential fee:

895

Fee last changed:

Never

Comment:

Goes toward covering the costs associated with regulating and overseeing the production and sale of CIEs, including costs to process and issue the license and to conduct inspections to ensure the edible products meet health and safety standards, proper labeling and safe production practices. Duration of endorsement coincides with expiration of master business license.

Legal authority for fees:

RCW 69.07.200, <https://app.leg.wa.gov/RCW/default.aspx?cite=69.07.200> Cannabis infused edible endorsement from WSDA is purchased through DOR, renewal coincides with annual renewal of the endorsement holders renewal of their cannabis processor license with

Application Information

Application process and form(s):

Payments for the endorsement are made to the Department of Revenue. The application is submitted to WSDA. It is called Cannabis-Infused Edible Endorsement Application and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2300-CIEApplication.pdf?_gl=1*14citro*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQwNTIxOS4xNzEuMS4xNzQwNDA1MjI5LjAuMC4w The application can be mailed in to the office or it can be emailed to foodsafety@agr.wa.gov

Requirements, additional actions, information, or documentation:

Applicants must meet the same requirements as a food processor license. Steps are receive application, confirm endorsement fees paid via DOR, application review, if complete inspection occurs and if successful the new CIW product is approved, the approval is finished and the applicant reported to WSLCB where they list approved products on their website.

Dependencies, conditions, or requirements:

WSDA reports each CIE edible that is WSDA approved to WSLCB and they list them on their website (There is no further approval process). We hold the applicant responsible to meet Local county code requirements such as waste water, fire, zoning etc.

Submittal process:

Applicants first pay for the license via DOR. Then they download the application and submit it by email at foodsafety@agr.wa.gov or submit by U.S. Mail. Upon request, application may be emailed to foodsafety@agr.wa.gov.

Application/Submittal last updated:

12/2023

Review/Approval time:

Can meet 10 weeks assuming that the firm is actually ready for the inspection (e.g., facility equipment in place, labels available)

and accurate, water test, products appropriate for license type).

Valid duration:

Annual endorsement that coincides with renewal of the cannabis processor license with the business licensing system under chapter 19.02 RCW.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

8

Average processing time (all):

-99

Average processing time (completed):

8

Legal processing time:

None

Streamlining opportunities:

TRS starts public health review within 5 working days and contact with applicant. FSCS makes contact with applicant within 3 days of being assigned the endorsement inspection by their supervisor. This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

5

Backlog applications:

-99

Explanation:

Staffing shortages have resulted in occasional delays. Reasons for application delays not related to staff include the following:1) Firms apply for license before facility is complete2) Applications include products types that can't be covered by licen

Hemp Extract Certification

Washington State Department of Agriculture

Type: Certification

Description

ID: 2450

This voluntary certification enables Washington state hemp processors to comply with other states and countries requirements where hemp extracts intended for use in consumable products must be sourced from a state that regulates hemp extract under as food safety program.

Legal authority

RCW 69.07.220, <https://app.leg.wa.gov/RCW/default.aspx?cite=69.07.220>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA certification requirements.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

Never

Comment:

Voluntary certification good for one year. New application \$1,400, Inspection \$3,000 total for new applicant \$4,400 After initial certificate each annual renewal is \$3000.

Legal authority for fees:

RCW 69.07.220, <https://app.leg.wa.gov/RCW/default.aspx?cite=69.07.220>

Application Information

Application process and form(s):

Application is called Hemp Extract Facility Certification - New Certificate Application and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2360-HempExtractFacilityCertification.pdf?_gl=1*1gxodov*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQwNTIxOS4xNzEuMS4xNzQwNDA1MjI5LjAuMC4w The application can be mailed to the office with payment or it can be emailed to foodsafety@agr.wa.gov. If emailed, the customer can pay online from their FoodPro account.

Requirements, additional actions, information, or documentation:

Complete application submit via FoodPro link (instructions provided for the link) submit electronic payment but if not possible contact Foodsafety@agr.wa.gov for alternat payment methods. Application review, payment confirmation if application is complete schedule inspection license issued with successful inspection. The hemp extract product can immediately be sold only to out of state receivers where the product is legal.

Dependencies, conditions, or requirements:

We hold the applicant responsible to meet Local county code requirements such as waste water, fire, zoning etc.

Submittal process:

Download application submit via FoodPro link (instructions provided for the link in application) submit electronic payment via FoodPro cashiering but if not possible contact Foodsafety@agr.wa.gov for alternate payment method.

Application/Submittal last updated:

12/2021

Review/Approval time:

Not enough historical data to give estimate. Only two applicants ever licensed.

Valid duration:

Expires one year from the date of issuance on the last day of the expiration month.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

2

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

-99

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

28

Explanation:

No backlog applications. Only two applicants ever licensed.

Direct Seller License

Washington State Department of Agriculture

Type: License

Description

ID: 2451

This license allows an entity to (a) Receive prepackaged food from a food processor licensed or inspected, or both, by a state or federal regulatory agency or the department; (b) deliver the food directly to consumers who placed and paid for an order on the entity's website; (c) delivers food without opening the packaging and without dividing it into smaller packages; (d) provides no interim storage; and (e) delivers the food by means of vehicles equipped with either refrigeration or freezer units, or both. A direct seller is not a "carrier".

Legal authority

Chapter 15.130.410 RCW, <https://app.leg.wa.gov/RCW/default.aspx?cite=15.130.410>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements.

Costs/Fees

Application fee:

-99

Credential fee:

5400

Fee last changed:

Never

Comment:

One-year license. Allows the licensee to fill semi-trucks with food and then stop in predetermined (inspectable) locations across the state to deliver it to persons that have pre-purchased the food products online.

Legal authority for fees:

RCW 15.130.410, <https://app.leg.wa.gov/RCW/default.aspx?cite=15.130.410> WAC 16-130-030, <https://app.leg.wa.gov/WAC/default.aspx?cite=16-130-030>

Application Information

Application process and form(s):

Application is called Application for Direct Seller License and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2202-ApplicationForDirectSellerLicense.pdf?/2202-ApplicationForDirectSellerLicense&_gl=1*wy12l7*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQwNTIxOS4xNzEuMS4xNzQwNDA1MjI5LjAuMC4w The application can be mailed to the office with payment or it can be emailed to foodsafety@agr.wa.gov. If emailed, the customer can pay online from their FoodPro account.

Requirements, additional actions, information, or documentation:

(1) All direct sellers must be licensed annually by the department. Licenses expire on December 31st annually (2) Applications for new and renewal licenses must be submitted on the form provided by the department, and must include: A completed application form; The physical address of the business premises within the state of Washington of the direct seller where required records will be maintained; A current list of all leased, rented or owned vehicles, other than vehicles that are rented for less than forty-five days, intended for use within Washington state by the direct seller to deliver food; and An annual license fee of five thousand four hundred dollars. (3) The department will not refund license fees after receipt of a direct seller license or renewal license application.

Dependencies, conditions, or requirements:

Prior to licensing, the department may inspect the vehicles and food handling areas of the direct seller to determine them to be in compliance with the requirements of chapter 15.130 RCW and this rule. Until a license is issued by the department, direct sellers must comply with all applicable permitting requirements contained in food service establishment rules adopted by the state board of health and any local health jurisdiction.

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2591. Upon request, application may be emailed to foodsafety@agr.wa.gov. Customers then make online payment from a

Application/Submittal last updated:

07/2021

Review/Approval time:

Not enough historical data to give estimate. Only two applicants ever licensed.

Valid duration:

Annual, expires December 31

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

2

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

0

Backlog applications:

-99

Explanation:

No backlog applications. Only two applicants ever licensed.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

28

Milk Producer (farm) license

Washington State Department of Agriculture

Type: License

ID: 2452

Description

The license ensures that the milk meets health and safety standards as defined by Washington State in order to sell a Grade A product.

Legal authority

RCW Chapter 15.36.041 <https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.041>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements.

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

Never

Comment:

No License fee. No expiration. Note: A Dairy Assessment of fifty-three and one-half hundredths of one cent per hundredweight is paid by the first milk plant receiving milk for processing which helps support the dairy farm and milk plant regulatory obligations.

Legal authority for fees:

None

Application Information

Application process and form(s):

Application is called Application for a Milk Producer License and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2046-Milk-Producers-Application-Rev-6-2006.pdf?_gl=1*551zlt*_ga*MTYxNjIyNDg5Mi4xNTkoMDA0NTU2*_ga_9JCK8SVQPE*MTcoMDQwNTIxOS4xNzEuMS4xNzQwNDA1MjI5LjAuMC4w

Requirements, additional actions, information, or documentation:

1. Completed application form; 2. Milk Producer License Question Sheet; 3. Water Information Sheet; 4. Farm Layout Diagram; 5. Bulk Tank Location Information; 6. Animal Health Testing Requirements. Facility must pass inspection to meet license requirement. Firm is considered licensed upon successful completion of inspection.

Dependencies, conditions, or requirements:

We hold the applicant responsible to meet Local county code requirements such as waste water, fire, zoning etc.

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2591. Upon request, application may be emailed to foodsafety@agr.wa.gov. Customers then make online payment from a

Application/Submittal last updated:

07/2021

Review/Approval time:

Depending on the completeness of the application the licensing can take 6 weeks.

Valid duration:

no expiration unless firm goes out of business or sells to another operator, non transferable.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the

Analysis**Applications received:**

10

Average processing time (all):

-99

Average processing time (completed):

8

Legal processing time:

None

Streamlining opportunities:

Administrative staff processing application within the week recieved. Inspector contacting applicant within 3 days of receiving the application to determine if they are ready for an inspection or are still working on facility. We are working on a method to prescreen firms so they dont apply before they are ready for licensing. The licensing process is often delayed due to applicants applying before their facility is ready for inspection.

Pending applications:

2

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

26

Recommended processing time:

35

Explanation:

Staffing shortages have resulted in occasional delays. Reasons for application delays not related to staff include the following: 1) Firms apply for license before facility is complete 2) Applications missing information (water test) 3) Firms unresponsive

Milk Processing Plant License

Washington State Department of Agriculture

Type: License

ID: 2453

Description

A milk processing plant license in Washington state allows a business to process milk and milk products for human consumption. The license is required for establishments that pasteurize, aseptically process, or prepare milk for distribution.

The purpose is to: protect public health by ensuring milk and milk products are safe and meet quality standards; allow dairy operations to process milk and milk products; and allow a business to sell raw milk directly to consumers

Legal authority

Chapter 15.36 RCW <https://app.leg.wa.gov/RCW/default.aspx?cite=15.36> Licensed Milk Processors are not required to obtain a "Food Processing License" unless they also manufacture non-milk products such as non-dairy creamers, bottled water, juice drinks, etc. Only one licensing fee will be charged when a Milk Processing Plant also manufactures food products. See chapter 15.16.051 RCW and RCW Chapter 69.07.040 RCW.

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements.

Costs/Fees

Application fee:

-99

Credential fee:

250

Fee last changed:

10/2015

Comment:

One-year license. Note: A Dairy Assessment of fifty-three and one-half hundredths of one cent per hundredweight is paid by the first milk plant receiving milk for processing which helps support the dairy farm and milk plant regulatory obligations.

Legal authority for fees:

None

Application Information

Application process and form(s):

Application is called Milk Processor License Application and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2008-Milk-Plant-Application-Rev-3-2005.pdf?_gl=1*551zlt*_ga*MTYxNjIyNDg5Mi4xNTkoMDA0NTU2*_ga_9JCK8SVQPE*MTcoMDQwNTIiOS4xNzEuMS4xNzQwNDA1MjI5LjAuMC4w The application can be mailed to the office with payment or it can be emailed to foodsafety@agr.wa.gov. If emailed, the customer can pay online from their FoodPro account.

Requirements, additional actions, information, or documentation:

Application form: A completed application form
Water testing: Results of water testing samples
Floor plan: A diagram of the facility's layout
Processing information: Details on how milk is received, stored, processed, and packaged
Labeling: Information on proposed labeling
Animal health: Documentation on the health of the animal herd
Sanitation: A schedule for sanitation
Water supply: Type of water supply and testing requirements
Pasteurizer equipment: Information on pasteurizer equipment
Ingredient list: A list of all ingredients, including their source and how they are received
Distribution: Details on how milk is distributed, including type of transportation. Facility must pass inspection to meet license requirement. Firm is considered licensed upon successful completion of inspection.

Dependencies, conditions, or requirements:

We hold the applicant responsible to meet Local county code requirements such as waste water, fire, zoning etc.

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2592. Upon request, application may be emailed to foodsafety@agr.wa.gov. Customers then make online payment from a

Application/Submittal last updated:

Review/Approval time:

Depending on the completeness of the application the licensing can take 6 weeks

Valid duration:

Annual, expires on June 30

Appeal process:

(2) The department may issue a destruction and disposal order covering any embargoed milk or milk products. The destruction and disposal shall occur at the cost of the owner or custodian.(3) The person to whom the notice of embargo and order prohibiting sale was issued or the person to whom a destruction or disposal order was issued may request an adjudicative proceeding to contest the order.(4) A state court shall not allow the recovery of damages from an administrative action under this section if the court finds there was probable cause for the action.

Analysis

Applications received:

8

Average processing time (all):

-99

Average processing time (completed):

12

Legal processing time:

None

Streamlining opportunities:

Administrative staff processing application within the week recieved. Inspector contacting applicant within 3 days of receiving the application to determine if they are ready for an inspection or are still working on facility. We are working on a method to prescreen firms so they dont apply before they are ready for licensing. The licensing process is often delayed due to applicants applying before their facility is ready for inspection. This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

3

Backlog applications:

-99

Explanation:

Staffing shortages have resulted in occasional delays. Reasons for application delays not related to staff include the following:1) Firms apply for license before facility is complete2) Applications include products types that can't be covered by licen

Average time between approval and any post-approval condition(s)/step(s):

34

Recommended processing time:

40

Dairy Technician License

Washington State Department of Agriculture

Type: License

Description

ID: 2454

A dairy technician license in Washington state allows a person to work with milk and milk products, including taking samples, testing, and operating pasteurizing equipment.

Legal authority

RCW 15.36.071, RCW

15.36.091<https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.071https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.091>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements.

Costs/Fees

Application fee:

25

Credential fee:

25

Fee last changed:

10/2015

Comment:

License is good for 2 years. Allows the holder to collect official dairy samples for assessment to dairy standards also this individual provides for accurate measurement of the milk produced and sold by the farmer.

Legal authority for fees:

RCW 15.36.071, RCW

15.36.091<https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.071https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.091>

Application Information

Application process and form(s):

Application is called Dairy Technician License Application and can be accessed at

https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2080-Dairy-Technician-License-Application-Rev-9-2016.pdf?_gl=1*17gfh5r*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQxODE1Ni4xNzIuMS4xNzQwNDE4MTU5LjAuMC4w The application can be mailed to the office with payment or it can be emailed to foodsafety@agr.wa.gov. If emailed, the customer can pay online from their FoodPro account.

Requirements, additional actions, information, or documentation:

Submit application, take online exam in English or Spanish (immediate results), when written exam is successfully passed a practical exam will be mutually arranged within a couple weeks and if passing license is issued. Applicant considered licensed upon successful written and practical exams with physical license card provided to applicant's employer later.

Dependencies, conditions, or requirements:

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2593. Upon request, application may be emailed to foodsafety@agr.wa.gov. Employers then make online payment from a

Application/Submittal last updated:

12/2023

Review/Approval time:

Depending on how many endorsements are applied for applicant availability the licensing can take 9 weeks.

Valid duration:

Expires on December 31 of odd years

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

25

Average processing time (all):

-99

Average processing time (completed):

9

Legal processing time:

None

Streamlining opportunities:

We initiated an on-line exam to allow applicants to take exam at their liesure and allow the inspector to focus on the practical exam. This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

20

Backlog applications:

-99

Explanation:

Staffing shortages have resulted in occasional delays. Reasons for application delays not related to staff include the following:1) Applicants apply for license before ready for practical and written exams2) Applicants not taking their online written e

Average time between approval and any post-approval condition(s)/step(s):

56

Recommended processing time:

40

Industry Milk Plant Sampler License

Washington State Department of Agriculture

Type: License

Description

ID: 2455

A milk plant sampler license in Washington state allows individuals to collect milk samples from dairy plants and farms for laboratory analysis. It also allows the sampler to contact potential customers to explain the benefits of milk-testing services and assist customers in interpreting sample test results.

Legal authority

RCW 15.36.081, RCW

15.36.091<https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.081><https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.091>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements.

Costs/Fees

Application fee:

25

Credential fee:

25

Fee last changed:

10/2015

Comment:

License is good for 2 years. Allows the holder to collect official dairy samples for assessment to dairy standards.

Legal authority for fees:

RCW 15.36.081, RCW

15.36.091<https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.081><https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.091>

Application Information

Application process and form(s):

Application is called Dairy Technician License Application and can be accessed at

https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2080-Dairy-Technician-License-Application-Rev-9-2016.pdf?_gl=1*17gfh5r*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQxODE1Ni4xNzIuMS4xNzQwNDE4MTU5LjAuMC4w The application can be mailed in to the office with payment or it can be emailed to foodsafety@agr.wa.gov. If emailed, the customer can pay online from their FoodPro account.

Requirements, additional actions, information, or documentation:

Written exam provided by inspector, graded immediately, when successful a practical exam is mutually scheduled for efficiency. Applicant considered licensed upon successful written and practical exams with physical license card provided to applicant's employer later.

Dependencies, conditions, or requirements:

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2594. Upon request, application may be emailed to foodsafety@agr.wa.gov. Employers then make online payment from a

Application/Submittal last updated:

12/2023

Review/Approval time:

Depending on how many endorsements are applied for applicant availability the licensing can take 9 weeks.

Valid duration:

Expires on December 31 of odd years

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

24

Average processing time (all):

-99

Average processing time (completed):

9

Legal processing time:

None

Streamlining opportunities:

Working to develop an on-line written exam. This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

11

Backlog applications:

-99

Explanation:

Staffing shortages have resulted in occasional delays. Reasons for application delays not related to staff include the following: 1) Applicants apply for license before ready for practical and written exams 2) Applicants and/or employer contacts unresponsive

Average time between approval and any post-approval condition(s)/step(s):

56

Recommended processing time:

40

Pasteurizer Operator

Washington State Department of Agriculture

Type: License

ID: 2456

Description

A pasteurizer operator in Washington state is a person who operates and maintains pasteurization equipment to kill harmful bacteria in milk and other dairy products. They also ensure that the pasteurization process is conducted safely and in compliance with state and federal guidelines.

Legal authority

RCW 15.36.081, <https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.081>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements.

Costs/Fees

Application fee:

25

Credential fee:

-99

Fee last changed:

10/2015

Comment:

License is good for two years. \$25 Vat Pasteurizer License fee\$25 HTST Pasteurizer License FeeAllows the holder to be responsible for proper pasteurization of dairy products using the type of pasteurizer they are licensed to operate.

Legal authority for fees:

RCW 15.36.081, <https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.081>

Application Information

Application process and form(s):

Application is called Dairy Technician License Application and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2080-Dairy-Technician-License-Application-Rev-9-2016.pdf?_gl=1*17gfh5r*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQxODE1Ni4xNzIuMS4xNzQwNDE4MTU5LjAuMC4wThe application can be mailed in to the office with payment or it can be emailed to foodsafety@agr.wa.gov. If emailed, the customer can pay online from their FoodPro account.

Requirements, additional actions, information, or documentation:

Written exam provided by inspector, graded immediately, when successful a practical exam is mutually scheduled for efficiency. Applicant considered licensed upon successful written and practical exams with physical license card provided to applicant's employer later.

Dependencies, conditions, or requirements:

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2595. Upon request, application may be emailed to foodsafety@agr.wa.gov. Employers then make online payment from a

Application/Submittal last updated:

12/2023

Review/Approval time:

Depending on how many endorsements are applied for applicant availability the licensing can take 9 weeks.

Valid duration:

Expires on December 31 of odd years

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the

Analysis

Applications received:

23

Average processing time (all):

-99

Average processing time (completed):

9

Legal processing time:

None

Streamlining opportunities:

Working to develop an on-line written exam. This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

26

Backlog applications:

-99

Explanation:

Staffing shortages have resulted in occasional delays. Reasons for application delays not related to staff include the following: 1) Applicants apply for license before ready for practical and written exams 2) Applicants and/or employer contacts unresponsive

Average time between approval and any post-approval condition(s)/step(s):

56

Recommended processing time:

40

Bulk Milk Hauling Company License

Washington State Department of Agriculture

Type: License

ID: 2457

Description

Allows a person or company to transport milk or milk products between farms and processing plants. Transports milk in bulk to and from processing plants, receiving stations, or transfer stations. Pumps milk from farm bulk tanks. Samples and measures milk for off-odors and off-colors. Determines how much milk to pick up

Legal authority

RCW 15.36.071 <https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.071>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

never

Comment:

No fee, no expiration. This is a tracking device so the milk hauler can inform the department of the milk hauling conveyances they utilize (and we must ensure are inspected).

Legal authority for fees:

None

Application Information

Application process and form(s):

Application is called License Application for Bulk Milk Hauler Transport Company and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2042E-License-App-Bulk-Milk-Hauler-Transport-Company.pdf?_gl=1*2rkou3*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQxODE1Ni4xNzIuMS4xNzQwNDE4MTU5LjAuMC4wThe application can be mailed to the office or it can be emailed to foodsafety@agr.wa.gov.

Requirements, additional actions, information, or documentation:

Submit application, if complete receive license

Dependencies, conditions, or requirements:

A Grade "A" bulk milk transport tanker must comply with the requirements of WAC 16-125-120 and Chapter 15.36 RCW.

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2596. Upon request, application may be emailed to foodsafety@agr.wa.gov.

Application/Submittal last updated:

10/2011

Review/Approval time:

Not enough data to give an estimate. Applications are rare.

Valid duration:

No expiration unless firm goes out of business or sells to another operator, non transferable.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None

Streamlining opportunities:

This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

0

Explanation:

None

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

40

Certified Industry Milk Tanker Inspector

Washington State Department of Agriculture

Type: Certification

ID: 2458

Description

The certification allows the certified individual to inspect dairy conveyances in a manner equivalent to regulatory personnel. The certification is null if the employee separates from the milk hauling company. This opportunity is typically offered to people responsible to build or repair milk conveyances.

Legal authority

Chapter 15.36 RCW, <https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.021> Chapter 16-101 WAC, <https://app.leg.wa.gov/WAC/default.aspx?cite=16-1012023> Pastuerized Milk Ordinance (p. 17), <https://ncims.org/wp-content/uploads/2024/08/2023-pmo.pdf>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

never

Comment:

No fee. The certification allows the certified individual to inspect dairy conveyances in a manner equivalent to regulatory personnel. The certification is null if the employee separates from the milk hauling company. This opportunity is typically offered to people responsible to build or repair milk conveyances.

Legal authority for fees:

None

Application Information

Application process and form(s):

Application is called Certified Industry Milk Tanker Inspector Application and is available upon request by emailing foodsafety@agr.wa.gov or dairy@agr.wa.gov. Application may be mailed or emailed to Food Safety Office.

Requirements, additional actions, information, or documentation:

Submit complete application, pass practical examination by scoring at least 80% concurrence with examiner on 10 tanker inspections.

Dependencies, conditions, or requirements:

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2597. Upon request, application may be emailed to foodsafety@agr.wa.gov.

Application/Submittal last updated:

11/2022

Review/Approval time:

Not enough data to give an estimate. Applications are rare.

Valid duration:

Certification expires 3 years from date of issue, immediately revoked if certified Industry inspector leaves the company where they were certified.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None

Streamlining opportunities:

This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

0

Explanation:

None

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

40

Milk Wash Station License

Washington State Department of Agriculture

Type: License

ID: 2459

Description

A milk wash station license in Washington state is a license that allows a person or business to operate a milk wash station that is not part of a milk processing plant. The license is not transferable between people or locations.

Legal authority

RCW 15.36.101 <https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.101>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

never

Comment:

No fee. This license allows a stand alone (not part of a milk plant) wash station to be approved to wash milk and milk product conveyances.

Legal authority for fees:

None

Application Information

Application process and form(s):

Application is called License Application for Bulk Milk Transport/Wash Station and is available upon request by emailing foodsafety@agr.wa.gov or dairy@agr.wa.gov. Application may be mailed or emailed to Food Safety Office.

Requirements, additional actions, information, or documentation:

Submit application, license immediate upon accepted application

Dependencies, conditions, or requirements:

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2598. Upon request, application may be emailed to foodsafety@agr.wa.gov.

Application/Submittal last updated:

10/2011

Review/Approval time:

Not enough data to give an estimate. Applications are rare.

Valid duration:

No expiration unless firm goes out of business or sells to another operator, non transferable.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None

Streamlining opportunities:

This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

40

Sanitary Certificate, Milk Processing Plant

Washington State Department of Agriculture

Type: Certification

ID: 2460

Description

A sanitary certificate for a milk processing plant certifies that it has been inspected and approved by the department and has been issued a license indicating the same.

Legal authority

RCW 15.36.525, <https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.525>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements.

Costs/Fees

Application fee:

-99

Credential fee:

75

Fee last changed:

10/2015

Comment:

Fee is per certificate. No limit to the number of certificates a customer may request.

Legal authority for fees:

RCW 15.36.525, <https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.525>

Application Information

Application process and form(s):

Application is called Request for Export Sanitary Certificate and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2089-RequestForExportSanitaryCertificate-Rev-5-2018.pdf?/2089-RequestForExportSanitaryCertificate-Rev-5-2018&_gl=1*nnhqqe*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQxODE1Ni4xNzIuMS4xNzQwNDE4ODA1LjAuMC4w The application can be mailed to the office with payment or it can be emailed to foodsafety@agr.wa.gov. If emailed, the customer can pay online from their FoodPro account.

Requirements, additional actions, information, or documentation:

Submit application, processed within 10 days.

Dependencies, conditions, or requirements:

Firm must have a passing inspection within a timeframe set according to program policy for firm risk levels

Submittal process:

Email request to: fssanitarycerts@agr.wa.gov If not paid within 90 days we will not process future certificate applications. Upon request, application may be emailed to foodsafety@agr.wa.gov. Customers then make online payment from a FoodPro account.

Application/Submittal last updated:

07/2021

Review/Approval time:

10 days

Valid duration:

No expiration

Appeal process:

None

Applications received:

71

Average processing time (all):

-99

Average processing time (completed):

14

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

Explanation:

0

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

14

Custom Meat Facility

Washington State Department of Agriculture

Type: License

Description

ID: 2461

A custom meat license in Washington state allows individuals to slaughter and process uninspected meat for their own consumption. This includes cattle, sheep, goats, and swine.

Legal authority

Chapter 16.49 RCW, <https://app.leg.wa.gov/RCW/default.aspx?cite=16.49> Chapter 15.130 RCW, <https://app.leg.wa.gov/RCW/default.aspx?cite=15.130> Chapter 16-19 WAC, <https://app.leg.wa.gov/wac/default.aspx?cite=16-19>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements.

Costs/Fees

Application fee:

-99

Credential fee:

25

Fee last changed:

Never

Comment:

One-year license. Allows the person licensed at that facility to provide cut and wrap service for custom meat.

Legal authority for fees:

RCW 16.49.035, <https://app.leg.wa.gov/RCW/default.aspx?cite=16.49.035>

Application Information

Application process and form(s):

Application is called Application for License Under The Washington Custom Slaughtering Act and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/3324-Custom-Slaughter-Application-Rev-1-2016.pdf?/3324-Custom-Slaughter-Application-Rev-1-2016&_gl=1*ublk2*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQxODE1Ni4xNzIuMS4xNzQwNDE5MDg1LjAuMC4w The application can be mailed in to the office with payment or it can be emailed to foodsafety@agr.wa.gov. An online webform application is also available if the customer signs up for a FoodPro account. If application emailed or completed online, the customer can pay online from their FoodPro account.

Requirements, additional actions, information, or documentation:

Review submitted application. If complete WSDA Food Safety Program inspects the custom meat cut and wrap facility, passing inspection activates the license, copy of license is sent by Olympia office using email if possible

Dependencies, conditions, or requirements:

We hold the applicant responsible to meet Local county code requirements such as waste water, fire, zoning etc.

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2591. Upon request, application may be emailed to foodsafety@agr.wa.gov. Alternatively, customers can complete on

Application/Submittal last updated:

06/2023

Review/Approval time:

If application is complete licensing should take 8 weeks

Valid duration:

License expires June 30 of every year

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

9

Average processing time (all):

-99

Average processing time (completed):

16

Legal processing time:

None

Streamlining opportunities:

Administrative staff processing application within the week recieved. Inspector contacts applicant within 3 days of receiving the application to determine if they are ready for an inspection or are still working on facility. We are working on a method to prescreen firms so they don't apply before they are ready for licensing. The licensing process is often delayed due to applicants applying before their facility is ready for inspection. This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

4

Backlog applications:

-99

Explanation:

Staffing shortages have resulted in occasional delays. Reasons for application delays not related to staff include the following:1) Firms apply before equipment/facility ready for permitting2) Missing water tests3) Firms unresponsive to requests for pr

Average time between approval and any post-approval condition(s)/step(s):

39

Recommended processing time:

40

Custom Farm Slaughterer

Washington State Department of Agriculture

Type: License

ID: 2462

Description

Custom Farm Slaughterer allows any person licensed by WSDA to engage in the business of slaughtering meat food animals only for the consumption of the owner through the use of an approved mobile unit.

Legal authority

Chapter 16.49 RCW, <https://app.leg.wa.gov/RCW/default.aspx?cite=16.49> Chapter 15.130 RCW, <https://app.leg.wa.gov/RCW/default.aspx?cite=15.130> Chapter 16-19 WAC, <https://app.leg.wa.gov/WAC/default.aspx?cite=16-19> Chapter 16-24 WAC, <https://app.leg.wa.gov/WAC/default.aspx?cite=16-24>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements.

Costs/Fees

Application fee:

-99

Credential fee:

25

Fee last changed:

Never

Comment:

One-year license. Allows the license holder to perform slaughter of custom meat animals using a licensed slaughter conveyance. Use of this slaughter conveyance is for going to the animal on the farm and is not allowed to take the place of a fixed slaughter facility where the animals come to the facility to be slaughtered.

Legal authority for fees:

RCW 16.49.035, <https://app.leg.wa.gov/RCW/default.aspx?cite=16.49.035>

Application Information

Application process and form(s):

Application is called Application for License Under The Washington Custom Slaughtering Act and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/3324-Custom-Slaughter-Application-Rev-1-2016.pdf?/3324-Custom-Slaughter-Application-Rev-1-2016&_gl=1*ublk2*_ga*MTYxNjIyNDg5Mi4xNTkoMDA0NTU2*_ga_9JCK8SVQPE*MTcoMDQxODE1Ni4xNzIuMS4xNzQwNDE5MDg1LjAuMC4w The application can be mailed in to the office with payment or it can be emailed to foodsafety@agr.wa.gov. An online webform application is also available if the customer signs up for a FoodPro account. If application emailed or completed online, the customer can pay online from their FoodPro account.

Requirements, additional actions, information, or documentation:

Review submitted application. If complete WSDA Food Safety Program inspects the mobile slaughter unit, passing inspection activates the license, copy of license is sent by Olympia office using email if possible

Dependencies, conditions, or requirements:

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2591. Upon request, application may be emailed to foodsafety@agr.wa.gov. Alternatively, customers can complete on

Application/Submittal last updated:

06/2023

Review/Approval time:

If application is complete licensing should take 8 weeks

Valid duration:

Fixed expiration date of June 30th every year, regardless of when the business is licensed.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

10

Average processing time (all):

-99

Average processing time (completed):

11

Legal processing time:

None

Streamlining opportunities:

Administrative staff processing application within the week recieved. Inspector contacting applicant within 3 days of receiving the application to determine if they are ready for an inspection or are still working on facility. We are working on a method to prescreen firms so they dont apply before they are ready for licensing. The licensing process is often delayed due to applicants applying before their facility is ready for inspection. This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

6

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

87

Recommended processing time:

63

Explanation:

Staffing shortages have resulted in occasional delays. Reasons for application delays not related to staff include the following:1) Firms apply before equipment/facility ready for permitting2) Missing water tests3) Firms unresponsive to requests for pr

Custom Slaughtering Establishment

Washington State Department of Agriculture

Type: License

Description

ID: 2463

Custom Slaughtering Establishment is a fixed slaughter facility licensed by WSDA to slaughter meat food animals for the owner.

Legal authority

Chapter 16.49 RCW, <https://app.leg.wa.gov/RCW/default.aspx?cite=16.49> Chapter 15.130 RCW, <https://app.leg.wa.gov/RCW/default.aspx?cite=15.130> Chapter 16-19 WAC, <https://app.leg.wa.gov/WAC/default.aspx?cite=16-19> Chapter 16-24 WAC, <https://app.leg.wa.gov/WAC/default.aspx?cite=16-24>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements.

Costs/Fees

Application fee:

-99

Credential fee:

25

Fee last changed:

Never

Comment:

One-year license. Allows for the licensee at that location to provide slaughter services for custom meat animals that are delivered to the facility.

Legal authority for fees:

RCW 16.49.035, <https://app.leg.wa.gov/RCW/default.aspx?cite=16.49.035>

Application Information

Application process and form(s):

Application is called Application for License Under The Washington Custom Slaughtering Act and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/3324-Custom-Slaughter-Application-Rev-1-2016.pdf?/3324-Custom-Slaughter-Application-Rev-1-2016&_gl=1*ublk2*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQxODE1Ni4xNzIuMS4xNzQwNDE5MDg1LjAuMC4w The application can be mailed in to the office with payment or it can be emailed to foodsafety@agr.wa.gov. An online webform application is also available if the customer signs up for a FoodPro account. If application emailed or completed online, the customer can pay online from their FoodPro account.

Requirements, additional actions, information, or documentation:

If application complete, WSDA Food Safety Program inspects the slaughter facility, passing inspection activates the license, copy of license is sent by Olympia office using email if possible.

Dependencies, conditions, or requirements:

Submittal process:

Mail completed application to: Washington State Department of Agriculture Food Safety and Consumer Services PO Box 42591 • Olympia, WA 98504-2591. Upon request, application may be emailed to foodsafety@agr.wa.gov. Alternatively, customers can complete on

Application/Submittal last updated:

06/2023

Review/Approval time:

If application is complete licensing should take 8 weeks

Valid duration:

Fixed expiration date of June 30th every year, regardless of when the business is licensed.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

5

Average processing time (all):

-99

Average processing time (completed):

17

Legal processing time:

None

Streamlining opportunities:

Administrative staff processing application within the week recieved. Inspector contacting applicant within 3 days of receiving the application to determine if they are ready for an inspection or are still working on facility. We are working on a method to prescreen firms so they don't apply before they are ready for licensing. The licensing process is often delayed due to applicants applying before their facility is ready for inspection. This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

0

Backlog applications:

-99

Explanation:

Staffing shortages have resulted in occasional delays. Reasons for application delays not related to staff include the following:1) Firms apply before equipment/facility ready for permitting2) Missing water tests3) Firms unresponsive to requests for p

Average time between approval and any post-approval condition(s)/step(s):

62

Recommended processing time:

56

Special Slaughter Conditions Application

Washington State Department of Agriculture

Type: other

Description

ID: 2464

For those involved with livestock exhibits at Washington Fairs, the application allows for special slaughter conditions for animals sold at 4-H or FFA sales to buyers who wish to have their animal custom slaughtered and processed.

Legal authority

WAC 16-19-110 <https://app.leg.wa.gov/WAC/default.aspx?cite=16-19-110>

Equity considerations:

Ensuring that the requirements and processes are fair, accessible, and non-discriminatory for all stakeholders involved regardless of size, location or background so the firm can meet WSDA licensing requirements.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

Never

Comment:

No fee. This application allows for the temporary use of a custom farm slaughter vehicle or in a fixed slaughter location to allow the opportunity for both live animal judging and meat judging activities for livestock shows and fairs.

Legal authority for fees:

None

Application Information

Application process and form(s):

Application is called Application for Special Slaughter Conditions and can be accessed at https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2196-Application-For-Special-Slaughter-Conditions-Rev-5-2018.pdf?_gl=1*19ui93a*_ga*MTYxNjlyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQxODE1Ni4xNzluMS4xNzQwNDE5MDg1LjAuMC4wThe application can be mailed in to the office or it can be emailed to foodsafety@agr.wa.gov.

Requirements, additional actions, information, or documentation:

Authorized official submits application to WSDA. Application logged and copy sent to local health jurisdiction for approval. Upon LHJ approval, WSDA inspector given application. WSDA inspector evaluates site for suitability. If approved, signs application and sends to WSDA office.

Dependencies, conditions, or requirements:

contacting local health department representatives (or they defer to us) to arrange for inspection of proposed site. If inspectors agree the site is approved for use.

Submittal process:

Mail completed application to: Food Safety Program PO Box 42591 • Olympia, WA 98504-2591 or email foodsafety@agr.wa.gov

Application/Submittal last updated:

05/2018

Review/Approval time:

If application is filled and signed properly it can be signed off in 8 weeks. Note: we request application be submitted 45 days prior to the event.

Valid duration:

Time and location specific for a short period to allow for meat judging to be a part of fairs and livestock shows.

Appeal process:

None

Analysis

Applications received:

8

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None

Streamlining opportunities:

Update form to state as we will not accept applications that are not within 90 days of the slaughter event. This application process requires an inspection prior to the license being issued. Applications must be complete and sufficient prior to this inspection taking place. Applicants often submit incomplete or insufficient applications that need to be corrected, also applicants frequently submit completed applications prior to facilities being ready for inspection. If the firms provided all the requested information, and the information was accurate and demonstrated the ability to produce a safe product in a sanitary environment (adequate cleaning and sanitation, allergens on labels properly declared, recent/passing water testing documentation) and that the firm's facility was ready for inspection, then our estimates would be lower.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

40

Custom Slaughter Beef Tags

Washington State Department of Agriculture

Type: other

Description

ID: 2465

Approved tags required to be purchased and applied to each quarter of beef by custom meat slaughter truck operators and operators of slaughter facilities. Tags must be purchased from WSDA Food Safety Program. Tags show ownership of the meat.

Legal authority

RCW 16.57.277, WAC 16-610-100 <https://app.leg.wa.gov/rcw/default.aspx?cite=16.57.277>
<https://app.leg.wa.gov/wac/default.aspx?cite=16-610-100>

Equity considerations:

None

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

06/1905

Comment:

A pack of 25 tags is \$43.25 and that money gets split to Food Safety Program (\$37.50 per pack) and Animal Health (\$5.75 per pack). One tag used per animal.

Legal authority for fees:

RCW 16.57.277, <https://app.leg.wa.gov/rcw/default.aspx?cite=16.57.277>

Application Information

Application process and form(s):

Application is called Licensed Custom Slaughter Beef Tag Order and can be accessed at

[https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/7205-](https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/7205-BeefTagOrder.pdf?_gl=1*1hk38m4*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQxODE1Ni4xNzIuMS4xNzQwNDE5MDg1LjAuMC4w)

[BeefTagOrder.pdf?_gl=1*1hk38m4*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQxODE1Ni4xNzIuMS4xNzQwNDE5MDg1LjAuMC4w](https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/7205-BeefTagOrder.pdf?_gl=1*1hk38m4*_ga*MTYxNjIyNDg5Mi4xNTkoMDAoNTU2*_ga_9JCK8SVQPE*MTcoMDQxODE1Ni4xNzIuMS4xNzQwNDE5MDg1LjAuMC4w)The application can be mailed in to the office with payment or it can be emailed to foodsafety@agr.wa.gov. If emailed, the customer can pay online from their FoodPro account.

Requirements, additional actions, information, or documentation:

Person licensed as a custom farm slaughterer fills out a Licensed Custom Slaughter Beef Tag Order. Mails form or emails form. Can pay by check, money order or online.

Dependencies, conditions, or requirements:

Submittal process:

Mail completed application to: Food Safety Program PO Box 42591 Olympia WA 98504-2591 (360) 902-1876 foodsafety@agr.wa.gov. Alternatively, customers may email form to office and pay for the beef tags via their WSDA FoodPro account.

Application/Submittal last updated:

08/2022

Review/Approval time:

If payment is complete 2 weeks

Valid duration:

No expiration. Single use tags.

Appeal process:

None

Analysis

Applications received:

51

Average processing time (all):

-99

Average processing time (completed):

14

Legal processing time:

None

Streamlining opportunities:

If more people paid online the processing would go faster.

Pending applications:

0

Explanation:

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

14

Commercial Feed Licensing

Washington State Department of Agriculture

Type: License

Description

ID: 2466

A commercial feed license ensures a licensee is following state laws and rules on safety and consumer protection and allows a facility to distribute commercial feed in/into the state; manufacture commercial feed products in the state; and/or to be listed as the guarantor on the commercial feed label.

Legal authority

RCW 15.53.9013<https://app.leg.wa.gov/rcw/default.aspx?cite=15.53&full=true#15.53.9013>

Equity considerations:

None

Costs/Fees

Application fee:

50

Credential fee:

0

Fee last changed:

01/2005

Comment:

\$50 license application. Also must submit semi annual Commercial Feed Inspection Fees Reporting and pay 0.12 per ton with some exemptions. Late fee for late license renewal or semi-annual reports is \$50 or 15% of the inspection fee owed whichever is greater.

Legal authority for fees:

RCW 15.53.9013(4) for feeRCW 15.53.9013(4) for late fee<https://app.leg.wa.gov/rcw/default.aspx?cite=15.53&full=true#15.53.9013>

Application Information

Application process and form(s):

New applicant: Request or download application, complete, submit with licensee fee, can submit by U S mail. Tonnage (Inspection fee): Request or download forms, complete, submit with fee for tonnage reported via U S mail, if no fee can submit via email. Renewals: Program pre-fills and emails forms to identified contact for review for convenience, submit with fee by U S mail.

Requirements, additional actions, information, or documentation:

Review submitted application; issue license if complete, accurate and in compliance; if not, sends notice of findings email and follows up until corrections made; files documents accordingly and logs information into the database at various steps.

Dependencies, conditions, or requirements:

If application incomplete or inaccurate, corrections required. If other RCW or WAC violations, corrections may be required prior to issuing or reissuing.

Submittal process:

Mail completed application to: Animal Feed Program PO Box 42591 Olympia WA 98504-2591 (360) 902-1942
feedreg@agr.wa.gov

Application/Submittal last updated:

08/2019

Review/Approval time:

Varies: 2 to 3 days Oct-June (non-renewal season) Up to 30 days July-Sep (renewal season) Tonnage: Varies based on several factors, such as time take to receive from Fiscal, Incomplete Applications, size of applications, time of year. However, if the report was submitted in full and complete, the time between receiving the payment from Fiscal. Approximately 1600 reports are processed in around 4 months.

Valid duration:

Annual license expires June 30. Semiannual tonnage reports and inspection fees of 0.12 per ton are also required due each

year by 7/31 and 1/30, with some defined exemptions.

Appeal process:

The Department provides notice and opportunity to correct deficiencies. If applicant or licensee fails to do so, the Department may issue notice to deny or cancel a license, they may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

725

Average processing time (all):

7

Average processing time (completed):

5

Legal processing time:

None

Streamlining opportunities:

The program has already significantly streamlined the process by improving forms and process as much as possible, providing annual free trainings on the process to stakeholders, and sharing tips and reminders in our monthly email newsletter. The process could be further streamlined with a comprehensive/enterprise level database as well as agency acceptance of credit card payments. The agency just instituted a one-time payment application but that is not meant for all fees just limited circumstances. The program has been in the process of looking for a comprehensive database and was interested in one called SAFHER which development was largely funded by FDA but due to recent FDA and federal budget issues, that project was discontinued. Varies based on several factors, such as time take to receive from Fiscal, Incomplete Applications, size of applications, time of year (renewal season sees an extreme increase in applications received), whether or not company followed file naming instructions, etc. However, if the application was submitted in full and complete, the time between receiving the payment from Fiscal, to issuing their certificate is approximately 3 to 4 days (non-renewal season) to 1 to 2 weeks (renewal season).

Pending applications:

8

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

14

Pet Food Registration

Washington State Department of Agriculture

Type: Other

Description

ID: 2467

In Washington state, pet food registration ensures that pet food meets state laws and rules by ensuring safety and that pet food labels include accurate information about ingredients, nutritional value, and feeding directions.

Legal authority

RCW 15.53.9014 <https://app.leg.wa.gov/rcw/default.aspx?cite=15.53&full=true#15.53.9014>

Equity considerations:

None

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

01/2005

Comment:

\$90 per product is less than 10 pound packages, \$22 if product is in a greater than 10 pound package Registers pet food and specialty pet food sold in Washington which includes a label review for label format, completeness and animal safety.

Legal authority for fees:

RCW 15.53.9014(3) <https://app.leg.wa.gov/rcw/default.aspx?cite=15.53&full=true#15.53.9014>

Application Information

Application process and form(s):

New applicant: Request or download application, complete, submit with registration fee, can submit by U S mail. Labels can be submitted electronically. Tonnage (Inspection fee): Request or download forms, complete, submit with fee for tonnage reported via U S mail, if no fee can submit via email. Renewals: Program pre-fills and emails forms to identified contact for review for convenience, submit with fee by U S mail.

Requirements, additional actions, information, or documentation:

Reviews submitted application and product labels for completeness; if complete, forwards to reviewer; if not complete, follows up until information provided; reviews application and labels; if accurate and in compliance issues registration; if not accurate or in compliance follows up until corrections made - timeline given depends on severity of violation (health and safety: 30 days via Notice of Correction, other label issues: until their next renewal cycle: 2 years via Notice of Findings); files documents accordingly and logs information into the database at various steps.

Dependencies, conditions, or requirements:

If application incomplete or inaccurate, corrections required. If other RCW or WAC violations, corrections may be required prior to issuing or reissuing.

Submittal process:

Mail completed application to: Animal Feed Program PO Box 42591 Olympia WA 98504-2591 (360) 902-1942
petfood@agr.wa.gov

Application/Submittal last updated:

01/2020

Review/Approval time:

Varies: 2 to 3 days Oct-June | 2 to 3 weeks July-Sep (renewal season)

Valid duration:

Pet Food Product Registration is valid for 2 years from Jul 1. Semiannual tonnage reports and inspection fees of 0.12 per ton are also required due each year by 7/31 and 1/30, with some defined exemptions. Note: Raw milk for pet food has to meet chapter

Appeal process:

The Department provides notice and opportunity to correct deficiencies. If applicant or registrant fails to do so, the Department may issue notice to deny or cancel a license, they may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

919

Average processing time (all):

7

Average processing time (completed):

5

Legal processing time:

None

Streamlining opportunities:

The program has already significantly streamlined the process by improving forms and process as much as possible, providing annual free trainings on the process to stakeholders, and sharing tips and reminders in our monthly email newsletter. The process could be further streamlined with a comprehensive/enterprise level database as well as agency acceptance of credit card payments. The agency just instituted a one-time payment application but that is not meant for all fees just limited circumstances. The program has been in the process of looking for a comprehensive database and was interested in one called SAFHER which development was largely funded by FDA but due to recent FDA and federal budget issues, that project was discontinued.

Varies based on several factors, such as time take to receive from Fiscal, Incomplete Applications, size of applications, time of year (renewal season sees an extreme increase in applications received), whether or not company followed file naming instructions, etc. However, if the application was submitted in full and complete, the time between receiving the payment from Fiscal, to issuing their certificate is approximately 3 to 4 days (non-renewal season) to 1 to 2 weeks (renewal season).

Pending applications:

9

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

14

Appendix N Laboratory Accreditation/Approval of Dairy Industry Laboratories

Washington State Department of Agriculture

Type: Other

Description

ID: 2468

Appendix N Laboratory Accreditation" refers to a specific type of laboratory accreditation within the dairy industry, primarily focused on ensuring the competency of laboratories performing drug residue testing on milk samples, adhering to the standards outlined in "Appendix N" of the Pasteurized Milk Ordinance (PMO) established by the US Food and Drug Administration; essentially meaning a lab is certified to test milk for potential drug residues, meeting strict quality control requirements set by the regulatory agency.

Legal authority

RCW 15.36, Pasteurized Milk Ordinance; FDA Evaluation of Milk Laboratories, Appendix N;
<https://app.leg.wa.gov/RCW/default.aspx?cite=15.36.475&pdf=true> <https://www.fda.gov/food/milk-guidance-documents-regulatory-information/pasteurized-milk-ordinance-centennial> <https://www.fda.gov/media/137754/download>

Equity considerations:

None

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

Never

Comment:

No additional cost/fee for an initial and/or on-going on-site evaluation / approval, technical support and industry lab staff training.

Legal authority for fees:

None

Application Information

Application process and form(s):

For an initial evaluation/approval of a new Appendix N lab, a formal application is not required. Industry lab informs the state milk regulatory program who will coordinate with the State Laboratory Evaluation Officers for an initial technical support, on-site evaluation and dairy analyst training. For established Appendix-N labs, on-site evaluation and lab staff training are conducted biennially on a pre-established schedule, plus annual participation in proficiency testing is required and it usually happens in March/April.

Requirements, additional actions, information, or documentation:

For initial Appendix N lab evaluation/approval, industry representative contacts state milk regulatory program who coordinates with the State Laboratory Evaluation Officers; then the dates are mutually agreed by the State Laboratory Evaluation Officers and industry representative. For established Appendix N labs, the State Laboratory Evaluation Officers notify the industry representative about the expiration date at least one month prior, then establish a mutually agreeable date to complete on-site evaluation within the same month of expiration date.

Dependencies, conditions, or requirements:

None

Submittal process:

None

Application/Submittal last updated:

None

Review/Approval time:

For initial Appendix N lab evaluation/approval, the dates are mutually agreed by the State Laboratory Evaluation Officers and industry representative. For established Appendix N labs, the State Laboratory Evaluation Officers complete on-site evaluation within the same month of expiration date.

Valid duration:

Annual participation in proficiency testing is required; Biennial on-site evaluations are required.

Appeal process:

None

Analysis

Applications received:

0

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

0

Legal processing time:

None

Streamlining opportunities:

N.A. This no-cost, on-site and on-going technical service from the agency to industry has been strictly following the established protocols and expiration dates. This much anticipated in-person technical service was not interrupted or delayed even during the peak of the pandemic.

Pending applications:

-99

Backlog applications:

-99

Explanation:

One pending new Appendix N lab, and industry representative has provided a potential on-site initial time frame. There are 21 established Appendix N labs in Washington state

Organic Export Certificate

Washington State Department of Agriculture

Type: Other

Description

ID: 2469

Organic export documents are issued per USDA export arrangements and importing company requirements. Export certificates are issued to verify a specific export shipment of organic agricultural products has been produced and handled in accordance with the USDA organic regulations (7 CFR Part 205) and any applicable export arrangement between USDA and the importing country. <https://agr.wa.gov/departments/organic/resources/international>

Legal authority

RCW 15.86 <https://app.leg.wa.gov/RCW/default.aspx?cite=15.86> WAC 16-157

<https://app.leg.wa.gov/WAC/default.aspx?cite=16-157> 7CFR Part 205 and USDA Organic Export Arrangements <https://www.ams.usda.gov/services/organic-certification/international-trade>

Equity considerations:

None

Costs/Fees

Application fee:

40

Credential fee:

-99

Fee last changed:

12/2006

Comment:

WSDA Organic Program is required by statute to recoup the full cost of services provided. A \$40 fee is billed to business after export document is issued.

Legal authority for fees:

RCW 15.86.070 <https://app.leg.wa.gov/RCW/default.aspx?cite=15.86.070> WAC 16-157-290 <https://app.leg.wa.gov/WAC/default.aspx?cite=16-157-290>

Application Information

Application process and form(s):

Organic export certificate applications can be accessed online at <https://agr.wa.gov/departments/organic/resources/international>

Requirements, additional actions, information, or documentation:

Application forms are controlled by importing countries and requirements can vary. Details and instructions per country are online at <https://agr.wa.gov/departments/organic/resources/international>. All applications must include shipping and sales records verifying details in application.

Dependencies, conditions, or requirements:

Complete and accurate information and records regarding the shipment must be provided. <https://agr.wa.gov/departments/organic/resources/international>

Submittal process:

Email to organic@agr.wa.gov or via the importing country's electronic import system. <https://agr.wa.gov/departments/organic/resources/international>

Application/Submittal last updated:

01/2020

Review/Approval time:

Complete applications are processed within 1-2 business days

Valid duration:

The export certificate is only valid for the shipment covered by the form.

Appeal process:
None

Analysis

Applications received:

324

Average processing time (all):

5

Average processing time (completed):

1

Legal processing time:
None

Streamlining opportunities:
Ability to accept credit cards.

Pending applications:

0

Backlog applications:

0

Explanation:

Average time between approval and any
post-approval condition(s)/step(s):

0

Recommended processing time:

1

Organic Input Material Registration - New

Washington State Department of Agriculture

Type: Certification

ID: 2470

Description

Registration of brand name input materials that are approved for use in organic production and handling. Voluntary program - registration is not required for organic businesses to use compliant input materials.

Legal authority

RCW 15.86<https://app.leg.wa.gov/RCW/default.aspx?cite=15.86>WAC 16-160<https://app.leg.wa.gov/WAC/default.aspx?cite=16-160>7CFR Part 205<https://www.ecfr.gov/current/title-7/subtitle-B/chapter-I/subchapter-M/part-205?toc=1>

Equity considerations:

None

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

10/2023

Comment:

WSDA Organic Program is required by statute to recoup the full cost of services provided. New and renewal application fees include a company fee and a product fee. Company fees range from \$125-\$2,400 and are based on gross annual income of the business. Product fees are \$350 per product application.

Legal authority for fees:

RCW 15.86.140<https://app.leg.wa.gov/RCW/default.aspx?cite=15.86.140>WAC 16-160-200<https://app.leg.wa.gov/WAC/default.aspx?cite=16-160-200>

Application Information

Application process and form(s):

Application is available online Hardcopy applications are available upon request.

<https://agr.wa.gov/departments/organic/new-applicant-info><https://agr.wa.gov/departments/organic/input-material-registration/new-applicant-info>

Requirements, additional actions, information, or documentation:

1. Application downloaded, completed, and submitted2. Application reviewed and response sent to business within 30 days. If necessary, additional information is requested. Once complete information has been received, registration is issued.

Dependencies, conditions, or requirements:

Additional information may be needed depending on the type and complexity of the input or its ingredients. Registration may not be granted until all requirements have been verified.

Submittal process:

Applications may be emailed to organic@agr.wa.gov or mailed to: WSDA Organic Program, PO Box 42560 Olympia, WA 98504.

Application/Submittal last updated:

07/2021

Review/Approval time:

Applications for registration are reviewed within 30 days of acceptance. Approval typically occurs within 90 days depending on completeness of application.

Valid duration:

All registrations expire on December 31st. Applications received after October 1st are logged as the next calendar year

applicants.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

16

Average processing time (all):

16

Average processing time (completed):

-99

Legal processing time:

None

Streamlining opportunities:

Ability to accept credit cards. Adequate resources to provide technical assistance and support on requirements prior to a new application being submitted.

Pending applications:

2

Backlog applications:

-99

Explanation:

Applications accepted in January 2025.

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

Organic Input Material Registration - Renewal

Washington State Department of Agriculture

Type: Certification

Description

ID: 2471

Renewal registration of brand name input materials that are approved for use in organic production and handling. Voluntary program - registration is not required for organic businesses to use compliant input materials.

Legal authority

RCW 15.86<https://app.leg.wa.gov/RCW/default.aspx?cite=15.86>WAC 16-160<https://app.leg.wa.gov/WAC/default.aspx?cite=16-160>7CFR Part 205<https://www.ecfr.gov/current/title-7/subtitle-B/chapter-I/subchapter-M/part-205?toc=1>

Equity considerations:

None

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

10/2023

Comment:

WSDA Organic Program is required by statute to recoup the full cost of services provided. New and renewal application fees include a company fee and a product fee. Company fees range from \$125-\$2,400 and are based on gross annual income of the business. Product fees are \$350 per product application.

Legal authority for fees:

RCW 15.86.140<https://app.leg.wa.gov/RCW/default.aspx?cite=15.86.140>WAC 16-160-200<https://app.leg.wa.gov/WAC/default.aspx?cite=16-160-200>

Application Information

Application process and form(s):

Application is available online Hardcopy applications are available upon request.

<https://agr.wa.gov/departments/organic/new-applicant-info><https://agr.wa.gov/departments/organic/input-material-registration/new-applicant-info>

Requirements, additional actions, information, or documentation:

1. Renewal application is sent electronically to business.2. Business completes electronically and emails to organic@agr.wa.gov before due date of October 31st.3. Application reviewed and response sent to business within 30 days with updated registration.

Dependencies, conditions, or requirements:

Additional information may be needed depending on the type and complexity of the input or its ingredients. Registration may not be granted until all requirements have been verified.

Submittal process:

Applications may be emailed to organic@agr.wa.gov or mailed to: WSDA Organic Program, PO Box 42560 Olympia, WA 98504.

Application/Submittal last updated:

07/2021

Review/Approval time:

Renewal applications for registration are reviewed within 30 days of acceptance. Approval typically occurs within 90 days depending on completeness of application.

Valid duration:

All registrations expire on December 31st. Renewal applications received after October 1st are logged as the next calendar year

applicants.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

220

Average processing time (all):

13

Average processing time (completed):

-99

Legal processing time:

None

Streamlining opportunities:

Ability to accept credit cards. Adequate resources to provide technical assistance and support on requirements prior to a renewal application being submitted.

Pending applications:

6

Backlog applications:

3

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

16

Explanation:

Renewal applications are due October 31st. Only applications submitted after the due date remain pending at end of 2024.

Commission Merchant / Dealer

Washington State Department of Agriculture

Type: License

ID: 2472

Description

The purpose of the Commission Merchant Act is to protect producers, buyers, and sellers of Agricultural products against illegal acts. Commission Merchant - means any person who receives any agricultural product on consignment for sale or processing for sale, accepts any agricultural product in trust for sale, or in any way handles any agricultural product for the account of the consignor. Bonds are on a sliding scale and actual bond requirement will be based on the annual volume of proceeds returned to consignors. Dealer - means any person who buys, agrees to buy, or solicits or contracts for title, possession or control of, any agricultural product for the purpose of reselling or processing for resale. A dealer/order buyer in livestock must furnish a federal (Packers and Stockyards Administration) bond in the minimum amount of \$10,000 in lieu of the state bond. Bonds are on a sliding scale and actual bond requirement will be based upon the annual gross dollar volume of Washington agricultural purchases.

Legal authority

Chapter 20.01 RCW and WAC 16-623 <https://app.leg.wa.gov/rcw/default.aspx?cite=20.01>
<https://app.leg.wa.gov/wac/default.aspx?cite=16-623>

Equity considerations:

None

Costs/Fees

Application fee:

-99

Credential fee:

605

Fee last changed:

10/2012

Comment:

The license fee goes directly into the local funds for the Agricultural Investigations Program. A 25% late renewal penalty of the total license amount is assessed if renewal is received after December 31st of each year.

Legal authority for fees:

RCW 20.01 and WAC 16-623-010 <https://app.leg.wa.gov/WAC/default.aspx?cite=16-623-010>

Application Information

Application process and form(s):

ONLINE(PISCES): <https://fortress.wa.gov/agr/pisces/PlantServices/Agreement/NewAgreement.aspx> PAPER:
https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/7030-AppForLicenseUnderCommMerchAct.pdf?_gl=1*etc3kt*_ga*MTcwMDUoOTk2OC4xNjYoMzkwNDAw*_ga_9JCK8SVQPE*MTC0MDQxMDY5Mi44OC4xLjE3NDAoMTA4MTIuMC4wLjA

Requirements, additional actions, information, or documentation:

Commission Merchants / Dealers must submit an Agricultural surety (bond). Bond amount has minimum amounts and graduated scheme based upon purchases from and or returns to producers.
https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/7021-CommissionMerchantBond.pdf?_gl=1*1e64cfq*_ga*MTcwMDUoOTk2OC4xNjYoMzkwNDAw*_ga_9JCK8SVQPE*MTC0MDQxMDY5Mi44OC4xLjE3NDAoMTA4MTIuMC4wLjA

Dependencies, conditions, or requirements:

RCW 20.01.370 - Commission Merchant Recordkeeping. RCW 20.01.380 - Dealer Recordkeeping.

Submittal process:

Mail completed application to: Washington State Department of Licensing, P.O. Box 42560, Olympia, WA 98501 or Online submission through PISCES

Application/Submittal last updated:

11/2024

Review/Approval time:

Completed applications are reviewed within five days.

Valid duration:

The license period is January 1 through December 31 of each year.

Appeal process:

Upon Notice by the Department to deny / suspend / revoke a license, a person may request a hearing under Chapter 24.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

463

Average processing time (all):

7

Average processing time (completed):

2

Legal processing time:

None

Streamlining opportunities:

Department has an online option for application / renewal. Department also has an online payment method.

Pending applications:

0

Explanation:

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

14

Recommended processing time:

2

Limited Dealer

Washington State Department of Agriculture

Type: License

Description

ID: 2473

The purpose of the Commission Merchant Act is to protect producers, buyers, and sellers of Agricultural products against illegal acts. Limited Dealer - Dealers using this category must file an affidavit setting forth maximum monthly purchases and must make payment for purchases at the time of taking possession of the product.

Legal authority

Chapter 20.01 RCW and WAC 16-623 <https://app.leg.wa.gov/rcw/default.aspx?cite=20.01>
<https://app.leg.wa.gov/wac/default.aspx?cite=16-623>

Equity considerations:

None

Costs/Fees

Application fee:

-99

Credential fee:

335

Fee last changed:

10/2012

Comment:

The license fee goes directly into the local funds for the Agricultural Investigations Program. A 25% late renewal penalty of the total license amount is assessed if renewal is received after December 31st of each year.

Legal authority for fees:

RCW 20.01 and WAC 16-623-010 <https://app.leg.wa.gov/WAC/default.aspx?cite=16-623-010>

Application Information

Application process and form(s):

ONLINE(PISCES): <https://fortress.wa.gov/agr/pisces/PlantServices/Agreement/NewAgreement.aspx> PAPER:
https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/7030-AppForLicenseUnderCommMerchAct.pdf?_gl=1*etc3kt*_ga*MTcwMDUoOTk2OC4xNjYoMzkwNDAw*_ga_9JCK8SVQPE*M

Requirements, additional actions, information, or documentation:

Dealers / Limited Dealer must submit an Agricultural surety (bond). Bond amount has minimum amounts and graduated scheme based upon purchases from and or returns to producers.
https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/7021-CommissionMerchantBond.pdf?_gl=1*1e64cfq*_ga*MTcwMDUoOTk2OC4xNjYoMzkwNDAw*_ga_9JCK8SVQPE*MTcoMDQxMDY5Mi44OC4xLjE3NDAoMTA4MTIuMC4wLjA

Dependencies, conditions, or requirements:

Submittal process:

Mail completed application to: Washington State Department of Licensing, P.O. Box 42560, Olympia, WA 98501 or Online submission through PISCES

Application/Submittal last updated:

11/2024

Review/Approval time:

Completed applications are reviewed within five days.

Valid duration:

The license period is January 1 through December 31 of each year.

Appeal process:

Upon Notice by the Department to deny / suspend / revoke a license, a person may request a hearing under Chapter 24.05

RCW, the Administrative Procedures Act.

Analysis

Applications received:

52

Average processing time (all):

7

Average processing time (completed):

2

Legal processing time:

None

Streamlining opportunities:

Department has an online option for application / renewal. Department also has an online payment method.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

14

Recommended processing time:

2

Broker License

Washington State Department of Agriculture

Type: License

Description

ID: 2474

The purpose of the Commission Merchant Act is to protect producers, buyers, and sellers of Agricultural products against illegal acts. Broker - means any person who negotiates the purchase or sale of any agricultural product. No broker may take title of the agricultural products involved nor the proceeds of such sale.

Legal authority

Chapter 20.01 RCW and WAC 16-623 <https://app.leg.wa.gov/rcw/default.aspx?cite=20.01>
<https://app.leg.wa.gov/wac/default.aspx?cite=16-623>

Equity considerations:

None

Costs/Fees

Application fee:

-99

Credential fee:

405

Fee last changed:

10/2012

Comment:

The license fee goes directly into the local funds for the Agricultural Investigations Program. A 25% late renewal penalty of the total license amount is assessed if renewal is received after December 31st of each year.

Legal authority for fees:

RCW 20.01 and WAC 16-623-010 <https://app.leg.wa.gov/WAC/default.aspx?cite=16-623-010>

Application Information

Application process and form(s):

ONLINE(PISCES): <https://fortress.wa.gov/agr/pisces/PlantServices/Agreement/NewAgreement.aspx> PAPER:
https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/7030-AppForLicenseUnderCommMerchAct.pdf?_gl=1*etc3kt*_ga*MTcwMDUoOTk2OC4xNjYoMzkwNDAw*_ga_9JCK8SVQPE*M

Requirements, additional actions, information, or documentation:

Dependencies, conditions, or requirements:

Submittal process:

Mail completed application to: Washington State Department of Licensing, P.O. Box 42560, Olympia, WA 98501 or Online submission through PISCES

Application/Submittal last updated:

11/2024

Review/Approval time:

Completed applications are reviewed within five days.

Valid duration:

The license period is January 1 through December 31 of each year.

Appeal process:

Upon Notice by the Department to deny / suspend / revoke a license, a person may request a hearing under Chapter 24.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

26

Average processing time (all):

7

Average processing time (completed):

2

Legal processing time:

None

Streamlining opportunities:

Department has an online option for application / renewal. Department also has an online payment method.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

14

Recommended processing time:

2

Cash Buyer License

Washington State Department of Agriculture

Type: License

Description

ID: 2475

The purpose of the Commission Merchant Act is to protect producers, buyers, and sellers of Agricultural products against illegal acts. Cash Buyer - means any person who buys produce, for the purpose of reselling, by paying CASH (no personal or business checks) at the time of taking possession of the product. A cash buyer may not deal in livestock, hay, grain, or straw. A cashier's check, certified check, or bank draft may be used in lieu of cash.

Legal authority

Chapter 20.01 RCW and WAC 16-623 <https://app.leg.wa.gov/rcw/default.aspx?cite=20.01>
<https://app.leg.wa.gov/wac/default.aspx?cite=16-623>

Equity considerations:

None

Costs/Fees

Application fee:

-99

Credential fee:

135

Fee last changed:

10/2012

Comment:

The license fee goes directly into the local funds for the Agricultural Investigations Program. A 25% late renewal penalty of the total license amount is assessed if renewal is received after December 31st of each year.

Legal authority for fees:

RCW 20.01 and WAC 16-623-010 <https://app.leg.wa.gov/WAC/default.aspx?cite=16-623-010>

Application Information

Application process and form(s):

ONLINE(PISCES): <https://fortress.wa.gov/agr/pisces/PlantServices/Agreement/NewAgreement.aspx> PAPER:
https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/7030-AppForLicenseUnderCommMerchAct.pdf?_gl=1*etc3kt*_ga*MTcwMDUoOTk2OC4xNjYoMzkwNDAw*_ga_9JCK8SVQPE*M

Requirements, additional actions, information, or documentation:

Dependencies, conditions, or requirements:

RCW 20.01.380 - Dealer, Cash Buyer Recordkeeping.

Submittal process:

Mail completed application to: Washington State Department of Licensing, P.O. Box 42560, Olympia, WA 98501 or Online submission through PISCES

Application/Submittal last updated:

11/2024

Review/Approval time:

Completed applications are reviewed within five days.

Valid duration:

The license period is January 1 through December 31 of each year.

Appeal process:

Upon Notice by the Department to deny / suspend / revoke a license, a person may request a hearing under Chapter 24.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

72

Average processing time (all):

7

Average processing time (completed):

2

Legal processing time:

None

Streamlining opportunities:

Department has an online option for application / renewal. Department also has an online payment method.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

14

Recommended processing time:

2

Agent License

Washington State Department of Agriculture

Type: License

Description

ID: 2476

The purpose of the Commission Merchant Act is to protect producers, buyers, and sellers of Agricultural products against illegal acts. The Agent's License is specifically for those authorized to receive, contract for, or solicit or negotiate the consignment or purchases of agricultural products on behalf of a licensed commission merchant, dealer, broker or cash buyer.

Legal authority

Chapter 20.01 RCW and WAC 16-623 <https://app.leg.wa.gov/rcw/default.aspx?cite=20.01>
<https://app.leg.wa.gov/wac/default.aspx?cite=16-623>

Equity considerations:

None

Costs/Fees

Application fee:

-99

Credential fee:

66

Fee last changed:

10/2012

Comment:

The license fee goes directly into the local funds for the Agricultural Investigations Program. A 25% late renewal penalty of the total license amount is assessed if renewal is received after December 31st of each year.

Legal authority for fees:

RCW 20.01 and WAC 16-623-010 <https://app.leg.wa.gov/WAC/default.aspx?cite=16-623-010>

Application Information

Application process and form(s):

ONLINE(PISCES): <https://fortress.wa.gov/agr/pisces/PlantServices/Agreement/NewAgreement.aspx> PAPER:
https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/7030-AppForLicenseUnderCommMerchAct.pdf?_gl=1*etc3kt*_ga*MTcwMDUoOTk2OC4xNjYoMzkwNDAw*_ga_9JCK8SVQPE*M

Requirements, additional actions, information, or documentation:

Dependencies, conditions, or requirements:

Submittal process:

Mail completed application to: Washington State Department of Licensing, P.O. Box 42560, Olympia, WA 98501 or Online submission through PISCES

Application/Submittal last updated:

11/2024

Review/Approval time:

Completed applications are reviewed within five days.

Valid duration:

The license period is January 1 through December 31 of each year.

Appeal process:

Upon Notice by the Department to deny / suspend / revoke a license, a person may request a hearing under Chapter 24.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

235

Average processing time (all):

7

Average processing time (completed):

2

Legal processing time:

None

Streamlining opportunities:

Department has an online option for application / renewal. Department also has an online payment method.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

14

Recommended processing time:

2

Certificate of Calibration

Washington State Department of Agriculture

Type: Certification

Description

ID: 2477

Regular certification of weights and measures standards ensures traceability to the International System of Units and ensures that standards used to test measurement devices are within NIST, ASTM, OIML tolerances and the standards meet ISO/IEC 17025 (2017) requirements.

Legal authority

In accordance with Washington Administrative Code (WAC) Chapter 16-663, Service Agents -- Reporting, Test Procedures, Standards And Calibration Of Weighing And Measuring Devices, Section 16-663-130, Adequacy of standards and submission of standards for certification, paragraph 2, '... All standards used for servicing, repairing and/or calibrating commercial weighing and measuring devices must be submitted at least every two years for examination and certification...'

Equity considerations:

WSDA Metrology Laboratory Quality Manual revision 31, 2024 Section 4.1.1 The laboratory is responsible for providing impartial services by promoting ethical practices by following state, department, and laboratory guidelines in impartiality. 4.1.2 The laboratory management is committed to impartiality. 4.1.3 The laboratory is responsible for the impartiality of its laboratory activities and does not allow commercial, financial or other pressures to compromise impartiality.

4.1.4 The laboratory identifies risks to impartiality on an on-going basis. This includes risks that arise from its activities, or its relationships, or from the relationships of its personnel. The laboratory recognizes that such relationships do not necessarily present a risk to impartiality of the laboratory. 4.1.5 The laboratory identifies risk to impartiality and demonstrates how it eliminates or minimizes risks to impartiality. (Revised Code of Washington (RCW) Chapter 42.52 Ethics in Public Service;

WASAP 2 Impartial Service; WASAP Staff Training)

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2007

Comment:

The metrology laboratory charges \$105.50 per hour with a minimum charge of half an hour. WAC 16-675-045

Legal authority for fees:

WAC 16-675-045

Application Information

Application process and form(s):

paper, electronic

Requirements, additional actions, information, or documentation:

Lab staff works with customers who reach out to schedule appointments to drop off their artifacts. The items are calibrated, the comparison of measurement values by a device under test with those of a know standard, and calculation of the measurement uncertainty and calculation of the conventional correction. A calibration item is considered in-compliance when the correction plus the measurement uncertainty is equal to or less than the MPE and the expanded uncertainty is less than 1/3 of the applicable tolerance for mass and volume transfer, and the uncertainty is less than the tolerance for gravimetric measurement.

Dependencies, conditions, or requirements:

None

Submittal process:

None

Application/Submittal last updated:

Unknown

Review/Approval time:

Depending on the time it takes to complete the measurements using NIST/OWM procedure, review the certificate, and the billing process.

Valid duration:

24 months

Appeal process:

WA Metrology Laboratory SAPs 2024 Section 9 Audits and Auditing 9.4.2 Customers have the ability to request audits of calibrations. This includes procedures and calibrations.

Analysis

Applications received:

2349

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None

Streamlining opportunities:

The lab. Depends on the items calibrated. Three test measures would take approximately 2.5 hours, three ASTM class 1 test weights could be up to 9 hours, and three weight carts would take over 12 hours.

Pending applications:

0

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

5

Recommended processing time:

2

Limited Agent Status For Aquatic Noxious Weed Control Under WSDA's National Pollutant Discharge Elimination System General Permit

Washington State Department of Agriculture

Type: Permit

ID: 2478

Description

Limited Agent Status For Aquatic Noxious Weed Control Under WSDA's National Pollutant Discharge Elimination System General Permit

Legal authority

Chapter 173-220 WAC:

Equity considerations:

None

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

Legal authority for fees:

None

Application Information

Application process and form(s):

Entities enter these data for a notice of intent (NOI) in Secure Access Washington (SAW)

<https://secureaccess.wa.gov/admin/saw/admin/home.do>, print off and sign, then can choose to either email us the NOI or send it to us via USPS.

Requirements, additional actions, information, or documentation:

Entities will need a valid pesticide applicator licence with an aquatic endorsement. entities will create an account in Secure Access Washington (SAW): <https://secureaccess.wa.gov/admin/saw/admin/home.do> and add WSDA as a new service. once in SAW, entities will need to apply for a new permit, print their notice of intent (NOI), sign, and either email or send the signed NOI via USPS to WSDA. if an entity will contract someone to perform treatment, the contractor must be indicated and the entity is responsible to report treatment at the end of the year. once the NOI is received, WSDA will look over to be sure all requirements have been met. if approved, the permit is processed and sent through DocuSign for both parties to sign. the permit process is complete after both parties sign and the permitted indicator box in SAW is checked. entities must report treatments at the end of the year by entering these data in SAW.

Dependencies, conditions, or requirements:

The WSDA Integrated Pest Management Plan for Freshwater Emergent Noxious and Quarantine Listed Weeds covers the discharge of chemicals to manage freshwater noxious weeds and incorporates the principles of integrated pest management (IPM). <https://agr.wa.gov/departments/insects-pests-and-weeds/weeds/npdes-permits>

Submittal process:

Once a notice of intent (NOI) is created in Secure Access Washington (SAW), entities can choose to either email us the signed NOI or send it to us via USPS.

Application/Submittal last updated:

06/2019

Review/Approval time:

When WSDA receives the application, our Noxious Weed Coordinator will review and approve before we start processing the permit. this can take anywhere from 5 to 7 days depending on workload.

Valid duration:

The approval is good throughout the year.

Appeal process:

If the NOI is not approved, WSDA will send it back to the entity for clarification and updates if needed. WSDA will work with the entity to ensure the necessary requirements are met.

Analysis

Applications received:

113

Average processing time (all):

-99

Average processing time (completed):

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

7

Legal processing time:

WSDA does not indicate the length of time which the agency must process applications, however here is what is listed under the Aquatic Noxious Weed Control General Permit Under the Department of Ecology WAG993000: If the applicant does not receive notific

Streamlining opportunities:

To streamline the approval process WSDA has posted a video <https://agr.wa.gov/departments/insects-pests-and-weeds/weeds/npdes-permits> to learn how to apply for the NPDES permit using SAW. You can find information on our website, DOE's website, and SAW on how to contact us directly.

Pending applications:

0

Explanation:

Backlog applications:

0

Special Permit to transport waste

Washington State Department of Agriculture

Type: Permit

ID: 2479

Description

This is a special permit allowing for the transport of waste into or through an apple maggot pest free area, from a quarantine area.

Legal authority

Statutory authority: RCW 17.24.011 (<https://app.leg.wa.gov/RCW/default.aspx?cite=17.24.011>), 17.24.041 (<https://app.leg.wa.gov/RCW/default.aspx?cite=17.24.041>), and chapter 34.05 RCW (<https://app.leg.wa.gov/RCW/default.aspx?cite=34.05>). In rule: WAC 16-470-124 (<https://app.leg.wa.gov/wac/default.aspx?cite=16-470-124>).

Equity considerations:

None

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

05/2023

Comment:

The hourly rate is \$72.50. Issuance fee is required under WAC 16-470-917 (<https://app.leg.wa.gov/wac/default.aspx?cite=16-470-917>). The rate is listed under WAC 16-470-921 (<https://app.leg.wa.gov/wac/default.aspx?cite=16-470-921>).

Legal authority for fees:

Issuance fee is required under WAC 16-470-917 (<https://app.leg.wa.gov/wac/default.aspx?cite=16-470-917>). Statutory authority: RCW 15.13.260 (<https://app.leg.wa.gov/RCW/default.aspx?cite=15.13.260>), 15.13.280 (<https://app.leg.wa.gov/RCW/default.aspx?cite=15.13.280>).

Application Information

Application process and form(s):

Applications are emailed to the agency representative directly.

Requirements, additional actions, information, or documentation:

There are two sub types of permits. One for municipal solid waste (MSW) and one for municipal green waste (MGW). The requirements for MSW: • Full information on the organization requesting the special permit (facility name, address, contact information, preparer and title). • A written description with maps of the sites in the quarantine area(s), the transportation route for MSW, and the destination in the PFA. • An estimate of the quantity and the source of MSW that is being transported per day, week or month. • A detailed narrative of how MSW and MGW will be separated. Include how separation will be monitored and how MGW will be managed. • A plan for completing SEPA if necessary, and the required solid waste permits issued by the appropriate county health authority (see below). • Prior to issuing a special permit, WSDA requires a copy of the applicable permits addressing the proposed special permit conditions from the local health jurisdiction(s) in the quarantine area and the PFA. The application requirements for an MGW permit include: • Full information on the organization requesting the special permit (facility name, address, contact information, preparer and title). • A written description with maps of the sites in the quarantine area(s) where treatments are proposed to occur, the transportation route for MGW, and the destination in the PFA. • An estimate of the quantity and the source of MGW that is being transported per day, week or month. • A detailed narrative of the proposed treatments used for MGW in the quarantine area(s). • The plan for monitoring MGW conditions during the duration of the treatments. • The plan for completing SEPA, and the required solid waste permits issued by the appropriate county health authority (see bulleted discussion below). • Prior to issuing a special permit, WSDA requires a copy of the applicable permits addressing the proposed special permit conditions from the local health jurisdiction(s) in the quarantine area and the PFA.

Dependencies, conditions, or requirements:

A SEPA determination letter is required by the local permitting authority, prior to a special permit being issued. Additionally, annual inspections at permitted facilities are required, as well as the allowance of annual apple maggot trapping at facilities in the pest free area. Additionally, some permits require a random load check log is kept and that log is emailed to the WSDA representative annually. MGW permits are required to undergo a full validation of the steam treatment system prior to a

permit being issued. The system is then checked annually for continued compliance.

Submittal process:

Applications are emailed directly to the WSDA representative.

Application/Submittal last updated:

06/2022

Review/Approval time:

This depends on the type of application (MSW vs. MGW), the specific situation for transporting waste, and the procedures that are already in place. Additionally, the type of waste being transported can also impact the time it takes to review and issue the permit. Based on these factors, it can take anywhere from a week to two months to approve an application. It will take longer to draft the permit and obtain the SEPA determination letter. If a validation test is required, this will substantially increase the time before the permit is issued.

Valid duration:

Approval is valid for as long as it takes to draft and issue the permit. The permits are in place for five years, and are typically renewed for another five years after that (a secondary review process and new permit issuance takes place after 5 years).

Appeal process:

Unsure, as this has not occurred. Likely, the appeal process would align with what is dictated under Chapter 34.05 RCW.

Analysis

Applications received:

-99

Average processing time (all):

-99

Average processing time (completed):

-99

Legal processing time:

None.

Streamlining opportunities:

Use of email for the application and no longer requiring mailed signature of the permit.

Pending applications:

0

Explanation:**Backlog applications:**

0

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

-99

Christmas Tree Grower License

Washington State Department of Agriculture

Type: License

ID: 2480

Description

The Christmas tree grower license program was established by request of industry to collect funds to support industry research, and to provide a pathway for communication between growers and WSDA/USDA in the event of a quarantine. No person may operate as a Christmas tree grower in WA without first obtaining a license from the department, unless they qualify for an exemption.

Legal authority

RCW 15.13 <https://app.leg.wa.gov/rcw/default.aspx?cite=15.13>

Equity considerations:

Applicants with no internet or computer access are directed to call our program for assistance.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

Never

Comment:

\$40.00 annual license fee + acreage assessment of \$3.00 per acre.

Legal authority for fees:

RCW 15.13.311 <https://app.leg.wa.gov/rcw/default.aspx?cite=15.13.311> WAC 16-401-045
<https://app.leg.wa.gov/WAC/default.aspx?cite=16-401-045>

Application Information

Application process and form(s):

Application is 'AGR 6066 - Application for Christmas Tree Grower License.' Accessed through agency online certification system called PISCES at <https://fortress.wa.gov/agr/piscs/PlantServices/Login/Login.aspx>

Requirements, additional actions, information, or documentation:

Online application must be filled out with (1) The full name of the person applying for the license, whether the applicant is an individual, receiver, trustee, firm, partnership, association, or corporation, and if the applicant is a firm or partnership the full name of each member of the firm or partnership, and if the applicant is an association or corporation the names of the officers of the association or corporation;(2) The principal business address of the applicant in the state and elsewhere;(3) The address and acreage of Christmas trees for each location included in the application;(4) The names of the persons authorized to receive and accept service of summons and legal notices of all kinds for the applicant. Once submitted, applicant must mail the required fee to the agency.

Dependencies, conditions, or requirements:

Only condition for approval of application is receipt of license fee. Once license fees received, application is completed and license issued.

Submittal process:

Online

Application/Submittal last updated:

04/2011

Review/Approval time:

Application is completed when license fee is paid. Completed application is reviewed and approved within approximately 10 days.

Valid duration:

The license period is February 1 through January 31 of each year.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

39

Average processing time (all):

25

Average processing time (completed):

10

Legal processing time:

None

Streamlining opportunities:

Application completion time could be reduced if our program/agency had an online payment portal, or could accept card payments. Completed application processing time could be improved if our program was fully staffed.

Pending applications:

0

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

2

Seed Potato Certification

Washington State Department of Agriculture

Type: Certification

Description

ID: 2481

Voluntary program. Certified plant material helps prevent the introduction and/or spread of many unwanted diseases. Unlike insects and many fungal diseases, the viruses, viroids, phytoplasmas and bacteria addressed by certification programs cannot be controlled by chemical sprays after plants are infected. Once disease is established, it is difficult and costly to eradicate. Since certified plants are propagated using procedures to minimize infection and disease spread, using certified plant stock is the best insurance for a healthy and profitable agriculture industry.

Legal authority

RCW 15.14.050 <https://app.leg.wa.gov/rcw/default.aspx?cite=15.14.050> WAC 16-324
<https://app.leg.wa.gov/wac/default.aspx?cite=16-324>

Equity considerations:

Applicants with no internet or computer access are directed to call our program for assistance.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

11/2000

Comment:

(1) The seed potato certification fee is \$29 per acre or fraction of an acre. (2) The certification fee for a field plot is \$20 per application. (3) The department may assess additional fees for time and mileage pursuant to chapter 16-470 WAC. (4) Growers must submit a minimum of fifty percent of the total certification fees with the applications. (5) Final payment of certification fees is due and payable November 1 of each year. (6) For the purpose of fee assessment, acreage may be adjusted by no more than 10% prior to the first field inspection. The department will refund certification fees, if a written withdrawal notice is received by the department prior to the first field inspection. (7) Growers are not required to pay the final half of the certification fee on lots rejected or withdrawn before the second inspection. (8) The department will deny certification to any applicant who fails to pay fees when due. (9) The department will not accept applications from any grower owing the department for previous fees.

Legal authority for fees:

RCW 15.14.050 <https://app.leg.wa.gov/rcw/default.aspx?cite=15.14.050> WAC 16-324-381
<https://app.leg.wa.gov/wac/default.aspx?cite=16-324-381>

Application Information

Application process and form(s):

Application is 'AGR 6030 - Application for Plant Propagation and Certification of Washington Certified Seed Potato.' Accessed through agency online certification system called PISCES at
<https://fortress.wa.gov/agr/piscs/PlantServices/Login/Login.aspx>

Requirements, additional actions, information, or documentation:

(1) To apply for certification, applicants must use the online form provided by the department and furnish all information requested, including the date, name, signature and address of the applicant, lot number, seed source identification number, variety, class planted, acres, date planted, seed spacing at planting, average length of rows, year the field was last cropped to potatoes, along with their variety and lot number, and a map of the field location. Applications for certification must reach the department on or before June 15 of each year, accompanied by the appropriate fee, field location maps and evidence of eligibility such as tags or certificates. A North American Certified Seed Potato Health Certificate is required for evidence of eligibility for seed lots originating in other states or Canada, and must be submitted with the application. A certificate of compliance is required for evidence of eligibility and must be submitted with the application for seed lots originating in Washington state except when planted back on the same seed potato farm. Unless prior approval has been granted, late applications will be assessed a late fee of twenty dollars per application. The department will not accept applications after July 10. (2) Separate applications are required for each variety, seed source, and seed lot except as described in subsection (5) of this section. (3) Separate applications are required for each field location that is separated by more than one hundred feet. (4) Growers may withdraw a seed potato lot from certification for any reason by notifying the department in writing. (5) Growers may use a single application for multiple varieties planted in a field plot totaling 1/8 acre or less. The application must contain the information required in subsection (1) of this section for each variety. Growers shall use one identification number for the

field plot with a separate letter designation for each variety in the field plot.

Dependencies, conditions, or requirements:

Requirements post approval are extensive and detailed in rule: WAC 16-324-385; 16-324-391; 16-324-392; 16-324-393; 16-324-396; 16-324-398; 16-324-399; 16-324-409; 16-324-420; 16-324-431; 16-324-446.

Submittal process:

Online

Application/Submittal last updated:

01/2015

Review/Approval time:

Application is completed when submitted. Completed application is approved when submitted. Post-approval inspections and activity continues throughout the growing season.

Valid duration:

Annual certification period is June 15 to June 14

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

10

Average processing time (all):

0

Average processing time (completed):

1

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

2

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

Explanation:

Applications pending as of 12/31/24 are on schedule for industry needs due to post harvest testing required for certain lots by rule (WAC 16-324-409). Applications completed in Jan 2025.

Fruit Tree Certification

Washington State Department of Agriculture

Type: Certification

Description

ID: 2482

Voluntary program. Certified plant material helps prevent the introduction and/or spread of many unwanted diseases. Unlike insects and many fungal diseases, the viruses, viroids, phytoplasmas and bacteria addressed by certification programs cannot be controlled by chemical sprays after plants are infected. Once disease is established, it is difficult and costly to eradicate. Since certified plants are propagated using procedures to minimize infection and disease spread, using certified plant stock is the best insurance for a healthy and profitable agriculture industry.

Legal authority

RCW 15.13.310 <https://app.leg.wa.gov/rcw/default.aspx?cite=15.13.310> WAC 16-350
<https://app.leg.wa.gov/WAC/default.aspx?cite=16-350>

Equity considerations:

Applicants with no internet or computer access are directed to call our program for assistance.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

unknown

Comment:

The application fee consist of \$100.00 plus \$10.00 for each registered Prunus tree and \$2.00 for each registered pome tree. The application fee applies toward the annual assessment on the gross wholesale price of all fruit trees and fruit tree related ornamental nursery stock produced in Washington and sold within the state or shipped from the state during any license period, as set forth in RCW 15.13.310. No refund of the application fee will be allowed.

Legal authority for fees:

RCW 15.13.310 <https://app.leg.wa.gov/rcw/default.aspx?cite=15.13.310> WAC 16-350 -045
<https://app.leg.wa.gov/WAC/default.aspx?cite=16-350-045>

Application Information

Application process and form(s):

Application is 'AGR 4620 - Application for Certification of Fruit Tree and Fruit Tree Related Ornamental Tree Nursery Stock.' Accessed through agency online certification system called PISCES at <https://fortress.wa.gov/agr/pisces/PlantServices/Login/Login.aspx>

Requirements, additional actions, information, or documentation:

1) The applicant must provide the department with all information documenting the eligibility of all registered and certified stock and must allow the department to take samples for indexing or testing purposes. (2) An application for certification must be filed with the department by June 1 of each year accompanied by an application fee. The application fee will consist of \$100.00 plus \$10.00 for each registered Prunus tree and \$2.00 for each registered pome tree. (3) The application fee will apply toward the annual assessment on the gross wholesale price of all fruit trees and fruit tree related ornamental nursery stock produced in Washington and sold within the state or shipped from the state during any license period, as set forth in RCW 15.13.310. No refund of the application fee will be allowed.

Dependencies, conditions, or requirements:

Requirements post approval are extensive and detailed in rule: WAC 16-350-020; 16-350-025; 16-350-030; 16-350-032; 16-350-035; 16-350-040; 16-350-050.

Submittal process:

Online

Application/Submittal last updated:

01/2015

Review/Approval time:

Application is completed when submitted. Completed application is approved when submitted. Post-approval inspections and activity continues throughout the growing season.

Valid duration:

Annual certification period is June 1 to May 31

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

10

Average processing time (all):

0

Average processing time (completed):

1

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

1

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

Explanation:

Application submitted after 12/31/24 for the 2024 certification year was completed in Feb 2025.

Grapevine Certification

Washington State Department of Agriculture

Type: Certification

ID: 2483

Description

Voluntary program. Certified plant material helps prevent the introduction and/or spread of many unwanted diseases. Unlike insects and many fungal diseases, the viruses, viroids, phytoplasmas and bacteria addressed by certification programs cannot be controlled by chemical sprays after plants are infected. Once disease is established, it is difficult and costly to eradicate. Since certified plants are propagated using procedures to minimize infection and disease spread, using certified plant stock is the best insurance for a healthy and profitable agriculture industry.

Legal authority

RCW 15.13.310 <https://app.leg.wa.gov/rcw/default.aspx?cite=15.13.310> WAC 16-462
<https://app.leg.wa.gov/WAC/default.aspx?cite=16-462>

Equity considerations:

Applicants with no internet or computer access are directed to call our program for assistance.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

unknown

Comment:

\$175 annual application fee. Fees for inspection and sampling shall be charged at the appropriate rate established in WAC 16-401-027. Mileage for inspections and other on-site services shall be charged at a rate established by the state office of financial management. Laboratory testing fees for nematode presence shall be charged at the appropriate rate established in WAC 16-470-912.

Legal authority for fees:

RCW 15.13.310 <https://app.leg.wa.gov/rcw/default.aspx?cite=15.13.310> WAC 16-462 -030
<https://app.leg.wa.gov/WAC/default.aspx?cite=16-462-030>

Application Information

Application process and form(s):

Application is 'GV 999 - Application for Grape Planting Stock Registration and Certification.' Accessed through agency online certification system called PISCES at <https://fortress.wa.gov/agr/piscs/PlantServices/Login/Login.aspx>

Requirements, additional actions, information, or documentation:

Applicant shall submit an online application form developed by the department, furnishing all information requested, giving consent to the department to inspect and take samples from any planting stock enrolled in the program as registered grapevines or certified grape planting stock.

Dependencies, conditions, or requirements:

Requirements post approval are extensive and detailed in rule: WAC 16-462-018; 16-462-020; 16-462-021; 16-462-022; 16-462-025; 16-462-027; 16-462-035; 16-462-050.

Submittal process:

Online

Application/Submittal last updated:

12/2019

Review/Approval time:

Application is completed when submitted. Completed application is approved when submitted. Post-approval inspections and activity continues throughout the growing season.

Valid duration:

Annual certification period is January 1 to December 31

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

5

Average processing time (all):

0

Average processing time (completed):

1

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

0

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

Caneberry Certification

Washington State Department of Agriculture

Type: Certification

Description

ID: 2484

Voluntary program. Certified plant material helps prevent the introduction and/or spread of many unwanted diseases. Unlike insects and many fungal diseases, the viruses, viroids, phytoplasmas and bacteria addressed by certification programs cannot be controlled by chemical sprays after plants are infected. Once disease is established, it is difficult and costly to eradicate. Since certified plants are propagated using procedures to minimize infection and disease spread, using certified plant stock is the best insurance for a healthy and profitable agriculture industry.

Legal authority

WAC 16-333 <https://app.leg.wa.gov/WAC/default.aspx?cite=16-333>

Equity considerations:

Applicants with no internet or computer access are directed to call our program for assistance.

Costs/Fees

Application fee:

-99

Credential fee:

0

Fee last changed:

unknown

Comment:

\$140 annual application fee. The department will conduct certification inspections at the hourly inspection rate established in chapter 16-401 WAC, plus mileage charged at a rate established by the state office of financial management. Testing fees will be charged at the rate established in chapter 16-470 WAC.

Legal authority for fees:

WAC 16-333 -041 <https://app.leg.wa.gov/WAC/default.aspx?cite=16-333-041>

Application Information

Application process and form(s):

Application is 'AGR 6034 - Application for Plant Propagation and Certification of Caneberry Plants.' Accessed through agency online certification system called PISCES at <https://fortress.wa.gov/agr/pisces/PlantServices/Login/Login.aspx>

Requirements, additional actions, information, or documentation:

Applicant must furnish all information requested on the online application form furnished by the department, including, but not limited to, the crop, variety, class planted, date planted, source of seed or plants, acreage, field number, applicant's name and address, applicant's signature, and date of application. Applicant must allow the department to take plants or plant parts from any planting for inspection and testing purposes. A separate application is required for each cultivar and/or lot entered for certification. Applications must be filed with the Plant Services Program online by May 15 each year and be accompanied by the application fee.

Dependencies, conditions, or requirements:

Requirements post approval are extensive and detailed in rule: WAC 16-333-045; 16-333-051; 16-333-056; 16-333-061; 16-333-066; 16-333-071; 16-333-085; 16-333-090.

Submittal process:

Online

Application/Submittal last updated:

07/2018

Review/Approval time:

Application is completed when submitted. Completed application is approved when submitted. Post-approval inspections and activity continues throughout the growing season.

Valid duration:

Annual certification period is May 15 to May 14.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

3

Average processing time (all):

0

Average processing time (completed):

1

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

0

Backlog applications:

0

Explanation:

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

1

WWHAM Certification

Washington State Department of Agriculture

Type: Certification

ID: 2485

Description

Voluntary program. Many federal, state and local lands require the use of certified weed free forage or mulch on their properties. WSDA uses standards designed by the North American Invasive Species Management Association (NAISMA) to provide inspection services to those forage growers in our state who wish to certify their crop as weed-free.

Legal authority

None

Equity considerations:

Applicants with no internet or computer access are directed to call our program for assistance.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

01/2018

Comment:

No application or certification fee, but field inspections by WSDA staff are charged at an hourly rate established by state rule WAC 16-470-912, plus mileage is charged at a rate established by the state office of financial management. WWHAM certification and tagging supplies are supplied by WSDA to growers at cost. Twine: \$48 per bale + shipping cost. Tags: \$0.56 each.

Legal authority for fees:

WAC 16-470-912 <https://app.leg.wa.gov/WAC/default.aspx?cite=16-470-912>

Application Information

Application process and form(s):

Application is 'Washington Wilderness Hay & Mulch (WWHAM) Certification.' Accessed through agency online certification system called PISCES at <https://fortress.wa.gov/agr/piscs/PlantServices/Login/Login.aspx>

Requirements, additional actions, information, or documentation:

Applicant then requests inspection from either WSDA or county weed board inspection staff, depending on the territory to be inspected. Inspector must inspect field within 10 days prior to harvest for all noxious weed species listed in the North American Invasive Species Management Association (NAISMA) standards and detailed at www.naisma.org, and all species under WAC 16-752-505 & 610 and WAC 16-752. Inspection must also follow NAISMA field inspection standards.

Dependencies, conditions, or requirements:

None

Submittal process:

Online

Application/Submittal last updated:

06/2011

Review/Approval time:

Application is completed when submitted online. Completed application is reviewed and approved within approximately 10 days.

Valid duration:

Not applicable

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the

Analysis

Applications received:

69

Average processing time (all):

1

Average processing time (completed):

10

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

0

Explanation:

Backlog applications:

0

Average time between approval and any post-approval condition(s)/step(s):

0

Recommended processing time:

10

Phytosanitary certification

Washington State Department of Agriculture

Type: Certification

ID: 2486

Description

Required for interstate export.

Legal authority

None

Equity considerations:

Applicants with no internet or computer access are directed to call our program for assistance.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

06/2023

Comment:

No application or certification fee, but inspections by WSDA staff are established by state rule WAC 16-470-912, plus mileage is charged at a rate established by the state office of financial management.

Legal authority for fees:

WAC 16-470-912 <https://app.leg.wa.gov/WAC/default.aspx?cite=16-470-912>

Application Information

Application process and form(s):

Application is accessed through agency online certification system called PISCES at <https://fortress.wa.gov/agr/pisces/PlantServices/Login/Login.aspx>

Requirements, additional actions, information, or documentation:

Applicant must furnish all information requested on the online application form furnished by the department.

Dependencies, conditions, or requirements:

Shipments must pass inspection. Staff responds within 3 business days to requests.

Submittal process:

Online

Application/Submittal last updated:

07/2011

Review/Approval time:

Application is completed when submitted online. Completed application is reviewed and approved within approximately 3 days.

Valid duration:

Not applicable

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

37

Average processing time (all):

**Average time between
approval and any post-
approval
condition(s)/step(s):**

-99

1

Average processing time (completed):

3

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

0

Explanation:

Backlog applications:

0

Recommended processing time:

3

Plant Sale Permit

Washington State Department of Agriculture

Type: Permit

Description

ID: 2487

Exemption to the nursery license requirement for non-profit groups and K-12 educational organizations.

Legal authority

RCW 15.13.270 <https://app.leg.wa.gov/rcw/default.aspx?cite=15.13.270>

Equity considerations:

Applicants with no internet or computer access are directed to call our program for assistance.

Costs/Fees

Application fee:

0

Credential fee:

20

Fee last changed:

06/2023

Comment:

Legal authority for fees:

WAC 16-401-041 (4) <https://app.leg.wa.gov/WAC/default.aspx?cite=16-401-041>

Application Information

Application process and form(s):

Application is called the 'Plant Sale Permit Application.' Accessed through agency online certification system called PISCES at <https://fortress.wa.gov/agr/piscs/PlantServices/Login/Login.aspx>

Requirements, additional actions, information, or documentation:

Applicant must furnish all information requested on the online application form furnished by the department.

Dependencies, conditions, or requirements:

None

Submittal process:

Online

Application/Submittal last updated:

04/2011

Review/Approval time:

Application is completed when license fee is paid. Completed application is reviewed and approved within approximately 3 days.

Valid duration:

For the length of the sale, but not greater than 4 days.

Appeal process:

Upon notice by the Department to deny or revoke a license, a person may request a hearing under Chapter 34.05 RCW, the Administrative Procedures Act.

Analysis

Applications received:

93

Average processing time (all):

8

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

Average processing time (completed):

3

3

Legal processing time:

None

Streamlining opportunities:

None

Pending applications:

Explanation:

0

Backlog applications:

0

Service Agent License

Washington State Department of Agriculture

Type: License

ID: 2488

Description

The purpose is to ensure rejected measuring devices are repaired and sealed properly for consumer protection. Any person who repairs a weighing and measuring device and places it back into commercial service

Legal authority

Chapter 19.94 RCW <http://apps.leg.wa.gov/rcw/default.aspx?cite=19.94>Chapter 16-663 WAC <http://apps.leg.wa.gov/WAC/default.aspx?cite=16-663>

Equity considerations:

None

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

01/2025

Comment:

Annual cost for Service Person registration is \$180

Legal authority for fees:

Chapter 19.94 RCW <http://apps.leg.wa.gov/rcw/default.aspx?cite=19.94>Chapter 16-663 WAC <http://apps.leg.wa.gov/WAC/default.aspx?cite=16-663>

Application Information

Application process and form(s):

Mail, Email, Pisces Account. Applications can be submitted online using our PISCES registration system or by paper form using our fillable and printable Service Agent/Service Person Registration Applications. <https://agr.wa.gov/services/licenses-permits-and-certificates/summary-descriptions/service-agent-registration>

Requirements, additional actions, information, or documentation:

Any person who repairs a weighing and measuring device and places it back into commercial service. Applications can be submitted online using our PISCES registration system or by paper form using our fillable and printable Service Agent/Service Person Registration Applications [PDF]. Application requirements are payment, calibration report of standards and copy of a tag, label or seal that is used in the field by the service person. Steps to take: Fill out the application, pay the fee, send in the list of items above. This creates a Pisces account for future renewals.

Dependencies, conditions, or requirements:

Service persons found by the department to demonstrate a pattern of intentional fraudulent or negligent activities will not be renewed.

Submittal process:

Mail, Email, Phone Call, Pisces, Website

Application/Submittal last updated:

02/2025

Review/Approval time:

Within a week

Valid duration:

12 months

Appeal process:

You have the right to appeal the decision in accordance with the Administrative Procedure Act, chapter 34.05 RCW and RCW

Analysis

Applications received:

295

Average processing time (all):

10

Average processing time (completed):

7

Average time between approval and any post-approval condition(s)/step(s):

7

Recommended processing time:

7

Legal processing time:

Customers will receive their registration within two weeks for completed applications. Registrations may take up to 45 days for incomplete applications. <https://agr.wa.gov/services/licenses-permits-and-certificates/summary-descriptions/service-agent-regist>

Streamlining opportunities:

Having a One Time Payment On Pisces. In order for the business to proceed forward they have to make their payment. Which in return makes the license process faster

Pending applications:

3

Explanation:

Waiting on Payment from the business and calibration reports

Backlog applications:

1

Weighmaster License

Washington State Department of Agriculture

Type: License

ID: 2489

Description

The purpose is to promote marketplace equity in commercial transactions, provide safeguards for the consuming public and ensuring businesses receive proper compensation for the commodities they deliver. Any business who issues a certified weight ticket

Legal authority

Chapter 15.80 RCW <http://apps.leg.wa.gov/rcw/default.aspx?cite=15.80>Chapter 16-674 WAC <http://apps.leg.wa.gov/WAC/default.aspx?cite=16-674>

Equity considerations:

None

Costs/Fees

Application fee:

-99

Credential fee:

-99

Fee last changed:

07/2017

Comment:

The weighmaster license consists of an annual \$80 license fee, \$20 per weigher fee, and a one time \$60 new purchase or replacement impression seal. (If needed existing business or new business) \$180.
The license period for a weighmaster is July 1 through June 30 of each year. A 50% late renewal penalty of the annual license fee will be charged if renewal is received after June 30th of each year.

Legal authority for fees:

Chapter 15.80 RCW <http://apps.leg.wa.gov/rcw/default.aspx?cite=15.80>Chapter 16-674 WAC <http://apps.leg.wa.gov/WAC/default.aspx?cite=16-674>

Application Information

Application process and form(s):

Applications can be submitted online using our PISCES registration system or by paper form using our fillable and printable Application for Weighmaster/Weigher License.<https://agr.wa.gov/services/licenses-permits-and-certificates/summary-descriptions/weighmaster-license>

Requirements, additional actions, information, or documentation:

Any business who issues a certified weight ticket.Applications can be submitted online using our PISCES registration system or by paper form using our fillable and printable Application for Weighmaster/Weigher License.Payment, proof of scale test within last twelve months and a copy of a certified weight ticket with seal impression are required with application.

Dependencies, conditions, or requirements:

Applicants who previously violated any of the provisions of chapter 15.80 RCW will not be issued a license.

Submittal process:

Mail, Email, Phone Call, Pisces, Website

Application/Submittal last updated:

01/2019

Review/Approval time:

Within a week

Valid duration:

The license period for a weighmaster is July 1 through June 30 of each year.

Appeal process:

You have the right to appeal the decision in accordance with the Administrative Procedure Act, chapter 34.05 RCW.

Analysis

Applications received:

375

Average processing time (all):

10

Average processing time (completed):

7

Average time between approval and any post-approval condition(s)/step(s):

7

Recommended processing time:

7

Legal processing time:

Customers will receive their license within two weeks if application is complete. Licenses may take up to 45 days if application is incomplete. <https://agr.wa.gov/services/licenses-permits-and-certificates/summary-descriptions/weighmaster-license> &

Streamlining opportunities:

Having a One Time Payment On Pisces. In order for the business to proceed forward they have to make their payment. Which in return makes the license process faster

Pending applications:

1

Explanation:

Waiting on Payment from the business.

Backlog applications:

1

Apiary Registration

Washington State Department of Agriculture

Type: Other

Description

ID: 2490

The purpose is to register all beekeepers in the state for communication and research purposes. Honey bees are a critical component to our agricultural system that need to be protected from pesticides, diseases, and other threats, but also can pose issues to human health if managed improperly.

Legal authority

Chapter 15.60 RCW <https://app.leg.wa.gov/RCW/default.aspx?cite=15.60.021> Chapter 16-602 WAC <https://app.leg.wa.gov/WAC/default.aspx?cite=16-602>

Equity considerations:

We are aiming to have online registration within the next year, but will be keeping paper registration available for those lacking computer access.

Costs/Fees

Application fee:

0

Credential fee:

-99

Fee last changed:

06/2001

Comment:

Registration fee is based on number of hives owned. Fee for broker is set at \$100. Beekeeper fees range from \$5 (1-5 hives) to \$300 (over 1001 hives). <https://app.leg.wa.gov/WAC/default.aspx?cite=16-602-025>

Legal authority for fees:

Chapter 15.60 RCW <https://app.leg.wa.gov/RCW/default.aspx?cite=15.60.021> Chapter 16-602 WAC <https://app.leg.wa.gov/WAC/default.aspx?cite=16-602>

Application Information

Application process and form(s):

Paper that must be mailed with payment (cash or check). Available on website here: <https://agr.wa.gov/departments/insects-pests-and-weeds/insects/apiary-pollinators/apiary-reg-and-laws>

Requirements, additional actions, information, or documentation:

Beekeepers/hive brokers mail their registration with payment to WSDA PO box. The fiscal department processes their payment, then passes the registration form with receipt to the Pollinator Program. We enter the registration data and receipt into PISCES, then either mail or email the beekeeper their proof of registration.

Dependencies, conditions, or requirements:

None

Submittal process:

Mail

Application/Submittal last updated:

12/2024

Review/Approval time:

About 2 weeks

Valid duration:

The deadline for returning registrants is April 1st. The registration is valid for a year, until the next April 1st. First time registrants do not have a deadline, but must register once they have first acquired their bees.

Appeal process:

You have the right to appeal the decision in accordance with the Administrative Procedure Act, chapter 34.05 RCW. (To my

knowledge we've never denied anyone.)

Analysis

Applications received:

106

Average processing time (all):

18

Average processing time (completed):

14

Legal processing time:

None

Streamlining opportunities:

Online registration would greatly streamline the entire process, and reduce FTEs spent processing registrations. It would likely take online applicants from a 2 week turnaround to essentially instantaneous.

Pending applications:

10

Backlog applications:

-99

Average time between approval and any post-approval condition(s)/step(s):

-99

Recommended processing time:

14

Explanation:

All pending registrations were uploaded on Friday. It is now Monday, and they just haven't been entered yet into PISCES. We have one person who primarily enters these as she has time, and 2 others who can assist as we approach the April 1st deadline, when

Washington Bee Atlas Volunteer ID Card

Washington State Department of Agriculture

Type: ID Card

Description

ID: 2491

The purpose is to identify all Washington Bee Atlas (WABA) volunteers who have completed all their paperwork and training, and are now covered under the WDFW statewide scientific collecting permit and other collecting permits.

Legal authority

Not in rule. Is part of our scientific collecting permit under Washington State Department of Fish and Wildlife to streamline permissions for our growing list of volunteers.

Equity considerations:

None

Costs/Fees

Application fee:

0

Credential fee:

0

Fee last changed:

Never

Comment:

Legal authority for fees:

None

Application Information

Application process and form(s):

Must complete all volunteer paperwork and submit that via mail or email, and complete Master Melittologist training through Canvas as administered by Oregon State University.

Requirements, additional actions, information, or documentation:

Besides completing standard volunteer paperwork, the volunteers must pass a background check, and complete the first 6 modules of the Master Melittologist online training, as well as attend one in person field training event before they are considered fully trained and may be "added" to the scientific collection permit by being issued the ID card.

Dependencies, conditions, or requirements:

None, though inactive volunteers will not be re-issued an identification card after it expires (valid for 3 years.)

Submittal process:

Mail, Email, or In Person

Application/Submittal last updated:

02/2025

Review/Approval time:

1 day

Valid duration:

3 years

Appeal process:

You have the right to appeal the decision in accordance with the Administrative Procedure Act, chapter 34.05 RCW.

Analysis

Applications received:

134

Average processing time (all):

**Average time between
approval and any post-
approval
condition(s)/step(s):**

-99

5

Average processing time (completed):

1

Legal processing time:

None

Streamlining opportunities:

This is our streamlined process. Updating the scientific collecting permit with new volunteers was an onerous process for both WSDA and WDFW staff. The process is already heavily automated.

Recommended processing time:

1

Pending applications:

1

Backlog applications:

32

Explanation:

Only backlog we have now is folks who were already in our system that we don't have addresses for – currently 32 individuals. Will need to reach out to those people to get updated addresses. Some of those individuals are OR Atlas people who we won't have