

Office of Indiana State Chemist

Instructions for Form F-3

Please review carefully as our forms and instructions have changed as of 1/01/2023.

① **Company/Labeler Section:**

1. If the Company/Labeler currently holds a license, **and/or** if the product listing is being submitted by another company on behalf of the Company/Labeler **and** the Submitter currently holds a license, please provide these license numbers.
2. Please indicate whether the labels are attached to the form or if the labels were e-mailed.
3. Submission of this document is to comply with the Indiana Commercial Feed Law. The individual submitting this document **must** print their name, sign and date the form.

② **Product Information Section:**

1. Please complete this table for all Pet and/or Specialty Pet Food products distributed in Indiana in packages of 10 lbs. or less.
2. According to IC 15-19-7-18, Specialty Pet means "a domesticated animal normally maintained in a cage or tank, including a gerbil, hamster, bird, fish, snake and turtle." Horses and wild bird are not considered pets and/or specialty pets.
3. Intended Species: You **must** indicate the Intended Species of the product.
4. Product Form: You **must** indicate the form of the product, such as: dry, canned, pouch, raw, frozen, freeze-dried, liquid, capsules, tablets, etc.
5. You **must** indicate PRODUCT NAMES and BRAND NAMES. Please be as specific as possible including supplement, flavors, grain free, formula, recipe, etc.
6. According to IC 15-19-7-1 "Brand name": Sec. 1. As used in this chapter, "brand name" means a word, name, symbol, or device or any combination of words, names, symbols, graphics, or devices that identifies the commercial feed of a distributor and distinguishes it from that of other distributors.
7. If known, provide UPC CODE. The UPC code is used to correctly identify products found in distribution. For those products with more than one size package, list the smallest size package UPC code.

Example of the Product Information Section:

* Indicate product form: dry, canned, treat, pouch, raw, frozen, freeze-dried, liquid, capsules, tablets, etc.

	REQUIRED - Intended Species	Product Form*	Product Name <i>(To list more than five products, use the Additional Products Sheet)</i>	Brand Name	UPC Code <i>(if available)</i>
1	Cat	Raw	Chicken Recipe	Top Cat	99999-12345
2	Cat	Liquid	Omega 3 Supplement	Top Cat	99999-23456
3	Dog	Treat	Biscuit for Large Dogs	Happy Dog	99999-34567
4	Cat	Can	Seafood Variety Cat Food	Thrifty Cat	99999-45678
5	Parrot	Dry	Parrot Food	Good Earth	99999-56789

8. Different ingredients, product name, or guaranteed analysis is considered a different product.
9. Different size packages of the same product are not considered different products.
10. If the product label indicates intentions for a specific size of animal, then each size is considered a different product, and therefore, will need its own product fee.

11. If the Pet and/or Specialty Pet Food products are in packages **over** 10 lbs., or not pre-packaged, but sold in bulk or by piece, the products are **not** individually registered, but **all** labels must be submitted for review. If your company has sold in both small and large packages and/or bulk, both small package fees **and** tonnage fees are required. Tonnage fees are only for large (over 10 lbs.) and/or bulk products.
12. To list additional products, the Additional Products page may be used and included.

③ **Calculating the Fees Due Section:**

- **Inspection Fees IC 15-19-7-30(b):** *In the case of a pet food or specialty pet food that is distributed in Indiana in packages of ten (10) pounds or less, an annual inspection fee of fifty dollars (\$50) shall be paid instead of the tonnage fee.*
 - **IC 15-19-7-31(c)(1):** *The listing under this subdivision shall be renewed annually before January 1 of each year and is the basis for the payment of the annual inspection fee of fifty dollars (\$50) per product.*
 - **Late Inspection Fees IC 15-19-7-31(c)(2):** *If the annual renewal of the listing (of small packaged pet and specialty pet foods) is not received before January 16 or if an unlisted product is distributed, pay a late filing fee of ten dollars (\$10) per product in addition to the normal charge for the listing. The late filing fee under this subdivision is in addition to any other penalty under this chapter.*
1. If this product listing will be submitted along with a **new** application F-1 (Commercial Feed License) Form, the amounts calculated from this F-3 form and fees calculated on the F-1 Form will be the total amount due. Both forms are **required** to complete license issuance and products registration; however, these amounts should **not** be paid twice.

✓ **Additional Information:**

1. **If this form is being submitted as part of a new application Form F-1 (Commercial Feed License), STOP and see the Form F-1 instructions for submission requirements.**
2. Existing License Holder Submission Options:
 - a. **Option One:** This form may be e-mailed (along with your product labels) to: feedlicense@groups.purdue.edu. with the subject of “**(*Company Name*) F-3 Products Listing.**” The form is also required to be mailed along with a check for the calculated Total Inspection Fees Due, made payable to INDIANA STATE CHEMIST. Product registration will not be completed until full payment is received.
 - b. **Option Two:** Mail all form pages and product labels, along with a check for the calculated Total Inspection Fees Due made payable to INDIANA STATE CHEMIST. Product registration will not be completed until full payment is received.
3. **Attention: OUT OF COUNTRY COMPANIES:**
All payments by check **must** be drawn on a U.S. bank account and have a valid ABA (American Banking Association) routing number. For questions about check payments, please contact Tammy Beaver at 765-494-1578 or by e-mail at: tlbeaver@purdue.edu.
4. All product labels will be reviewed and you will be contacted if revisions are needed.
5. After reviewing this information, if you have additional questions regarding the product registration process, please contact our office at **765-494-1551** or by e-mailing: feedlicense@groups.purdue.edu. We are happy to help!