

Bottled Water Registration Application Instructions

The **MANUFACTURER** of bottled water is required to register each brand and type of water it bottles (e.g., spring water, purified water, etc.) before that water is offered for sale in Michigan. The registration year runs from May 1 through April 30 of the following year. Registrations are not transferable or prorated.

1. All new bottled water manufacturers must attach a copy of your **Source Water Approval Letter** from the Michigan Department of Environmental Quality. Whether or not the bottling plant is located in the state of Michigan.
 - Contact the MDEQ at (517) 241-1371 to initiate the source approval process prior to registering your facilities and products.
 - **No applications will be processed without a copy of the source approval letter.**
2. In Box 1 complete all ownership information. Please note all correspondence will be directed to this address.
3. Under Bottler Information, please complete the name, address and location information for all the Bottled Water Manufacturing Plants you wish to register. If you have multiple locations please feel free to copy, complete and attach the form as often as necessary.
4. Each type and or brand of water is required to be registered for each bottling plant location.
 - For example a type of water could be Kent Spring Water and another type could be Kent Mineral Water. For Brands the examples could be Joe's Spring Water and another brand could be Jane's Spring Water. These examples would need to attach 4 labels and pay a total registration fee of \$100.
 - If you are registering multiple bottling facilities please make sure that the label (brand or type) is associated with the plant that produces it.
 - If more than one plant produces the same label (brand or type), each label will be registered separately as the registration is associated with a specific production facility.
5. For each type and or brand of bottled water registered, attach an example of the label or proposed label.
6. AMOUNT DUE—Sum the total number of labels at \$25, each which will give you the total amount due.

Special Instructions for Firms with over 100 Brands of Bottled Water

The Michigan Food Law, PA 92 of 2000, as amended, requires a \$25 registration fee for each distinct brand or label produced by a bottled water manufacturer. The Michigan Department of Agriculture, Food and Dairy divisions has determined that each distinct label you produce for your customers (such as schools, clubs, and individual businesses) represents a separate "brand". For example, "Kent Schools Drinking Water" and "Kent Schools Spring Water", represent two (2) brands or labels of water. However, due to the fact that the potential exists for hundreds of such products, we will administratively handle these situations in the following manner:

1. Instead of paying a yearly registration fee of \$25 for each customer label and each type of water, you may choose to pay a "flat" yearly fee based on 100 brands ($100 \times \$25 = \2500). You may produce and distribute in Michigan an unlimited number of brands above 100 once this flat fee is paid each year.
2. Your company's responsible party information must continue to appear somewhere on each label (not necessarily on the principal display panel).
3. You must submit a quarterly list of separate customer brands and types of water for Michigan customers under each brand to this agency. This will serve as the list of registered brands. Failure to submit a complete list by the next renewal period may negate this flat fee option.
4. The Michigan Department of Agriculture may revisit this option should any change in practice occur.

REMEMBER TO SIGN THE FORM.

Make your remittance payable to "STATE OF MICHIGAN."

Mail your completed, signed registration form along with your check to the address on the top of the Bottled Water Registration Application (FI-152) form.

Questions? Call the MDA's Central Licensing Unit at 517-241-6666.



FI 152 (04/05)
 For License Year Ending
 April 30, _____

Michigan Department of Agriculture

Food & Dairy Division

P.O. Box 30776, Lansing, MI, 48909-8276

BOTTLED WATER REGISTRATION APPLICATION

| | |
|---|---|
| <p>1. Name of Business: _____</p> <p>Business Address: _____</p> <p>_____</p> <p>_____</p> <p>Type of Ownership: Corp. <input type="checkbox"/> Partnership <input type="checkbox"/> L.L.C. <input type="checkbox"/> Joint Tenant <input type="checkbox"/> Sole Owner <input type="checkbox"/></p> | <p>Name: _____</p> <p>Title: _____</p> <p>Phone Number: _____</p> <p>Federal Employer ID #: _____ (Or Michigan Treasury #)</p> <p>Email Address: _____</p> |
|---|---|

Bottler Information

| Name of Bottler | Address of Bottler | City | State | Zip | County |
|-----------------|--------------------|------|-------|-----|--------|
| A. | | | | | |
| B. | | | | | |
| C. | | | | | |

Label Information ~ Please copy and attach additional pages as needed

| Label information <small>e.g. Joe's Water, Jane's Water, Please attach copies of Label(s)</small> | ID of Bottler from above <small>(ie: "A" or "B")</small> | Water Type <small>(Mineral, Spring, Purified)</small> |
|--|--|--|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Total number of labels ____ at \$25 each = _____

Grand Total of = _____

X

Signature
Title
Date

I certify the above information to be accurate.

Make remittance payable to: STATE OF MICHIGAN and mail to address at top of form.