

As of 2019, the Delaware Department of Agriculture has made it mandatory through State regulations (Produce Safety Regulations 302 Del. Code. § 3.0) that all farms within Delaware that grow, harvest, pack, or hold produce intended for human consumption and for sale, register with the Delaware Department of Agriculture annually by April 30th. This mandatory registration process is intended to identify farms covered by the Food Safety Modernization Act (FSMA): Produce Safety Rule (21 CFR 112).

The Delaware Produce Safety Registration Portal is the preferred way for farms and businesses in Delaware that grow, harvest, pack, or hold produce intended for human consumption, and for sale to submit their annual produce safety registration, update information, and apply for exemptions (if eligible). If you prefer to utilize a paper or a fillable PDF form, you can download one from the portal's homepage. Forms can be emailed to De.ProduceSafety@Delaware.gov or mailed to: *Delaware Department of Agriculture, Produce Safety Program 2320 South DuPont Highway Dover, DE 19901.*



The portal can be accessed by scanning the QR code, or by visiting <https://producesafety.agriculture.delaware.gov/Registration/>.

Please follow the instructions outlined in this document to:

- Create your new user account
- Create your business or locate your business
- Submit your annual registration
- Apply for an exemption (if eligible)

If you experience any issues while navigating the portal or have any further questions, please contact the Delaware Department of Agriculture Produce Safety Team at De.ProduceSafety@Delaware.gov or 302-698-4500.

Creating a New User Account (only complete these steps if you have never created an account before)

1. Navigate to <https://producesafety.agriculture.delaware.gov/Registration/>
2. In the upper-right-hand corner, click "Sign In."
3. Select "Register as New User" in the drop-down menu.
4. Enter the contact information requested on your screen and create a password. Click "Submit."
5. Follow the instructions on the screen to confirm your email address.
6. Once your email has been confirmed, sign in to your account using the email and password you created.
7. You will be asked to authenticate your account via email or by text message. Select your preferred method and follow the in-screen instructions for entering your code.
8. You have successfully created your new user account. Please continue to the next section, "Locating your Business."



Locating your business, or creating a new business, within our portal

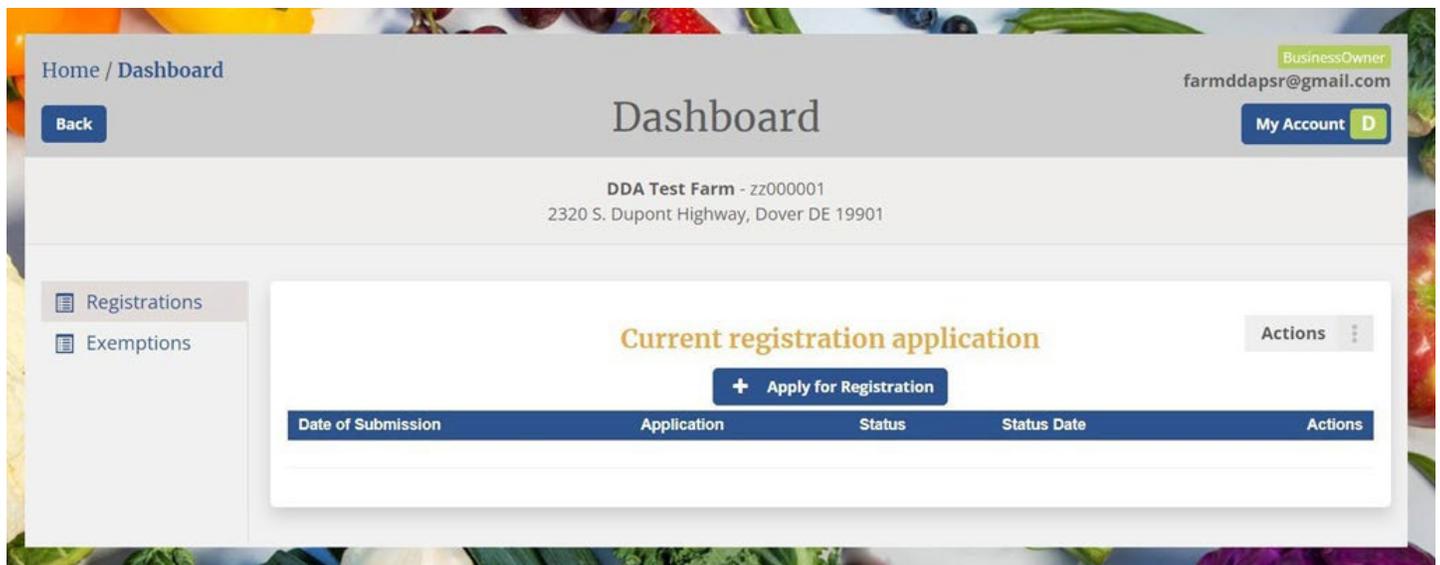
To claim a business for which you have registered with us in the past:

1. Click on the “Add New Business” button on the top left of the screen.
2. If you have registered with the Delaware Department of Agriculture’s Produce Safety section in the past, Contact De.ProduceSafety@Delaware.gov or call 302-698-4500 to request the access code/ WWGID for your business.
3. Enter the access code and click “Get Business.”
4. Confirm the generic business information that we have on file and press submit.
5. A team member will review and approve your taking ownership of the business.
6. Upon Approval, you will receive an email notification. Please continue to the next section, “Submitting Your Annual Produce Safety Registration.”

To create a business that has not been registered with us in the past:

1. From the Add New Business screen, click on “Register New Business.”
2. Enter the requested information and press submit.
3. A team member will review and approve your taking ownership of the business. (Upon approval, you will receive an email notification.)
4. Upon Approval, you will receive an email notification. Please continue to the next section, “Submitting Your Annual Produce Safety Registration.”

Once your business is approved and linked to your account, your dashboard should look like this:



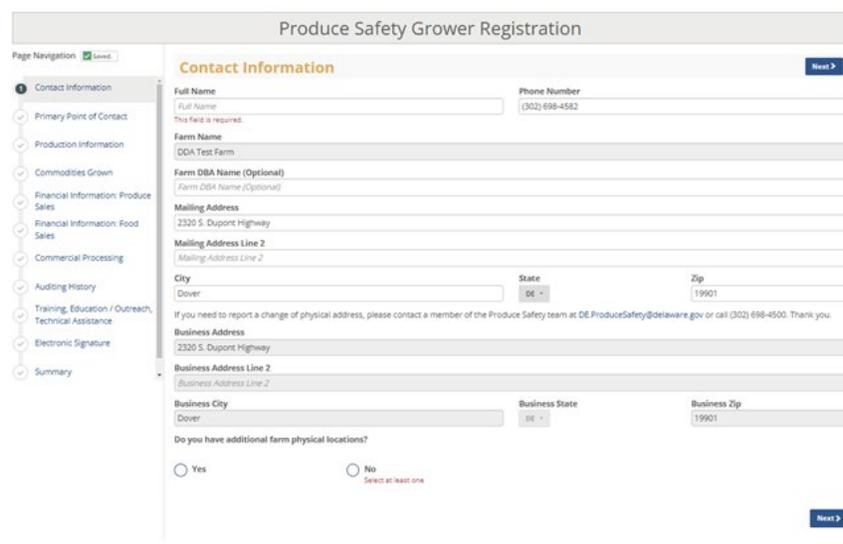
The screenshot shows a user dashboard for 'DDA Test Farm'. The header includes 'Home / Dashboard', a 'Back' button, the user's email 'farmddapsr@gmail.com', and a 'My Account' button. The main content area displays the business name and address: 'DDA Test Farm - zz000001, 2320 S. Dupont Highway, Dover DE 19901'. Below this, there is a section for 'Current registration application' with an 'Apply for Registration' button. A table with columns for 'Date of Submission', 'Application', 'Status', 'Status Date', and 'Actions' is visible, but it is currently empty.

Please note that you are not done; you must complete and submit your annual produce safety registration (instructions on the following page). This is mandatory regardless of exemption status.



Submitting Your Annual Produce Safety Registration

1. Sign-in to your user account on the Delaware Produce Safety Registration Portal by navigating to: <https://producesafety.agriculture.delaware.gov/Registration/>.
2. On your business dashboard under the “registration” tab, select “Apply for Registration” (or “Update Registration” if you have registered in the past).
3. On the pop-up window, select if you would like to start with a blank form or have your application pre-filled with your business data. **The pre-fill option will only work for businesses that have previously registered on the portal.*
4. Complete all fields on each page, continuing to the next page by clicking “next” and then clicking submit at the end.
5. A team member will review your registration, and you will receive an email notifying you of the status of your registration.
6. Upon approval, you will receive an email communication with a registration certificate for your records.



The screenshot displays the 'Produce Safety Grower Registration' form. The 'Contact Information' section is active, showing fields for Full Name, Phone Number, Farm Name, Farm DBA Name (Optional), Mailing Address (including City, State, and Zip), and Business Address (including City, State, and Zip). A 'Next >' button is visible at the top right and bottom right of the form. A sidebar on the left lists navigation options: Contact Information, Primary Point of Contact, Production Information, Commodities Grown, Financial Information: Produce Sales, Financial Information: Food Sales, Commercial Processing, Auditing History, Training, Education / Outreach, Technical Assistance, Electronic Signature, and Summary.

Applying for an Exemption from the Produce Safety Rule

1. Sign-in to your user account on the Delaware Produce Safety Registration Portal by navigating to: <https://producesafety.agriculture.delaware.gov/Registration/>.
2. Navigate to the “Exemption” tab and click “Apply for Exemption”.
3. Select the exemption type that you are applying for and submit any required supplemental information.
4. A team member will review your exemption application, and you will receive an email notifying you of the status of your exemption.
5. Upon approval, you will receive an email communication with an exemption certificate for your records.

If you experience any issues while navigating the portal or have any further questions, please contact the Delaware Department of Agriculture Produce Safety Team at De.ProduceSafety@Delaware.gov or 302-698-4500.

All farms are considered fully covered by the Produce Safety Rule until exemptions are approved. Businesses that do not submit their annual registrations by April 30th or upon request may be subject to a regulatory inspection or the civil penalties outlined in 302 Del. Code § 9.0.

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