



**FAR WEST SPEARMINT OIL**  
**ADMINISTRATIVE COMMITTEE**

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June 10, 2019

TO: All Growers, Handlers and Interested Parties  
SUBJECT: Beginning of Year Reports and Online Certificate Instructions, and Other

**To All:** You are reminded that the New Base drawing will be held on Friday, August 16, 2019 at 11:30 a.m. at the Committee office. Application forms can be printed from our website at [www.farwestspearmint.org](http://www.farwestspearmint.org) or obtained from our office.

Our next Committee meeting will be held on Wednesday, October 16, 2019 in Pendleton, OR. A golf tournament and dinner will be held on Tuesday, October 15.

Enclosed, for your information, are the final Far West 2018-19 Disposition and Production reports and the Estimated 2019 Acreage report with comparison to the past five years.

**Attention Growers:** Enclosed you will find a letter which reviews the instructions on how to use the online certificate. The online certificate has undergone a complete overhaul. Because of this, **you have been reassigned a new username, temporary password and pin number.** There are instructions on how to change the password and pin number on the instruction page. Enclosed is a copy of your Disposition reports as of June 1, 2019, with a list of your unsold barrels. Please review these reports to make sure the information is correct. If there is a discrepancy between our numbers and yours, please let us know so we can make the necessary changes.

**Attention Handlers:** Enclosed is a summary of procedures for the storage and purchase of spearmint oil produced in the Far West. This is a reminder of procedures that most of you have been following for some time. Please review them and call us with any questions you may have. These procedures and time lines are as delineated in the Marketing Order, a full text of which can be found at [www.farwestspearmint.org](http://www.farwestspearmint.org) and going to "Marketing Order" tab.

The online certificate has undergone a complete overhaul. Because of this refresh, **you will be assigned a new username and temporary password.** We will send you an email letting you know when the site is up and running. In this email we will provide you with your new username and temporary password. You will be able to change your password at any given time. Please contact the office with any questions or to request an in person training on the new site.

The following are a few items for your reference:

- **2019-2020 Assessment Rate is \$0.10 per pound** of spearmint oil purchased. Please let those within your organization that handle payment know the new rate.
- This assessment is paid on behalf of the grower and is due to the Committee when ownership of the oil takes place, not when the grower is paid. When you as a handler take ownership of the oil, you should 1) sign off the amount on the grower online certificate, 2) submit a list of the drums purchased to the Committee office, and 3) process payment for the \$0.10 per pound assessment. This assessment is due to the Committee 30 days following signing off of the grower's certificate.

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- Allotment is required when purchasing re-distilled oil. The process of purchasing this oil is the same as outlined in the Procedures for Storage and Purchase of Spearmint Oil document that is provided in this packet.
- When transferring oil for your storage back to the grower, or to another handler's facility, please send a transfer report to the Committee office. It is important that the Committee knows where each grower's oil is stored at any given time to ensure accurate records.

Please call the office with any questions you may have on any of these items.

Best regards,

Shane Johnson  
Manager

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