Acidified Food Manufacturer Requirements Checklist

1. ☐ Complete SF-43 – Food Manufacturer Application

2. ☐ Complete SF-45 – Food Manufacturer Plan Review


4. ☐ Complete FDA form 2541a – Process Filing Form for any acidified foods manufactured.

*Instructions for Establishment Registration and Processing Filing for Acidified and Low-Acid Canned Foods can be found here.

5. Provide this office with the following:
   a. ☐ Written approval and review of food manufacturing processes by an approved process authority (acidified products only)
   b. ☐ Completed SF-43 and SF-45
   c. ☐ Written verification forms 2451 and 2451a have been filed with FDA (acidified products only)
   d. ☐ A detailed recipe of product explaining step-by-step processing information (all products)
   e. ☐ Written approval of your labels by the WV Department of Agriculture (all products)
   f. ☐ Method of coding products (all products)
   g. ☐ Proof of an approved training course such as Better Process Control School
   h. ☐ Proof of registration if required with Bioterrorism Act


7. ☐ Produce the product in a kitchen approved by OEHS (See District Map for contact information.)

8. ☐ Maintain records of process

9. ☐ Notify District Sanitarian when and where you will initially be producing the product

10. ☐ Establish standard deviation procedure to deal with products which do not meet scheduled process

11. ☐ Establish a recall procedure