Non-Acidified Food Manufacturer Requirements Checklist

1. Complete SF-43 – Food Manufacturer Application
2. Complete SF-45 – Food Manufacturer Plan Review
3. Provide this office with the following:
   a. Completed SF-43 and SF-45
   b. Step-by-step processing information (a flow chart) for all products
   c. Written approval of your labels by the WV Department of Agriculture (all products)
   d. Method of coding products (all products)
   e. Proof of registration (if required) with Bioterrorism Act
4. Compliance with 64 CSR 43, which adopts FDA’s Part 110 Current Good Manufacturing Practices – 21 CFR 110
5. Produce the product in a kitchen approved by OEHS (See District Map for contact information.)
6. Maintain records of process
7. Notify District Sanitarian when and where you will initially be producing the product
8. Establish a recall procedure