The Davis College of Agriculture, Natural Resources, and Design at West Virginia University provides food testing, process evaluation, and process authority for West Virginia, cottage-industry food companies. These services are being provided to in-state companies free of charge, and the testing will be done within a period of not more than 30 days from receiving the sample. In order to properly process your requests and samples, producers must follow this checklist:

INFORMATION NEEDED TO DETERMINE STATUS OF YOUR FOOD PRODUCT:

✔ These samples should be in consumer packaging and properly labeled with product name and contact information. These samples will not be returned. Two samples of your product must be submitted for testing to West Virginia University at the following location:

Susan Slider, Research Assistant II
West Virginia University
Davis College of Agriculture, Natural Resources, and Design
1194 Evansdale Drive
Division of Animal and Nutritional Sciences
2005 Agricultural Sciences Building
Morgantown, WV 26506-6108
Tel. 304-293-1985
Email: sslider@wvu.edu

For Acidified Foods:

✔ A manufacturing flow chart detailing product preparation must be included with your acidified food sample submission. This flow chart precisely details the preparation and processing of your product, including times and temperatures. Be sure to include the following information:

1. List of each ingredient used.
2. Quantitative formula – Include either the same weight, volume, or percent of each ingredient used in a batch preparation.
3. Designate which ingredients are acid or low-acid.
   a. Designate pH of ingredient if known.
   b. Describe ingredient (i.e. fresh or canned).
4. Include physical description of ingredient (i.e. particle size, dry).
5. Describe processing stages including:
   a. Time (i.e. how long in the acid brine)
   b. Temperatures (i.e. time of heat treatment, hot-fill temperature, and hold time.)
   c. Acidification method (i.e. batch, direct)
   d. Type of finished product container

Assistance in the preparation of these flowcharts can be obtained through West Virginia University by contacting Susan Slider (see address above).

West Virginia University will determine the equilibrium pH of the finished product.

✔ Producers of acidified foods must attend a Better Processing School approved by FDA. Arrangements for Better Processing School can made through the West Virginia Department of Agriculture’s, Marketing and Development Division (304-558-2210).
Individual companies are responsible for properly filing process authority recommendations, including implementation of recommended changes, modifications to flow charts, filing with FDA, and reporting process authority results to District Sanitarians.

Foods for Water Activity (A_w)

Be sure to include the following information:

1. List of each ingredient used.
2. Quantitative formula – Include either the same weight or volume measure or use percent of each ingredient used in a batch preparation.
3. Describe processing stages including:
   a. Temperatures and time (i.e. time of heat treatment, hot-fill temperature, and hold time.)
   d. Type of finished product container.

Review of your product by the WVU Process Authority does not supersede regulatory restrictions that the West Virginia Bureau of Public Health, Department of Health and Human Resources, Office of Environmental Health Services, may have including facility registration, inspection and permission to operate a food manufacturing facility.

For questions about requirements for labeling and the WVDA label approval process, please contact West Virginia Department of Agriculture, 304/558-2210.