

WEST VIRGINIA UNIVERSITY FOOD PROCESS AUTHORITY CHECKLIST & PROCEDURES

Through Dr. Cameron Hackney, the Dean of the Davis College of Agriculture, Forestry and Consumer Sciences at West Virginia University, West Virginia food companies have the opportunity to take advantage of food testing and process evaluation on their food products. 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, please follow this checklist:

- ✓ All products must have a preliminary pH test. This test can be done at the West Virginia Department of Agriculture-Laboratory Services free of charge. A copy of this preliminary pH test should accompany your samples.
- ✓ Two samples of your product must be submitted for testing. These samples should be in the consumer packaging and labeling you intend to market the product in. These samples will not be returned.
- ✓ A flow chart detailing product preparation must be included with your 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:
 - List of each ingredient used.
 - Percentage of each ingredient used in a batch preparation.
 - Maximum temperature measurement and length of time held.
 - Fill temperature of the product.
 - Strength of direct acidification ingredients (i.e. vinegar).
 - Assistance in the preparation of these flowcharts can be obtained through the Department of Agriculture's Marketing and Development Division.

Products should be shipped or delivered by WVDA to the following:

Susan Slider, Research Assistant
WVU Division of Animal & Vet Sciences
G069 Agriculture Sciences Bldg.
P O Box 6108
Morgantown, WV 26506-6108
Tel: 304-293-1985
Fax: 304-293-2232
E-mail: sslider@wvu.edu

- ✓ Review of your product via the WVU Process Authority does not supersede regulatory restrictions that the West Virginia Bureau of Public Health may have including facility inspection and ability to operate.
- ✓ **Individual companies are responsible for the proper filing of process authority recommendations including implementation of recommended changes, modifications to flow charts, filing with FDA, and notification of process authority results to District Sanitarians.**
- ✓ For questions about labeling and label approval, please contact Connie Tolley, Executive Assistant, Marketing & Development, West Virginia Department of Agriculture, 304/558-2210.

INFORMATION NEEDED TO DETERMINE STATUS OF PRODUCT UNDER THE ACIDIFIED FOOD REGULATIONS

1. Quantitative formula

- Either use the same weight or volume measure or use percent

2. Designate which ingredients are acid and low-acid.

- By pH preferably or describe, i.e., fresh or canned
- pH of each ingredient will be most helpful – range of pH values where appropriate
- Describe ingredients – particle size, dry

3. Describe processing steps including times (i.e., how long in the acid brine) and temperatures (i.e. time of heat treatment, hot-fill temperature and hold time), acidification method (i.e., batch, direct) and type of finished product container.

4. pH of the acid ingredients combined in the proportion in which they appear in the formula

- One set with only the acid foods
- One set with the acids added (all acid ingredients)

5. pH of the finished product

- At least 6 units of a code lot or batch and relate to ingredient pH values
- Should have several batches or days production to get a feel for normal variation