

Acidified Food Manufacturer Requirements Checklist

1. ☐ Complete SF-43 – Food Manufacturer Application
2. ☐ Complete SF-45 – Food Manufacturer Plan Review
3. ☐ Complete [FDA form 2541](#) – Food Canning Establishment Registration for any acidified foods manufactured.
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](#)
6. ☐ Compliance [64 CSR 43](#), which adopts [21 CFR 110](#) - Current Good Manufacturing Practices , [21 CFR 113](#) - Thermally Processed Low-Acid Foods Packaged in Hermetically Sealed Containers, and [21 CFR 114](#) - Acidified Foods
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](#)