



BUREAU OF FOOD SAFETY & LABORATORY SERVICES

Dear Limited Food Establishment Applicant:

Enclosed are the necessary forms and application for obtaining a Registration as a “Limited Food Establishment” from the Pennsylvania Department of Agriculture. Types of operations that would be considered “limited food establishments” may include, but are not limited to:

- Warehousing (storing) food on a residential property,
- Processing/handling food from a home -residential kitchen,
- Processing/handling food in a residential-style kitchen (not meeting regulatory standards), in alternate locations, such as a church, fire hall, or remodeled garage area or out-building.

According to The Food Safety Act (3 Pa.C.S.A. §§5721 – 5737) “...it shall be the duty of every person operating a food establishment within this Commonwealth to register...”

The enclosed material must be **fully completed, returned with all necessary accompanying documentation**, and reviewed by the appropriate Food Sanitarian and/or Food Sanitarian Supervisor with the Bureau of Food Safety & Laboratory Services **prior to production and distribution or sale of your food product**. Please note: failure to provide all required information could delay your registration approval. Return all materials to your regional office (see below, as listed by county). It is recommended that you apply **60 days prior** to your ‘opening’ date.

The Department of Agriculture, regional Food Sanitarian and /or Supervisor will review the plans and notify you of its approval/disapproval. Once you receive your approval, notify your Food Sanitarian or [regional office](#) at least **ten (10) days prior** to production to arrange a Registration inspection. Inquiries regarding your application status should be directed to the below Regional Office.

Sincerely,
The Bureau of Food Safety & Laboratory Services Staff

MAILING ADDRESSES: Pa Department of Agriculture, Regional Offices

Region 1 (Clarion, Crawford, Elk, Erie, Forest, Jefferson, McKean, Mercer, Venango and Warren)
13410 DUNHAM RD, MEADVILLE PA 16335 814-332-6890 Fax: 814-333-1431

Region 2 (Cameron, Clinton, Columbia, Lycoming, Northumberland, Montour, Potter, Snyder, Tioga and Union)
542 COUNTY FARM RD, SUITE #102, MONTOURSVILLE PA 17754 570-433-2640 Fax: 570-433-4770

Region 3 (Bradford, Carbon, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Wayne and Wyoming)
RT 92 SOUTH, PO BOX C, TUNKHANNOCK PA 18657 570-836-2181 Fax: 570-836-6266

Region 4 (Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland)
226 DONOHOE RD, SUITE 101, GREENSBURG PA 15601 724-832-1073 Fax: 724-832-1013

Region 5 (Bedford, Blair, Cambria, Centre, Clearfield, Fulton, Huntingdon, Juniata, Mifflin and Somerset)
Martinsburg Commons 403 E. Christiana St. Martinsburg PA 16662 814-793-1849 Fax: 814-793-1869

Region 6 (Adams, Cumberland, Dauphin, Franklin, Lebanon, Lancaster, Perry and York)
ROOM 100, 2301 NORTH CAMERON STREET, HARRISBURG PA 17110 717-346-3223 Fax: 717-346-3229

Region 7 (Berks, Bucks, Chester, Delaware, Lehigh, Montgomery, Northampton, Schuylkill, Philadelphia)
1015 BRIDGE RD, COLLEGEVILLE PA 19426 610-489-1003 Fax: 610-489-6119

Requirements for Producers in “Limited Food” Establishments

The Department will allow some ‘limited’ types of food processing to occur in a “residential style kitchen,” that may not meet the full regulatory code requirements, with the intent of the producer to offer these products for sale to the public. These processors are regulated under The Food Safety Act (3 Pa.C.S.A. §§5721 – 5737). Regulations under this Act include all federal regulations related to food, and can be found in Title 21 of the Code of Federal Regulation (CFR’s). CFR’s can be accessed at www.ecfr.gov. In some cases, businesses may additionally be regulated under PA Code Title 7, Chapter 46, Food Code (if products are retailed direct to consumers from the business).

The term “limited food processor” or “residential-style kitchen” will be used throughout this document to refer to a home-style kitchen, residential style kitchen or a personal use kitchen, regardless of the location - on or off an actual residential property.

Generally, the types of production that can occur in “limited food establishments” (whether an actual home-use kitchen or a kitchen designed in a residential fashion) are limited to foods that **ARE NOT** “potentially hazardous foods” (PHF’s). PHF’s are foods that will support the growth of pathogenic microorganisms and require temperature controls (kept hot or cold). PHF’s can only be produced in a licensed / registered ‘commercial’ food establishment kitchen that meets the full regulatory code requirements, including separation from residential-use areas, and adequate plumbing fixtures. This does not specifically prohibit processing of PHF’s from a residential property, but the foods could only be produced in a second processing kitchen separate from the private home kitchen or any residential – personal use areas, and that meets the full regulatory standards for a food establishment.

*Bakery products, jams and jellies, acidified foods, and candy making are the most common types of foods from ‘limited’ food processors, however other non-PHF Foods may be produced**.* Although limited food processors cannot comply with the full intent of the regulations, they do have certain requirements and limitations. General rules for all products are as follows:

1. No animals/pets are permitted in the home *at any time* if the personal home kitchen is used. This would apply to residential-style kitchens, in any other location as well.
2. Children are not permitted in the kitchen area during food processing for the business.
3. The water supply must be from an approved supply. Private sources must be tested annually for coliform bacteria and Nitrate/Nitrite by the limited food establishment.
4. Department approval does not imply that the business will be in compliance with any local zoning or ordinances. All businesses should confirm and receive approval from their local authority for zoning and other code enforcement issues, such as sewage disposal.
5. Registration and fee (\$35.00) by the Department of Agriculture are required. A registration fee exemption exists for Honey Processors if the honey is produced and

processed on the same farm. Honey Processors will still be required to register and be inspected if selling off site of the processing farm.

6. All ingredients must be separate from those for personal use (separate shelves, separate cupboards, etc...) and must be properly labeled, stored and protected.
7. There must be restricted use of the residential-style kitchen during any business related food processing.
8. Processor must maintain sanitary conditions in the kitchen and/or any storage areas.
9. Any required laboratory testing of food products is arranged for and paid for by the producer. Although not a comprehensive list of laboratories capable of food testing, a listing of commercial laboratories is available on our web site at www.eatsafepa.com, Select 'Programs' in the left margin, then choose 'Food Safety Laboratory Division'. A link to "Commercial Laboratories" can be found mid-page.
10. Products must be properly labeled as follows (with some labeling exemptions for baked goods):
 - *Name of product
 - *Name and address of manufacturer
 - *Ingredients listed in decreasing order by weight
 - *Allergen declaration if needed
 - *Net weight or unit count
11. Nutritional labeling must be included on food products being shipped / sold in interstate commerce. Most Limited Food Establishments will qualify for a small business exemption from nutritional labeling requirements but must apply with FDA. <http://www.gpo.gov/fdsys/pkg/CFR-2008-title21-vol2/xml/CFR-2008-title21-vol2-part101.xml>
12. Under the Food Safety Modernization Act (FSMA), food facilities which wholesale may be required to register with FDA. Section 415 of the FD&C Act (21 U.S.C. 350d) requires domestic and foreign facilities that manufacture, process, pack, or hold food for human or animal consumption in the U.S. to register with FDA by December 12, 2003. There are certain exemptions for businesses operated from a private residence, and for businesses whose primary sales are retail (direct to consumers). For more information on FDA Registration visit: <http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/FoodDefense/ucm331959.htm>

13. Processors must comply with all applicable state and federal laws and regulations.
14. Any labeling for health claims such as Low Fat, Sugar Free, Gluten Free, Dairy Free, and similar, must be accurate and be supported by manufacturer's labeling of sub ingredients or through product testing. By adding a claim to your label, you may be required to comply with Nutritional Labeling requirements. Contact FDA as noted in #11 above.

***This is not a complete list of the types of foods that may be made in a limited food establishment. Products are evaluated individually, as to whether or not they can be produced in a limited food establishment.*

Baked Goods

Baking is the most common type of food processing conducted in a limited food establishment. Traditional bakery items produced are cakes, breads, cookies, rolls, muffins, brownies, fruit pies and pastries, etc.

PHF's are NOT allowed to be prepared in the limited food establishment and may include: cheesecakes, pumpkin pies, cream, custard and meringue pastries / desserts or any food item that has sufficient moisture, high pH (low acidity, pH>4.6) and/or ingredients that will support the growth of pathogenic microorganisms. PHF's may also include baked good containing meat or cheeses. Generally, any product which is not shelf-stable at room temperature, and requires refrigeration after preparation would be considered "potentially hazardous." Most baked goods do not require testing; however, **baked goods in question, shall be tested for pH and Available Water (Aw) by the producer. Evaluation of the product will be made by the Sanitarian following the submission of the results.**

Bakery items, made and sold directly to a Commonwealth consumer, by the baker (or their employee), do not require any labeling information directly on the products or any formal of display of ingredients; **however, ingredient information must be available upon request.** All other baked goods (bake-off, purchased product) would require full labeling.

Items sold at a retail facility, not owned or operated by the baker; require one of the following forms of labeling:

- (1) Packaged Bakery Product must have all required labeling information on the package.
- (2) Loose and Bulk-Displayed Bakery Product must have all required label information posted by the display.
- (3) Bakery Products sold at retail facilities, for consumption on the premises, such as a restaurant, require that the label information be available to the consumer upon request.

Any item labeled with a claim such as Gluten Free, Dairy Free, Organic, Sugar Free or similar must be able to substantiate the that claim through manufacturer's labeling of sub-ingredients or through product

testing. The Code of Federal Regulations has specific guidelines regarding under what circumstances these claims may be made. Use of claims may require a nutritional facts panel.

Jams, Jellies and Similar Products

Producers of jams and jellies must have written procedures / formulas. It is recommended that each product be reviewed or analyzed by a food testing laboratory for **soluble solids (Brix)** to identify if the product is correctly identified for their Standard of Identity (21 CFR 150). New lids must be used and any reused jars must be thoroughly washed and sanitized. All labeling requirements on the containers must be met. Jam, jelly and preservatives not meeting a proper Standard of Identify may need evaluated further.

The soluble-solids content of the finished jelly or jam may not be less than 65 percent (65% Brix), as determined by the method prescribed in "Official Methods of Analysis of the Association of Official Analytical Chemists," 13th Ed. (1980), section 31.011, under "Solids by Means of Refractometer-- Official Final Action,"

Fruit jellies have 45 parts by weight of the fruit component to each 55 parts of the sweetener solids (45:55). The finished soluble solids content of a jelly is not less than 65%.

Fruit preserves and jams are divided into two groups, generally the berries and the pomes. Those made from the berry group require 47 parts by weight of the fruit component to 55 parts of the sugar (47:55). Those made from pomes are 45:55. In both cases the finished product is not less than 65% solids.

Fruit butters, preserves, artificially sweetened fruit jelly, each have specific standards of identity and soluble solid requirements. Conserves, Marmalades, and "Spreads" do not have standards of identity, and do not require soluble-solids testing.

Beverages/ Drinks/Juice

Beverages and Drinks

Some beverages and drinks can possibly be made from a limited food establishment. This may include Root Beer, Lemonade, Lemon Ice Tea and other acidic drinks. pH must be tested on all drinks/beverages to assure the pH is 4.6 or below. *Product testing as described below under *Canning and Acidified Foods* would be applicable to canned or vacuum sealed acid or acidified beverages or drinks.

Juice – Producers of Juice who sell ONLY Retail

Juice means the aqueous liquid expressed or extracted from one or more fruits or vegetables, purees of the edible portions of one or more fruits or vegetables, or any concentrates of such liquid or puree. (100% percent juice under 21 CFR 101.30, or a concentrate of that juice for subsequent beverage use).

A retail establishment is an operation that provides juice directly to consumers and does not sell or distribute juice to other businesses. The term "provides" includes storing, preparing, packaging, serving, and selling juice. If you qualify as a retail establishment, you are *not* required to process juice under a HACCP system. However, packaged juice produced at a retail establishment is subject to FDA's food labeling regulation in 21 CFR 101.17(g), which requires a warning statement on fruit and vegetable juice products that have not been processed to prevent, reduce, or eliminate pathogenic microorganisms.

Juice producers who produce from a limited food establishment must have their products tested for pH to determine if the product is a non-PHF food. Only products with a pH of 4.6 or below can be made from a limited food establishment. *Product testing as described below under *Canning and Acidified Foods* would be applicable to canned or vacuum sealed acidified beverages or drinks.

Product may only be sold direct to the consumer from the production site or from a satellite of the production site, such as a farmers market or roadside stand owned by the producer. In most cases, if product is sold from the production site in packaged form, only a Food Registration is needed. However, any retail location would need evaluated to determine if a Retail Food License would additionally be needed.

Producers of Juice who sell Wholesale

With the exception of juice produced for retail sale only, all juice (as defined in 21 CFR 120.1(a)) sold as juice (or for use as an ingredient in other beverages) is subject to the requirements of the juice HACCP regulation. Any juice of this type must be pasteurized or have an approved and verified 5–log reduction of pertinent microorganism and be operating under a HACCP plan. Juice of this nature can typically *not* be produced in a limited food establishment. Residential-Style Kitchens would not typically have the required equipment to obtain a pathogen reduction.

Canning/Acidified Foods

Limited Food Establishment Producers may only “can” food products that reach a pH of 4.6 or less upon completion of the recipe (a combination of pH (acid level) and Available Water (Aw) may also be tested). Examples of Types of food products that might be approved include: salsa, chow-show, pickled beets, pickled vegetables, hot sauces, and barbeque sauce. Producers of Acidified Foods must have written recipes / formulas and procedures. You will need to provide a Process Flow for your products and have it approved by your Sanitarian prior to registration and sale of your product. This does not apply to Acid or Fermented Foods. If you are unsure if your product is considered an Acidified Food, please discuss with your Sanitarian.

***Product Testing for Acidified Food or Drinks**

Initially, the producer shall have each unique recipe/product tested by an independent commercial laboratory. The product must be tested for pH within 24 hours. This pH **must be 4.6 or below**. Additionally, the product must be checked for the final equilibrium pH 3 – 5 days after production to assure a final product pH of 4.6 or below. Note: Aw may be additionally tested to accommodate for the hurdle effect of pH and Aw interaction, if the initial resulting pH is at or above the 4.6 level. Note: Procedures for testing the low acid components within an acidified food should comply with 21CFR114.

Effective for newly registered facilities beginning January 1, 2014 and existing facilities by January 1, 2015:

- ✓ *If your final equilibrium pH is 4.0 or above, you must have a properly calibrated pH meter and check the pH of every batch produced. Log sheets must be kept showing production date, batch #, pH and any corrective action taken if the pH was 4.6 or above. Producers may require a blender for some products, to effectively check pH, as the final*

equilibrium pH is tested using an evenly mixed product, and not by simply testing the acidifying solutions.

- ✓ *If your final equilibrium pH is 4.0 or below*, you are not required to test every batch, but must have either a properly calibrated pH meter or pH test paper to verify your pH on an ongoing basis, at a minimum of 4x/year. Your initial test, however, must be done by a commercial laboratory. Ongoing testing may be done with pH paper as long as the pH is below 4.0. Producers may require a blender for some products, to effectively check pH, as the final equilibrium pH is tested using an evenly mixed product, and not by simply testing the acidifying solutions.
- ✓ If your final equilibrium pH is above 4.40 you must have your product flow, recipe and process evaluated and approved by a Process Authority (A qualified person who has expert knowledge acquired through appropriate training and experience in the acidification and processing of acidified foods.)
- ✓ Anytime a recipe is altered or a new recipe is developed, the final product must be tested as described above.
- ✓ **All recipes must incorporate a Thermal Process (cooking) or lethal kill step. This thermal process does not apply to Acid or Fermented Foods. It also does not apply to acidified foods that are at or below pH 3.3. Products at or below 3.3: The product must be held at 77°F or higher for 48 hours prior to distribution.**

**FDA may require a Process Authority review, process filing, and batch testing for all products under their jurisdiction, regardless of pH. These requirements should be discussed with FDA.*

Other requirements for canning:

- Anytime a recipe is altered or a new recipe is developed, the final product must be tested as described above.
- New lids must be used and any reused jars must be thoroughly washed and sanitized.
- All labeling requirements on the containers must be met.
- ***Processors wishing to sell their products interstate, which included internet sales, should contact their local FDA (Food and Drug Administration) office and become registered to do so.**

Product Testing for Acid or Fermented Foods:

**Acid and fermented foods must have a final equilibrium pH of 4.6 or below. If your final equilibrium pH is 4.0 or below*, you are not required to test every batch, but must have either a properly calibrated pH meter or pH test paper to verify your pH on an ongoing basis. Your initial test, however, must be done by a commercial laboratory. Ongoing testing may be done with pH paper as long as the pH is below 4.0. Producers may require a blender for some products, to effectively check pH, as the final equilibrium pH is tested using an evenly mixed product, and not by simply testing the acidifying solutions.

Low Acid Canned Foods or Beverages

Low acid canned foods or beverages (with a pH above 4.6) may **NOT** be made from a limited food establishment or in any residential-style kitchen. This would include, for example, most soups, gravies, un-pickled vegetables, and fruits in syrups.

Candy Making

Most types of candy can be made in a limited food establishment. These would include; fudge, lollipops, chocolates, tortes, hard candy, rock candy and others. All labeling requirements on the containers must be met. Chocolate covered fruits may not be made from a limited food establishment unless the fruit utilized has a pH of 4.6 or below, such as most apples and strawberries. Any fruit in question may be required to have a pH test performed to determine pH levels. No product testing is required for most candy.

Other Foods

Other types of foods may potentially be approved for processing, handling, re-packing or storage in a limited food establishment; however, only those foods considered NON-potentially hazardous are permitted to be produced/held in this type of setting. Product testing may be required on a case by case basis for foods to determine if they are, or are not a PHF. If you have an unusual food product, discuss this product with your Sanitarian.

Getting Started With Your “Limited Food” Establishment Business

First, contact your local municipality (city office, township office, city or borough office, etc.) to ensure that local ordinances and zoning requirements allow operation of a food business from a residential property, from a home, or from any other location you have selected.

Second, if the production site has a non-public water supply (well or similar), you must initially have the water tested for **Coliform and Nitrate/Nitrite**. Coliform will need to be tested annually. If the initial Nitrate/nitrite test results are below 5 MCL, then no further testing for N/N would be required. More frequent testing will be required if the N/N results are above 5 MCL, and this should be discussed with your Sanitarian. Choose an approved DEP (Department of Environmental Protection) water testing laboratory in your area. Water test results should be submitted with your Plan Review Application. If the processing site is on a municipal or public water supply, you need not do any water testing.

Third, if the food product you are making requires any laboratory testing, as listed herein, this testing should be submitted with your Plan Review Application or prior to the first inspection. Choose any local laboratory conducting food testing. If you are unsure if your product should be tested contact your local regional food sanitarian to discuss. A listing of commercial laboratories is available on our

web site at www.eatsafepa.com, Select ‘Programs’ in the left margin, then choose ‘Food Safety Laboratory Division’. A link to “Commercial Laboratories” can be found mid-page.

Fourth, you will need to fill out an “Application for Food Establishment Registration- “Limited Food” Establishments” for the Department. All paperwork should be filled out and returned to the appropriate regional office (see cover letter) as soon as possible. It may take 30 – 60 days to obtain your Registration, so start early!

If you are going to sell your product at a retail satellite location (farmers market, roadside stand, fair, etc...) or create a retail store at the processing site, this retail site may additionally need a Retail Food License with the Department or a **Local Health Jurisdiction (but potentially may be exempt from fees). A *Retail or Farmer Market Vendor Plan Review Packet* (available on request or on our web site) will need to be filled out for those retail locations.

**Note: Retail locations located in Local Health Department jurisdictions would obtain these Retail Licenses from the Local Health Department directly.

If approved, you will be contacted by the regional Food Sanitarian and / or Supervisor with follow up instructions. If disapproved, you will receive a written letter explaining why your plans have been disapproved, and you may re-submit at anytime thereafter.

Finally, when all prior items are complete and approved, contact the Pennsylvania Department of Agriculture Regional Office (see below) in your area to make arrangements for inspection. At the time of inspection, your sanitarian will discuss with you the standards and good manufacturing practices expected of your business, labeling and testing requirements, if applicable, and any other necessary food safety information. At the conclusion of your inspection, if satisfactory, your Sanitarian will collect your \$35.00 registration fee and you will be ready to begin your business.

References:

FDA Food Facility Registration

<http://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/ucm2006832.htm>

Domestic facilities are required to register with FDA whether or not food from the facility enters interstate commerce.

Code of Federal Regulations

For information on any Federal Code, in electronic format: www.ecfr.gov

The food regulation is Title 21: Food and Drug.

21 CFR Part 110

Current Good Manufacturing Practice in Manufacturing, Packing, or Holding Human Food

21 CFR Part 114

Acidified Foods

21 CFR Part 150

Fruit butter, Jellies, Preserves and related products

Example of a Scheduled Process

http://www.nysaes.cornell.edu/necfe/product/product_main.html#schedprocess

From Northeast Center for Food Entrepreneurship

FDA Labeling Regulations

Food Labels by PSU: <http://extension.psu.edu/food/safety/entrepreneurs/regulations/fda-labeling-regulations>

FDA Food Labeling Guide:

<http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/LabelingNutrition/ucm2006828.htm>

Nutritional Labeling Regulations

PSU Resource: <http://extension.psu.edu/food/safety/entrepreneurs/regulations/nutritional-labeling-regulations>

FDA: Small Business Nutrition Labeling Exemption Guidance:

<http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/LabelingNutrition/ucm053857.htm>

Guidance for Industry, Food Labeling Guide:

<http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/LabelingNutrition/ucm2006828.htm>

Trademarks

How to register a trademark with the United States Patent and Trademark Office

<http://www.uspto.gov/trademarks/basics/index.jsp>

PSU Food Entrepreneurs:

PSU Corporative Extension website for persons looking to start a new food business:

<http://extension.psu.edu/food/entrepreneurs>

FDA- www.fda.gov

PA Department of Agriculture- www.eatsafepa.com, in the left hand margin choose 'Programs', then select "Limited Food" Establishments. The Retail License application for farmers markets or other retail location is available under the 'Retail Food Facilities and Restaurants' Program.

**Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services**

**APPLICATION FOR FOOD ESTABLISHMENT REGISTRATION
"LIMITED FOOD" ESTABLISHMENTS**

PLEASE COMPLETE ALL INFORMATION AND SUBMIT TO THE DEPARTMENT

SECTION 1

BUSINESS INFORMATION

NAME OF BUSINESS _____

ADDRESS OF BUSINESS (LOCATION OF THE FOOD ESTABLISHMENT):

Facility Street Number and Name	City	State	Zip Code
County	Township/Borough		
() Phone Number	() Fax Number		
Email Address	() Cell Number or Alternate Phone Number		

MAILING ADDRESS (If Different Than Above):

Name	Street Address	City/State	Zip Code
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- PROPRIETOR/OWNER TYPE: SOLE PROPRIETOR PARTNERSHIP
- NON-PROFIT OR ASSOCIATION
- LIMITED LIABILITY CO (LLC) OR PARTNERSHIP (LLP)
- CORPORATION

LEGAL OWNER'S NAME BASED ON OWNER TYPE: _____
(Examples: Mary Smith, Smith Inc., Mary's Little League Soccer or Smith LLC)

IF A "COMPANY", A COMPANY OFFICIAL NAME & TITLE: _____

OWNER MAILING ADDRESS (If Different Than Above Facility Address):

Owner Name	Street Address	City/State	Zip Code
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SECTION 2

ZONING APPROVALS

You must contact your local municipality (township office, borough office, town hall) to verify zoning approval to have a food business at this property.

Name of Municipality: _____

I contacted my municipality on _____ (date) and confirmed that I can use this property or my residential home kitchen as the location for my limited food processing business.

Applicant Signature/Date _____

SECTION 3

WATER, SEWER, WASTE INFORMATION

WATER: The property is on, or will use: (Check which ONE applies)

A public / municipal water supply.

Supplier: _____ (ex: PA American Water Company)

A non-public / non-municipal / private water supply (example: well water). **A current water test must be provided. Your water must be tested at a Department of Environmental Protection (DEP) approved water testing laboratory of your choosing. Coliform and Nitrate/Nitrite must be tested.**

A current water test for my well is attached to this application.

Applicant Signature/Date _____

SEWER: The food establishment is on: (Check which ONE applies)

A municipal/public sewage disposal system.

Name of Sewage Authority: _____

A non-public sewage disposal system (examples; Sand mounds, holding tanks). For on-lot sewage disposal systems, please contact the certified Sewage Enforcement Officer for your municipality and discuss if the current sewage disposal system is appropriate for your food establishment. This would not apply if the establishment is connected to an approved municipal supply, as listed above.

I contacted my municipality regarding my on-lot sewage disposal system on _____ (date). To the best of my knowledge my on-lot system is adequate for my Food Establishment and functioning properly.

Applicant Signature _____

REFUSE:

The food establishment refuse (trash) collector will be: _____ (company name)

SECTION 4

OTHER CODES

***Signature is required to affirm compliance with the appropriate requirements.**

A license to collect sales tax has been obtained or applied for. For information on applying for a sales tax license, contact the Pennsylvania Department of Revenue - (717) 787-8201. *A copy of the sales tax license or proof of application is attached to this application.*

OR

According to the PA Department of Revenue rules and regulations, I have determined that my business is exempt from collection of sales tax.

AND

I do not have any animals on the premise of this food establishment.

I certify that the establishment is compliant with the above checked requirements and any required supporting documentation is attached.

***Applicant Signature** _____

SECTION 5

BUSINESS PLAN SUBMISSION

Please provide, **in writing** as an attachment to this application, your business plan. At minimum address the following, if applicable:

1. Ingredient suppliers
2. Storage areas for equipment, food products and packaging
3. Types of equipment used in the production of the food
4. Production methods, including packaging methods (canning, overwrap, boxed)
5. Transportation methods to other locations or for delivery of products
6. How do you plan to sell the products? i.e., wholesale in state, wholesale out of state, internet, at a local farmers market, retail from the home, etc...
7. List the addresses of all locations from which you plan to sell your products--if you are retailing your product direct to the consumer. (ex: your home, a market, a roadside stand, local fire company, local fair)

SECTION 6

PRODUCT LABEL SUBMISSION

Packaged products must have appropriate product labeling. Labeling must at minimum include:

1. Name of the product
2. Ingredients, listed from most to least by weight
3. Allergen declaration, if needed
4. Name and address of the manufacturer or distributor
5. Net Wt. or count; placement on the bottom 1/3 of the primary panel and no less than 8 pt. font

A bakery item **made and sold** directly to a Commonwealth consumer **by the baker, or their employee**, (at the processing site or a satellite of the processing site such as a farmers market) does not require any labeling information on

the products or any form of display, but ingredient listing must be **available upon request**. All other baked good such as bake-off items or purchase baked goods must have full labeling. All other food products must have the required labeling.

Any food products being sold interstate must meet requirements for Nutritional Labeling and will additionally be under the jurisdiction of the US Food and Drug Administration. You should contact them directly to discuss requirements or exemptions to nutritional labels. Information can be found at www.fda.gov and searching on “Small Business Nutritional Labeling Exemption.”

I have submitted a sample or draft copy of my intended label(s).

Applicant Signature _____

SECTION 7

LABORATORY TESTING

The following products will need to have product testing. This testing is to assure the safety of the product and that it is a non- PHF food. Additionally, some testing is used to confirm branding (ex, jam vs. jelly). See “Limited Food” Establishment Requirements for details.

NOTE: Additional testing may be required by the Department at any time to determine the safety and branding of the product. If you are unsure of what testing, if any, you must do, please contact your Regional Office for guidance. Testing must be done by you at any food laboratory of your choosing.

1. Acidified or Acid Foods or Beverages: pH (acidity level)
2. Acid Food or Fermented food: pH
3. Dressings/Sauces/Salsa: pH and Available Water (Aw)
4. “Moist” breads/cakes, and some pies: Aw and pH
5. Jams and Jellies: Soluble solids for product identity
6. Any questionable product: pH and/or Aw

All laboratory test results must be submitted with this Plan Review Application. All products and product recipes must be tested. At any time a recipe changes or a new product is produced, additional product testing must occur. Producers should keep a copy of their product test results at their food establishments for review by the Sanitarian.

- Not applicable, I do not believe my products require testing.**
- I have submitted a copy of my product testing results, if applicable.**

Applicant Signature _____

SECTION 8

PRODUCTION INFORMATION

DAYS & TIMES OF PRODUCTION / OPERATION (check any that might apply)

Please list ‘*generally*’ when you plan on processing / operating at this location.

- | | | | |
|------------------------------------|------------|-----------------------------------|------------|
| <input type="checkbox"/> Monday | Time _____ | <input type="checkbox"/> Friday | Time _____ |
| <input type="checkbox"/> Tuesday | Time _____ | <input type="checkbox"/> Saturday | Time _____ |
| <input type="checkbox"/> Wednesday | Time _____ | <input type="checkbox"/> Sunday | Time _____ |
| <input type="checkbox"/> Thursday | Time _____ | | |

TYPE OF ESTABLISHMENT (check which one applies)

- This kitchen is a personal use kitchen at a home
- This kitchen is a home-style kitchen on a residential property, but not a personal use kitchen
- This kitchen is a home-style kitchen not located on a residential property but another location (fire company, church, American Legion, VFW, or other)
- This storage / warehouse establishment is on a residential property (and not a separate structure from personal use areas).

METHOD OF SALE (Check all that apply)

- Retail only Wholesale only Both Retail and Wholesale Internet Sales

TYPE OF FOOD PRODUCTION/HANDLING (Check all that Apply)

****ONLY NON-POTENTIALLY HAZARDOUS FOODS CAN BE MADE/HANDLED BY A LIMITED FOOD ESTABLISHMENT.**

- | | | | | |
|---|--|--|--|--|
| <input type="checkbox"/> Baked Goods | <input type="checkbox"/> Dry goods | <input type="checkbox"/> Dressings, Sauces | <input type="checkbox"/> Honey | <input type="checkbox"/> Beef/Meat Jerky |
| <input type="checkbox"/> Breads | <input type="checkbox"/> Cookies | <input type="checkbox"/> Acidified Foods | <input type="checkbox"/> Jams or Jelly | <input type="checkbox"/> Maple Syrup/product |
| <input type="checkbox"/> Cakes | <input type="checkbox"/> Pies | <input type="checkbox"/> Butters, Spreads | <input type="checkbox"/> Candy | <input type="checkbox"/> Beverage/Drink |
| <input type="checkbox"/> Vinegars | <input type="checkbox"/> Dried Herb | <input type="checkbox"/> Nut mixes | <input type="checkbox"/> Dehydrated food | |
| <input type="checkbox"/> Storage only/no handling | <input type="checkbox"/> Chocolate/fudge | <input type="checkbox"/> Other, list _____ | | |

Describe your product(s): (specific types, styles, packaging methods)

EMPLOYEE INFORMATION

_____ # of anticipated employees (**include yourself in this number**)

Do you have an employee health policy? YES or NO

An employee health policy establishes how to handle ill employees, including you, should they get ill or exposed to a potential foodborne pathogen. What will you do for an alternative production plan should you get sick? Do you understand what illness symptoms you may NOT work with? If you do not have a health policy prior to opening an employee health policy must be established, either written or verbal.

SECTION 9

PRODUCTION OPENING

Anticipated date to begin production: _____
Date

SECTION 10

This application, along with any other requested materials, as listed above, should be **submitted to you local Regional Office**, as listed on the cover letter.

The Applicant understands and agrees that this document is an application for registration of a “limited food” establishment. The applicant understands and agrees that only a “proprietor” may obtain a Limited Food Establishment Registration; and that a “proprietor” may be a person, partnership, association, or corporation operating a food establishment within the Commonwealth of Pennsylvania. The applicant verifies that it is a/an (circle one): **person, partnership, association, corporation, LLC or LLP**; and that it is the “proprietor” of the Limited Food Establishment that is the subject of this application. The applicant verifies that all statements and information in this application is true and correct to the best of the applicant’s knowledge, information and belief; and makes these statements subject to the penalties of 18 Pa.C.S.A. § 4904, relating to unsworn falsification to authorities.

Please allow three- five weeks for processing of your plan review from the date of post marking.

You will be contacted by your Regional Food Sanitarian or Supervisor with your approval of this plan. Once your plans are approved your Sanitarian will schedule and conduct an on-site inspection.

If your application and plan are disapproved, you will receive a written letter detailing why the application was disapproved. Applications can be re-submitted at any time.

Following a compliant inspection and payment of the registration fee you will be permitted to produce, and/or store, and sell your product. Your registration fee will be collected at the time of inspection. Your formal registration will be mailed to you within 60 days. Your inspection report will serve as your official approval until the registration card is received.

_____	_____
Business Official / Owner Signature	PRINT Name
_____	_____
Date of Birth	Date

There are NO fees associated with this Application.
Registration fees will be collected at the time of the inspection and are as follows:
(Payable to: Commonwealth of PA)
 New Registrations are \$35.00, at time of the first inspection
 Annual Renewal is \$35.00 via USPS

OFFICIAL USE ONLY

REGISTRATION: LIMITED FOOD PROCESSING LIMITED FOOD STORAGE

STANDARDS FOR REVIEW: Chapter 57/CFR’S

APPROVAL
 PLANS APPROVED, DATE _____ APPLICANT CONTACTED, DATE _____ METHOD _____

DISAPPROVAL
 PLANS DISAPPROVED, DATE _____ LETTER MAILED TO APPLICANT, DATE _____
 Reasons for denial: _____

REVIEWING SANITARIAN: _____
 **REMINDER: IN ALL CASES, A FACILITY RECORD MUST BE CREATED IN PAFOODSAFETY AND THE APPLICATION SCANNED AND ATTACHED TO THE FACILITY RECORD.