

Acidified Canned Food Manufacturer Requirements Checklist

1. **Contact** the Licensing Specialists at the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) 608-224-4923 or datcpdfslicensing@wi.gov for an **acidified foods licensing packet**. DATCP issues all licenses for manufacture of acidified canned foods in Wisconsin.
2. **Locate** a food processing facility that complies with [ATCP70](#). See ATCP 70.08 for information on construction and maintenance of a facility.
3. **Attend** training: **FDA Better Process Control School – Acidified** or the **Wisconsin Small Business Better Process Control (canning) School**. The Wisconsin school is designed for operators of businesses who are not involved in co-packing and with sales of less than \$25,000 per year of canned items. Training schedule [here](#). [<https://foodsafety.wisc.edu/>]
4. **Locate** a Process Authority to review your recipes and issue a Scheduled Process for each formulation or recipe.
 - Information on fee-for-service Process Authority (PA) programs is [here](#).
 - Businesses who attend the **Wisconsin** Small Business canning school receive Process Authority support at no cost. Details provided at the Wisconsin training.

*Following information specific to business working with the University of Wisconsin.

5. **Submit** samples to a laboratory for testing*. For most recipes, lab tests are for pH. Prepare two batches of the recipe (these can be small batches prepared in a home kitchen) and submit **one sample from each batch** to a laboratory for pH testing. A list of labs in Wisconsin that do this testing is [here](#).
6. **Submit** (via email) completed product information [form](#) and lab test results for each recipe to [University of Wisconsin-Madison](#). Allow two weeks for recipe review. You will receive a **Scheduled Process** developed by the Process Authority and information on FDA filing.
7. **Complete** [FDA form 2541 \(registration as a canning establishment\) and 2541e](#) – Process Filing Form for each acidified food manufactured in each container size. [Required within 10 days of production starting. Note: requires that you have received the process review/Scheduled Process.]
8. **Submit** a completed food processing plant license application to DATCP; you will be contacted to set up a licensing or amendment inspection. This visit should take place at the processing facility. Be prepared to provide:
 - a. Certificate of approved training.
 - b. Scheduled processes for each recipe.
 - c. Copies of commercial pH test results (2 per product).
 - d. Water test results (municipal or well).
 - e. Documentation of method of coding products.
 - f. Sample production logs: process log (template [here](#)), pH meter calibration [log](#), thermometer calibration [log](#), and sanitation [log](#).
 - g. Recall plan. Sample [here](#).
 - h. Documentation of registration under the [Bioterrorism Act](#) (for business primarily wholesaling).
 - i. Copies of completed FDA forms: 2541 and 2541e (for each acidified product manufactured).

Need help? foodsafety.wisc.edu OR https://datcp.wi.gov/Pages/Licenses_Permits/FoodRecLicenseGeneral.aspx