Acidified Canned Food Manufacturer Requirements Checklist
See the web page for more information: http://foodsafety.wisc.edu/ssp_acidified_canned_food.html

1. **Contact** the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) 608-224-4923 or www.datcpdfslicensing@wi.gov for 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.


4. **Prepare** 2 batches of each product that you hope to sell. Send a sample from each batch to a commercial food testing laboratory for pH testing. See Testing Labs in Wisconsin on this page for a list: https://foodsafety.wisc.edu/ssp_acidified_canned_food.html

5. **Request** a Process Authority review for each recipe. In Wisconsin, processors who have attended training may contact Dr. Barbara Ingham, University of Wisconsin at bhingham@wisc.edu or 608-263-7383 for recipe review. See Request Form (Word) for the template https://foodsafety.wisc.edu/ssp_acidified_canned_food.html Complete the template for each recipe and email to Barb along with lab results for review.

6. **Complete** FDA form 2541 – to register your Food Canning Establishment with the FDA.

7. **Complete** FDA form 2541e – Process Filing Form for each acidified food manufactured. In Wisconsin, you will receive filing instructions when you receive your approved scheduled process.

8. **Submit** your food processing plant 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. Documentation of process authority review for each scheduled process (recipe).
   c. Copies of commercial pH test results (2 per product).
   d. Water test results (municipal or well).
   e. Sample labels for each product.
   f. Documentation of method of coding products.
   g. Sample production logs: process log, pH meter calibration log, thermometer calibration log, sanitation log, etc.
   h. Recall plan.
   i. Documentation of registration under the Bioterrorism Act.
   j. Copies of completed FDA forms: 2541 and 2541e (for each acidified product manufactured).

More information: foodsafety.wisc.edu and https://datcp.wi.gov/Pages/Licenses_Permits/FoodLicenses.aspx

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