

## Acidified Canned Food Manufacturer Requirements Checklist

See the web page for more information: [http://foodsafety.wisc.edu/ssp\\_acidified\\_canned\\_food.html](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](mailto: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](#).
3.  **Attend** training: Better Process School - Acidified.
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](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 [bingham@wisc.edu](mailto:bingham@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](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](http://foodsafety.wisc.edu) and [https://datcp.wi.gov/Pages/Licenses\\_Permits/FoodLicenses.aspx](https://datcp.wi.gov/Pages/Licenses_Permits/FoodLicenses.aspx)