

DEPARTMENT USE ONLY	
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FIRM ID #	_____

Application for Manufacturing/Warehouse Food Establishment

NOTE: AN INCOMPLETE APPLICATION WILL BE RETURNED FOR CORRECTION.

[DOWNLOAD THIS APPLICATION TO YOUR COMPUTER AND OPEN IN ADOBE READER FOR FULL FUNCTIONALITY](#)

This application is for a		☐ New Establishment	☐ New Owner/Change of Ownership for Existing Establishment
Establishment Legal Name:			
Doing Business As (DBA) Name:			
Establishment Telephone:		Federal EIN:	
Establishment Physical Address:			
County or City (LIST THE COUNTY OR CITY THAT ASSESSES THE REAL ESTATE TAX FOR THE PHYSICAL ADDRESS):			
Establishment Mailing Address:			
Establishment Email Address:		Number of Employees:	
Water Supply:	☐ Public	☐ Private*; List Type (drilled, bored, etc.)	
*FOR A PRIVATE WATER SUPPLY, ATTACH A CURRENT WATER TEST REPORT SHOWING ABSENCE OF COLIFORM BACTERIA			
Sewage Disposal:	☐ Public	☐ Private*	
*FOR A PRIVATE SEWAGE DISPOSAL SYSTEM, ATTACH DOCUMENTATION THAT YOUR SYSTEM IS APPROPRIATE FOR YOUR PLANNED FOOD OPERATIONS; CONTACT THE HEALTH DEPARTMENT FOR ASSISTANCE WITH DOCUMENTATION			

Establishment Ownership Type:	☐ LLC	☐ Corporation	☐ Partnership	☐ Individual	☐ Other
Name of LLC, Corporation, Partnership, Individual, or Other					
Names, titles, birth dates, and addresses of persons comprising the legal ownership (Attach list if necessary):					
NAME	TITLE	BIRTHDATE	ADDRESS		
Billing Address:					

Person Directly Responsible for the Food Establishment:			
NAME	TITLE	BIRTHDATE	ADDRESS
Telephone: _____		Email Address: _____	

Immediate Supervisor of Person Directly Responsible for the Food Establishment:			
NAME	TITLE	BIRTHDATE	ADDRESS
Telephone: _____		Email Address: _____	

Type of Food Establishment:	Food Manufacturer	Food Warehouse
List of Food Products Manufactured and/or Warehoused:		
If Food Warehouse, do you warehouse seafood products?	YES	NO
If Food Manufacturer, select if any of these foods are produced:	Dietary Supplements Bottled Drinking Water Acidified Foods* *Acidified Foods include products such as pickles, salsas, hot sauces intended to be shelf stable.	Seafood Fruit/Vegetable Juice Food Containing Hemp Extract

Hours of Operation:	SUN	MON	TUE	WED	THU	FRI	SAT

Percentage of incoming ingredients received from out of state suppliers:

Percentage of products sold to out of state customers:

Percentage of products sold wholesale:

Employee Training and Records: On a separate sheet, attach a copy of any food safety training certificates, and a copy of your employee training record. *(see details on the following pages)*

Allergen Control Plan: On a separate sheet, attach a copy of your allergen control plan. *(see details on the following pages)*

If subject to Subparts C and G, Additional Required Documentation: On a separate sheet, attach a copy the additional required documentation *(see details on the following pages)*

General Information and Requirements

The following documents are enclosed/attached, or are available at the [VDACS website](#), or elsewhere on the web:

- VDACS Application – [Manufacturing/Warehouse Food Establishment Application](#)
- [Virginia Food Laws](#)
- [21 CFR 117 Current Good Manufacturing Practice, Hazard Analysis, and Risk-Based Preventive Controls for Human Food](#)
- [Allergen Control Plan - Overview and Guidance](#)
- Additional regulations if applicable (e.g. [21 CFR 101](#), [21 CFR 111](#), [21 CFR 114](#), [21 CFR 120](#), [21 CFR 123](#), [21 CFR 129](#))
- [Form 1B Employee Health Policy](#)

This application should be submitted by email at least **30 calendar days before the date planned for opening** the food establishment. Please be advised that section 3.2.5130 of the Virginia Food Law requires that your food establishment be inspected prior to opening. An inspection of your food establishment will not be conducted until all of the necessary information requested in the application has been reviewed and approved by the VDACS Food Safety Program office. You will be notified when this has been completed.

Please be advised you must also comply with all other applicable state, local, and/or federal regulations. We recommend that you reach out to your locality's planning, zoning, and business license office to assure all requirements are met.

Also, there is an annual \$40.00 fee for operating a food establishment. You will not be required to pay this fee at the time of your initial inspection; however, you will receive an invoice during our next billing cycle which is usually in the fall of each year.

If, after reviewing the application and other materials, you have any questions, please contact the VDACS Food Safety Program at 804-786-3520 or foodsafety@vdacs.virginia.gov. Email your completed application to that same address.

I/We attest to the accuracy of the information provided, affirm to comply with the current Good Manufacturing Practices, as well as all other applicable state, local, and/or federal regulations, and allow the regulatory authority access to the establishment at any reasonable time to inspect, conduct investigations, or collect samples as required.

Printed Name(s):		Date:
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Employee Training and Records

As a food manufacturer, you and any employees of your business must be trained, and you must provide documentation of said training, in addition to keeping a record of this training. An adequate and complete training course would include topics on employee health and hygiene, proper food storage and cooking temperatures, cleaning food contact surfaces, allergen awareness/control and any other topics specifically applicable to your particular food processing operation. List of available trainings, with website links (this list is not all-inclusive):

- **360training.com, Inc.**
Learn2Serve Food Protection Manager Certification Program:
 - ❑ Link: <https://www.360training.com/course/ansi-food-safety-manager-principles-training-and-exam>
 - ❑ (877) 881-2235
- **AboveTraining/StateFoodSafety.com**
Certified Food Protection Manager (CFPM) Exam:
 - ❑ Link: <https://www.statefoodsafety.com/food-safety-manager-certification/>
 - ❑ (801) 494-1416
- **National Registry of Food Safety Professionals**
Food Manager Certification
 - ❑ Link: <https://www.nrfsp.com/exam-center/manager/>
 - ❑ (800) 446-0257
- **National Restaurant Association**
ServSafe Food Protection Manager Certification Program
 - ❑ Link: <https://www.servsafe.com/ServSafe-Manager>
 - ❑ (800) 424-5156
- **The Always Food Safe Company, LLC**
Food Protection Manager Certification
 - ❑ Link: <https://alwaysfoodsafes.com/food-protection-manager>
 - ❑ 844-312-2011
- **NC State Food Safety Education & Training**
Good Manufacturing Practices in Food Safety
 - ❑ Link: <https://foodsafety.ncsu.edu/GOOD-MANUFACTURING-PRACTICES/>
- **Institute for Food Safety at Cornell University**
Good Manufacturing Practices Part 117 Online Course
 - ❑ Link: <https://instituteforfoodsafety.cornell.edu/trainings/good-manufacturing-practices-registration/>

Example template:

Employee Training Record				
Grannie's Cookies, 111 Happy Ln, Anytown, VA 22554				
Employee Name	Course Name	Location	Date Completed	Trainer Signature

Employee Training and Records

Include a copy of your training record and documentation here or on a separate sheet.

Preventing Allergen Cross-Contact

The eight major allergens in the U.S. are: milk, wheat, eggs, peanuts, tree nuts, soybeans, fish, and crustacean shellfish. Preventing accidental inclusion of allergens into products that should not contain them is critical to the safety of your food products. Cross-contact occurs when an allergen from one food (walnuts, for example) is transferred to another food that does not contain the allergen (strawberry jam, for instance). You should conduct a food allergen ingredient analysis. If your analysis identifies food allergens that will (or may be) in your products, you must have controls in place that prevent allergen cross-contact that includes all the products you manufacture for sale. When you operate in a space that is also used for other businesses, you must also consider foods that they store and prepare. Including a statement on your product label such as “may contain [peanuts], [tree nuts], [fish]...” is not an adequate control for preventing cross-contact.

The following resources may help you in developing a plan:

- [Allergen Control Plan - Overview and Guidance](#)
- [Putting Together an Effective Allergen Control Plan, Food Safety Magazine October/November 2017](#)
- [Components of an Effective Allergen Control Plan](#)
- [FDA - What You Need to Know about Food Allergies](#)
- [FDA - Allergen Cross-Contact Prevention](#)

Example allergen ingredient analysis worksheet. [Click here to access this template in Word.](#)

Allergen Control Plan - Master List of Ingredients										
Business Name and Address: _____										Date: _____
Food Allergen Ingredient Analysis										
Raw Material Name	Supplier	Ingredients List for this Raw Material	Food Allergens in Ingredient Formulation							
			Egg	Milk	Soy	Wheat	Tree Nut (market name)	Peanut	Fish (market name)	Shellfish (market name)

How to Use the Chart
List all ingredients received in the facility. Identify allergens contained in each ingredient by reviewing ingredient labels or contacting the manufacturer. Any allergens listed in “May contain” or other precautionary labeling on ingredients should be listed in the last column and reviewed to determine if allergen labeling is needed on the finished product.

Preventing Allergen Cross-Contact

Provide your written plan for preventing allergen cross-contact here or on a separate sheet.

Requirements of Subparts C & G and Exemptions

Who is not subject to the requirements of Subparts C and G?

- A business conducting at least 50% of sales directly to the consumer (retail). This type of business does not need to attest to FDA.
- Very small businesses that have attested to FDA. A very small business is one that averages less than \$1,000,000 in sales of human food per year for 3 years. Use the instructions and form 3942a at this website to submit your attestation: <https://www.fda.gov/food/guidanceregulation/foodfacilityregistration/qualifiedfacilityattestation/default.htm>
- Facilities who exclusively handle or manufacture seafood, juice, dietary supplements, or alcoholic beverages. To clarify,

if your facility handles any of the above products, plus other commodities, then you are subject to Subparts C and G for those other commodities.

If your business model changes such that none of the above exemptions apply, you must then comply with Subparts C & G.

- Warehouses that store only pre-packaged food (more information directly below):

Subpart D: Warehouses That Store Only Pre-Packaged Food

If the warehouse holds refrigerated or frozen food then they must implement temperature controls, such as storage below 41°F, monitor the storage temperature often, calibrate or check accuracy of thermometers, and maintain temperature records. When temperature control is lost, corrective action should be taken to prevent negatively affected food from entering the food supply.

If you do not meet any of the above exemptions, you must comply with and submit the following:

Subpart C: Hazard Analysis and Risk-Based Preventive Controls

This subpart applies to all businesses not in the list above, which is the vast majority of food manufacturers. Facilities that are subject to this subpart must have a written and implemented Food Safety Plan (FSP). If you are familiar with Hazard Analysis Critical Control Point (HACCP), then this will sound familiar. The FSP must be overseen by a Preventive Controls Qualified Individual (PCQI). The FSP must include the following:

- Hazard analysis
- Preventive controls
- Supply chain program
- Recall plan
- Monitoring procedures
- Corrective action procedures
- Verification procedures

Preventive Controls Qualified Individuals (PCQI)

Preventive Controls Qualified Individual means a qualified individual who has successfully completed training in the development and application of risk-based preventive controls at least equivalent to that received under a standardized curriculum recognized as adequate by FDA or is otherwise qualified through job experience to develop and apply a food safety system.

For additional information visit: <https://www.ifsh.iit.edu/fspca>

Subpart G: Supply-Chain Program

This subpart outlines the requirements for a supply chain program. The safety of the product you manufacture not only depends on the controls you put in place, but the controls applied by your suppliers or your customers. If a known hazard exists in your product or ingredients, it needs to be controlled, whether that be at your supplier's facility, at your facility, or by the next facility in the supply chain. If you decide that the hazard will not be controlled at your facility, then you should identify a supply chain control in your hazard analysis. If you do so, you will need to implement supply-chain control which may include using approved suppliers and conducting verification of these suppliers.

Resources for Creating Your Food Safety Plan

Food Safety Preventive Controls Alliance: <https://www.ifsh.iit.edu/fspca>

FDA: <https://www.fda.gov/food/food-safety-modernization-act-fsma/fsma-final-rule-preventive-controls-human-food>

Virginia Tech Food Innovations Program: Joell Eifert, Director foodbiz@vt.edu or (540) 231-5770

Include a copy of your Food Safety Plan and Supply-Chain Program here or on a separate sheet. If you are a very small business, include documentation you have attested.

Pre-Operational Checklist for Manufacturing/Warehouse Establishment

(This checklist is provided to assist you with regulatory compliance)

- ☐ Supervisors and Employees
 - Documentation and records of education, training, or experience necessary to perform duties
 - Employee health policy for foodborne illness
 - Hygienic practices: clean outer garments, personal cleanliness, hair restraints, single-use gloves, no unsecured jewelry
- ☐ Allergen control plan
 - Written procedures for preventing allergen cross-contact during storage and preparation
- ☐ Food Safety Plan
 - Hazard analysis, preventive controls, monitoring procedures, corrective action procedures, verification procedures
 - Recall plan
- ☐ Supply chain program
- ☐ Potable water supply
 - Private water supply shall be tested annually to ensure it is safe and of adequate sanitary quality
- ☐ Adequate plumbing
 - Installed in accordance with Plumbing Code; backflow prevention where required
 - Carries sufficient quantities of water to areas throughout the plant
- ☐ Adequate sewage disposal system
 - Private sewage systems require approval from the Virginia Department of Health
- ☐ Refrigeration equipment
 - Maintain time/temperature control for safety (TCS) foods below 41°F
 - Keep frozen foods frozen
- ☐ Thermometers
 - Probe-type thermometer capable of measuring temperatures between 0-220 °F
 - Ambient air thermometers in all refrigeration equipment where TCS foods are stored
- ☐ Hand washing sinks in all areas where good sanitary practices require employees to wash their hands
 - Supplied with: hot and cold water, soap, paper towels, hand washing signage, trash receptacles
- ☐ Procedures/facilities (sinks) for cleaning and sanitizing equipment
 - Adequate sanitizer and test strips
- ☐ Functional toilet rooms that are accessible to employees at all times
 - Shall be sanitary and provided with an adequate hand washing sink and self-closing door that does not open into area(s) where unpackaged food is handled/stored
- ☐ Shielded/shatter-proof light fixtures
 - Required in areas where there is exposed food and/or exposed equipment
- ☐ Functional and cleanable food processing equipment
- ☐ Cleanable floors, walls, and ceilings
 - Shall be made of non-absorbent, durable materials in food preparation and warewashing areas
 - Coving at the floor/wall juncture
- ☐ Controls for insects, rodents, and other pests
 - Pests not present
 - Raw materials, packaging materials, and finished product stored at least 6" off the floor or on pallets
 - Pallets/shelving shall not be flush to the wall
 - Doors, windows, and other openings protected
 - Premises free of harborage and/or breeding places;
- ☐ Maintained roads, yards, and parking lots around the facility
 - No standing water, weeds, or trash
- ☐ Trash receptacles
 - Trash shall be stored, conveyed, and disposed of to prevent against the contamination of food
- ☐ Copy of Virginia Food Laws, 21 CFR 117 (Good Manufacturing Practices), and 21 CFR 101 (Food Labeling)
 - Note: Additional regulations may apply depending on the type of product you are manufacturing/warehousing
- ☐ Approval from other regulatory authorities in the locality
 - Building inspector, fire marshal, etc.
- ☐ Submitted VDACS Manufacturing/Warehouse Food Establishment application