



Extension Food Science Outreach Program
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 The University of Georgia
 Athens, GA 30602-2610

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PROCESS APPROVAL
FOR ACID or ACIDIFIED FOOD PRODUCTS
(for Georgia Residents only)

PLEASE NOTE: This form is intended for any acid or acidified product (such as barbecue sauces, pickles, salsa, etc.) that is to be packaged in a sealed can /jar/bottle so that it will be shelf-stable at room temperature. A Process Approval is not required for bakery items, refrigerated goods or most meat or poultry products. Once your process for this product is approved, a letter of process approval will be issued to the Georgia Department of Agriculture's Consumer Protection Division, who will then contact you.

Please allow at least four weeks per product from the date we receive all of your information and payment. Please save this form to your computer, then print and fax to (706) 583-0992, or mail a copy of this form with your payment to the address above. Payment in advance is required. Use the separate EFS Services Payment Form to calculate your fees, then print and fax it to (706) 583-0992 or mail with your product information.

Product Name:	
Owner Contact (if different from owner) Company Address City/State/Zip County of Residence Phone Fax Email	If you plan to use a co-packer, enter their contact info here and fax their BPCS certificate. Co-Packer Phone Email Send a copy of this form with one sample of this product, packaged as it will be when it goes on the market, to: Process Approval UGA Extension Food Science 240 Food Science Bldg. 100 Cedar St. Athens GA 30602-2610
Effective January 1, 2011, if you plan to process an acid or acidified product yourself in a licensed and inspected commercial kitchen, you must have completed and passed Better Process Control School training prior to requesting a Process Approval for any product. If you use a co-packer, have them fax or email their BPCS certificate. (name) _____ passed the Better Process Control School at (location) _____ on (dates) _____ . <p align="center">Fax BPCS certificate to (706) 542-9066 or scan and email to prosapr@uga.edu.</p>	

Date P/A Received by EFS _____ Date P/A Letter sent to GDA _____

Process for

Company

PROCESSING INSTRUCTIONS for

Recipe/Formulation of Your Product – List all ingredients in your recipe for one batch of product, using accurate measurements (i.e., grams, pounds, ounces, etc., not "pinch"!). Household measure is acceptable. If a commercially prepared product (such as mustard or mayonnaise) is used in your recipe, please send the label with your sample. If using an ingredient from a specific company, include company name and full ingredient name in the blank. Indicate if only this brand will be used for your product. If a food additive (i.e., gum, preservative, etc.) is used, type the name of ingredient as given by your supplier.

<i>Amount</i>	<i>Unit of Measure</i>	<i>Ingredient</i>
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PROCESSING**Step-by-Step Processing Instructions**

Start with measuring the ingredients and proceed through the entire operation to the finished product ready to sell. Include cooking time, temperature, pH measurement, cooling procedures, etc. Double-check the steps as you do them so that you don't leave anything out. This could delay your process approval! ***If you are using a shared kitchen or co-packer to process your product, tell us the procedures they follow.*** Use additional sheets if needed.

IMPORTANT: Give the equilibrium pH of your product as measured 24 hours after processing. Give the equilibrium pH as one value (i.e., 3.4), not as a range (3.2 to 3.4). Also send a copy of your process monitoring form where you record these measurements.

Process for

Company

Step-by-Step Processing Instructions (continued)

Containers (size, type) and Closures to be used for this product

Indicate the can or jar size(s), net weight filled and capped, type of lid/seal/cap, if you will use a tamper-evident safety seal, etc.

Process for

Company

Cooking or Heating, Hot/Fill/Hold Procedures (if applicable)

Be sure to include temperature of product during cooking or heating and cook time. If you use the Hot/Fill/Hold method to bottle your product, include temperature of product at pour-up, time of processing and temperature, and time of holding after capping. *If you are using a shared kitchen or co-packer to process your product, tell us the procedures they follow.*

pH Calibration Procedures for Acidified Foods

You must calibrate your pH meter before starting each production day, using standardized buffers of pH=4.01 and pH=7.00. These buffers must be changed frequently because they become contaminated with use. Describe your pH calibration procedure below, using the instructions that came with your meter. Include your pH meter calibration log form that is used in your operation.

Brand and model of your pH meter

When was this meter purchased?

pH Testing Procedures

How do you test pH of samples from each batch 24 hours after processing (*equilibrium pH*)?

IMPORTANT: Take three pH measurements 24 hours after processing, from at least two different batches. Calibrate your pH meter each day before taking pH measurements (see instructions). Rinse pH probe with distilled water and dry after taking each pH reading. Enter actual readings below (DO NOT AVERAGE) and on your pH record sheet:

pH readings for Batch 1	pH readings for Batch 2	pH readings for Batch 3 (optional)
1.	1.	1.
2.	2.	2.
3.	3.	3.

FOOD SAFETY & RECALL PROCEDURES

Product Lot/Batch Coding Procedures (include a sample of your production log form)

These are the procedures you use to track each batch you make, in case you have to recall some due to a problem. The code should include the date it was processed and unique batch number. How do you put this code on each package? *If you are using a shared kitchen or co-packer to process your product, tell us the procedures they follow.*

Trace-back and Recall Procedures

Include the steps you would use to trace a particular batch of product if a problem arises. How will you notify your customers if a recall is necessary?

SANITATION PROCEDURES

Facility Sanitation Procedures

Provide step-by-step instructions that you use for cleaning and sanitizing your food processing area. Include what chemicals are used, temperature of wash water with percentage or proportion of sanitizer/ cleaner, who is responsible for doing the cleaning and sanitizing, how often microbial tests are taken to be sure cleaning procedures are effective. *If you are using a shared kitchen or co-packer to process your product, tell us the procedures they follow.*

Process for

Company

Equipment Sanitation Procedures

Step-by-step instructions for cleaning and sanitizing your food processing equipment, starting with equipment tear-down. Include safety procedures, what chemicals are used, temperature of wash water with percentage or proportion of sanitizer/ cleaner, who is responsible for doing the cleaning and sanitizing, how often microbial tests are taken to be sure cleaning procedures are effective. *If you are using a shared kitchen or co-packer to process your product, tell us the procedures they follow.*

Process for

Company

Pest Control Program

Describe in detail how you control pests (flies, roaches, gnats, mice, etc.) in your processing operation. Mention the name of the company, if you have a pest control contract. How often are your pest control measures checked or applied? Do you have a diagram of the plant with each pest control location marked on it? *If you are using a shared kitchen or co-packer to process your product, tell us the procedures they follow.*

Employee Personal Hygiene Requirements

What personal hygiene procedures are required of all persons who handle your food product? Include hand washing and sanitizing procedures, wearing of smocks, gloves, hair nets or caps, face shields, etc. What procedures do you use when an employee is ill? *If you are using a shared kitchen or co-packer to process your product, tell us the procedures they follow.*

Reviewed by _____ (signed)

Date _____