



Request for Amendment to Food Processor License

Firm Name:

Date:

Owner/Requester:

License Number:

This is a request to add the following new product or change an existing process of a product to my food processor's license:

Product Name:

Instructions:

Provide a flow diagram of each step of the process including transporting of product and complete ingredient listings for each new product.

Include in your flow diagram time and temperatures the product stays at for each step of the process, including transporting of the product.

Include:

- Ingredients (Sources, delivered – include whether frozen, refrigerated, or dry goods)
- Storage (Frozen, refrigerated, or room temperature)
- Processing (Describe basic preparation, including general flow chart or diagram)
- Packaging (Include details such as bulk pack or retail size, and type of packaging)
- Distribution (Froze, refrigerated, dry goods, or combination, type of transportation)

When processing potentially hazardous food products including Low Acid Canned Food (LACF) or acidified products, you are required to provide a "Processing Authority Letter" for your process prior to approval.

- $\frac{3}{4}$ For example: pickles, barbecue sauce, mustard, bakery products in a modified atmosphere package, jerky products, salsa, sauces, vinegar with added ingredients, and oils with added ingredients should all be reviewed for shelf stability.
- $\frac{3}{4}$ A "Processing Authority Letter" is not required if product is a "Keep Refrigerated" only product.

The approval of your product is not guaranteed or granted until you receive an amended license stating all products that your company is licensed to produce

For Official Use Only

Food code:

FSO:

Date:

Approved:

Disapproved:



Request for Amendment to Food Processor License

- Proposed Labeling -

PROVIDE A TYPED PROPOSED LABEL FOR EACH PRODUCT below or attach a copy of your proposed label to this sheet. Your label must include the following:

1. **Name of Product.**
2. **Manufacturer, Packer, or Distributor Name & Address (street address of your principle place of business).** If you use a phone number you must include city, state, and zip code. If your phone number is used in lieu of an address your company address must be listed in the current city directory of the phone book.
3. **Net Weight** – Both in U.S. Customary and Metric Values are required.
4. **Ingredients** – All ingredients must be listed in descending order of predominance by weight. **When a processed food is fabricated from two or more ingredients, and those ingredients have sup-components, those sub-components must be listed in parenthesis after the ingredient.**

Your product labels will be considered misbranded due to failure to declare all multi-component ingredients, especially those that may have allergenic sub-components.

Allergens – Ingredient listing must include allergens such as: wheat, tree nuts, peanuts, eggs, milk, sulfites, yellow dye # 5, soybeans, fish, crustacea (crab, shrimp, lobster).

The approval of your product is not guaranteed or granted until you receive an amended license stating all products that your company is licensed to produce.

For Official Use Only

Food code:

FSO:

Date:

Approved:

Disapproved: