South Carolina
DEPARTMENT OF AGRICULTURE

FOOD & FEED SAFETY DEPARTMENT

INFORMATION SHEET

1. In order to wholesale most food products to other businesses for resale, you must obtain a **Registration Verification Certificate (RVC)** from SCDA. You must register and get SCDA approval of the process, product, and facility. SCDA **does not allow any food items for public sale to be manufactured in a domestic kitchen.** Contact Samantha Houston (***shouston@scda.sc.gov***) to register with SCDA. Go to SCDA Food/Feed Safety Compliance webpage for registration requirements ***agriculture.sc.gov/divisions/consumer-protection/food-feed-safety-compliance/***

2. Most **Canned/jarred/bottled foods must be analyzed by a FDA recognized processing authority. For more information, contact Clemson University Food2Market *clemson.edu/extension/food/food2market/*. Pickled foods** (chow-chows, some sauces, and pickled vegetables) are **acidified foods** and require attendance to a Better Process Control School, registration with the FDA, and a scheduled process; including proper and accurate record keeping. All of this is to prevent ***Botulism*** **poisoning**, which can and does happen.

3. **Eggs** that are sold at locations other than a grower's residence or farm must be **washed, sanitized, properly labeled, inspected and graded by the grower according to USDA standards and kept at 45° F or below.** The producer must obtain an **Egg License** issued by SCDA. Unlabeled, ungraded, or unsized eggs or eggs off refrigeration are considered adulterated and will be removed from public sale.

4. State and Federal law requires the use of an approved label that includes **Name of Product, Ingredient List, Name and Address of Manufacturer, and Net Weight** on foods sold to the public. All ***allergens*** must be disclosed in an ingredient list or in a separate **Contains** statement. Products that are not properly labeled are considered misbranded and therefore adulterated and will be removed from public sale.

5. **Wholesale Meat Products that contain more than 3% raw or 2% cooked** poultry, beef, pork or lamb are under jurisdiction of **SC Meat and Poultry (803-788-8747).**

6. Milk, Cheese, Butter, Yogurt, Ice Cream, Bottled Water, and Soft Drink products are under the jurisdiction of **SC DHEC Dairy (803-896-0644).**

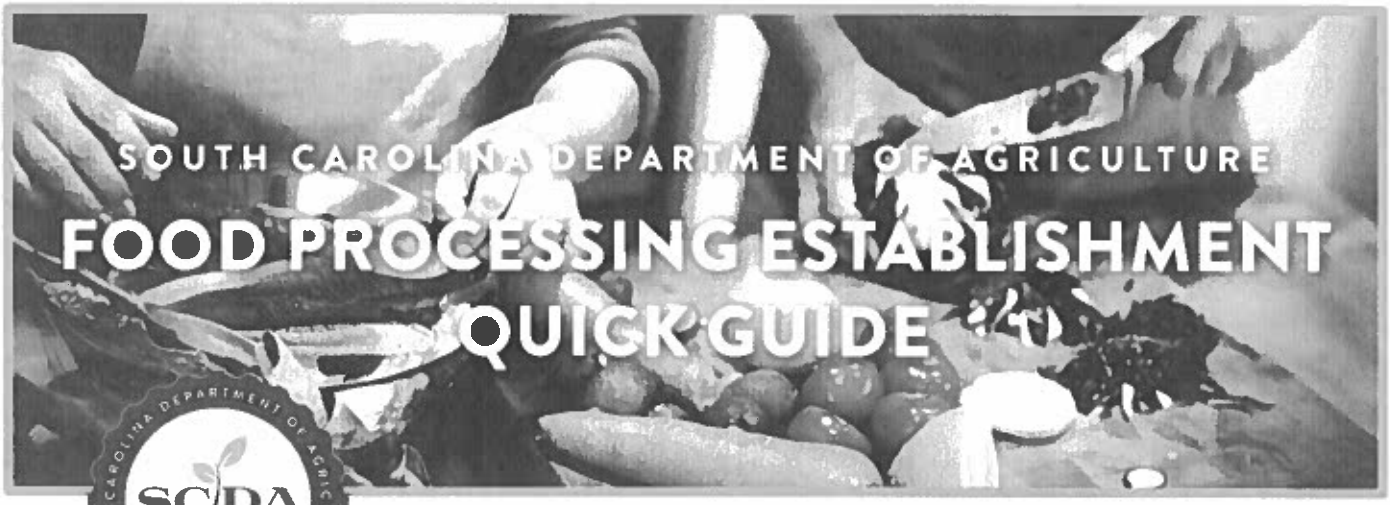
7. **Seafood and Fish** that are whole and unprocessed will be under the jurisdiction of Department of Natural Resources (DNR) **843-953-9312**. SCDA (***shouston@scda.sc.gov***) regulates Processed Crustacean Shellfish and Finfish. Molluscan Shellfish are regulated by DHEC Shellfish Sanitation (**803-898-4267**). If the seafood or fish is processed, then the product must come from an inspected and registered source (see #1). Seafood/fishery products are subject to Seafood HACCP regulation and training may be required.

8. Direct to consumer food sales fall under the jurisdiction of **SC DHEC Division of Food And Lead Risk Assessments (803-896-0640).**

9. **Animal Feed and Pet Food/Treats (SCDA 803-734-7321) are under the jurisdiction of SCDA Feed Safety (*atherrell@scda.sc.gov*).** Certificate of Registration is required to sell pet food/treats. Products must be registered with SCDA annually and meet all labeling requirements of the South Carolina Commercial Feed Law, including Protein, Fat, and Fiber content. Animal Feed and Pet Food Registration is $15 per product.

10. **Raw Agricultural Produce that is cut to harvest** and not further processed falls under the jurisdiction of **SCDA Produce Safety Department (803-753-7267).** The SCDA Produce Safety Department manages the implementation of the FSMA Produce Safety Rule in South Carolina. The FSMA Produce Safety Rule is a requirement mandated by the Federal Government and all produce farms must comply. Some farms will be exempt from this rule and will have to fill-out and submit a Produce Safety Rule Exemption Application to secure that exemption. Applications are located under the exemption tab on ***scproducesafety.com***.

11. The **Certified SC program** is a cooperative effort with farmers, processors, wholesalers, retailers and the South Carolina Department of Agriculture (SCDA) to brand and promote South Carolina products. **For more information, contact Ansley Turnblad (*arast@scda.sc.gov*) or visit *certifiedscgrown.com*.**



SOUTH CAROLINA DEPARTMENT OF AGRICULTURE

FOOD PROCESSING ESTABLISHMENT QUICK GUIDE

SC Department of Agriculture (SCDA) regulates the **wholesale** of most (non-beef, lamb, poultry, or pork) food products. Registration is required by state law and food products must be prepared in a registered and approved facility. A domestic kitchen is not an acceptable facility.

Your facility **may or may not** be subject to the Food Safety Modernization Act (FSMA) Preventive Controls for Human Food Rule. FSMA requires businesses to have a Preventive Controls Qualified Individual (PCQI) who prepares and implements a written Food Safety Plan. For more information, contact the FDA Technical Assistance Network (TAN).

If you believe that your business may not be subject to the PC rule requirements, you can complete Form FDA 3942a (for Human Food), which is an attestation form for a food facility meeting the definition of a "Qualified Facility."

BUILDING & INSPECTION REQUIREMENTS

1. All employees must be **properly trained** to perform their assigned duties.
2. Employees must be trained on **food hygiene** and **food safety**.
3. **Records** must be kept of all trainings.
4. **Building/facilities** must be designed and constructed in a way that is **easily cleanable.**
5. **Grounds** must be kept clean by removing litter and waste.
6. **Grass** must be cut so that it does not attract or provide **harborage for pests**.
7. Facilities must be maintained in a **clean and sanitary condition** and kept in **good repair**.
8. Facilities must be **free of pests**. A pest control program and records of pest control treatment are required.
9. **Pesticides** must be used and stored properly as to not contaminate food.
10. **Walls, floors, and ceilings** must be made of solid **cleanable material** and kept in **good repair**.
11. **Drains** must be installed where needed and kept in good repair.
12. Facilities must be **well-lit. Light bulbs/ fixtures** must be **shatterproof**.
13. **Ventilation** must be adequate to **prevent condensation** and odors.
14. All **openings to the outside** must be adequately **screened** to protect against pests.
15. **Proper hand-washing practices** and sanitary restroom practices must be used.
16. Sinks must have **hot water, suitable pressure, and be adequate** for the operations of the facility.
17. **Hand-washing sinks** and restrooms must have **soap, paper towels, toilet paper**, and **be convenient** to all employees.
18. At a minimum, **two separate sinks are required**: a hand washing sink and a mop sink or a combination hand and mop sink and a separate utensil sink. A three compartment sink will allow utensils to be washed, rinsed, and sanitized.
19. **Utensils and equipment** must be **cleaned and sanitized frequently** to protect against allergen contact and cross-contamination.

FOOD PROCESSING ESTABLISHMENT QUICK GUIDE

A Registration Verification Certificate (RVC) is required by SC state law to wholesale a food product. You will need to apply for registration. A RVC will be issued after your first compliant inspection. Our Food Safety Officers perform food safety inspections under authority granted by the SC Food and Cosmetic Act section 39-25 and 21 CFR 117 by reference. For more information contact us at ***rvcregistration@scda.sc.gov*** or visit ***agriculture.sc.gov/divisions/consumer-protection/foodfeed-safety-compliance/***

All food product labels must be in compliance with the **Fair Packaging and Labeling Act** and the **Food Allergen Labeling and Consumer Protection Act.** Labels intended for wholesale use will be reviewed by SCDA at time of registration and prior to use.

Clemson Extension's **Food2Market** program is designed to help food entrepreneurs with food safety regulations that are necessary to prepare food products for sale. Their staff has extensive knowledge in federal and state regulations. The **Food2Market** program can assist food entrepreneurs with training certification and with product testing. For more information, go to Clemson Extension's **Food2Market** website: ***www.clemson.edu/extension/food/food2market/***

1. **Non-food contact surfaces** must be **cleaned as frequently** as necessary to protect against allergen contact and cross-contamination.
2. **Equipment, materials, and ingredients** must be stored properly and safely.
3. **Cold storage units** used to store food must have accurate temperature devices installed.
4. **Cleaning supplies and sanitizing agents** must be safe, adequate, and used properly.
5. **Chemicals** must be identified, held, and stored in a manner that protects against contamination.
6. **Water system** must be connected to a DHEC approved water supply.
7. **Sewage** must be discharged into a DHEC approved sewage or septic system.
8. **Thermometers, pH meters, metal detectors, and food production instruments and controls** must be calibrated, be adequate in number, and be properly maintained.
9. **Compressed gases** must be approved for food use.
10. **Proper sanitation principles** must be used to prevent allergen contact and/or cross-contamination.
11. **Plant sanitation** must be under the supervision of a competent individual.
12. **Growth of microorganisms, allergen cross-contact, contamination and deterioration of food** must be controlled by cooking, freezing, pasteurizing, pH and/or other controls.
13. **Quality control operations** must be used to ensure that **food and food packaging materials** are suitable for human consumption.
14. Sanitation failures, possible allergen cross-contact, and food contamination must be identified by using **testing procedures** (examples: swabbing of equipment, finished product samples, metal detection).
15. **Raw materials and ingredients** must be inspected, stored, and handled, to ensure they are suitable for food processing.
16. **Raw materials or other ingredients must be thawed** in a manner to prevent them from becoming adulterated.
17. **Human food by-products** for use as animal food must be labeled and stored properly.
18. **Adulterated food** must not be mixed with unadulterated food.

South Carolina
DEPARTMENT OF AGRICULTURE

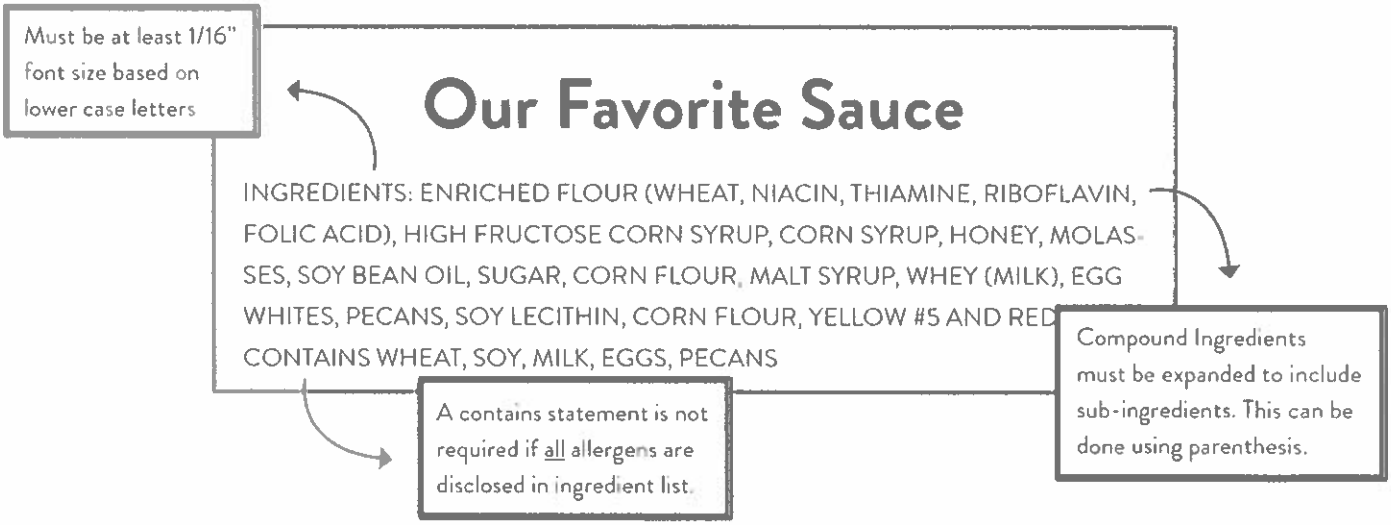
AGRICULTURE.SC.GOV

Basic Label Requirements of the Fair Packaging and Labeling Act (FPLA), Food Allergen and Consumer Protection Act (FALCPA), and the Nutritional Labeling Act (NLEA).

1. **Statement of Identity (Product Name)** must be in **BOLD** print, and type size must be at least ½ size of most prominent print on label. The statement of identity must be placed on **Principal Display Panel** (PDP, front of product) along with the net contents.

2. Complete **Ingredients List** in **descending order** of predominance by weight. The ingredient that weighs the most must be listed first and the ingredient that weighs the least last. All sub-ingredients must be expanded. Font size must be at least **1/16 inch** (based on lower case letters).

   Food Allergen Labeling and Consumer Protection Act - Allergens must be disclosed by name in the ingredient list and/or in a Contains Statement. The "Big 8" allergens identified by FDA are **Wheat, Egg, Soy, Milk, Fin Fish (species), Crustacean Shellfish (species), Peanut, and Tree Nut (species).** If a Contains Statement is used, **ALL** allergens contained in product must be listed. The ingredient list and contains statement must be in same font and size. Contains must appear after ingredient list and must begin with capital "C".



3. **Name and address** of the manufacturer or distributor must appear along with the manufacturer's name & physical address (front or back label). The address must include a street address (if the business name is not in a local phone directory), city or town, state, and zip code. A qualifying phrase like *"manufactured by"*, *"manufactured for"* or *"distributed by"* must appear before business name if the company is not the original manufacturer.

Our Favorite Sauce

INGREDIENTS: ENRICHED FLOUR (WHEAT, NIACIN, THIAMINE, RIBOFLAVIN, FOLIC ACID), HIGH FRUCTOSE CORN SYRUP, CORN SYRUP, HONEY, MOLASSES, SOY BEAN OIL, SUGAR, CORN FLOUR, MALT SYRUP, WHEY (MILK), EGG WHITES, PECANS, SOY LECITHIN, CORN FLOUR, YELLOW #5 AND RED #40. CONTAINS WHEAT, SOY, MILK, EGGS, PECANS

Manufactured for New Product Enterprises
22 Sunshine Dr.
Columbia, SC 29555

A qualifying phase is required if you are not the manufacturer.
Ex: "Made for" or "Distributed by"

4. **Net Contents** *must* be placed in the bottom ⅓ of the **Principle Display Panel (PDP)** in both **customary** (pound, ounce, fluid ounce, etc.) and **metric** (kilogram, gram, milliliter, etc.) measurements, and must meet minimum font size requirements based on the area of the principle display panel. **How to calculate PDP:** The width × height of the package face or height × circumference × 0.40 for a cylinder container (i.e. Bottle, jar, can).

MINIMUM FONT SIZE (INCHES)		AREA OF DISPLAY PANEL (SQ. INCHES)
NET WT	1/8	25 sq. inches or less
NET WT	3/16	25 sq. inches – 100 sq. inches
NET WT	1/4	100 sq. inches – 400 sq. inches

Our Favorite Sauce

INGREDIENTS: ENRICHED FLOUR (WHEAT, NIACIN, THIAMINE, RIBOFLAVIN, FOLIC ACID), HIGH FRUCTOSE CORN SYRUP, CORN SYRUP, HONEY, MOLASSES, SOY BEAN OIL, SUGAR, CORN FLOUR, MALT SYRUP, WHEY (MILK), EGG WHITES, PECANS, SOY LECITHIN, CORN FLOUR, YELLOW #5 AND RED #40. CONTAINS WHEAT, SOY, MILK, EGGS, PECANS

Manufactured for New Product Enterprises
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Columbia, SC 29555

NET WT. 20 OZ (576g)

Net content can also be by volume, ex. 20 FL OZ. (591 ML).

Font size is based on area of Principal Display Panel (not size of label). NET WT. must appear in the bottom ⅓ of the PDP.

2 LABEL FORMAT

(FRONT AND BACK)

FRONT LABEL

Our Favorite Sauce

NET WT. 20 OZ (576g)

BACK LABEL

INGREDIENTS: ENRICHED FLOUR (WHEAT, NIACIN, THIAMINE, RIBOFLAVIN, FOLIC ACID), HIGH FRUCTOSE CORN SYRUP, CORN SYRUP, HONEY, MOLASSES, SOY BEAN OIL, SUGAR, CORN FLOUR, MALT SYRUP, WHEY (MILK), EGG WHITES, PECANS, SOY LECITHIN, CORN FLOUR, YELLOW #5 AND RED #40.

Manufactured for New Product Enterprises
22 Sunshine Dr.
Columbia, SC 29555

SINGLE WRAP AROUND LABEL

Our Favorite Sauce

NUTRITION FACTS

Other company or product information

Required if firms have 100+ employees and/or sales over 100,000 units in a 12 month period.

INGREDIENTS: ENRICHED FLOUR (WHEAT, NIACIN, THIAMINE, RIBOFLAVIN, FOLIC ACID), HIGH FRUCTOSE CORN SYRUP, CORN SYRUP, HONEY, MOLASSES, SOY BEAN OIL, SUGAR, CORN FLOUR, MALT SYRUP, WHEY (MILK), EGG WHITES, PECANS, SOY LECITHIN, CORN FLOUR, YELLOW #5 AND RED #40.

Manufactured for
New Product Enterprises
22 Sunshine Dr.
Columbia, SC 29555

NET WT. 20 OZ (576g)

- Nutrition Facts Paneling is required unless granted exemption by the FDA.
- Nutrition Facts panel requirements should follow specific Nutrition Labeling and Education Act (NLEA) and 21 CFR 101.9 Requirements.
- A Nutrition Fact panel is required for firms with 100+ employees and/or sales over 100,000 units in a 12 month period. May need to register with FDA.
- On May 20, 2016, the FDA announced the new Nutrition Facts label for packaged foods to reflect new scientific information. Manufacturers will need to use the new label by January 2020.

CURRENT LABEL

Nutrition Facts

Serving Size 2/3 cup (55g)
Servings Per Container About 8

Amount Per Serving

Calories 230	Calories from Fat 72
	% Daily Value*
Total Fat 8g	**12%**
Saturated Fat 1g	**5%**
Trans Fat 0g	
Cholesterol 0mg	**0%**
Sodium 160mg	**7%**
Total Carbohydrate 37g	**12%**
Dietary Fiber 4g	**16%**
Sugars 1g	
Protein 3g	
Vitamin A	10%
Vitamin C	8%
Calcium	20%
Iron	45%

* Percent Daily Values are based on a 2,000 calorie diet. Your daily value may be higher or lower depending on your calorie needs

	Calories:	2,000	2,500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

NEW LABEL

Nutrition Facts

1 8 servings per container
Serving size **2/3 cup (55g)**

2 **Amount per serving**
Calories **230**

	% Daily Value*
3 **Total Fat** 8g	**10%**
Saturated Fat 1g	**5%**
Trans Fat 0g	
Cholesterol 0mg	**0%**
Sodium 160mg	**7%**
Total Carbohydrate 37g	**13%**
Dietary Fiber 4g	**14%**
Total Sugars 12g	
4 Includes 10g Added Sugars	**20%**
Protein 3g	
5 Vitamin D 2mcg	10%
Calcium 260mg	20%
Iron 8mg	45%
Potassium 235mg	6%

6 * The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

Manufacturers will need to use the new label by January 2020, and small businesses will have an additional year to comply. During this transition time, you will see the current Nutrition Facts label or the new label on products.

Please submit proof of labels to be reviewed by SCDA **prior to printing** and use for compliance with state and federal labeling laws. Products with labels that are not in compliance with the Food Allergen Labeling Consumer Protection Act (FALCPA) are subject to a stop sale.

The New and Improved Nutrition Facts Label – Key Changes

The U.S. Food and Drug Administration has finalized a new Nutrition Facts label for packaged foods that will make it easier for you to make informed food choices that support a healthy diet. The updated label has a fresh new design and reflects current scientific information, including the link between diet and chronic diseases.

1. Servings

The number of "servings per container" and the "Serving Size" declaration have increased and are now in larger and/or bolder type. Serving sizes have been updated to reflect what people actually eat and drink today. For example, the serving size for ice cream was previously ½ cup and now is ¾ cup.

There are also new requirements for certain size packages, such as those that are between one and two servings or are larger than a single serving but could be consumed in one or multiple sittings.

2. Calories

"Calories" is now larger and bolder.

3. Fats

"Calories from Fat" has been removed because research shows the type of fat consumed is more important than the amount.

4. Added Sugars

"Added Sugars" in grams and as a percent Daily Value (%DV) is now required on the label. "Added Sugars" include sugars that have been added during the processing or packaging of a food. Scientific data shows that it is difficult to meet nutrient needs while staying within calorie limits if you consume more than 10 percent of your total daily calories from added sugar.

5. Nutrients

The lists of nutrients that are required or permitted on the label have been updated. Vitamin D and potassium are now required on the label because Americans do not always get the recommended amounts. Vitamins A and C are no longer required since deficiencies of these vitamins are rare today. The actual amount in grams in addition to the %DV must be listed for vitamin D, calcium, iron, and potassium.

The daily values for nutrients have also been updated based on newer scientific evidence. The daily values are reference amounts of nutrients to consume or not to exceed and are used to calculate the %DV.

6. Footnote

The footnote at the bottom of the label has changed to better explain the meaning of %DV. The %DV helps you understand the nutrition information in the context of a total daily diet.

Current Label

Nutrition Facts

Serving Size 2/3 cup (55g)
Servings Per Container About 8

Amount Per Serving

Calories 230	Calories from Fat 72
	% Daily Value*
Total Fat 8g	**12%**
Saturated Fat 1g	**5%**
Trans Fat 0g	
Cholesterol 0mg	**0%**
Sodium 160mg	**7%**
Total Carbohydrate 37g	**12%**
Dietary Fiber 4g	**16%**
Sugars 1g	
Protein 3g	
Vitamin A	10%
Vitamin C	8%
Calcium	20%
Iron	45%

* Percent Daily Values are based on a 2,000 calorie diet. Your daily value may be higher or lower depending on your calorie needs

	Calories:	2,000	2,500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

New Label

Nutrition Facts

1 8 servings per container
Serving size **2/3 cup (55g)**

2 **Amount per serving**
Calories **230**

	% Daily Value*
3 **Total Fat** 8g	**10%**
Saturated Fat 1g	**5%**
Trans Fat 0g	
Cholesterol 0mg	**0%**
Sodium 160mg	**7%**
Total Carbohydrate 37g	**13%**
Dietary Fiber 4g	**14%**
Total Sugars 12g	
4 Includes 10g Added Sugars	**20%**
Protein 3g	
5 Vitamin D 2mcg	10%
Calcium 260mg	20%
Iron 8mg	45%
Potassium 235mg	6%

6 * The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

Manufacturers will need to use the new label by July 26, 2018, and small businesses will have an additional year to comply. During this transition time, you will see the current Nutrition Facts label or the new label on products.

July 2016

For more information about the new Nutrition Facts label, visit:
www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/LabelingNutrition/ucm385663.htm

South Carolina
DEPARTMENT OF AGRICULTURE

FOOD & FEED SAFETY DEPARTMENT

APPLICATION FOR REGISTRATION VERIFICATION CERTIFICATE (RVC)

Please check one: ☐ New Registration ☐ Updated Registration

SECTION 1: BUSINESS INFORMATION

Name of Applicant(s) and Title _____

Name of Business _____

Street Address of Facility/Warehouse _____ **City** _____ **Zip** _____

County of Facility/Warehouse _____

Applicant Mailing Address _____ **City** _____ **Zip** _____

Phone _____ **Alternate** _____

Business Website _____

Email _____

SECTION 2: BUSINESS PLAN

A brief business plan must be submitted with application. **Include nature of business, type of products, hours of operation (including manufacturing and business hours), employee size, distribution area, to whom and how product(s) will be sold.**

SECTION 3: TYPE OF BUSINESS

☐ Manufacturer/Processor ☐ Distributor/Warehouse ☐ Salvager

☐ Co-Packed Product ☐ Cosmetic

SECTION 4: PRODUCT INFORMATION

☐ Acidified Foods (Pickled) *	☐ Fermented Foods ***	☐ Multiple Food Packages **
☐ Baked Goods	☐ Fresh-cut Produce	☐ Pasta
☐ Candy/Confections	☐ Honey	☐ Peanuts
☐ Dessert Foods	☐ Jams/Jellies	☐ Sandwiches
☐ Dry/Nonperishable Foods	☐ Juice **	☐ Sauces/Condiments *
☐ Dry Rubs/Spices	☐ LACF *	☐ Seafood **
☐ Dehydrated ***	☐ Marinades/Dressings *	☐ Other *

If other, please specify _____

* These products may require specialized training, licensing, certification and/or analysis to produce and sell. Provide a copy of product analysis from a FDA recognized processing authority for shelf stable, canned/jarred/bottled products. Provide a copy of Better Process Control School certification for all acidified and LACF products.

** Provide a copy of HACCP certification for juice and seafood/fish products.

*** These products may require additional analysis to produce and sell.

SECTION 5: ACID AND ACIDIFIED PRODUCTS

When foods are classified as a low acid or acidified food, the manufacturer must file a schedule process with FDA established by a competent process authority and the operation must be under the supervision of an individual who has successfully completed an FDA recognized Better Process Control School Certification. Processors of low acid or acidified foods are also required to complete and submit an establishment registration form (Form FDA 2541). This form and information about how to complete and file it can be found on the FDA's website: *fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformati on/AcidifiedLACF/ucm309376.htm*.

FCE # _____

SID # _____

SID # _____

SID # _____

SID # _____

SID # _____

SID # _____

SID # _____

SID # _____

SID # _____

SID # _____

SECTION 6: CO-PACKED OR CO-BOTTLED INFORMATION

If your product is Co-Packed or Co-Bottled by another firm, please provide all pertinent information.

Co-Packer's Business Name _____

Co-Packer's Address _____ **City** _____ **State** _____ **Zip** _____

Contact Name _____ **Phone Number** _____

Email Address _____

Co-Packer's SCDA Registration Number (If in SC) _____

IF CO-PACKER IS OUT STATE, PROVIDE THE FOLLOWING:

Out of State Co-Packer's Permit/License Number _____

SECTION 7: FINISHED PRODUCT(S)

How are your *finished* products to be sold to the public:

☐ Canned ☐ Frozen ☐ Shelf Stable

☐ Jarred/Bottled ☐ Refrigerated ☐ Other _____

SECTION 8: PRODUCT LABELING

Please see Labeling Guidance

Please **submit a copy of your sample label(s) or proof** of your current or proposed label(s) for review. Label(s) **must** be in compliance with the **Fair Packaging and Labeling Act** and the **Food Allergen Labeling and Consumer Protection Act** and must be **included with the application.** Please refer to **Labeling Guidance. ALL email submissions must be in PDF format in actual size.**

LIST BELOW THE LABEL(S) INCLUDED FOR REVIEW – 1 PER LINE

PRODUCT	SIZE (CUSTOMARY AND METRIC)
Example: World's Best Mustard BBQ Sauce	16 FL OZ (473 ML)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Please limit submissions to no more than 10 product label proofs per review.

SECTION 9: FACILITY USE (SHARED KITCHEN)

SCDA regulated Specialty Food firms using a SC Department of Health and Environmental Control (DHEC) inspected kitchen:

The owner/operator of the DHEC kitchen must get approval from their DHEC inspector to allow a secondary operation to use their kitchen. The owner/operator of the DHEC kitchen **AND** the Specialty Food Manufacturer must submit, in writing, a joint statement granting the specialty food firm permission and verifying the use of the DHEC **kitchen during non-operational hours. The letter must also state the owner/operator of the DHEC kitchen will notify SCDA should the specialty food firm no longer operate at their facility.** The letter must be submitted to SCDA and DHEC prior to manufacturer and sale of product. DHEC, as the primary agency, can refuse permission for the specialty food manufacturer to operate in the DHEC kitchen, if in their opinion the operation would adversely impact the operation or maintenance of the DHEC facility. **Please submit Joint Permission Letter from DHEC Restaurant Owner/Operator. This letter must include the DHEC shared kitchen permit number.**

SECTION 10: SIGNATURE OF APPLICANT

Submit this application and all requested information to: ***shouston@scda.sc.gov*** or
SCDA, Food & Feed Safety, Attn: RVC Registration, 123 Ballard Court, West Columbia SC 29172.

By signing this application, you are confirming that all is accurate and true. **Failure to supply all required information will result in your application being returned to you.** We are unable to process applications that are incomplete. The Food Safety Officer in your county will arrange an inspection of your **facility, process, and product** *once your application has been processed.* He or she may request additional information at that time. **Upon a compliant inspection**, you will be registered with the SCDA and will be permitted to produce, distribute and/or sell your product. A registration number and RVC certificate will be issued. **Note: If an RVC is issued to your firm, you must notify the South Carolina Department of Agriculture (SCDA) immediately if your firm relocates, goes out-of-business, becomes inactive, manufactures new types of products, or makes any changes that will affect your registration status.**

Applicant Name/Signature _____ Date _____

FOR OFFICIAL USE ONLY

- ☐ Compliance Inspection Date _____
- ☐ Label(s) Reviewed and In Compliance
- ☐ pH Analysis and Process Schedule
- ☐ Certification of Better Processing Control School/HACCP
- ☐ Co-Packer Information Verified Date _____
- ☐ Permission Letter Received Date _____
- ☐ Registration Certificate # _____
- ☐ Registration Updated _____
- ☐ Voided / Revoked / Surrendered _____