



**SOUTH CAROLINA
DEPARTMENT OF AGRICULTURE**

FOOD SAFETY DIVISION

“GUIDELINES FOR FOOD PROCESSORS”

2015 (REVISED)

SOUTH CAROLINA DEPARTMENT OF AGRICULTURE

"PRODUCT TO PRODUCTION" – GETTING STARTED FROM SCRATCH

If you plan to manufacture your product yourself, you need to contact the following for Rules and Regulations:

- If your product is sold **retail only**, call DHEC Food Protection – 803-896-0640
- If your product contains **more than 3% raw or 2% cooked Beef, Pork, Chicken or Lamb**, call **SC Meat & Poultry Inspection Service – 803-788-8747**.
- If your product is a **Dairy, Soft Drink or Bottled Water Product**, call DHEC Dairy – 803-896-0644.
- If your product is a **Shellfish** product only, call DHEC Shellfish – 843-846-1030.
- If your product is an **alcoholic** product, call ATF – 803-251-4640
- All other products, call South Department of Agriculture – 803-737-9690.

SCDA regulated Specialty Food firm using a DHEC inspected kitchen

The owner/operator of the DHEC kitchen must get approval from their DHEC inspector to allow the use of their kitchen. The owner/operator of the DHEC kitchen **AND** the Specialty Food Manufacturer must submit, in writing, a statement granting the Specialty Food Firm permission to use the DHEC kitchen **during non-operational hours**. The letter must be submitted to SCDA and DHEC prior to manufacture 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.

Business Counseling and Training

For valuable information on how to run a successful business, schedule an appointment with Service Corps of Retired Executives (SCORE), 803-765-5131. SCORE is a volunteer program sponsored by the U.S. Small Business Administration. SCORE volunteers work in or near their home communities to provide management counseling and training to first-time entrepreneurs and current small business owners. Visit the SCORE web site at www.sba.gov.

South Carolina Business One Stop or SCBOS is the official South Carolina business web portal. It enables anyone with an existing business or anyone starting a new business to file permits, licenses, registrations, or pay taxes. Visit the SC BOS Website at <https://www.scbos.sc.gov/>.

Funding a Startup Business

Startup funding is necessary before any revenue is generated from product sales. Since it is costly to start any business, the use of an inspected facility such as a restaurant or caterer may be the best route initially. DHEC and SCDA must be involved with this option and must grant approval.

Product Liability Insurance

Investigate the cost of product liability insurance. Many large customers require sellers to show proof of liability insurance. Check with your homeowner's insurance provider for assistance. This is not a SCDA or Federal requirement.

Labeling Requirements

Research compatibility between the chosen label and the bottle (package) and what you and your co-packer use before any final decisions are made. Labels must comply with the Fair Packaging and Labeling Act and the Food Allergen Labeling and Consumer Protection Act. The SCDA will review your label prior to printing to ensure compliance. Food labels that are not in compliance are considered misbranded, therefore adulterated, and can be removed from sale.

UPC Coding

A UPC Code may be needed to sell your product in supermarkets. Call 1-800-543-8137 for more information about UPC Codes. This is not a SCDA or Federal requirement.

Product Analysis/Thermal Process Schedule

Product analysis by a recognized Process Authority to determine the nature of your product, shelf life, processing requirements, and other important characteristics is recommended for many products. An analysis for pH, water activity and thermal processing requirements will be required for Acidified and Low Acid foods. A product analysis can be obtained from the **Processing Authorities** at Clemson University Food Science or NC State University. For Clemson, please contact Kimberly Baker, 864-359-3386, kabaker@clemson.edu or Adair Hoover, 864-656-9986, cpope@clemson.edu. For NC State, please contact Dr. Fletcher Arritt, 919-513-2090, fmarritt@ncsu.edu or Tristan Berry, tkberry@ncsu.edu. Products will be classified as **ACID FOODS** (most jams and jellies), **ACIDIFIED FOODS** (relishes, pickles, some sauces), or **LOW ACID FOODS** (vegetables, milk based sauces, and soups). Acidified and Low-Acid Foods will require attending a **Better Process Control School**.

Minimum Cooking Temperatures

Internal Temperature: Beef (145°F), Pork (150°F), Fish (145°F), Poultry (165°F), Eggs (145°F) Ground: Beef (155°F), Pork (155°F), Poultry (165°F) External Surfaces: Beef (155°F), Pork (155°F), Poultry (165°F) Hold Temperature (of already-cooked foods): 130°F or above or 45°F or below

SOUTH CAROLINA DEPARTMENT OF AGRICULTURE

GUIDELINES FOR FOOD PROCESSORS

SECTIONS

1. Definitions.
2. Grounds.
3. Building and facilities.
4. Equipment and utensils.
5. Sanitary operations.
6. Processes and controls.
7. Personnel.

Section 1. Definitions.

The definitions and interpretations contained in **Section 39-25-20 of the South Carolina Food and Cosmetic Act** are applicable to such terms when used in these guidelines. The following definitions shall also apply:

- "Food processing area" means any place where food products or their ingredients intended for human consumption are prepared, processed, repacked, handled or manufactured. A food processing area shall also include any room used for washing and storing utensils, equipment or other apparatuses that come into contact with foods or ingredients of foods.
- "Potentially hazardous foods" means any perishable food, which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish or other ingredients capable of supporting rapid and progressive growth of infections or toxigenic microorganisms.
- "Sanitize" means effective treatment to physically clean surfaces of equipment, walls, refrigerators and utensils by a process that is effective in destroying microorganisms, including pathogens.
- "Shall" and "should." As used in these guidelines, "shall" refers to mandatory requirements and "should" refers to recommended procedures or equipment.

Section 2. Grounds.

The grounds around a food processing area under the control of the operator shall be free from conditions, which may result in the contamination of food. Standing water, excessively dusty road, uncut weeds, litter and wastes that may attract insects, birds, rodents or other animals shall not be permitted.

Section 3. Building and facilities.

Food processing areas shall be suitable in size, construction and design to permit easy maintenance and a sanitary operation. Food processing areas shall be completely separated from living quarters by solid, impervious walls with no connecting openings.

- Walls and ceilings - Walls and ceilings shall be kept clean and in good repair. They should be constructed of tile, smooth surface concrete, cement plaster, FRP (Fiberglass Reinforced Plastic), or other suitable materials. The paint should be an oil base paint or epoxy and should be light colored.
- Floors - Floors shall be kept clean and in good repair. Floors should be constructed of smooth surface concrete, tile or other waterproof materials that can be easily cleaned.
- Drains - Drains shall be installed where needed. Drains shall be adequate in size to prevent back-up clogging. They shall have proper traps and shall be kept in good repair.
- Sinks - There shall be a minimum of a mop sink-hand sink combination and a separate utensil sink to adequately clean and sanitize all utensils as needed.
- Water and sewage - The Department of Health and Environmental Control (DHEC) shall approve the Water Source and Sewage Disposal System whether private or public (Telephone 803-898-3432 for information). Plumbing shall be installed in a manner that will prevent back-flow. All Sinks, Drains and Toilets shall drain into a DHEC approved Sewage Disposal System.
- Hot water - An adequate supply of hot water shall be supplied to all sinks. The temperature should be maintained at a minimum of 140 deg. F at all sinks except hand washing sinks which should be maintained at a minimum of 110 deg. F.
- Hand-washing facilities - Convenient hand-washing facilities shall be available for use before handling any foods, their ingredients or equipment. There shall be adequate hot water and bactericidal soap at each hand-washing station. Single service, disposable towels should be supplied also.
- Lighting - There shall be ample light available to promote cleanliness and safety. Light bulbs over processing areas or open food or ingredients must be protected to prevent glass getting into the product.
- Ventilation - There shall be adequate ventilation to prevent condensation and disagreeable odors. All windows and doors left open for ventilation purposes shall be properly screened with #16-mesh screen. If an outside door opens directly into a processing room, an air or plastic curtain should be present.
- Rest room facilities - Rest room facilities shall be provided for personnel. Where rest room facilities are provided, associated hand-washing facilities shall also be provided. A sign shall be posted directing personnel to wash their hands with soap after using the toilet.

Section 4. Equipment and utensils.

All equipment and utensils should be suitable for their intended purposes and properly maintained.

- Rusted and corroded equipment shall not be used.
- Food contact surfaces should be smooth, free from pits and crevices and relatively non-absorbent.
- Sponge rubber, stone slab, linoleum and unglazed ceramic shall not be used in equipment construction. Wood handled utensils should not be used.
- Each freezer and cooler shall be equipped with an accurate, easily readable thermometer.

Section 5. Sanitary operations.

Floors, walls, ceilings, tables, work surfaces, equipment and utensils shall be clean and sanitary when put into service.

- Food contact surfaces, equipment and utensils shall be cleaned and sanitized as necessary to maintain sanitary conditions. Sanitization may be accomplished with steam, hot water, chlorine or other approved bactericidal agents.
- Cleaned and sanitized equipment and utensils shall be stored in a clean, dry manner protected as much as possible from dust and other contaminants.
- Waste materials shall be removed promptly to prevent development of unsanitary conditions and feeding areas for insects and rodents.
- A rodent and insect control program should be maintained and handled by a qualified individual or firm.

Section 6. Processes and controls.

All reasonable precaution shall be taken to assure that production procedures do not cause contamination of food during processing.

- Raw materials shall be inspected to ensure that they are free from any contamination and fit for human use. Must be from approved sources.
- Meaningful codes should be used so that positive identification of specific lots can be made.
- Potentially hazardous foods shall be stored at an air temperature of 45 deg. F or less. Frozen foods shall be stored at an air temperature of 0 deg. F or less.
- Storage and transportation of finished products shall be under conditions that will prevent contamination and undesirable deterioration of the product and the container.

Section 7. Personnel.

- No person infected with a communicable disease shall work in a food processing area. Personnel shall wear clean outer garments and maintain a high degree of personal cleanliness.
- Employees shall wash their hands thoroughly (and sanitize where necessary) before starting work, after each absence from the work area and any other time their hands may have become soiled or contaminated.
- Employees shall wear hairnets, caps, or other effective hair restraints.
- Personnel shall not eat or use tobacco in any form in a food processing area.

For more information on how to manufacture and label your product, contact

Angie Culler-Matthews, State Manager

SCDA Food Safety & Compliance Program

803-737-9690

aculler@scda.sc.gov



Hugh E. Weathers
Commissioner

State of South Carolina Department of Agriculture

Food Safety Division

Mailing Address
PO Box 11280
Columbia, SC 29211

Physical Location
123 Ballard Court
W. Columbia, SC 29172

Laboratory
803.737.9700

Consumer Services
803.737.9690

803.737.9703 (FX)
www.agriculture.sc.gov

Application for Registration Verification Certificate (RVC)

Please check one: New Registration _____ or Updated Registration: _____

Section 1: Business Information

Name of Applicant(s) and Title _____

Name of Business _____

Address of Processing Facility _____ City _____ Zip _____

County of Processing Facility _____

Applicant Mailing Address _____ City _____ Zip _____

(Phone) _____ (Alternate) _____

Email _____

Section 2: Business Plan

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

Section 3: Type of Business

Manufacturer/ Processor
 Co-packed

Distributor/Warehouse
 Cosmetic

Salvager

Section 4: Product Information

- | | | |
|---|---|--|
| <input type="checkbox"/> Acidified Foods (pickled) ** | <input type="checkbox"/> Fermented Foods | <input type="checkbox"/> Pasta |
| <input type="checkbox"/> Baked Goods | <input type="checkbox"/> Fresh cut produce | <input type="checkbox"/> Peanuts |
| <input type="checkbox"/> Candy/Confections | <input type="checkbox"/> Honey | <input type="checkbox"/> Sandwiches |
| <input type="checkbox"/> Catfish*** | <input type="checkbox"/> Jams/Jellies* | <input type="checkbox"/> Sauces/Condiments |
| <input type="checkbox"/> Dessert Foods | <input type="checkbox"/> Juice*** | <input type="checkbox"/> Seafood*** |
| <input type="checkbox"/> Dry/Nonperishable Foods | <input type="checkbox"/> LACF** | <input type="checkbox"/> Other |
| <input type="checkbox"/> Dry Rubs/ Spices | <input type="checkbox"/> Marinades/Dressings** | |
| <input type="checkbox"/> Egg* | <input type="checkbox"/> Multiple Food Packages | |

If other, please specify _____

** These products may require specialized training, licensing, certification and/or analysis to sell and produce.
** 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.

Note: If an RVC is issued to your firm, you must notify the South Carolina Department of Agriculture (SCDA) 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.

Section 5: 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 _____

Co-packer's SCDA registration number: (if in SC) _____

If co-packer is out of state provide the following:

Out of state Co-packers permit/ license number: _____

Section 6: Finished product(s)

Is your *finished* product(s) sold:

- | | | |
|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Canned | <input type="checkbox"/> Frozen | <input type="checkbox"/> Shelf Stable |
| <input type="checkbox"/> Jarred/Bottled | <input type="checkbox"/> Refrigerated | <input type="checkbox"/> Other |

If other, please specify _____

Section 7 Product Labeling (Please see labeling guidance sheet)

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**. Please refer to **Labeling Guidance**. **ALL email submissions must be in PDF format in actual size.**

Please list below the label(s) included for review:

Product	Size
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.

Section 8: 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 of 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 to use the DHEC kitchen **during non-operational hours**. 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. Provide DHEC Shared kitchen permit # _____

**Please Submit Joint Permission Letter from DHEC Restaurant Owner/Operator.

Section 9: Signature of Applicant

Submit this application and all requested information to: rvcregistration@scda.sc.gov or SCDA, Food Safety and Compliance, c/o Angie Culler-Matthews 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** and 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.

Applicant Name/ Signature

Date

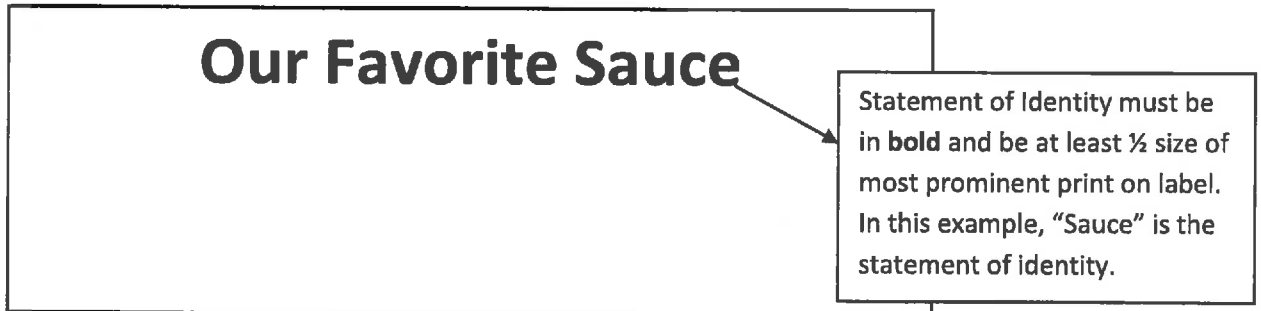
For Official use only

- ___ 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 No. _____
- ___ Registration Updated _____
- ___ Voided/ Revoked/ Surrendered _____

LABELING GUIDANCE

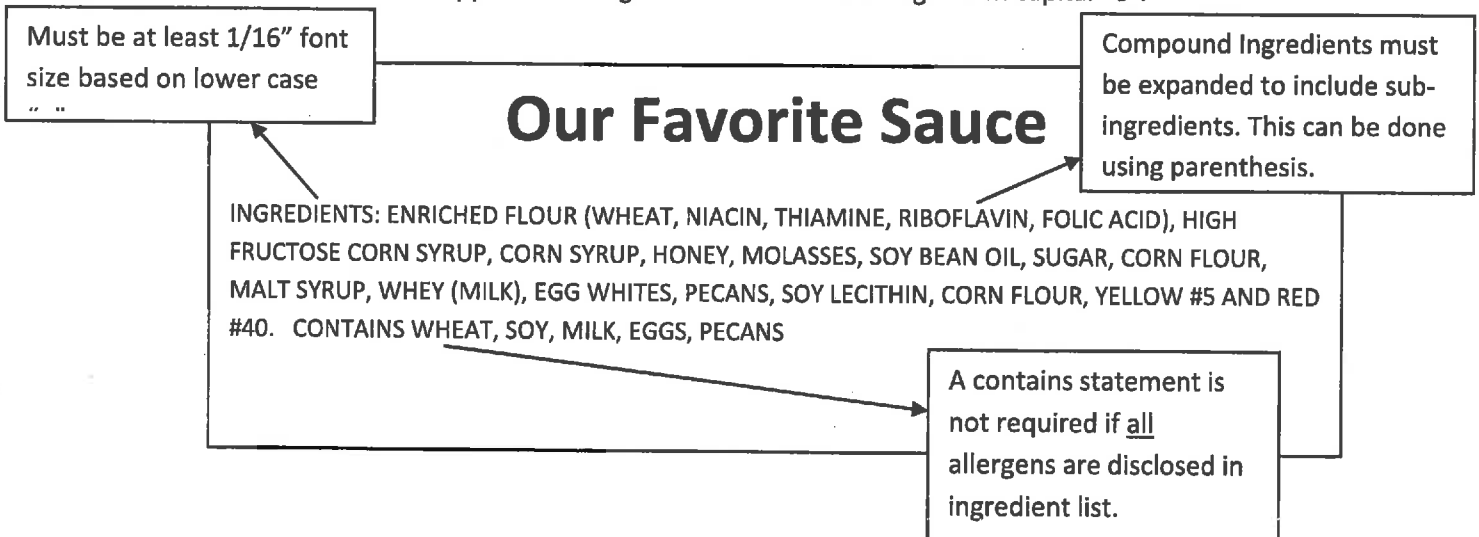
Basic Label Requirements of the Fair Packaging and Labeling Act (FPLA), Food Allergen and Consumer Protection Act (FALCPA) and the Nutritional Labeling Act (NLEA).

1. **Statement of Identity (Product Name)** must be in **BOLD** print, type size *must* be comparable to the most prominent print on the label (larger than other type). The statement of identity must be placed on **Principal Display Panel (PDP, front of product)** along with the net weight or 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 “o”).

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, packer, or distributor must appear on the same label as the manufacturer's name & 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 Weight** or net contents *must* be placed in the bottom 1/3rd of the **Principle Display Panel (PDP)** in both **customary** (pound, ounce, fluid ounce, etc.) and **metric** (kilogram, gram, millimeter, etc.) weights, and have minimum font size of (see below) based on the area of the principle display panel. **How to calculate PDP:** The width X height of the package face or height X circumference X 0.40 for a cylinder container (i.e. Bottle, jar, can).

<u>Minimum font size (inches)</u>	<u>Area of Display panel (sq. inches)</u>
NET WT 1/16	5 sq. inches or less
NET WT 1/18	5 sq. inches-25 sq. inches
NET WT 3/16	25 sq. inches-100 sq. inches
NET WT 1/4	100 sq. inches-400 sq. inches

*Conversion Factors: 1 ounce = 28.35 grams or 1 fl. Oz. = 29.57 ml

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

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 1/3rd of

Label Format Examples

2 label format (front and back)

Front Label:

<p style="text-align: center;">Our Favorite Sauce</p> <p style="text-align: center;">NET WT. 20 OZ (576g)</p>
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Back Label:

<p>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.</p> <p style="text-align: center;">“Manufactured for” New Product Enterprises 22 Sunshine Dr. Columbia, SC 29555</p>
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Single Wrap Around Label:

Not required unless firms have
100+ employees and sales over
100,000 units

Nutrition Facts

Our Favorite Sauce

Other company or product
information

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.

NET WT. 20 OZ (576g)

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

- Nutrition Facts panel requirements should follow specific Nutrition Labeling and Education Act (NLEA) and 21CFR101.9 Requirement
- A Nutrition Fact panel is only required for firms with 100+ employees and sales over 100,000 units.

Nutrition Facts	
Serving Size 1 teaspoon (6g)	
Servings Per Container 30	
Amount Per Serving	
Calories 0	Calories from Fat 0
	% Daily Value*
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 20mg	1%
Total Carbohydrate 0g	0%
Dietary Fiber 0g	0%
Sugars 0g	
Protein 0g	
Vitamin A 2%	• Vitamin C 0%
Calcium 0%	• Iron 0%
*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:	
	Calories: 2,000 2,500
Total Fat	Less than 65g 80g
Saturated 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
Calories per gram:	
Fat 9 • Carbohydrate 4 • Protein 4	

Please submit proof of labels to be reviewed by SCDA prior to printing and use to ensure 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.