



South Carolina  
**DEPARTMENT OF AGRICULTURE**  
 RETAIL FOOD SAFETY & COMPLIANCE DEPARTMENT  
 350 Ballard Court, West Columbia, SC 29172

Hugh E. Weathers, Commissioner

## SC REGULATION 61-25, RETAIL FOOD ESTABLISHMENTS REQUEST FOR A SPECIAL PROCESS

Date \_\_\_\_\_ Permit Number *If applicable* \_\_\_\_\_

Retail Food Establishment/Organization Name \_\_\_\_\_

Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you applying for multiple locations?  Yes  No If yes, please attach a list of facilities to this application.

Person in Charge (Owner) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Special Process Requested:**

- |  |  |
|--|--|
| <input type="checkbox"/> Smoking Food for Preservation                           | <input type="checkbox"/> Reduced Oxygen Packaging (ROP)          |
| <input type="checkbox"/> Custom Processing of Animals for Personal Use           | <input type="checkbox"/> Reduced Oxygen Packaging – Sous Vide    |
| <input type="checkbox"/> Curing Food   | <input type="checkbox"/> Reduced Oxygen Packaging – Cook / Chill |
| <input type="checkbox"/> Sprouting Seeds or Beans                                | <input type="checkbox"/> Acidification of Sushi Rice             |
| <input type="checkbox"/> Preparing Food by Other Methods (provide details below) | <input type="checkbox"/> Acidification / Pickling / Canning      |

Specify Other Request \_\_\_\_\_

**Per Regulation 61-25, Section 8-103.10 – Modifications and Waivers**

1. The Department may grant a variance by modifying or waiving the requirements of this regulation if, in the opinion of the Department, a health hazard or nuisance will not result from the variance. If a variance is granted, the Department shall retain the information specified under 8-103.11 in its records for the retail food establishment.
2. Before a variance from a requirement of this regulation is approved, the following information provided by the retail food establishment requesting the variance shall be submitted to the Department.
  - A statement of the proposed variance being requested.
  - A rationale for how the potential public health hazards will be addressed according to the appropriate sections of Regulation 61-25. Laboratory analysis may also be necessary for certain food processes. The Central Office food safety team may assist you with more information as needed.
  - A HACCP plan, if required as specified under 8-201.13(A), must include information specified under 8-201.14 relevant to the variance requested.

**8-103.12 CONFORMANCE WITH APPROVED PROCEDURES**

If the Department grants a variance as specified in 8-103.10, the permit holder shall comply with the procedures that are submitted and approved as a basis for the modification or waiver and demonstrate the effectiveness of the operation.

\_\_\_\_\_  
Owner/Person in Charge

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Submittal Date

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**RETURN BY EMAIL OR MAIL TO**

SCDA Retail Food Safety & Compliance  
[food-variances@scda.sc.gov](mailto:food-variances@scda.sc.gov)

350 Ballard Court  
West Columbia, SC 29172

**SCDA USE ONLY**

The Department has reviewed the request and it is:     Authorized     Not Authorized    Date \_\_\_\_\_

SCDA Representative \_\_\_\_\_    Comments \_\_\_\_\_

Personal information provided on this document is subject to public scrutiny or release.