

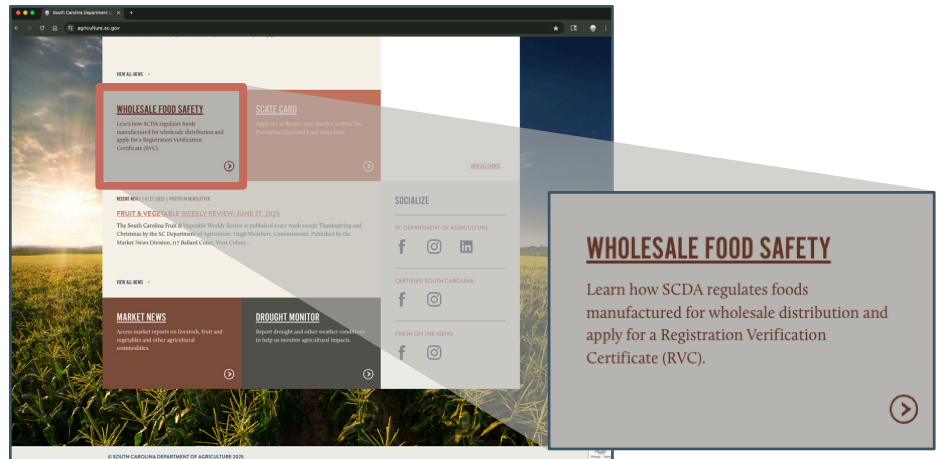


South Carolina
DEPARTMENT OF AGRICULTURE
WHOLESALE FOOD SAFETY DEPARTMENT
123 Ballard Court, West Columbia, SC 29172

Hugh E. Weathers, Commissioner

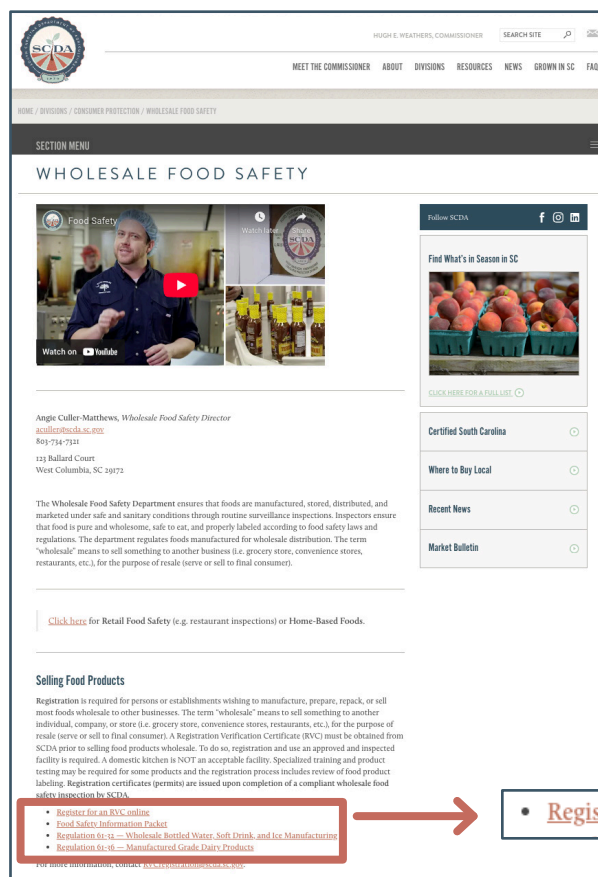
ONLINE REGISTRATION PORTAL GUIDANCE FOR THE REGISTRATION VERIFICATION CERTIFICATE (RVC)

Visit our website at agriculture.sc.gov, then scroll down and click on the gray box that says **Wholesale Food Safety**.



This will take you to our main Wholesale Food Safety page.

Scroll down to the **Selling Food Products** section and click on the **Register for an RVC online** link.



ONLINE REGISTRATION PORTAL GUIDANCE FOR THE REGISTRATION VERIFICATION CERTIFICATE (RVC)

Alternatively, visit the Online Registration Portal (ORP) directly at rvcfoodfacilityregistration.agriculture.sc.gov/Registration/.

Begin by clicking on **Sign In** button and **Register as New User**.

Create your **New User Login**.

Passwords must contain as least 14 characters; a mixture of letters, numbers and special characters.

Please make sure that your email address is spelled correctly.

After you create your new user login, you will be sent an auto-generated email.

In that email, click on the **Confirm Your Email** link.

This will bring you back to the login page for the next step.

ONLINE REGISTRATION PORTAL GUIDANCE FOR THE REGISTRATION VERIFICATION CERTIFICATE (RVC)

You may now proceed to **Sign In** to manage your application process.

Authenticate Your Account: Choose either email or text to receive the one-time verification code. It's important to complete the authentication process on a single device because switching devices may cause the system to think that the verification is coming from a different location, resulting in a failure.

LOG IN TO YOUR USER ACCOUNT Sign In

< Main / Authenticate Account

Authenticate your account

We need to verify your account before you proceed
Once you receive your code, please enter it on the following page.

Click below to have a verification code sent to your email.
RVCRegistration@scda.sc.gov
Send verification code by EMAIL

Click below to have a verification code sent to your phone
(000)-000-7163
Send verification code by TEXT

Your account verification code

Please use this one-time verification code to access your account: **NUMBER HERE**

Please do not respond to this email as it is from an automated system. This email should only be sent to verify your existing account. If you have questions, please contact us and we will be happy to assist you.

LOG IN TO YOUR USER ACCOUNT Sign In

< Main / Log In

Verify your account

A special two-factor authentication code has been sent to you. When you receive the code, please enter it below.

Authenticator code

Sign in

If you have not received your code and need assistance logging in, please email **SCDA Food Safety Department** at RVCRegistration@scda.sc.gov or 803-737-0147.

Accept the Terms and Conditions.

You have now successfully created your user account.

This alone does NOT register your business. It only creates your user account needed to access the RVC portal.

< Main / AcceptTerms

Terms and Conditions

Terms of Use

By accessing or using this website (the "Site"), you agree to the following Terms of Use. Please read them carefully before using the Site.

1. Acceptance of Terms

By using the Site, you agree to comply with these Terms of Use and our Privacy Policy. If you do not agree, you may not use the Site.

2. Purpose of the Site

The Site provides a platform for users to:

- Register businesses, products, or services.
- Apply for exemptions or other regulatory considerations.
- Submit required information and documentation to relevant authorities.

You understand and agree that your use of the Site does not guarantee approval, certification, or exemption status for any submission.

3. User Responsibilities

Accept

ONLINE REGISTRATION PORTAL GUIDANCE FOR THE REGISTRATION VERIFICATION CERTIFICATE (RVC)

Use the **Register Your Business** page to provide your business demographics.

Note: The **Business Physical Address** is the address of the food processing establishment or warehouse.

The Registration Verification Certificate (RVC) registers your facility.

LOCATE YOUR BUSINESS

BusinessOwner
rvcregistration@scca.sc.gov

Apply for Registration Verification Certificate

1. Your business may already be in our system. If you were given a special key, please use the key to access the business we already have on file for you.
2. If you would like to register a new business, you may do so by clicking on **Register New Business**.

All applications will be reviewed by the South Carolina Department of Agriculture and you will be notified within ten (10) business days as to the status of your application.

Special Key / WWGID:

Key

Get Business Register New Business

REGISTER YOUR BUSINESS

BusinessOwner
RVCRegistration@scca.sc.gov

In order to process any application, you will first need to complete any required missing fields for this business. Please complete the form below.

* = required field

General Information

Name of Business: *

New Business Enterprises

Alias (Optional):

Legal business name or alias

Please select if this business has changed legal owner since last registered.

☐ Change of ownership

REGISTER YOUR BUSINESS

BusinessOwner
rvcregistration@scca.sc.gov

Please select if this business has changed legal owner since last registered.

☐ Change of ownership

Business Physical Address

Business Mailing Address ☒ Same as physical address

Country/Region: United States

Line 1: * 123 Main Street

Line 2: Line 2

City: * Columbia

State: * South Carolina

County: * Richland

Postal Code: * 29172

Business Phone: * Phone

If you would like to provide any additional information about your business, please enter comments below.

Comments:

Submit

APPLICATIONS DASHBOARD

BusinessOwner
rvcregistration@scca.sc.gov

Business Name RVC Number
Business Address

New Business

Current application

Actions

+ Apply for registration

Date of Submission	Application	Status	Status Date	More Actions

Application Guide

Application

To proceed, you must complete your application by clicking **Apply** or **Renew**.

Once the application has been reviewed, you will be notified by email of any status change.

Access the RVC application by clicking on **Apply for registration**, followed by **No, Start Fresh**.

The pre-fill option can be used during the annual RVC renewal.

ONLINE REGISTRATION PORTAL GUIDANCE FOR THE REGISTRATION VERIFICATION CERTIFICATE (RVC)

The **Required Documents** page outlines documents needed to complete the RVC application.

The required supporting documents vary depending on the nature of the product: shelf stable, acidified, seafood, juice, dehydrated etc.

The screenshot shows the 'Required Documents' page. On the left is a 'Page Navigation' sidebar with a 'Saved' status. The sidebar lists: 1. Required Documents (selected), Business Demographics, Business Plan, Type of Business, Facility Use (Shared Kitchen), General Product Categories, Dairy, Products, Electronic Signature, and Summary. The main content area is titled 'Required Documents' and includes a 'Next' button. It states: 'To complete the RVC Application you will need the following information:'. A bulleted list follows: 'Address and contact information for your business.', 'A brief business plan. Your business plan must 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.', and 'For Manufacturers / Processors: a. A list of products being manufactured / sold. b. A proof of your proposed product label(s) in PDF format.' Below this, it says 'Please see the FDA and SCDA pages for more information on product labeling requirements.' The 'Product Specific Documentation' section lists: 'For Acidified Foods, you must submit a copy of your product analysis, Better Process Control School Certification, FCE and SID number(s). Please contact Clemson's Food2Market program for information regarding product analysis and Better Process Control School Certification.', 'For juice and seafood / fishery products, you must submit a copy of the appropriate HACCP Certification.', 'For kombucha, percent alcohol testing of the finished product will be needed. Note, the percent alcohol must be less than .5%.', and 'For dehydrated foods and shelf stable nut butters, product analysis with water activity may be required.'

The **Business Plan** captures information about the nature of your business, products, distribution area and hours of operation.

The screenshot shows the 'Business Plan' page. The 'Page Navigation' sidebar is updated: 'Required Documents' and 'Business Demographics' are now checked, 'Business Plan' is selected, and 'Type of Business' is next. The main content area is titled 'Business Plan' and contains several text input fields with labels: 'Nature of Business' (with a placeholder 'A brief description of your business.'), 'Type of Products' (with a placeholder 'A brief description of the products you manufacture or store.'), 'Hours of Operation' (with a placeholder 'Please provide normal production and office hours.'), and 'Distribution Area' (with a placeholder 'Where will products be distributed? Ex. statewide, nationwide, local specialty food stores, etc.'). Each of these four fields has a red error message below it: 'This field is required.' There is also a 'How products will be sold' section with a placeholder 'Ex. Wholesale to other businesses. Note: Retail sales (direct-to-consumer sales) are regulated by DHEC.' and a red error message 'This field is required.'

Select the **Type of Business**.

If you are registering a Warehouse, you will now go to the Electronic Signature tab and submit the application.

The screenshot shows the 'Type of Business' page. The 'Page Navigation' sidebar is updated: 'Required Documents', 'Business Demographics', and 'Business Plan' are checked, 'Type of Business' is selected, and 'Facility Use (Shared Kitchen)' is next. The main content area is titled 'Type of Business' and includes a 'Next' button. It says 'Select the category that best describes your business.' Below this are four buttons: 'Manufacturer / Processor / Repacker', 'Warehouse - Refrigerated / Frozen', 'Salvager', and 'Warehouse - Non Refrigerated / Dry'.

ONLINE REGISTRATION PORTAL GUIDANCE FOR THE REGISTRATION VERIFICATION CERTIFICATE (RVC)

Facility Use (Shared Kitchen)

Firms operating in a Shared or Commercial kitchen will upload the agreement with the facility.

Page Navigation ✓ Saved

- Required Documents
- Business Demographics
- Business Plan
- Type of Business
- 5 Facility Use (Shared Kitchen)**
- General Product Categories
- Dairy
- Products
- Electronic Signature

Facility Use (Shared Kitchen) Next

☒ Business operates in a shared kitchen / facility

SCDA regulated Specialty Food firms using a SCDA Retail Food Establishment permitted kitchen:

The owner/operator of the retail food establishment must get approval from their SCDA retail food inspector to allow a secondary operation to use their kitchen. The owner/operator of the permitted Retail Food Establishment AND the Specialty Food Manufacturer must submit, in writing, a joint statement granting the specialty food firm permission and verifying the use of the retail food establishment kitchen during non-operational hours. The letter must also state the owner/operator of the SCDA retail food establishment kitchen will notify the specialty food department at SCDA should the specialty food firm no longer operate at their facility. The letter must be submitted to SCDA prior to manufacture and sale of product. The retail food establishment must comply with R. 61-25, Retail Food Establishments, Chapter 9-5, Shared Use Kitchens and SCDA's Retail Food Safety and Compliance Division can refuse permission for the specialty food manufacturer to operate in the permitted retail kitchen, if in their opinion the operation would adversely impact the operation or maintenance of the retail facility. Please submit Joint Permission Letter from the Retail Food Establishment Owner/Operator. This letter must include the retail shared use kitchen permit number.

Submit Joint Permission Letter

Accepted format(s): PDF

Drag & Drop files here

+ Add File

General Product Categories

Select the applicable food product(s).

General Product Categories

Select the applicable food product(s).

Product Name	Product Description	Product Code
Acidified / LACF Product		
Baked Goods		
Beverages		
Dairy		
Deli		
Frozen		
Meat		
Produce		
Seafood		
Snacks		
Sweets		
Tobacco		
Unlabeled		
Vegetables		
Wine		

Depending on the nature of the product, you will be prompted to upload supporting documents, such as **HACCP certificates**.

Sauces / Condiments Next

Please review these additional requirements:

Shelf Stable

Incomplete

Refrigerated

Frozen

☒ This product is classified as an Acidified / LACF Product

FCE #

This field is required.

Better Process Control Certificate

Accepted format(s): PDF

Drag & Drop files here

+ Add File

At least one attachment is needed

Done

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Products

Upload up to 10 proposed product labels in PDF format for the highest risk/volume products.

Depending on the nature of the product, you will be prompted to upload supporting documents, such as **Process Letters or Shared Honey House forms**.

Note: SCDA offers a one-time courtesy label review prior to receiving the application. View the [SCDA Labeling Guidance](#).

Electronic Signature

Once your application is complete, enter your initials into the field.

Summary

Click the Submit button. You will not be able to make any changes once submitted.

ONLINE REGISTRATION PORTAL FAQs

How long is the application and permitting process?

The RVC application time-frame from the SCDA perspective is that applications are reviewed in the order they are received, and our food safety officers make their schedule a month in advance. Other timeline considerations are dependent on the applicant as it relates to completing the application packet and the label review/ revisions, etc.

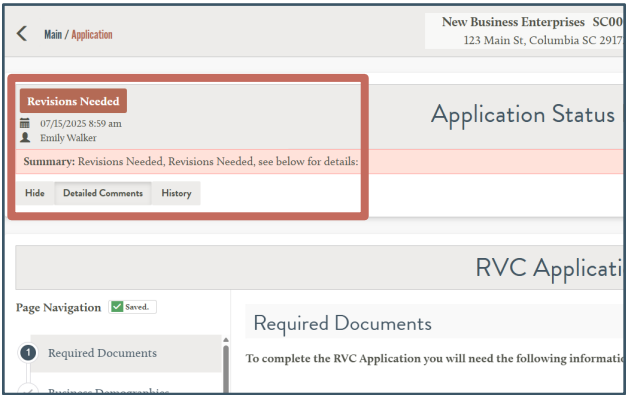
When will the scheduling of the initial inspection occur?

After the application is set to Pending Inspection, the regional food safety officer will contact you to schedule the initial inspection during production.

My application status is Revisions Needed, now what?

View the **Revisions Needed Summary** and **Details** in the upper left-hand corner of the application.

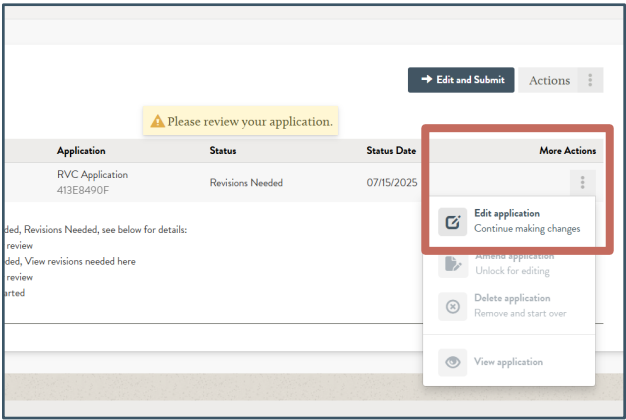
There may also be Label revision notes within the Products tab.



The RVC has been issued and I need to make an update to the application.

Updating information and/ or uploading a new/ revised product label after your RVC is issued? Use the **More Actions** ellipsis in the upper right-hand corner to access **Edit Application**.

Note: When the application status is Pending Review or Review In Process, it cannot be edited.



I'm moving to a new facility or opening an additional facility. What do I need to do?

Use the **New Business** tab in the upper left-hand corner of home page to start an RVC application based on the new address.

