



## Food Processing Plant License — New License Application

Office Use Only  
License No. \_\_\_\_\_

Annual License Expiration Date: June 30

Firm Name			Physical Plant Location (Site Address)		
Applicant Name			Uniform Business Identifier: Previously licensed by WSDA? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Previous License Number:		
Mailing Address					
Owner Name		Owner Phone	Manager Name	Manager Phone	Website Address

**Firm operates as:**

- Individual   
  Partnership   
  Cooperative   
  Corporation   
  LLC

**List name and address of all partners and/or officers:**

<u>Name</u>	<u>Title</u>	<u>Address</u> (include City, State, Zip Code)

**If firm is out of state, provide name and address of individual residing in Washington State who is authorized to receive and accept service of summons and legal notice.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**List the type of food products you want to produce:**

**APPLICANT STATEMENT**

My signature confirms the following:

- I certify that the information in this application is correct.
- I agree to inspections by WSDA food safety officials at the site address shown above.
- I understand that applications not successfully licensed within six (6) months are closed.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**REMITTANCE**

The license fee is determined by estimating the gross annual sales for the initial license period.

TOTAL LICENSE FEE REMITTANCE: \$ \_\_\_\_\_

NO REFUNDS after ten (10) business days

**FEE SCHEDULE \***

If gross annual sales are:	The license fee is:
\$0 to \$50,000.....	\$ 92.00
\$50,001 to \$500,000.....	\$ 147.00
\$500,001 to \$1,000,000.....	\$ 262.00
\$1,000,001 to \$5,000,000.....	\$ 427.00
\$5,000,001 to \$10,000,000.....	\$ 585.00
Greater than \$10,000,000.....	\$ 862.00

\* Fees are based on gross sales of types of food that WSDA inspects and for which the license is required and issued.

\*Checks returned by the bank will be charged a handling fee of \$ 25.00 ([RCW 62A.3-515 \(a\)](#) and [62A.3-520](#))

## Food Processing Plant License — Application Instructions & Checklist

Domestic home kitchens (used for your family) will not be acceptable for this license type. A second kitchen located on your property or within your home may be acceptable for this license type. It is the responsibility of the applicant to meet the applicable regulatory requirements of other state agencies and local departments such as: obtaining a business license, complying with building codes/zoning/water and waste water management, etc.

- 1. **Review laws and regulations**
- 2. Complete **Application** (AGR form 2090)
- 3. Complete Attachment A — **Cleaning and Sanitizing Procedures and Schedule**
- 4. Complete Attachment B — **Processing Information**
- 5. Complete Attachment C — **Floor Plan**
- 6. Complete Attachment D — **Product Labeling**
- 7. Complete Attachment E — **Water Supply**  
If required for your operation, enclose documentation verifying potable (fit for drinking) water supply system.
- 8. **All food processing plants are required to comply with the Washington Food Processing Act ([chapter 69.07 RCW](#)), the Food Safety and Security Act ([chapter 15.130 RCW](#)), [chapter 16-165 WAC](#) and [21 CFR Part 117](#)**

Did you complete the Food and Drug Administration (FDA) Facility Registration?  Yes  No  
([electronic registration](#) is FDA preferred; to register go to the FDA Industry Systems Index website: [access.fda.gov](#))

Does your firm gross less than \$1,000,000 per calendar year?  Yes  No

If Yes, did you complete the [Qualified Facility Attestation](#) to be exempted from certain requirements of 21 CFR 117?  Yes  No

(If you do not complete the attestation then you are obligated to meet all requirements.)

If No (you gross more than \$1,000,000 per calendar year), you are subject to all the requirements of [21 CFR Part 117, including preventative controls Subparts C and G](#).

a. Do you have a Preventative Controls Qualified Individual (PCQI) on staff or are you working directly under the supervision of a PCQI?  Yes  No

b. Did you conduct your required hazard analysis?  Yes  No

If Yes, see "b" below. If No, your application will be considered incomplete until you have completed your hazard analysis.

**Do not send copies of your Hazard Analysis with your application.**

c. Do you have controls in place for the hazards identified?  Yes  No

This plan must be overseen or prepared by one or more PCQIs.

Your written Food Safety Plan must control all the hazards that you identified in your hazard analysis. Your written Food Safety Plan will be reviewed at time of licensing. A licensing inspection will not be scheduled until you have your plan in place. **Do not send copies of your Food Safety Plan with your application.**

### Specialty Foods Requiring Additional Requirements

- 9. **Acidified foods [21 CFR Part 114](#)** (non-refrigerated: pickled vegetables, salsa, certain sauces, NOT fermented foods)

Is the Processing Authority letter attached for each product and size of product?  Yes  No

Is a document showing an individual on staff has earned a certificate of successful completion for a Better Control School attached?  Yes  No

**The Application is incomplete without these documents.** You are required to register and file your acidified process(es) with FDA within 10 days of beginning production. For WSDA guidance go [here](#); to look up requirements go [here](#); to register with FDA go [here](#).

- 10. **Retort, Low Acid Canned Foods (LACF) [21 CFR Part 113](#)** (canned/retorted pouches: vegetables, certain sauces, seafood). **Home processing style pressure canning tools will not be approved for license.**

Is the Processing Authority letter attached for each product and size of product?  Yes  No

Is a document showing an individual on staff has earned a certificate of successful completion for a Better Control School attached?  Yes  No

**The Application is incomplete without these documents.** You are required to register and file your LACF process(es) with FDA within 10 days of beginning production. To look up requirements go [here](#); to register with FDA [here](#).

11. **Juice Hazard Analysis Critical Control Point (HACCP)** [21 CFR part 120](#)
- a. Do you have a HACCP trained individual on staff?  Yes  No
- b. Did you conduct your required written hazard analysis?  Yes  No  
If Yes, see "c" below.  
If No, your application will be considered incomplete until you have completed your hazard analysis. **Do not send copies of your Hazard Analysis with your application.**
- c. Do you have controls in place for the hazards identified?  Yes  No  
Your written HACCP Plan must control all the hazards that you identified in your hazard analysis. Your written HACCP Plan will be reviewed at time of licensing. A licensing inspection will not be scheduled until you have your plan in place.  
**Do not send copies of your HACCP plan with your application.**
12. **Fish and Fishery Products Hazard Analysis Critical Control Point (Seafood HACCP)** [21 CFR part 123](#)
- a. Do you have a HACCP trained individual on staff?  Yes  No
- b. Did you conduct your required hazard analysis?  Yes  No  
If Yes, see "c" below.  
If No, your application will be considered incomplete until you have completed your hazard analysis. **Do not send copies of your Hazard Analysis with your application.**
- c. Do you have controls in place for the hazards identified?  Yes  No  
Your written HACCP Plan must control all the hazards that you identified in your hazard analysis. Your written HACCP Plan will be reviewed at time of licensing. A licensing inspection will not be scheduled until you have your plan in place. **Do not send copies of your HACCP plan with your application.**
13. **Bottled Water** [21 CFR Part 129](#) and [21 CFR Part 165](#)  
Water source testing for organic and inorganic and radiological testing must be completed at a certified water testing laboratory prior to the scheduling of a licensing inspection. These records must be provided for review at time of licensing.
14. **Community or shared kitchens**
- a. You must have an agreement with the facility that allows you to store your ingredients and specialized utensils or equipment at the facility for the shared space to be approved for license. A copy of this agreement must be available for review at time of licensing.
- b. If your finished packaged products are not able to be stored at the shared production facility, then a separate WSDA Food Storage Warehouse License is required. If you must store your finished foods offsite then you are required to store food products at a WSDA licensed Food Storage Warehouse.
15. **Enclose check or money order**
16. **Mail** completed application, attachments, and check or money order to:
- WSDA Food Safety Program  
PO Box 42560  
Olympia WA 98504-2560**

Upon receipt of the application and review by the Olympia office, a local Food Safety Compliance Specialist will contact you at the phone number provided on your application.

**Please note that the processing time from the receipt of your application to the time of an inspection can take 4 - 6 weeks. It will take longer if you do not complete and attach all the documentation required for licensing. Include additional sheets as necessary.**

If you encounter any broken hyperlinks in this application, please visit <https://agr.wa.gov/foodanimal/oco/foodlawregs.aspx> for the most up-to date links.

If you have any questions that cannot be answered by the information provided in this packet, please call the Olympia Food Safety Office at **(360) 902-1876**.

## Food Processing Plant License Attachment A – Cleaning and Sanitizing Procedures and Schedule

**Instructions:** Must be legible. Attach additional pages as needed.

1. Describe your cleaning and sanitizing procedures for your equipment, utensils, production facility, toilet facility and warehousing.
2. Include information on which cleaners/sanitizers are used, and how often you use them.

3. Describe your interior and exterior pest control plan. Remember:
  - Poison rodent baits are not allowed inside the production facility.
  - When utilized, position insect light traps so that they do not become a source of contamination via shattered insects.
  - Be aware that you must maintain the facility and exterior surroundings to minimize pest harborage or breeding areas.
  - The facility must be screened to exclude pests when windows/doors are open.

# Food Processing Plant License

## Attachment B – Processing Information

**Instructions:** Must be legible. Attach additional pages as needed.

Provide the following information for each product category you intend to process (for example: Sandwiches, Salads, Baked Goods, Seafood, Jams, Condiments, Sauces, Candy, Rabbit/Poultry, Vegetables, Beverages, etc.)

- 1) Provide a list of your process steps for the most complex and temperature sensitive product in each category of product that you intend to process. List out the product and ingredient time and temperature for each step of the process. A processing flow diagram or chart can be a helpful companion tool. Use additional pages as needed.
- 2) At each step of your description explain how you ensure there is not cross contact contamination of food allergens.
- 3) Explain how you ensure your product labels accurately declare food allergens (see Attachment D).

**Include process details in your listing such as:**

- |  |   |
|--|---|
| <b><u>Receiving</u></b>                | Ingredients must be from approved sources which are commercially available or exempt from license. Indicate how ingredients are received – such as frozen, refrigerated, or as dry goods. Indicate how the product packaging is received. |
| <b><u>Ingredient Storage</u></b>       | Frozen, refrigerated or room temperature.   |
| <b><u>Processing</u></b>               | Describe the basic preparation.   |
| <b><u>Packaging</u></b>                | Describe the food grade packaging details such as bulk pack or retail size, and type of packaging. Examples: Paper, canned, glass jars, or modified atmosphere package (MAP), plastic, metal.   |
| <b><u>Finished Product Storage</u></b> | Temperature control, location of storage  |
| <b><u>Distribution</u></b>             | Frozen, refrigerated, dry goods, or combination, and type of transportation.  |

- |  |  |
|--|--|
| Do you plan to sell your processed food products directly to end consumers?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you plan to sell your processed food products to companies that will resell or use your product as an ingredient?                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you plan to distribute your products outside Washington State?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you plan to sell your products through the internet and ship your products via common carrier? (USPS, FedEx, DSL, Uber, Lyft, or other) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## Food Processing Plant License Attachment C – Floor Plan

**Instructions:** Must be legible. Attach additional pages as needed.

Provide a legible sketch of the floor plan for your operation (can be handwritten). Include the location of:

- properly plumbed sinks (conveniently located hand wash sinks, equipment wash sinks that allow for the capability to wash, rinse, and sanitize the equipment. Preparation sinks and mop sinks are optional; however, if they are present, they must be properly plumbed
- floor drains (if needed)
- placement of equipment
- ventilation systems, hoods
- doors
- restrooms (no direct opening to the processing room)
- laboratory
- ingredient receiving
- ingredient storage
- finished product storage
- shipping area
- office where records maintained
- packaging storage

Indicate approximate dimensions of building and rooms.

# Food Processing Plant License Attachment D – Product Labeling

**Instructions:** Must be legible. Attach additional pages as needed.

**1. Download and review the FDA Food Labeling Guide before completing this attachment:**

<https://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/ucm2006828.htm>

**2. Nutrition Labeling Requirements:**

For information and guidance for Nutrition Labeling and Education Act (NLEA), go to:

<https://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/LabelingNutrition/ucm385663.htm>

Small businesses making products without nutritional claims can file for a low volume exemption to NLEA if they employ less than 100 people and distribute less than 100,000 units of their products in the United States per 12 months. The exemption form must be submitted annually. Very small firms making products without nutritional claims are exempt from filing for exemption.

To find out if a nutritional labeling exemption is possible for your business or to file for an NLEA exemption, the exemption details and the exemption form that must be submitted annually here:

[fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/LabelingNutrition/ucm2006867.htm](https://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/LabelingNutrition/ucm2006867.htm)

**3. For bulk product labeling requirements, contact WSDA for additional information.**

**Provide one legible proposed package product label for each food category you plan to process** (for example: Sandwiches, Salads, Baked Goods, Seafood, Jams, Condiments, Sauces, Candy, Rabbit/Poultry, Vegetables, Beverages, etc.).

**Place your draft product labels below or attach a legible copy of the proposed label to this application. Finished product labels must include the following information:**

- 1. Labels for foods distributed in the U.S. must be in English.** When other languages are also on the label, an English translation must also appear.
- 2. Name of Product** – The common or usual name of the product must be prominently displayed, such as "Pickled Asparagus".
- 3. Manufacturer and/or Distributor Name and Location** – Required information must include your Business Name, Address (Street or PO Box), City, State, and Zip Code. If your business address is listed in a current directory (including internet), then the address may be omitted from the label. You may include your phone, fax, or web information if desired.
- 4. Net weight** – Both English and metric values are required. Examples: Fluid products: 12 fl oz (355 ml), Non-liquid: 12 oz (340 g).
- 5. Ingredients Statement** – Ingredients must be stated in descending order by weight. List subcomponents for each ingredient. List the ingredient with the subcomponents in parentheses following the name of the ingredient. Do not try to list subcomponents separately in some other order.

**Allergens must be clearly identified.**

Under the Food Allergen Labeling and Consumer Protection Act of 2004 (FALCPA), a "major food allergen" is an ingredient that is one of the following five foods, or from one of the following three food groups, or is an ingredient that contains protein derived from one of the following:

- **Milk**
- **Eggs**
- **Fish** (you must list the specific type, such as Salmon, Sardine, etc.)
- **Crustacean Shellfish** (you must list the specific type, such as Shrimp, Crab, etc.)

- **Tree Nuts** (you must list the specific type, such as Hazelnut, Walnut, Coconut, etc.)
- **Wheat**
- **Peanuts**
- **Soybeans**

In addition to the above listed "Big 8" allergens, there are other common food ingredients that are known to cause an allergic-like reaction in some people. If present in your food you must be careful to declare these in your ingredient statements but you do not need to list them in a "Contains:" statement. These include but are not limited to:

- **Sulfites** (commonly found in shelf stable citrus juices, shredded coconut, and many other products as a color stabilizer)
- **Certified Colors** – FD&C Yellow 5, FD&C Yellow 6, FD&C Red 40 (and others). Not all FD&C colors cause human sensitivity, but all have to be listed on the ingredient statement. All FD&C colors including lakes must be listed when present in a food. Natural colors need to also be listed, such as: beet powder (added for color).

**There are two acceptable ways to identify food allergens for the consumer.**

1. One utilizes the "Contains:" statement, which allows you to list the allergens at the end of the ingredient statement, such as:

**Chocolate Peanut Butter Walnut Brownie**

Ingredients: Brown Sugar (Sugar, Invert sugar, Cane molasses), All-purpose Flour (Wheat flour, Niacin, Reduced iron, Thiamine mononitrate, Riboflavin, Folic acid), Milk Chocolate (Sugar, whey powder, Cocoa butter, Cocoa mass, lecithin, Vanilla), Egg, Peanut Butter (Peanuts, Sugar, Molasses, Hydrogenated vegetable oil, Mono and diglycerides, Salt), Powdered sugar (sugar, cornstarch), Chopped Walnuts, Dextrose, Salt, Artificial Flavoring, Baking Soda (Sodium bicarbonate)

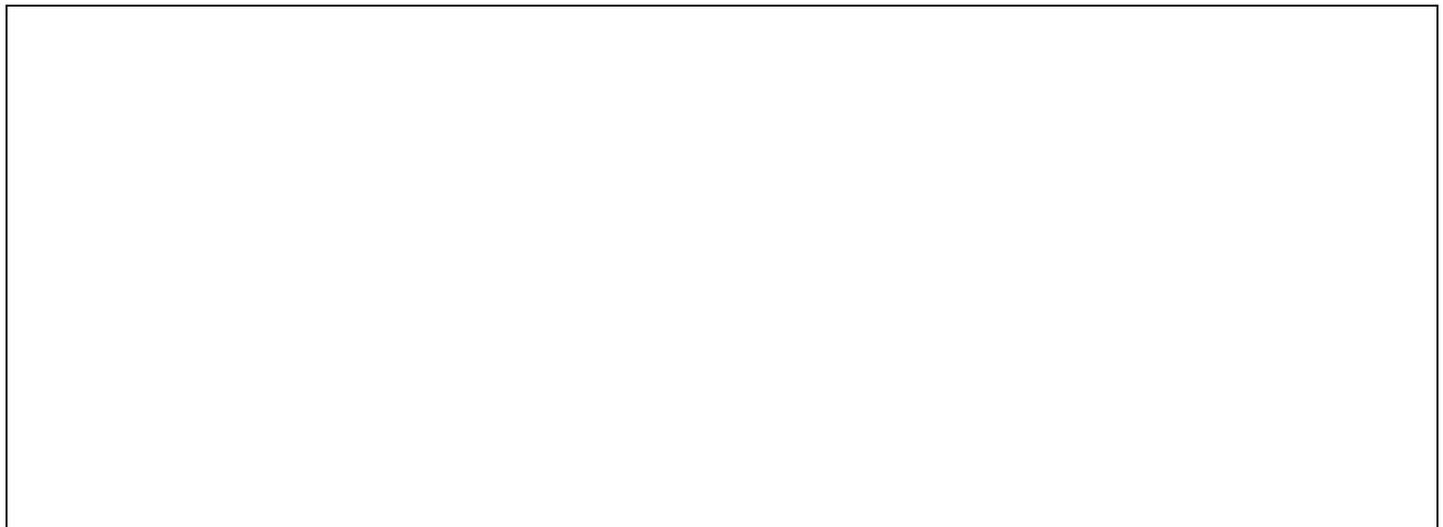
CONTAINS: Milk, Peanuts, Soy, Walnuts, Wheat, Egg

**Note: If using a "Contains" statement, it must be consistent with the ingredient list and the ingredients in the product.**

2. The other allergen declaration style requires you to list the allergen in parenthesis after the ingredient when the name of the food allergen is not part of the name of the ingredient.

**Chocolate Peanut Butter Walnut Brownie**

Ingredients: Brown Sugar (Sugar, Invert sugar, Cane molasses), All-purpose Flour (Wheat flour, Niacin, Reduced iron, Thiamine mononitrate, Riboflavin, Folic acid), Milk Chocolate (Sugar, whey powder (milk), Cocoa butter, Cocoa mass, lecithin (soy), Vanilla), Egg, Peanut Butter (Peanuts, Sugar, Molasses, Hydrogenated vegetable oil, Mono and diglycerides, Salt), Powdered sugar (sugar, cornstarch), Chopped Walnuts, Dextrose, Salt, Artificial Flavoring, Baking Soda (Sodium bicarbonate)



## Food Processing Plant License Attachment E – Water Supply

Check which type of water system is in processing facility:

- Municipal** (City or Community Water Association (CWA)).
- Private** – Submit satisfactory potable water test (coliform presence / absence test) with this application.  
**Satisfactory test must be submitted with your application.**

Do you incorporate water into your food products (examples: brining, reconstituted juices or other beverages, glazing frozen products, etc.)?

- Yes – If Yes, the water must meet the physical and chemical requirements for drinking water, including satisfactory analysis for organic and inorganic chemicals, every three years. A certified water laboratory must be utilized. **Submit record of this testing with your application.**
- If the water does not pass the testing please contact the WSDA Food Safety Program to discuss options.
- No – If No, no further water testing is needed.