Washington State Department of Agriculture

Food Safety Program
PO Box 42560
Olympia, WA 98504-2560
(360) 902-1876
foodsafety@agr.wa.gov

DEPARTMENT USE ONLY
If Custom Meat License box is checked, use code 4004, for Cottage Food Operation Permit, code 4126, for Dairy Technician License, use code 4001

Request for Amendment to Food Safety License or Permit

Business Name	Date
Owner/Requestor	WSDA License / Permit Number
Phone Number	Email

Please check the box below for the type of license or permit you are requesting an amendment to, then complete the applicable section. Please note that the approval of your product is not guaranteed or granted until you receive an amended license or permit stating all products that your company is approved to produce.

Which License/Permit Type are you modifying?

- ☐ Food Processing Plant License • Please complete Section 1 • No Fee
- ☐ Milk Processing Plant License • Please complete Section 1 • No Fee
- ☐ Cottage Food Operation Permit • Please complete Section 2 • $105.00 to add or change existing product
- ☐ Food Storage Warehouse License • Please complete Section 3 • No Fee
- ☐ Custom Meat License • Please complete Section 4 • $25.00 per endorsement
- ☐ Grade A Milk Producer License • Please complete Section 5 • No Fee
- ☐ Dairy Technician License • Please complete Section 6 • $ 25.00 per endorsement

For amendments requiring fees, please make check* or money order payable to:

Washington State Department of Agriculture

For all amendments, please submit completed request form to:

Washington State Department of Agriculture
Food Safety Program
PO Box 42560
Olympia, WA 98504-2560

*NO REFUNDS after ten (10) business days. Checks returned by the bank will be charged a handling fee of $ 25.00 (RCW 62A.3-515 (a) and 62A.3-520)

Department Use Only	
Date:	Amendment
Food Safety Compliance Specialist:	☐ Approved
Food/Items to be added:	☐ Denied
	☐ Other - Explain:

Section 1 — Food or Milk Processor License Amendment

Which processing type is the license you are requesting an amendment for? ☐ Food ☐ Milk

This is a request to add the following new product to my food processor's license:

Product Name:	

Instructions - Provide a **Flow Diagram** of each step of the process including transporting of product and complete ingredient list for each new product. Include in your flow diagram time and temperatures the product stays at for each step of the process, including transporting of product. Include:

Ingredients: Sources, delivered — include whether frozen, refrigerated, or dry goods
Storage: Frozen, refrigerated, or room temperature
Processing: Describe basic preparation, including general flow chart or diagram
Packaging: Include details such as bulk pack or retail size, and type of packaging
Distribution: Frozen, refrigerated, dry goods, or combination, type of transportation
When processing potentially hazardous food products including Low Acid Canned Food (LACF) or acidified products, you are required to provide a "Processing Authority Letter" for your process prior to approval.

A PROPOSED LABEL FOR EACH PRODUCT — Attach a copy of your label. Your label must include the following:

1. **Name of Product.**
2. **Manufacturer, Packer, or Distributor Name & Address (street address of your principle place of business).** If you use a phone number you must include city, state, and zip code. If your phone number is used in lieu of an address your company address must be listed in the current city directory of the phone book.
3. **Net Weight** — Both U.S. and Metric Values are required.
4. **Ingredients** — All ingredients must be listed in descending order by weight. When a processed food is fabricated from two or more ingredients, and those ingredients have sub-components, those sub-components must be listed in parentheses after the ingredient.
5. **Allergens** — Ingredient listing must include major allergens such as: wheat, tree nuts, peanuts, eggs, milk, soy, fish, crustacean shellfish (crab, shrimp, lobster). Also include yellow dye # 5 and sulfites.

Section 2 — Cottage Food Permit $105.00 for Amendment

To amend a Cottage Food Permit outside of your renewal period, please complete the following steps and return documents to the WSDA Food Safety Program for review.

1. Provide updated list of all master recipe names (Please do not submit copies of recipes).
   - Please indicate which items are new, revised, or already approved.
   - Please number the items (can have no more than 50 in total).
   - If there are inconsistencies regarding previously approved items there will be a delay in processing.
2. Provide new or revised ingredient list for master recipe list items and their variations (if any). If carrying forward a previously approved item(s) with no changes, no documentation is needed. (Please do not submit copies of recipes).
3. Submit labels for new and revised products.

Section 3 — Food Storage Warehouse License

Type(s) of storage requesting approval for: ☐ Ambient Storage ☐ Refrigerated Storage ☐ Frozen Storage

Section 4 — Custom Meat License $25.00 per Endorsement

Type(s) of Endorsement(s) requesting approval for: ☐ Farm Slaughterer ☐ Slaughtering Establishment ☐ Meat Facility

Section 5 — Milk Producer License

Type(s) of Milk Production requesting approval for: ☐ Cow Milk ☐ Goat Milk ☐ Sheep Milk ☐ Other - List: _____

Section 6 — Dairy Technician License $25.00 per Endorsement

Type(s) of Dairy Technician License Endorsement(s) you are requesting approval for:

☐ Measuring, Weighing, Grading, Sampling ☐ Plant Sampling (Appendix N) ☐ Pasteurizing (H.T.S.T.) ☐ Pasteurizing (VAT)