



Maple Syrup Food Processor — New License Application

Annual License Expiration Date: June 30

Office Use Only

License No. _____

Applicant Information

Firm Name		Uniform Business Identifier:	
Applicant Name		Previously licensed by WSDA? ☐ Yes ☐ No	
		If Yes, Previous License Number:	
Mailing Address		City	State Zip
Physical Plant Location (Site Address or GPS Coordinates)		City	State Zip
Owner Name	Owner Phone	Owner Email	County
Onsite Manager Name	Manager Phone	Manager Email	Website address

Business Structure

Check one: ☐ Individual ☐ Partnership ☐ Cooperative ☐ Corporation ☐ LLC

Please list names, titles, and addresses of all partners and/or corporate officers below. Attach additional sheet if necessary.

Partner/Corporate Officer Name	Phone	Address (include City, State, Zip Code)	Email

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:	Phone Number	Address (include City, State, Zip Code)	Email Address

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 dismissed.

Signature	Title	Date
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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.

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

For online payments, please contact foodsafety@agr.wa.gov for further instructions.

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

Is this Maple Syrup Food Processor Application right for you?	
I understand that 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 that meets the facility requirements may be acceptable for this license type.	☐ Yes ☐ No
It is the responsibility of the applicant to meet the applicable regulatory requirements of other state agencies and local county/city departments such as: obtaining a business license, complying with requirements for building codes/permits, zoning, water supply, and septic and/or waste disposal, etc. Please contact other regulatory jurisdictions as applicable. Associated documentation or proof of verification may be requested by WSDA.	I will meet this criteria prior to licensing approval. ☐ Yes ☐ No
Is your establishment ready to be inspected? If no, wait to submit your application until the establishment is ready for inspection.	☐ Yes ☐ No
I understand this license is only applicable to the processing of maple syrup. The processing of all other food products requires a separate Food Processing Plant License.	☐ Yes ☐ No

Maple Syrup Processing License — Application Instructions & Checklist

Do not proceed with the application until completing all boxes in “Is this Maple Syrup Food Processor Application right for you?” section on the previous page.

- ☐ 1. Familiarize yourself with the [Food Safety laws and regulations](#): Scan code for Food Safety laws and regulations.
All Maple Syrup Food Processors are required to comply with:
- Maple Syrup Inspection (Chapter 16-175 WAC)
- ☐ 2. Complete Attachment A — **Cleaning and Sanitizing, Pest Control**
- ☐ 3. Complete Attachment B — **Processing Information**
- ☐ 4. Complete Attachment C — **Site Map and Floor Plan**
- ☐ 5. Complete Attachment D — **Product Labeling**
- ☐ 6. Complete Attachment E — **Water Supply**
- ☐ If required for your operation, enclose documentation verifying satisfactory bacteriological, chemical, and/or physical water testing.
- ☐ 7. Enclose check or money order. If you want to pay online, please contact our office for further instructions.
- ☐ 8. Mail the completed application, attachments, and check or money order to:



WSDA Food Safety Program
PO Box 42560
Olympia WA 98504-2560

If paying online, email your application to: foodsafety@agr.wa.gov

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 [Food Processors | Washington State Department of Agriculture](#) for the most up-to date links.

If you have any questions that cannot be answered by the information provided in this packet, please visit our website, or contact the Olympia Food Safety Office at foodsafety@agr.wa.gov or (360) 902-1876.

You must complete all sections of this application before it will be processed. Do not submit an incomplete application.

This license expires every June 30th.

You will need to renew your license prior to the expiration date to legally produce and sell maple syrup within Washington State.

Maple Syrup Processing License: Attachment A – Cleaning and Sanitizing, Pest Control

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

1. Describe how you will supply water to conduct operations. (From a well, bring in bottled water, transport a water tank)
2. Describe where cleaning and sanitation operations will take place.
3. Describe your cleaning and sanitizing procedures for your equipment, utensils, production establishment, and toilet facility.
4. Describe how you will ensure that the enclosed bottling area is the cleanest area of the establishment.
5. Include information on which cleaners/sanitizers are used, and how often you use them.

6. 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 grounds within 15 feet of the processing areas to minimize pest harborage or breeding areas.
 - The bottling area must be screened to exclude pests when windows/doors are open.

Maple Syrup Processing License: Attachment B – Processing Information

Instructions:

Provide a basic list of steps in your maple syrup process. A processing flow diagram or chart can be a helpful companion tool. The description must be legible. Attach additional pages as needed.

Include process details in your listing such as:

<u>Sugaring</u>	Briefly describe your sugaring equipment and process.
<u>Syrup Processing</u>	Provide a description of the equipment and processes. Provide the time and temperature parameters for maple syrup processing.
<u>Syrup Bottling</u>	Explain how the bottling room will be enclosed. Provide a description of the equipment and process. Provide the time and temperature parameters for maple syrup bottling.
<u>Packaging</u>	Explain when labeling will occur. Where will packaging materials be stored? Describe the food grade packaging details such as bulk pack or retail size, and type of packaging. Examples: Plastic, metal, or glass?
<u>Finished Product Storage</u>	Where will finished packaged product be stored? In ambient, refrigerated or frozen storage?
<u>Distribution</u>	Sales are only allowed within Washington State. Distribution Method?

Maple Syrup Processing License: Attachment C – Site Map and Floor Plan

Instructions:

Provide a legible sketch of the site map and floor plan for your operation (can be handwritten). Attach additional pages as needed. Include the location of the:

- Tapped trees area
- Sugar shack location
- Bottling area (must be enclosed)
- Placement of processing and bottling equipment
- Hand wash sink/system in processing area
- Restroom (can be carriage type (waterless) or plumbed)
- Hand wash sink/system adjacent to restroom
- Packaging storage area
- Finished product storage area
- Location where equipment will be cleaned and sanitized.
- Back-flow prevention devices (as necessary)

Indicate approximate dimensions of area and operations.

A large rectangular area filled with a light gray grid, intended for a handwritten sketch of the site map and floor plan. The grid is composed of small squares, providing a scale for the drawing.

Maple Syrup Processing License: Attachment D – Product Labeling

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

[Visit WSDA's Packaging and Labeling](https://agr.wa.gov/departments/food-safety/food-safety/food-processors/packaging-and-labeling) | Washington State Department of Agriculture

<https://agr.wa.gov/departments/food-safety/food-safety/food-processors/packaging-and-labeling>

☐ Provide a legible proposed maple syrup finished product label:

The label must include:

- The Product Name (Maple Syrup).
- The Producer Name.
- The Producer Address.
- The net quantity of contents in terms of weight, measure, numerical count, or a combination of both.
- If a USDA Grade is included on the label, it must meet the United States Standards for Grades of Maple Syrup.
- If any health or nutritional claims are made, the label must include the Nutrition Facts information.

Additional General Labeling Rules:

- For products made up of two or more ingredients, an ingredient statement must be included.
- The label must list the names of the major food allergens and human sensitivity causing ingredients used in the product.
- The label must not be misbranded.
- The label must be truthful and not misleading.

If you plan on adding allergens or other ingredients to the maple syrup, you must apply for a separate Food Processing Plant license and meet the requirements of a Food Processing Facility specified under Chapter 16-165 WAC.

Place your draft product labels below or attach a legible copy of the proposed label to this application.

Maple Syrup Processing License: Attachment E – Water Supply

WSDA requires your water supply to be "safe and of sanitary quality" meaning the water supply used in the processing of food: is potable, from an approved source, and is monitored in accordance with applicable laws and rules. The Washington State Department of Health - Office of Drinking Water (ODW) oversees the drinking/potable water in Washington state. Your Local Health Jurisdiction (LHJ) may also adopt their own potable water rules. It is your responsibility to know and meet your water requirements.

1. Select the type of water system that supplies water to your processing establishment:

- ☐ **City or Municipal** (Community Water Association (CWA)): You are not required to test your water supply. Move to Question 2.
- ☐ **Private** – (Well, Spring, or other private water source)
- ☐ If you checked 'Private': A satisfactory Coliform bacteria laboratory test must be submitted with your application.

If you checked 'Private': Do you incorporate water into your food products?

- ☐ No – If No, no further water testing is needed. Move to the Water Testing Results section.
- ☐ Yes – If Yes, your private water must be tested prior to licensing for both:
- ☐ Physical Characteristics of Drinking Water
 - ☐ Chemical Contaminants in Drinking Water

To learn more:

- See attached Water Requirements guidance.
- Those with fewer than 25 employees, see [WAC 246-291-170](#) Group B Water Quality Requirements for Groundwater Source Approval.
- Those with 25 or more employees, see [WAC 246-290-310](#) Group A Maximum Contaminant Levels and Maximum Residual Disinfectant Levels.

Water Testing Results

- A certified laboratory must test the water. Include a copy of the lab test results with this application.
- You must submit satisfactory water test report(s) of private water supplies with the application.
- The water must have been tested within the past sixty (60) days of submitting your application.
- A satisfactory Coliform bacteria test shows no detectable (<1) coliform bacteria in your water sample.
- Your water's physical and chemical test results must all be at or below the Maximum Contaminant Levels (MCLs) allowed for each physical characteristic or chemical contaminant. (WAC 246-291-170) (WAC 246-290-310)
- If your water tests show coliform bacteria presence or levels above any of the Maximum Contaminant Levels, please contact the Office of Drinking Water or your Local Health Jurisdiction to discuss options.

Sampling and Testing

You are responsible for the water sampling and testing. Contact the Washington State Department of Health Division of Drinking Water or your Local Health Jurisdiction for instructions on how to take water samples, testing kits, and a list of certified laboratories.

Washington State Department of Health Division of Drinking Water Contacts:	
Email: ODW.Mail@doh.wa.gov	Phone: 1-800-521-0323
Website: https://doh.wa.gov/community-and-environment/drinking-water/contacts	

2. Sewage and liquid disposable waste generated from the operation is disposed of into a:

- ☐ Municipal sewer system
- ☐ Other system approved by a federal, state or local agency having jurisdiction:

Sewage System Type: _____

Which federal, state or local jurisdiction approved it? _____



Washington
State Department of
Agriculture

FOOD SAFETY PROGRAM

PO BOX 42560, OLYMPIA, WASHINGTON 98504-2560
Phone: 360-902-1876 Email: foodsafety@agr.wa.gov



WATER REQUIREMENTS FOR WSDA FOOD PROCESSING PLANT LICENSING

The Washington State Department of Health Office of Drinking Water (ODW) oversees the drinking/potable water in Washington state. Your Local Health Jurisdiction (LHJ) may also adopt their own potable water rules. As a Food Processor, you are responsible for ensuring your water is safe and meets state and your local requirements.

The water supply
used in Food
Processing must be:



Safe,
Sanitary,
and Potable

From an
approved source

Monitored in
accordance with
applicable laws
and rules



If you use water from a City, Community Water Association, or other Municipal Water System:

Food Processors using these water supply systems do not need to test their water supply. (Except for bottled water and ice processors.) These systems are permitted and regulated by the Washington State Department of Health Office of Drinking Water and are frequently tested.

If you use a private water source (well, spring, or other private source) to supply your Food Processing facility, use the table below to determine your water system type with its accompanying source approval and water testing requirements. You are responsible for testing your private water source. (WAC 16-165-130 (12))

Number of Employees	No. of days using private water source	Water System Type	Private Water Source Overseen by	Food Processor Licensing Water Testing Requirements	Ongoing Water Testing Requirements?
25 or more	60 days or more	Group A water system Chapter 246-290 WAC	Office of Drinking Water (ODW)	☒ Coliform Bacteriological Water Testing	Yes, Group A testing requirements. Contact ODW for details
Less than 25	Or less than 60 days	Group B water system Chapter 246-291 WAC	Local Health Jurisdiction (LHJ)	If you incorporate water into your food products: ☒ Physical Characteristic Water Testing	No Group B testing requirements. Contact your LHJ about their requirements
Single Family Residences	N/A	Group B water system but only the water testing requirements	Single Family Residence	☒ Chemical Contaminant Water Testing	No Group B testing

Bacteriological Water Testing

You must test your private water source for Coliform bacteria before submitting your application.

(WAC 246-290-130, WAC 246-291-170)



- Coliform bacteria indicate water contamination. Illness-inducing pathogens may be in the water supply.
- The Group A and B regulations detail steps to take in response of detecting Coliform bacteria in your water.
- ODW recommends you test your well water for Coliform bacteria at least annually.

Food Processors using a Group B Water System or Single-Family Residences using a private water source are responsible for their own ongoing water testing.



- Although not required, ongoing water monitoring is necessary to ensure your water supply is safe and reliable.
- The only way to know if your water supply is safe is to test it.
- The Office of Drinking Water recommends testing your private water supply for Coliform bacteria and Nitrate at least once per year.



- Plumbing** must be designed, sized, installed and maintained in accordance with applicable state and local plumbing codes.
- Sewage and liquid disposable waste must be readily conveyed from the facility into a municipal system or other sewage system approved by a federal, state or local agency. (WAC 16-165-130 (17))

AGR6-2605-059 (N/5/26) Do you need this publication in an alternate format? Contact WSDA at (360) 902-1976 or TTY Relay 800-833-6388.



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FOOD SAFETY PROGRAM

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Coliform bacteria testing is the only water test you must submit with your application when you do not use water as an ingredient or incorporate water into your food (mixing into batters, brining, reconstituting juices, making beverages, glazing frozen products, etc.)

Chemical Contaminants Water Testing

A satisfactory chemical contaminants analysis of your private water source is required only when the water is incorporated into or used as an ingredient in your processed food. You must test your private water supply for all the contaminants listed in both tables before submitting your application. (WAC 246-290-310, WAC 246-291-170)

Primary Inorganic Chemical Contaminants

Substance	Primary Chemical MCL's (mg/L)
Antimony	0.006
Arsenic	0.010*
Barium	2.0
Beryllium	0.004
Cadmium	0.005
Chromium	0.1
Cyanide	0.2
Fluoride	4.0
Mercury	0.002
Nickel	0.1
Nitrate	10.0
Nitrite	1.0
Selenium	0.05
Thallium	0.002

Secondary Inorganic Chemical Contaminants

Substance	Primary Chemical MCL's (mg/L)
Chloride	250.0
Fluoride	2.0
Iron	0.3
Manganese	0.05
Silver	0.1
Sulfate	250.0
Zinc	5.0

Group A Water Systems Must Also Test For

Asbestos	7 million fibers/liter
Copper (Cu)	1.3**
Lead (Pb)	0.015**

* For Group B systems constructed before Jan. 1, 2014
the arsenic MCL is 0.05 mg/L

** EPA Action Levels

Water Testing Results

- You must submit satisfactory water test report(s) of private water supplies with the application.
- A certified laboratory must test the water.
- The water must have been tested within the past sixty (60) days of submitting your application.
- Satisfactory reports show no detectable (<1) Coliform bacteria and all results at or below the MCLs allowed for each physical characteristic or chemical contaminant.
- Non-satisfactory test results show Coliform bacteria presence or levels above any of the physical or chemical MCLs. Contact the ODW or your LHI to discuss your results and options.



Nitrate is a common chemical contaminant concern in WA private water sources.

Nitrate is a chemical found in fertilizers, manure, agricultural runoff, and liquid waste discharged from septic tanks. ODW reports elevated Nitrate levels pose health risks to pregnant women and babies. ODW recommends testing your private water supply for Nitrate at least annually.



Physical Characteristics Water Testing

A satisfactory physical characteristic analysis of your private water source is required only when the water is incorporated into or used as an ingredient in your processed food. Test your private water supply for all the characteristics listed before submitting your application. (WAC 246-290-310, WAC 246-291-170)

Secondary Physical Characteristics	Maximum Contaminant Level (MCLs) (mg/L)
Color	15 color units
Specific Conductivity	700 umhos/cm
Total Dissolved Solids	500 mg/L



WA DOH Drinking Water



Contacts by WA County



WA Division of Drinking
Water Contacts



How to take a sample



DOH Private Well Water -
Coliform and Nitrate



Group A Public Water Systems Rule
Chapter 246-290 WAC



Find a lab in WA



PFAS and Your Private Well



Group B Public Water Systems Rule
Chapter 246-291 WAC