**North Carolina Department of Agriculture**

**Food & Drug Protection Division**

**http://www.ncagr.gov/fooddrug/food/foodbiz.htm**

**North Carolina State University**

**Entrepreneur Initiative for Food**

**Foodbusiness.ces.ncsu.edu**

**U.S. Food and Drug Administration**

**FDA Industry Systems**

**www.access.fda.gov/oaa/**

**NC Food and Drug Protection Division Checklist**

**Starting a non-home based commercial food processing facility**

1. **Federal Compliance**
2. **State Compliance**
3. **Check local license and zoning information**
4. **Well water inspection**
5. **Obtain an inspection**
6. **Food product labels**

**Starting a home-based food business**

1. **Verify that your product can be manufactured at home**.
2. **Do you have a pet that comes in your home at any time (even if only at night)?**
3. **Check your home processing area to ensure it meets federal food safety requirements.**
4. **Check local license and zoning information**
5. **Well water inspection**
6. **Develop your business plan**
7. **Food product labels**
8. **Complete the Application for Home Processing Inspection**

**Other steps in creating a business:**

* File for a tax number
* **Register business name**
* **Food product labels**
* **Apply for a UPC Code**
* **Marketing assistance**
* **Other resources**

**Overview of Steps with FDA Online Account Administration**

**Step 1:** Register under Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (the Bioterrorism Act) - 21 CFR 108

​LINK: ​

http://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/ucm2006831.htm

​Known as: Electronic Submissions - FDA Industry Systems (FIS)​

FDA's Unified Registration Listing Systems (FURLS)

Food Facility Registration (FFR)

-- provides: facility registration # & PIN

**Step 2:** Register as Acidified Foods Producer - 21 CFR 114

GUIDANCE FOR SUBMITTING: http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/AcidifiedLACF/ucm309376.htm

Section 1: Type of Submission

Section 2: Food Processing Plant Location

Section 3: Preferred Mailing Address

Section 4: Foods Processed at Location

Section 5: Establishment Contact Person

At the end of filling out electronic form, you will receive:

  FCE # is \_\_\_\_\_\_\_\_ (this number remains with physical plant location)

**Step 3:** File EACH Acidified Food Process

LINK: https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=4&ved=0ahUKEwis863cuvrMAhVIbz4KHSuGAL4QFggzMAM&url=http%3A%2F%2Fwww.fda.gov%2Fdownloads%2FFood%2FGuidanceRegulation%2FFoodFacilityRegistration%2FAcidifiedLACFRegistration%2FUCM418476.pdf&usg=AFQjCNEr7G-fscvxzfyXEIaqurd26whJjA&sig2=owzCc8qw7f9-r460cast0A&cad=rja

​For each process filing, there will be a unique SID number. The SID consists of (1) the year, month, and day of the month that a process filing form is created, and (2) a unique sequence number to identify each form when multiple forms are created on the same date.