SOUTH CAROLINA DEPARTMENT OF AGRICULTURE

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PRODUCT TO PRODUCTION – GETTING STARTED FROM SCRATCH

Decide how you will manufacture your product. You **cannot** manufacture foods for sale to the Public at your **domestic kitchen.**

If using a co packer, begin the search for a reputable one.

If you plan to manufacture your product yourself, you need to contact the following for Rules and Regulations:

If your product is sold **retail only**, call DHEC Food Protection – 803-896-0640
If your product contains more than **3% Beef, Pork, Chicken or Lamb**, call Meat Inspection Service – 803-788-8732
If your product is a **Non Cheese Dairy, Soft Drink or Water Product**, call DHEC Dairy – 843-445-2141
If your product is a **Shellfish product only**, call DHEC Shellfish – 843-740-1590
If your product is an **alcoholic product**, call ATF – 1-800-398-2282
All other products, call South Department of Agriculture – 803-737-9700.

It would be wise to set up an appointment with SCORE. Their Columbia number is 803-765-5131. Their web page address is www.sba.gov. They have valuable information on how to run a successful business.

It is costly to start any business. Be aware you will need startup money before you will see any money from the sales of your product. The use of an inspected facility such as a restaurant or caterer may be the best route.

Investigate the cost of product **liability insurance**, as many large customers require it. Check with your homeowner's insurance provider for assistance. This is not a SCDA or Federal requirement.

Research compatibility between your chosen label and the bottle (package) and what you and your co packer uses before any final decisions are made. Labels must comply with the Fair Packaging and Labeling Act and the Food Allergen Labeling and Consumer Protection Act. The SCDA will review your label prior to final approval and label order. Begin work with the graphic artist on your label. You do not have to use a graphic artist but you will get the best possible look for your label from the start.

UPC Code will be needed if you plan to sell your product in Supermarkets. Their telephone number is 1-800-543-8137. This is not a SCDA or Federal requirement.

Have your Product analyzed by a Process Authority to determine nature of your product, shelf life, processing requirements, and other important characteristics. The SCDA will regulate your product based on the analysis of recognized Process Authority. A product analysis can be obtained from NC State University Food Science (Ms. Joanna Foegeding joannat@unity.ncsu.edu Phone 919-513-2090) or Clemson University (Jill K. Burroughs, Director jillb@clemson.edu Phone: 864-656-3227); they can also evaluate your canned/jarred Food Product to determine pH. Products will be classified as **ACID FOODS** (most jams, jellies, and sauces), **ACIDIFIED FOODS** (relishes, pickles, some sauces), or **LOW ACID FOODS** (vegetables, milk based sauces, and soups).

MINIMUM COOKING TEMPERATURES ARE AS FOLLOWS:

INTERNAL: BEEF (145*F), PORK (150*F), FISH (145*F), POULTRY (165*F), EGGS (145*F)
GROUND: BEEF (155*F), PORK (155*F), POULTRY (165*F)
EXTERNAL SURFACES: BEEF (155*F), PORK (155*F), POULTRY (165*F)
HOLD TEMPERATURE (OF ALREADY COOKED FOODS): 130*F OR ABOVE OR 45*F OR BELOW
GUIDELINES FOR FOOD PROCESSORS - SOUTH CAROLINA DEPARTMENT OF AGRICULTURE

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This material is condensed from Federal Regulations “Current Good Manufacturing Practices in Manufacturing, Processing, Packing or Holding of Human Foods” (21 CFR Part 110). www.fda.gov

SECTIONS:

Section 1. Definitions.

The definitions and interpretations contained in S**ection 39-25-20 of the South Carolina Food and Cosmetic Act** are applicable to such terms when used in these guidelines. The following definitions shall also apply:

a. "Food processing area" means any place where food products or their ingredients intended for human consumption are prepared, processed, repacked, handled or manufactured. A food processing area shall also include any room used for washing and storing utensils, equipment or other apparatuses that come into contact with foods or ingredients for foods.

b. "Potentially hazardous foods" means any perishable food, which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish or other ingredients capable of supporting rapid and progressive growth of infections or toxigenic microorganisms.

c. "Sanitize" means effective treatment to physically clean surfaces of equipment, walls, refrigerators and utensils by a process that is effective in destroying microorganisms, including pathogens.

d. "Shall" and "should." As used in these guidelines, **"shall”** refers to **mandatory** requirements and **"should"** refers to **recommended** procedures or equipment.

Section 2. Grounds.

The grounds around a food processing area under the control of the operator shall be free from conditions, which may result in the contamination of food. Standing water, excessively dusty road, uncut weeds, litter and wastes that may attract insects, birds, rodents or other animals shall not be permitted.

Section 3. Building and facilities.

Food processing areas shall be suitable in size, construction and design to permit easy maintenance and a sanitary operation. Food processing areas shall be completely separated from living quarters by solid, impervious walls with no connecting openings.

a. Walls and ceilings - Walls and ceilings shall be kept clean and in good repair. They should be constructed of tile, smooth surface concrete, cement plaster, FRP (Fiberglass Reinforced Plastic), or other suitable materials. The paint should be an oil base paint or epoxy and should be light colored.

b. Floors - Floors shall be kept clean and in good repair. Floors should be constructed of smooth surface concrete, tile or other waterproof materials that can be easily cleaned.

c. Drains - Drains shall be installed where needed. Drains shall be adequate in size to prevent back-up clogging. They shall have proper traps and shall be kept in good repair.

d. Sinks - There shall be a minimum of a mop sink-hand sink combination and a separate utensil sink to adequately clean and sanitize all utensils as needed.

e. Water and sewage - The Department of Health and Environmental Control (DHEC) shall approve the Water Source and Sewage Disposal System whether private or public (Telephone 803-898-3432 for information). Plumbing shall be installed in a manner that will prevent back-flow. All Sinks, Drains and Toilets shall drain into a DHEC approved Sewage Disposal System.

f. Hot water - An adequate supply of hot water shall be supplied to all sinks. The temperature should be maintained at a minimum of 140 deg. F at all sinks except hand washing sinks which should be maintained at a minimum of 110 deg. F.

g. Hand-washing facilities - Convenient hand-washing facilities shall be available for use before handling any foods, their ingredients or equipment. There shall be adequate hot water and bactericidal soap at each hand-washing station. Single service, disposable towels should be supplied also.

h. Lighting - There shall be ample light available to promote cleanliness and safety. Light bulbs over processing areas or open food or ingredients must be protected to prevent glass getting into the product.

i. Ventilation - There shall be adequate ventilation to prevent condensation and disagreeable odors. All windows and doors left open for ventilation purposes shall be properly screened with 16-mesh screen. If an outside door opens directly into a processing room, an air or plastic curtain should be present.

j. Rest room facilities - Rest room facilities shall be provided for personnel. Where rest room facilities are provided, associated hand-washing facilities shall also be provided. A sign shall be posted directing personnel to wash their hands with soap after using the toilet.

Section 4. Equipment and utensils.

All equipment and utensils should be suitable for their intended purposes and properly maintained.

a. Rusted and corroded equipment shall not be used.

b. Food contact surfaces should be smooth, free from pits and crevices and relatively non-absorbent.

c. Sponge rubber, stone slab, linoleum and unglazed ceramic shall not be used in equipment construction. Wood handled utensils should not be used.

d. Each freezer and cooler shall be equipped with an accurate, easily readable thermometer.

Section 5. Sanitary operations.

Floors, walls, ceilings, tables, work surfaces, equipment and utensils shall be clean and sanitary when put into service.

a. Food contact surfaces, equipment and utensils shall be cleaned and sanitized as necessary to maintain sanitary conditions. Sanitization may be accomplished with steam, hot water, chlorine or other approved bactericidal agents.

b. Cleaned and sanitized equipment and utensils shall be stored in a clean, dry manner protected as much as possible from dust and other contaminates.

c. Waste materials shall be removed promptly to prevent development of unsanitary conditions and feeding areas for insects and rodents.

d. A rodent and insect control program should be maintained and handled by a qualified individual or firm.

Section 6. Processes and controls.

All reasonable precaution shall be taken to assure that production procedures do not cause contamination of food during processing.

a. Raw materials shall be inspected to ensure that they are free from any contamination and fit for human use. Must be from approved sources.

b. Meaningful codes should be used so that positive identification of specific lots can be made.

c. Potentially hazardous foods shall be stored at an air temperature of 45 deg. F or less. Frozen foods shall be stored at an air temperature of 0 deg. F or less.

d. Storage and transportation of finished products shall be under conditions that will prevent contamination and undesirable deterioration of the product and the container.

Section 7. Personnel.

a. No person affected with a communicable disease shall work in a food processing area.

b. Personnel shall wear clean outer garments and maintain a high degree of personal cleanliness.

c. Employees shall wash their hands thoroughly (and sanitize where necessary) before starting work, after each absence from the work area and any other time their hands may have become soiled or contaminated.

d. Employees shall wear hairnets, caps, or other effective hair restraints.

e. Personnel shall not eat or use tobacco in any form in a food processing area.

SC Label Requirements

Our Favorite Product

INGREDIENTS: ENRICHED FLOUR (WHEAT, NIACIN, THIAMINE, RIBOFLAVIN, FOLIC ACID), HIGH FRUCTOSE CORN SYRUP, CORN SYRUP, HONEY, MOLASSES, SOY BEAN OIL, SUGAR, CORN FLOUR, MALT SYRUP, WHEY (MILK), EGG WHITES, PECANS, SOY LECITHIN, CORN FLOUR, AND OTHER NATURAL FLAVORS.

Manufactured by New Product Enterprises
Columbia, SC 29555

Net Wt. 20 oz. (567g)

♣Note: Net Content can also be by volume. NET CONTENT 20 fl. oz. (591ml)

♣Conversion Factors: 1 ounce = 28.35 grams *or* 1 fl. Oz = 29.57 ml

♣ **Compliance with the Food Allergen Labeling and Consumer Protection Act.** Allergens must be disclosed by name in the ingredient statement and/or in an Advisory Statement: **Wheat, Egg, Soy, Milk, Fin Fish (species), Crustacean (species), Peanut, and Tree Nut (species).** If using an Advisory Statement, ALL allergens contained in product are to be listed.

The Four Basic Label Requirements (Fair Packaging and Labeling Act)

1. Statement of Identity (Product Name) *shall* be in **BOLD** print, type size *must* be comparable to the most prominent printed matter (larger than other type). Must be placed on **Principle Display Panel.**
2. List ingredients in **descending order** of predominance by weight (the ingredient that weighs the most is first and the ingredient that weighs the least is last). Must expand **ALL** sub-ingredients. Font size *shall* be at least **1/16 inch** (based on lower case "o") and easy to read on a conspicuous place on the label. Lower case must be the proper size…1/16 inch.
3. Name and address of the manufacturer, packer, or distributor *shall* be added. Address *shall* include a street address (if not in a local directory), city or town, state, and zip code. Use the phrases "manufactured by", "manufactured for"(if company is not the original manufacturer), or "distributed by".
4. Net Weight *shall* be placed at **the bottom 1/3** of the **Principle Display Panel**, *shall* be in **both customary** (pound, ounce, fluid ounce, etc.), and *shall* be **in metric** (kilogram, gram, milliliter, etc.) weights, and have a minimum font size of (see below) based on the area of the principle display panel.

Minimum font size (inches)	Area of display panel (sq. inches)
1/16	5 sq. inches or less
1/8	5 sq. inches – 25 sq. inches
3/16	25 sq. inches – 100 sq. inches
1/4	100 sq. inches – 400 sq. inches

♣ 8 pt. Font size (ALL CAPS) will normally be 1/16 inch

♣13 pt. or 14 pt. (ALL CAPS) Font size will normally be 1/8 inch

♣20 pt. (ALL CAPS) Font size will normally be 3/16 inch

♣ Reference to FPLA and FALCPA can be found at www.fda.gov

Nutritional Fact Panel is required for firms with 100 + employees and over 100,000 unit sales