# **Processed Food Registration** PERMIT TIMELINE

Businesses manufacturing, processing, and/or storing food in California are required to have a valid Processed Food Registration (PFR) permit before engaging in those activities.







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University of California Agriculture and Natural Resources



UCDAVIS FOOD SCIENCE AND TECHNOLOGY

## **Processed Food Registration** PERMIT



## Introduction to PFR Timeline

Businesses manufacturing, processing, and/or storing food in California are required to have a valid Processed Food Registration (PFR) permit before engaging in those activities. Fermenting vegetables is an example of a processing activity that requires the business making the fermented vegetables to obtain a PFR. Other examples of processing activities that require a PFR are listed in this document. Obtaining a PFR takes time. Please reference the timeline below to get a sense of the steps and time needed to obtain a PFR.

### **Processed Food Registration Timeline**

DAY 1

#### **Products that likely require** a PFR

#### These are presented as examples and exemptions exist depending on product formulation:

- Baked Goods
- Snack Foods
- Noodles
- Oils (safflower, olive, sunflower)
- Canned fruits
- Canned tomatoes
- Jams/Jellies
- Fruit based
- Non-traditional bases if water activity below 0.85
- Refrigerated foods
- Traditionally fermented foods
- Kimchi
- Sauerkraut

DAY 90

Fermented pickles

See the California Department of Public Health's full PFR FAQs list at https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20 Document%20Library/FDB/FoodSafetyProgram/PFR/FAQs.pdf.

DAY 120

Find kitchen/production space for product	<ol> <li>DAY 1</li> <li>1) Send in <u>PFR App</u>. Form</li> <li>2) <u>Food Safety Fee</u> form (or exemption)</li> <li>3) Get food handlers certificate: Manager Level</li> </ol>	DAT 45 Contact CDPH and ask about status PFR App. (If you haven't heard anything)	Schedule pre-production inspection of facility Book the kitchen to rent it out for production needs	Schedule kitchen rental times to make product	1) Facility inspection* 2) If selling at Farmer's Market, submit Temporary Food Facility (TFF) Permit	<ol> <li>1) Receive written approval to produce in the facility (PFR)</li> <li>2) Receive written approval from county for TFF</li> </ol>	uc cc Lił
Determine potential buyers	<ol> <li>Send in <u>organic PFR</u></li> <li>Update Organic System Plan (OSP) to include processing of product</li> <li>Confirm with certifying body (e.g. CCOF, Oregon Tilth) if you have to change from a growers cert. to a handlers cert.</li> </ol>		Make label mock up	If you need a handlers cert. schedule a site inspection with your organic certifier	DAY 90-110 Make any corrections needed and schedule a re-inspection	DAY 110 Have another in-person facility inspection to verify	

DAY 60

DAY 65

\* If you pass the PFR inspection you will receive a verbal "ok" to start production of product. However, you will not be able to sell it in locations that require a PFR written certificate and completion number until you receive those. (e.g. getting a Temporary Food Facility Permit to sell at a Farmer's Market)

DAY 45

The first inspection cost is included in the initial PFR permit payment amount. If the facility doesn't pass the first inspection it will have to go through a re-inspection which usually takes 5 hours of the inspectors time at \$100/hr.

## How do I schedule a readiness facility inspection?

Once you submit your PFR form and payment the Food and Drug Branch will process it and then contact you to schedule an inspection. If you haven't been contacted within two weeks after you submitted your form and payment we suggest calling the FDB and inquiring about the status of your inspection scheduling.

#### How much does the PFR facility inspection cost?

#### Who should I talk to at CDPH about PFR questions?

Call the Food and Drug Branch's main phone number at 800-495-3232 and then press 7 to be connected to "food," which sends you to Melissa Mansfield's number. She can answer PFR questions.

Access the Federal Food labeling requirements at https://www.fda.gov/downloads/food/guidanceregulation/ ucm265446.pdf and a CDPH food labeling guide at https://www. cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20 Library/FDB/FoodSafetyProgram/21CFRPart101.pdf.



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