



# WSDA Food Processing Plant License

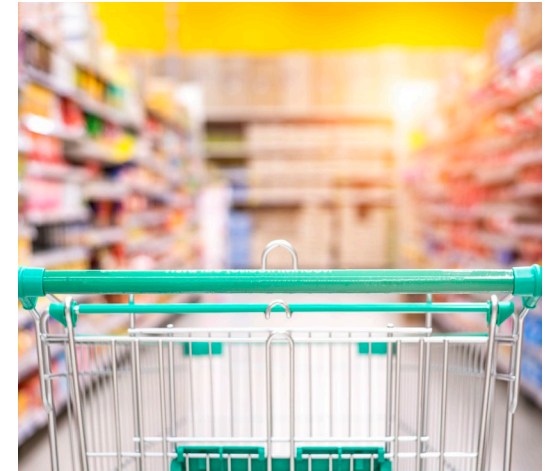
*Presented By: WSDA Food Safety*



Washington  
State Department of  
Agriculture

# What is a Food Processing Plant?

RCW [69.07.010](#)



**Any premises,  
plant,  
establishment,  
building, room,  
area, or facility**

**Where food is  
prepared,  
handled or  
processed in  
any manner**

**For distribution  
or  
sale for resale**

**To any retail  
outlets,  
restaurants, or  
other facility  
selling or  
distributing to the  
ultimate  
consumer**

# What types of foods does this license cover?



Value added products (cook, bake, freeze, slice, dehydrate, or smoke) most types of food



You process/package food for another food company



You roast or repackage roasted coffee beans



You repackage food from bulk containers

# What types of foods does this license cover?



You bottle water  
or make a  
nonalcoholic  
juice or  
beverage

You process food  
that contains no  
more than 2%  
cooked or 3% raw  
USDA meat  
ingredients by  
weight



You process  
dietary or  
nutritional  
supplements that  
do not make  
health claims

Acidified Foods:  
you make jarred  
vegetables,  
sauces, pickled  
products, and non  
standard jams.



# Applicant Responsibility



Must meet the applicable regulatory requirements of:

- Other State Agencies or
- Local Departments

To:

- Obtain a business license
- Comply with:
  - Building codes
  - Zoning
  - Water
  - Waste Water Management

# How much does the Food Processor license cost?

- Every Food Processor Plant license expires each **June 30<sup>th</sup>**
- The license must be renewed by the business before **June 30<sup>th</sup>** to have a valid license on **July 1<sup>st</sup>**
- Renewals are issued in **May**

## FEE SCHEDULE \*

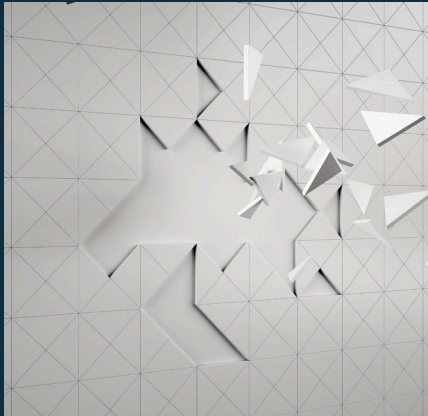
If gross annual sales are:	The license fee is:
\$0 to \$50,000.....	\$ 92.00
\$50,001 to \$500,000.....	\$ 147.00
\$500,001 to \$1,000,000.....	\$ 262.00
\$1,000,001 to \$5,000,000.....	\$ 427.00
\$5,000,001 to \$10,000,000.....	\$ 585.00
Greater than \$10,000,000.....	\$ 862.00

\* Fees are based on gross sales of types of food that WSDA inspects and for which the license is required and issued.

[RCW 69.07.040](#)

# Facility Requirements

[Facility | WSDA](#)



**Equipment and  
Facility in Good  
Repair**



**Hard plumbed  
water sources**



**Smooth,  
Easily Cleaned  
Surfaces**



**Can be a 2<sup>nd</sup>  
completely  
separate kitchen  
in your home**

# All Food Processing Plants are required to comply with Washington State and Federal Laws including:

## Food Processing Laws:

Washington Food Safety and Security Act	<a href="#">RCW 15.130</a>
Washington Food Processing Act	<a href="#">RCW 69.07</a>
Food Processors	<a href="#">WAC 16-146</a>
Food Inspection	<a href="#">WAC 16-165</a>
Current Good Manufacturing Practices	<a href="#">21 CFR Part 117 Subpart B</a>
Receive and document training in the principles of food hygiene and food safety	<a href="#">21 CFR Part 117 Subpart A</a>



# What products are exempt from licensing?



You bottle your own raw honey and are licensed under Chapter 69.28 RCW  
WA Honey Act

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You are an egg handler/dealer licensed under Chapter 69.25 RCW WW  
Wholesome Eggs and Egg Products Act

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You merely wash and trim a raw agricultural product and prepare or package for sale in their natural state (i.e. fruits and vegetables)

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You are licensed by the Liquor Control Board as a Winery or Brewery and do not produce non-alcoholic products



**USDA has jurisdiction over most meat and meat products processed and sold to other businesses**



# Meat

To find out more about USDA inspection requirements visit:

[USDA Home | Food Safety and Inspection Service](#)

- Click on “Inspection”
- Click on “Apply for Grant of Inspection”

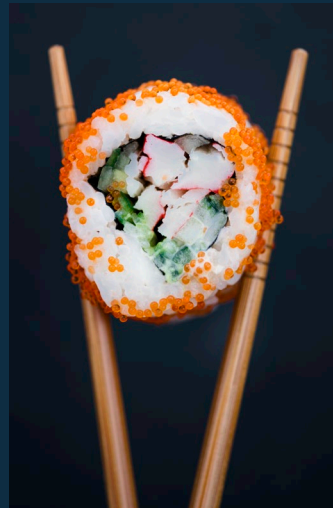
# Food Processor's License and Meat Product Exceptions



A Food Processor license can be used for meat (beef, pork, chicken), sold only within WA, when processing:

- Standard Sandwiches
- Food that contains no more than 2% cooked or 3% raw USDA meat ingredients by weight
- You process 1,000 to 19,999 poultry annually

- FDA/WSDA has jurisdiction over most Fish and Fish Products:
- Licensed with a Food Processor's License
- Must meet additional Seafood HACCP requirements.



# These milk-based products may need a Milk Processing Plant License Application instead of a Food Processing Plant License



**Pasteurized  
Fluid Milk**

**Cheese**

**Frozen  
Desserts**

**Retail  
Raw Milk**

# Apply for a WSDA Food Processing Plant License

[Food Processors | Washington  
State Department of Agriculture](#)

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CON

WHAT DO YOU NEED TODAY?

LET'S FIND IT

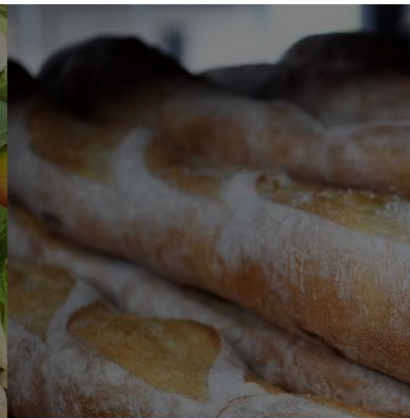
## FOOD PROCESSORS

Program Manager: Wil Satak

[Contact Information](#)

Food Processing is the handling or processing of any food in any manner of preparation for sale for human consumption at a fixed location. This includes dried fruits, herbs, teas, baked goods, cider, salad mixes and many other food products which are processed for sale or distribution and food that is custom processed for another party. It also includes repacking foods that are taken from one container in an unwrapped state and transferred or repackaged in another container.

FOOD PROCESSOR APPLICATION



# Information needed for the Food Processor Application:

- Cleaning and Sanitizing Schedule and Procedures
- Pest Control Plan
- Food Processing Information
- Floor Plan
- Product Labeling
- Water Supply



# Food Safety Factors Evaluated as applicable to the product

Heating/Baking  
times and  
temperatures

Cooling times  
and  
temperatures

Refrigeration or  
Freezer storage  
temperatures

pH levels

Allergen labeling  
steps

Allergen cross  
contact  
prevention

Safe handling of  
ready to eat  
foods

Checking for  
physical hazards  
like metal



# Finished Product Labeling includes:

Name of Product including the common name

Manufacturer and/or Distributor Name and Address

Net Weights in both metric and standard

Ingredient Statement: lists all ingredients and their subcomponents

All Major Food Allergens used in the product are identified





# Product Name including the Common Name

- The common or usual name of the food must be included as a statement of identity on the label
- “Salad” is the common or usual name and must be identified on the label
- “Greek Salad” may be the name of this product.



# Net Weight Statement on Label

- Must be expressed in weight, measure, or numeric count
- Generally, if the food is solid, semisolid or viscous, it should be expressed in terms of weight (ounces & grams).
- If the food is a liquid, it should be expressed in fluid measure (e.g., fl oz & mL).



- Finished Product Food labels must show the net contents in both:
  - Metric (grams, kilograms) (milliliters, liters)
- and
- U.S. Customary System (ounces, pounds) (fluid ounces)

# Label's Ingredient Statement

## **Strawberry jam**

**Ingredients:** Sugar, organic strawberries, pectin (water, fruit pectin, lactic acid and citric acid, potassium citrate, sodium benzoate)

- Ingredients are required to be listed in descending order of predominance by weight
- This means the ingredient that weighs the most is listed first.
  - Remember this is by weight not volume.
- Sub-ingredients of an ingredient are required to be listed parenthetically

# Major Food Allergens

These Major Food Allergens must be identified by name on the finished product label either:

- In the Ingredient Statement
- or
- In an Allergen Contains statement



# Labeling Allergen with Salted Butter Example

Butter is made from Cream which contains the Major Food Allergen Milk

## Allergen identified in Ingredient Statement

Ingredients:  
Cream (Milk), Salt

Include the name of the major food allergen in parenthesis following the name of the ingredient when the major food allergen is not identified in the name of the ingredient.

## Allergen identified in Contains Statement

Ingredients:  
Cream, Salt  
Contains: Milk

Place the word "Contains:" followed by the name of the major food allergen immediately after the list of ingredients.



Either method is acceptable to identify Major Food Allergens

A Contains statement is optional if all the allergens used in the product are named in the Ingredient Statement.

# Nutrition Facts Panel

Required on a label if:

- You make a health claim
- You sell more than 100,000 units of each product
- You have 100+ employees
- [What's on the Nutrition Facts Label](#)

Original Label

<b>Nutrition Facts</b>			
Serving Size 2/3 cup (55g)			
Servings Per Container 8			
Amount Per Serving			
<b>Calories</b> 230	Calories from Fat 72		
		% Daily Value*	
<b>Total Fat</b> 8g			<b>12%</b>
Saturated Fat 1g			<b>5%</b>
Trans Fat 0g			
<b>Cholesterol</b> 0mg			<b>0%</b>
<b>Sodium</b> 160mg			<b>7%</b>
<b>Total Carbohydrate</b> 37g			<b>12%</b>
Dietary Fiber 4g			<b>16%</b>
Sugars 12g			
<b>Protein</b> 3g			
Vitamin A			10%
Vitamin C			8%
Calcium			20%
Iron			45%
* Percent Daily Values are based on a 2,000 calorie diet. Your daily value may be higher or lower depending on your calorie needs.			
	Calories:	2,000	2,500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Current Label

<b>Nutrition Facts</b>	
8 servings per container	
<b>Serving size</b>	<b>2/3 cup (55g)</b>
Amount per serving	
<b>Calories</b>	<b>230</b>
% Daily Value*	
<b>Total Fat</b> 8g	<b>10%</b>
Saturated Fat 1g	<b>5%</b>
Trans Fat 0g	
<b>Cholesterol</b> 0mg	<b>0%</b>
<b>Sodium</b> 160mg	<b>7%</b>
<b>Total Carbohydrate</b> 37g	<b>13%</b>
Dietary Fiber 4g	<b>14%</b>
Total Sugars 12g	
Includes 10g Added Sugars	<b>20%</b>
<b>Protein</b> 3g	
Vitamin D 2mcg	10%
Calcium 260mg	20%
Iron 8mg	45%
Potassium 240mg	6%
* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.	

- 1 The serving size appears in large, bold font and some serving sizes were updated.
- 2 Calories are displayed in large, bold font.
- 3 Daily Values were updated.
- 4 Added sugars, vitamin D, and potassium are required on the label. Manufacturers must declare the amount in addition to percent Daily Value for vitamins and minerals.

# Nutrition Facts Labeling Exemptions [\(21 CFR 101.9\(j\)\(18\)\(ii\)&\(iv\)\)](#)

Exempt from the Nutrition Facts Panel label requirement if:

- a business sells less than 100,000 units of each product annually
- Label makes no health claims

Businesses with less than 10 employees who sell annually less than 10,000 units of each product are exempt from submitting the Small Business Nutrition Labeling Exemption form.

- **Must submit an FDA Small Business Nutrition Labeling Exemption form for each product.**
- [Small Business Nutrition Labeling Exemption | FDA](#)



# Private Water Supply Testing



Private water supplies (well, spring, other) used in Food Processing Operations must meet Group B Water Systems testing requirements:

- Satisfactory Coliform test every year.
- If the water is used as an ingredient in the food, a satisfactory Nitrate test is also required every 3 years.

[How to take a Sample](#)

[Drinking Water Systems | WA Department of Health \(DOH\)](#)

[DOH Private Well Water](#)

[DOH Nitrates in Drinking Water](#)

Find an accredited lab in your area here: [Home - Lab Search](#)



# Preventive Controls and a Food Safety Plan



- If a business averages greater than \$1.2 million dollars in food sales:
- They are most likely required to implement Preventive Controls and develop a Food Safety Plan.

- **Example: Making Peanut Butter**
  - The allergen peanut is used to make the product.
  - **Hazard:** Peanuts can injure or kill those consumers with peanut allergies.
  - **Preventive Control:** Peanuts, a Major Food Allergen, need to be declared on the label.
  - The facility needs written procedures to ensure the labels include the peanut allergen.
  - Those procedures need to be implemented.
  - A record is created to document the procedures were followed.
  - The record is reviewed to make sure the procedures were completely followed, or corrective actions are taken.

# Foods Requiring Extra Steps: **Acidified Foods**

## Acidified Foods are:

- Shelf stable
- Non refrigerated
- Non fermented
- Jarred/Canned

## Acidified Foods Examples:

- Pickled vegetables
- Salsas
- Non-standard Jams (Onion, pepper)
- Sauces



- These types of products need to be evaluated by a Process Authority (PA) and receive a letter.
- The PA letter determines if the product is Acidified or Low Acid Canned Food (LACF) or not.
- There are additional rules to follow to make Acidified Foods.
- Acidified Foods makers must attend a specific training course called Better Process Control School
- Must Register their Facility & Products with FDA.
- Must keep detailed records that show every batch is following the Process Authority's directions.

# WSDA Industry Guidance for Acidified Foods

Provides information on Acidified Foods requirements and how to meet them.

[WSDA Industry Guidance - Acidified Foods](#)



Washington  
State Department of  
Agriculture

WSDA INDUSTRY GUIDANCE  
ACIDIFIED FOODS

## ACIDIFIED FOODS: OVERVIEW

This guide is intended to help current and prospective food processors understand the general requirements for producing acidified foods in Washington State. It is not meant to replace the food processor's responsibility for understanding and meeting the regulations themselves. Contact the Washington State Department of Agriculture (WSDA) Food Safety Program at 360-902-1876 with any questions.

Definitions of terms when discussing acidified foods:

- **CFR** is the Code of Federal Regulations, which sets the rules food processors must follow. Links to regulations relevant to acidified foods are listed in Appendix 3.
- **pH** is a term used to indicate how acidic or how basic a substance is. It is based on a logarithmic scale that goes from 0 to 14. A pH of 7 is neutral. Any value lower than 7 indicates that the substance is acidic. The lower the number, the more acidic (or higher the acid it has).
- **Water activity ( $a_w$ )** is the measure of the amount of free moisture available in a given substance. Water activity is given on a scale from 0 to 1. The closer to zero, the less free moisture is available in the food. Pure water has a water activity of 1.00.
- **Low-acid foods** are any foods, other than alcoholic beverages, with a finished equilibrium pH greater than 4.6 and an  $a_w$  greater than 0.85. (21 CFR Part 114.3(d)). These foods have their own special regulation.
- **Acidified foods** are low-acid foods to which acid(s) or acid food(s) are added. They have an  $a_w$  greater than 0.85 and have a finished equilibrium pH of 4.6 or below (21 CFR Part 114.3(b)). These foods have their own special regulation.

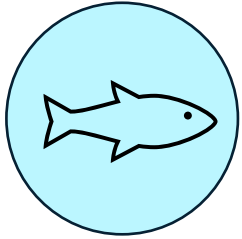
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### APPENDICES

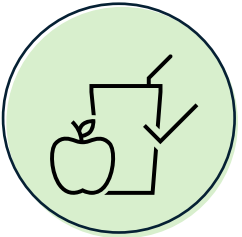
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# Foods Requiring Extra Steps



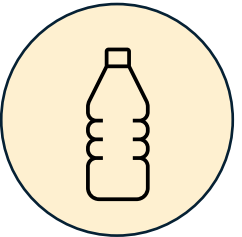
Fish and Fish Products need a Seafood HACCP Plan and HACCP experience/training

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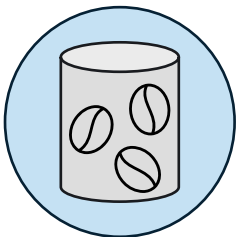
Juices need a Juice HACCP plan and HACCP experience/training

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Bottled Water needs additional water testing and record keeping

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Shelf Stable Low Acid Canned Foods (LACF) like Canned Cold Brew Coffee need a thermal process study and to take a specific training course



# Food Safety Inspection Resource

## Inspection Criteria

- Inspections have a 100 point scale.
- A score of 90 and above without any Critical Debits results in a passing inspection.
- [Food Safety Consumer Protection Criteria-GMPs](#)

### Inspection Categories:

- Personnel
- Grounds – Plant Construction & Design



### GOOD MANUFACTURING PRACTICES (GMPs) AND PREVENTIVE CONTROLS FOR HUMAN FOOD CONSUMER PROTECTION CRITERIA

The following list of criteria is based on Chapter 69.04 RCW (Revised Code of Washington) Intrastate Commerce in Food, Drugs, and Cosmetics; RCW 15.130 Food Safety & Security; and Title 21 CFR (Code of Federal Regulations) Part 101 Food Labeling; Part 117 Current Good Manufacturing Practice, Hazard Analysis, and Risked-Based Preventive Controls for Human Foods (**GMP 117**); Chapter 15.36 RCW Milk and Milk Products, 16.25 RCW Wholesome Eggs and Egg Products; 16-165 WAC (Washington Administrative Code) Food Inspections; 16-167 WAC Intrastate Commerce in Food. Other adopted statutes may also appear as detailed.

**Licensing:** The facility must achieve a score of ninety points or higher on the pre-licensing inspection AND follow licensing (L) criteria.

**Inspection:** An establishment is considered in substantial compliance with the inspection criteria if: No critical (C) violations are found, or if critical violations are found and corrected prior to completion of the inspection; and the establishment's inspection score is ninety points or above. (WAC 16-165-110,150)

NO	CATEGORIES AND CRITERIA	DEBIT	SANITARY OPERATIONS	
<b>PRODUCTS</b>				
1	RCW 15.130 - CRITICAL - Food products free from adulteration. RCW 15.130.200	C/L	5A	GMP 117: Building, fixtures, facilities clean; including transport vehicles: 21 CFR, 117.35(a)
<b>PERSONNEL</b>				
2A	GMP 117: CRITICAL - Persons with apparent infections or communicable diseases properly restricted: 21 CFR, 117.10(a)	C/L	5B	GMP 117: Cleaning operations conducted to minimize allergen cross-contact and contamination: 21 CFR, 117.35(a)
2B	GMP 117: Jewelry, watches, other personal items not a source of contamination: 21 CFR, 117.10(b)(4)	1	5C	GMP 117: Detergents, sanitizers, toxic materials safely used and stored: 21 CFR, 117.35(b)(1)(2)
2C	GMP 117: Clean and adequate protective clothing and hair restraints: 21 CFR, 117.10(b)(1-2)(6)	1-2	5D	GMP 117: Detergents, sanitizers & toxic materials properly identified: 21 CFR, 117.35(b)(2)
2D	GMP 117: Use of tobacco, eating and drinking of food and beverages and gum chewing restricted to appropriate areas: 21 CFR, 117.10(b)(8)	1	5E	GMP 117: CRITICAL - Product contact surfaces clean and maintained in a sanitary condition; cleaned and sanitized prior to each use or as essential: 21 CFR, 117.35(d)(1)(3); 117.80(c)(1)
2E	GMP 117: CRITICAL - Adequate washing and sanitizing of hands as necessary, gloves used in food handling of sanitary condition: 21 CFR, 117.10(b)(3)(5)	C/L	5F	GMP 117: NON-CRITICAL - Product contact surfaces clean and maintained in a sanitary condition; cleaned and sanitized prior to each use or as essential: 21 CFR, 117.35(d)(1)(3); 117.80(c)(1)
2F	GMP 117: Garments and personal belongings stored appropriately, not a source of potential contamination: 21 CFR, 117.10(b)(7)	1-2	5G	GMP 117: Non-product contact surfaces of equipment clean and maintained in a sanitary condition: 21 CFR, 117.35(e)
2G	GMP 117: Employee work procedures preclude allergen cross-contact and contamination: 21 CFR, 117.10(b)(9)	1-2	5H	GMP 117: Suitable cleaning facilities provided and conveniently located: 21 CFR, 117.37
9E	GMP 117: Each individual engaged in manufacturing, processing, packing, or holding food receives training in the principles of food hygiene and food safety, including the importance of employee health and personal hygiene, as appropriate to the food, the facility and the individual's assigned duties: 21 CFR, 117.4(b)	1	5I	GMP 117: Cleaned and sanitized equipment properly stored: 21 CFR, 117.35(f)
9G	GMP 117: Record kept of required training of each individual engaged in manufacturing, processing, packing, or holding food: 21 CFR, 117.4(d); 117.301; 117.305; 117.315; 117.320; 117.330	1	5J	GMP 117: CRITICAL - In use food contact equipment and utensils appropriately stored; protected from contamination between uses: 21 CFR, 117.35(f); 117.35(i)(2); WAC 16-165-130(11)
<b>GROUND - PLANT CONSTRUCTION &amp; DESIGN</b>				
3	GMP 117: Grounds: Free from pest attractants, breeding places, harborage, excessive dust & other contaminants: 21 CFR, 117.20(a)	1	5K	GMP 117: NON-CRITICAL - In use food contact equipment and utensils appropriately stored; protected from contamination between uses: 21 CFR, 117.35(f); 117.35(i)(1); 16-165-130(10)
4A	GMP 117: Suitable size & location, construction including walls, floors, ceiling, counters, shelving, other fixtures, smooth, readily cleanable and in good repair: 21 CFR, 117.20(b)(1)(4); 117.35(a)	1-5/L	<b>PEST CONTROL</b>	
4B	GMP 117: Processes separated as required: 21 CFR, 117.20(b)(2)	1-2/L	6A	GMP 117: Effective measures taken to exclude pests from the facility, No harborage/breeding areas: 21 CFR, 117.35(d)
4C	GMP 117: No operations in domestic living or sleeping quarters (including domestic kitchens): 21 CFR, 117.20(b)(2)	L	6B	GMP 117: Pesticides safely used and stored: 21 CFR, 117.35(c)
4D	GMP 117: Adequate light: 21 CFR, 117.20(b)(5)	1-2/L	6C	GMP 117: No evidence of rodents, insects, birds or other animals: 21 CFR, 117.35(c)
4E	GMP 117: Lights; glass over food protected, break proof: 21 CFR, 117.20(b)(5)	1	<b>SANITARY FACILITIES AND CONTROL</b>	
4F	GMP 117: Adequate ventilation to minimize vapors, steam, noxious fumes: 21 CFR, 117.20(b)(6)	1-2/L	7A	GMP 117: CRITICAL - Water used safe and of adequate sanitary quality; from approved source: 21 CFR, 117.37(a)
4G	GMP 117: Drip or condensate from ceiling, fixtures, pipes ducts not a potential source of contamination: 21 CFR, 117.20(b)(4)	1-3	7B	GMP 117: Current Satisfactory Water supply test: 21 CFR, 117.37(a); WAC 16-165-130(13)
4H	GMP 117: Screened or protected to exclude pests: 21 CFR, 117.20(b)(7)	1-2	7C	GMP 117: Water supply sufficient in quantity for intended operations: 21 CFR, 117.37(a), (b)(1)
			7D	GMP 117: CRITICAL - No cross connections; no back-siphonage: 21 CFR, 117.37(b)(5); WAC 16-165-130(16)
			7E	GMP 117: CRITICAL - Ice from approved source: 21 CFR, 117.80(c)(15)
			7F	GMP 117: CRITICAL - Running water at suitable temperature, under pressure, in areas where foods are processed or equipment washed: 21 CFR, 117.37(a)

- Sanitary Operations
- Pest Control
- Sanitary Facilities and Control
- Equipment & Utensils
- Processes and Controls
- Labeling
- Licensing
- Preventive Controls

# Links to Food Processor Resources

## Links to:

- WSDA Food Safety Webpage
- Application
- Facility Requirements
- List of GMPs
- Allergen Labeling
- Laws and Rules

## Useful Links for Food Processors

### WSDA Food Safety Webpage

<https://agr.wa.gov/departments/food-safety/food-safety>



### WSDA Food Processor Application

<https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2090-Food-Processing-New-License-Application-Rev-4-2019.pdf>



### WSDA Food Storage Warehouse Application Form 2060

<https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2060-Food-Storage-Warehouse-Application-Rev-9-2016.pdf>



### WSDA Food Processor License Amendment Form 2092

<https://cms.agr.wa.gov/WSDAKentico/Documents/Forms/2092-Amend-Food-License-Or-Permit-Rev-3-2018.pdf>



### WSDA Facility Requirements

<https://agr.wa.gov/departments/food-safety/food-safety/food-processors/facility>



### WSDA Debit Sheet GMPs Publication 067

<https://cms.agr.wa.gov/WSDAKentico/Documents/FSCS/Food%20Safety/067-ConsProtCriteria-GMPs.pdf>



### WSDA Major Food Allergen Labeling Guidelines Publication 10004

[https://cms.agr.wa.gov/WSDAKentico/Documents/Pubs/AGR-603-10004-LabelingMajorFoodAllergens\\_N524.pdf](https://cms.agr.wa.gov/WSDAKentico/Documents/Pubs/AGR-603-10004-LabelingMajorFoodAllergens_N524.pdf)



### Washington Food Processing Act 69.07 RCW

<http://apps.leg.wa.gov/RCW/default.aspx?cite=69.07>



### Washington Food Safety and Security Act 15.130 RCW

<http://apps.leg.wa.gov/rcw/default.aspx?cite=15.130>



### Food Processors Rule Chapter 16-146 WAC

<https://apps.leg.wa.gov/WAC/default.aspx?cite=16-146>



### Food Inspection Rule Chapter 16-165 WAC

<https://apps.leg.wa.gov/WAC/default.aspx?cite=16-165>



### PART 117 - Current Good Manufacturing Practice, Hazard Analysis, and Risk-based Preventative Controls for Human Food

<https://www.ecfr.gov/current/title-21/chapter-I/subchapter-B/part-117>



# Allergen Labeling Resource



**FOOD SAFETY PROGRAM**  
 PO BOX 42560, OLYMPIA, WASHINGTON 98504-2560  
 Phone: 360-902-1876 Fax: 360-902-2087 Email: [foodsafety@agr.wa.gov](mailto:foodsafety@agr.wa.gov)





## MAJOR FOOD ALLERGEN LABEL GUIDELINES

To protect public health and inform consumers, food labels are required to identify the Major Food Allergens used to make that food. Food allergens can cause severe allergic reactions, including death, in some people.

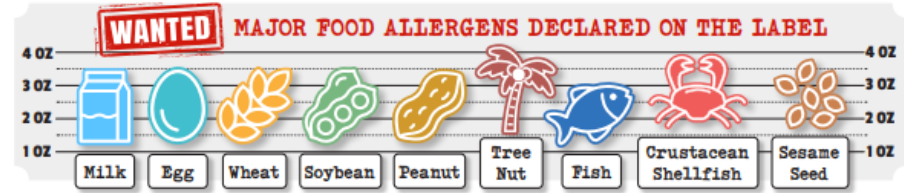
Use these guidelines to successfully label any Major Food Allergens present in your food products. *Rev. Feb 2025*

### The 9 Major Food Allergens and Their Labeling Requirements:

<p><b>MILK</b>   If the allergen milk is in the product, list the term "Milk" on the label. Do not use the term "Dairy" since it is not the name of the actual allergen.  <b>EXAMPLES OF FOODS WITH THE MAJOR FOOD ALLERGEN:</b>                  Cream, Butter, Whey, Casein, Lactose, Cheese</p>	<p><b>EGGS</b>   If the allergen egg is in the product, list the term "Egg" on the label.  <b>EXAMPLES OF FOODS WITH THE MAJOR FOOD ALLERGEN:</b>                  Albumin, Dried egg solids, Globulin, Powdered eggs</p>
<p><b>WHEAT</b>   If the allergen wheat is in the product, list the term "Wheat" on the label. Wheat includes the following grains: Durum, Club Wheat, Spelt, Semolina, Einkorn, Emmer, Kamut, Triticale.  <b>EXAMPLES OF FOODS WITH THE MAJOR FOOD ALLERGEN:</b>                  Flours, Breads, Baked Goods</p>	<p><b>TREE NUTS</b>   If any tree nut allergen is in the product, list the specific type of tree nut on the label. For example, if using pecans, list "Pecans" instead of "Tree Nut."  <b>LIST OF FDA DEFINED TREE NUT ALLERGENS, UPDATED, 2025:</b>                  Almond, Brazil nut, Cashew, Filbert/Hazelnut, Macadamia nut/Bush nut, Pecan, Pine nut/Pinon nut, Pistachio, Walnut (Black, California, English, Japanese/Heartnut, Persian)</p>
<p><b>PEANUTS</b>   If the allergen peanut is in the product, list the term "Peanut" or "Peanuts" on the label.  <b>EXAMPLES OF FOODS WITH THE MAJOR FOOD ALLERGEN:</b>                  Peanut Butter, Peanut Flour, Mixed Nuts</p>	<p><b>SOYBEAN</b>   If the allergen soybean is in the product, list the term "Soybean," "Soy," or "Soya" on the label.  <b>EXAMPLES OF FOODS WITH THE MAJOR FOOD ALLERGEN:</b>                  Soy Lecithin, Tofu, Soy Sauce, Cooking Sprays</p>
<p><b>FISH</b>   If any fish allergen is in the product, list the specific species of fish on the label. For example, if using salmon, list "Salmon" instead of "Fish."  <b>EXAMPLES OF FOODS WITH THE MAJOR FOOD ALLERGEN:</b>                  Salmon, Bass, Cod, Worcestershire Sauce</p>	<p><b>CRUSTACEAN SHELLFISH</b>   If any Crustacean shellfish allergen is in the product, list the species of Crustacean shellfish on the label.  <b>EXAMPLES OF FOODS WITH THE MAJOR FOOD ALLERGEN:</b>                  Crab, Lobster, Shrimp, Ingredients that contain protein derived from Crustacean shellfish</p>
<p><b>SESAME SEEDS</b>   If the allergen sesame seed is in the product, list the term "Sesame Seeds" on the label.  <b>EXAMPLES OF FOODS WITH THE MAJOR FOOD ALLERGEN:</b>                  Tahini, Hummus, Toppings on Breads/Buns</p>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Severe reactions including death can occur in people with peanut allergies.</li> <li>• Sesame seeds are the most recent addition to the Major Food Allergen list.</li> <li>• Molluscan shellfish (oysters, clams, mussels, scallops) are not FDA allergens.</li> <li>• Coconut is no longer a Tree Nut FDA considers as a Major Food Allergen</li> </ul>

-  Allergens are one of the leading causes of recalls in the United States.
-  Labeling errors accounted for over 70% of Major Food Allergen recalls with known causes.
-  Milk was the allergen most frequently involved in Major Food Allergen recalls.
-  Bakery products was the most common category of food involved in Major Food Allergen recalls.

Recalls Associated with Food Allergens and Gluten in FDA-Regulated Foods from Fiscal Years 2013 to 2019 by Girdhari M. Sharma: [sciedirect.com/science/article/pii/S0362028X23067418?via%3Dihub](https://www.fda.gov/scienceandresearch/scienceandresearch/food-safety/food-safety/allergens-and-gluten-in-fda-regulated-foods)



### Major Food Allergens must be listed on Food Labels in one of the two following ways:

- #1: List all the Major Food Allergens within the list of ingredients that are either in the food or are contained in ingredients of the packaged food.** **OR** **#2: List all the Major Food Allergens used in the packaged food immediately after or next to the list of ingredients in a "Contains" statement.**

Include the name of the Major Food Allergen in parenthesis following the common or usual name of the ingredient when the name of that allergen is not listed elsewhere in the ingredient statement.

**EXAMPLE 1** Allergens are only highlighted for instructional purposes

**Best Brownies Label**  
**Ingredients:** Enriched flour (wheat flour, niacin, reduced iron, thiamine mononitrate, riboflavin, and folic acid), Butter (Cream (Milk), salt), Sugar, Eggs, Chocolate Chips (Unsweetened Chocolate, Sugar, Soy Lecithin), Walnuts, Cocoa Powder, Baking Soda, Salt.

#### EXAMPLE 1 EXPLANATION

In this example, all the allergen containing ingredients, other than the butter ingredient include the name of the Major Food Allergen in the name of their respective common name ingredient (wheat flour, eggs, soy lecithin, and walnuts.) Butter is made from cream that includes the Major Food Allergen, milk. The ingredient statement on the butter package may read: "Butter (cream, salt) Contains: Milk." By only adding the list of ingredients of "Butter (cream, salt)" to your label's list of ingredients, you miss identifying the milk allergen. To include the milk allergen within your product label's ingredient statement, add the name of the allergen in parentheses (milk) following the name of the ingredient (cream) that includes the milk allergen, like this: Butter (cream (milk), salt).

If you choose to use an **optional** Contains statement, it must include the names of all the Major Food Allergens used as ingredients in the food. A Contains statement must begin with the word 'Contains' with a capital 'C'.

**EXAMPLE 2** Allergens are only highlighted for instructional purposes

**Best Brownies Label**  
**Ingredients:** Enriched flour (wheat flour, niacin, reduced iron, thiamine mononitrate, riboflavin, and folic acid), Butter (Cream, salt), Sugar, Eggs, Chocolate Chips (Unsweetened Chocolate, Sugar, Soy Lecithin), Walnuts, Cocoa Powder, Baking Soda, Salt. Contains: Wheat, Milk, Eggs, Soy, Walnuts


#### EXAMPLE 2 EXPLANATION

All the allergens included in the product are listed in the Contains statement. Although milk found in the butter ingredient, is not named within the list of ingredients, milk is declared in the Contains statement, meeting labeling requirements.

For additional Labeling resources visit  
**WSDA Packaging and Labeling:**  
[agr.wa.gov/departments/food-safety/food-safety/food-processors/packaging-and-labeling](http://agr.wa.gov/departments/food-safety/food-safety/food-processors/packaging-and-labeling)

### 3 Steps to Ensure You Properly Declare Major Food Allergens on Your Label:

1.  Check the ingredient statement of each ingredient you use.
  - Make sure all allergens associated with each ingredient are carried over to your product label.
  - Check for changes in your ingredients' labels including whenever you change your supplier or change ingredient brands. **It's a good idea to check every time you bring in ingredients.**
2.  Check to make sure your product label correctly lists all the major food allergens contained in your product.
  - Your finished product label needs to reflect any changes to your ingredients.
3.  Check to make sure your correct label is applied on the matching product container.

 Advisory statements such as "May Contain allergen" or "Processed in a facility that contains allergen" are not required by law. These advisory statements must not take the place of good manufacturing practices or effective cleaning of shared equipment to prevent allergen cross contact in your products.



Washington  
State Department of  
Agriculture

# The Cottage Foods Permit

*Presented By: WSDA Food Safety Program*



# Who needs a Permit?

- If you would like to cook, bake or otherwise produce low risk food in your home kitchen to sell directly to consumers for human consumption then a Cottage Food Operations Permit is for you.
  - Allowable products are low-risk items such as baked goods, flavored vinegars, and dry mixes.
  - Low risk foods are foods that are shelf stable without the aid of refrigeration or a freezer.



# Where can you sell your permitted Cottage Foods?

- Cottage food operator sells their approved products directly to the consumer.
- Direct sales are permitted at venues like:
  - Farmers markets
  - Craft fairs
  - Charitable organization functions



# Cottage Food Sales May Not Include

Cottage food operations are prohibited from:

- Shipping product
- Using third party delivery companies
- Conducting mail order sales
- Selling products by consignment or wholesale
- Selling product outside of the state



A cottage food operation may maintain an internet website displaying available products provided any sales arising from the website are completed as in-person transactions.

# Allowed Products



All frostings or glazes must have a cook step or be made with ingredients (such as a large amount of sugar) that when combined are stable at room temperature and won't spoil.

•Low risk baked or fried products that are cooked in an oven, on a stove top, or in an electric device designed for cooking food, including:

- Loaf breads, rolls, biscuits, quick breads and muffins;
- Cakes including celebration cakes such as birthday, anniversary, and wedding cakes:
- Sweet breads made with fresh fruit or vegetables are allowed as long as the fruit or vegetables are incorporated into the batter and oven-baked.
- Pastries and scones;
- Cookies and bars;
- Crackers;
- Pies, except custard style pies, pies with fresh fruit that are unbaked or pies that require refrigeration after baking;

# Allowed Products

- Candies cooked on a stove top or in a microwave (temperature monitoring with candy thermometer is required).
  - Molded candies and chocolates;
  - Products dipped or coated with candy or chocolate coatings;
  - Fudge or Fudge-like candies;
  - Caramels;
  - Nut Brittles; and
  - Taffy and marshmallow-like candies;
- Nuts and nut mixes;
- Snack mixes;
- Donuts, tortillas, pizelles, krumkake, kale chips and similar products.
- Cereals, trail mixes and granola



# Allowed Products

- Jams, jellies, preserves and fruit butters (made according to the standards set by FDA in [21 C.F.R 150.](#))
- Recombining or packaging of dry herbs, seasoning and mixtures that are obtained from approved sources
  - Including teas, bread mixes, soup mixes and dip mixes
- Small batch roasted coffee beans
  - The roaster cannot be commercial size and generally must fit on a kitchen countertop



# Prohibited Products

- Fresh or dried meat or meat products including jerky;
- Fresh or dried poultry or poultry products;
- Canned fruits, vegetables, vegetable butters, salsas, etc.;
- Fish or shellfish products;
- Products made with meat, poultry or fish products;
- Raw seed sprouts;



- Canned pickled products such as corn relish, pickles, sauerkraut;
- Bakery goods which require any type of refrigeration such as cream, custard or meringue pies and cakes or pastries with cream or cream cheese fillings, fresh fruit fillings or garnishes, glazes or frostings with low sugar content, cream, or uncooked eggs;
- Milk and dairy products including hard, soft and cottage cheeses and yogurt;

# Prohibited Products

- Cut fresh fruits or vegetables;
- Food products made from fresh fruits or vegetables;
- Garlic in oil mixtures;
- Juices made from fresh fruits or vegetables;
- Ice or ice products;



- Barbeque sauces, ketchups, or mustards;
- Focaccia-style breads with vegetables or cheeses; and
- Beverages
- Food products not for human consumption such as dog treats



# Sales Cap



- Gross sales of cottage foods during a calendar year cannot exceed \$35,000.
- If the threshold is reached, the cottage food operator must cease operations for the remainder of that permit period. They can apply for a [WSDA Food Processor's license](#) or a local health jurisdiction's permit.
- Every four years, the department shall review the cap on annual gross sales based on that year's average consumer price index for the Seattle, Washington area.

# Cottage Foods Permit Application



- The Cottage Foods Permit is valid for 2 years.
- The cost of the permit is \$355.
- In July of 2023, a Cottage Food Permit length was updated to two years instead of one year.
- The renewal and initial application fee updated from \$230 a year to \$355 every two years; this is a cost savings of \$105 over a two-year period.

# Before submitting a Cottage Foods Permit Application

Obtain these:

- **Master Business License**
  - [Home | Washington Department of Revenue](#)
- **Food Handlers Card**
  - [Food Worker Card | Washington State Department of Health](#)
- **Water supply test if using a private water source or recent water bill if on city water.**



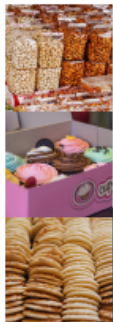


WASHINGTON STATE DEPARTMENT OF AGRICULTURE

# COTTAGE FOOD OPERATION PERMIT Application packet



- Successfully completing the Cottage Food permitting requirements will result in a Cottage Food Permit that is valid for two years.
- Please note that there will be **no refund** of fees after the application has been received by WSDA.
- If you are unsure if a certain product can be approved for a Cottage Foods Permit, consult our website's Frequently Asked Questions, reach out to [cottagefoods@agr.wa.gov](mailto:cottagefoods@agr.wa.gov), or call (360) 902-1876 **before** submitting your application and payment.
- The entire application packet must be completed and submitted with payment in order to be processed.
- **Recipes and processing steps may be requested and discussed at the time of inspection.**
- Be advised that submittal of a large number of product labels will slow the public health review process down.
- Applications are processed in the order in which they are received. The typical "error-free" application is normally processed within eight weeks. Processing your application may take longer if it is incomplete.
- Please note: Applications that have been returned will lose their position in the processing order.
- When submitting your application do not staple the pages together.



Before filling out your Cottage Food Operations application please review the following laws, rules and general information:

- [Cottage Food Operation website](#)
- [Chapter 69.22 RCW Cottage Food Operations](#)
- [Chapter 16-149 WAC Cottage Foods](#)
- [Title 21, CFR 150 Fruit Butters, Jellies, Preserves, and Related Products](#)



Washington  
State Department of  
Agriculture



AGR Publication 603-509 (R/8/23)



Washington  
State Department of  
Agriculture

# Cottage Food Operation Permit Application Packet

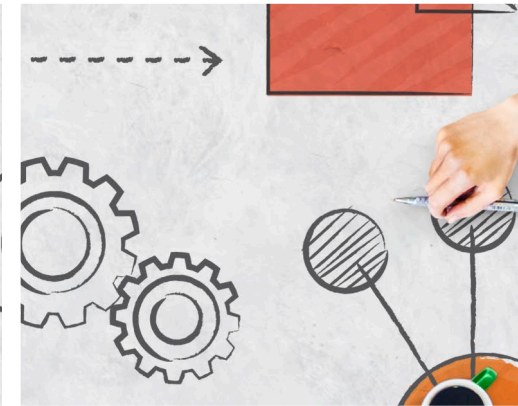
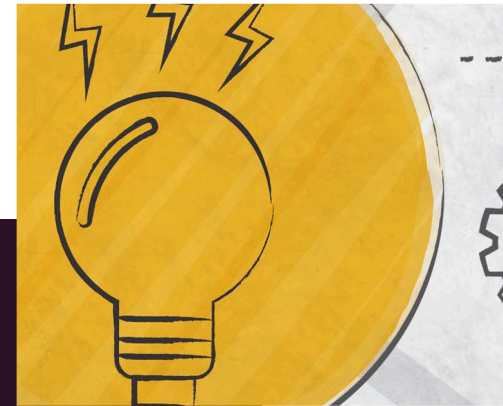
[Cottage Food Application Packet Link](#)  
[Spanish Version](#)

# The following plans are required with your application:

- Floor Plan
- Equipment & Utensils
- Cleaning & Sanitation
- Processing Dates
- Sales Plan
- Child & Pet Management
- Product packaging

## Also required:

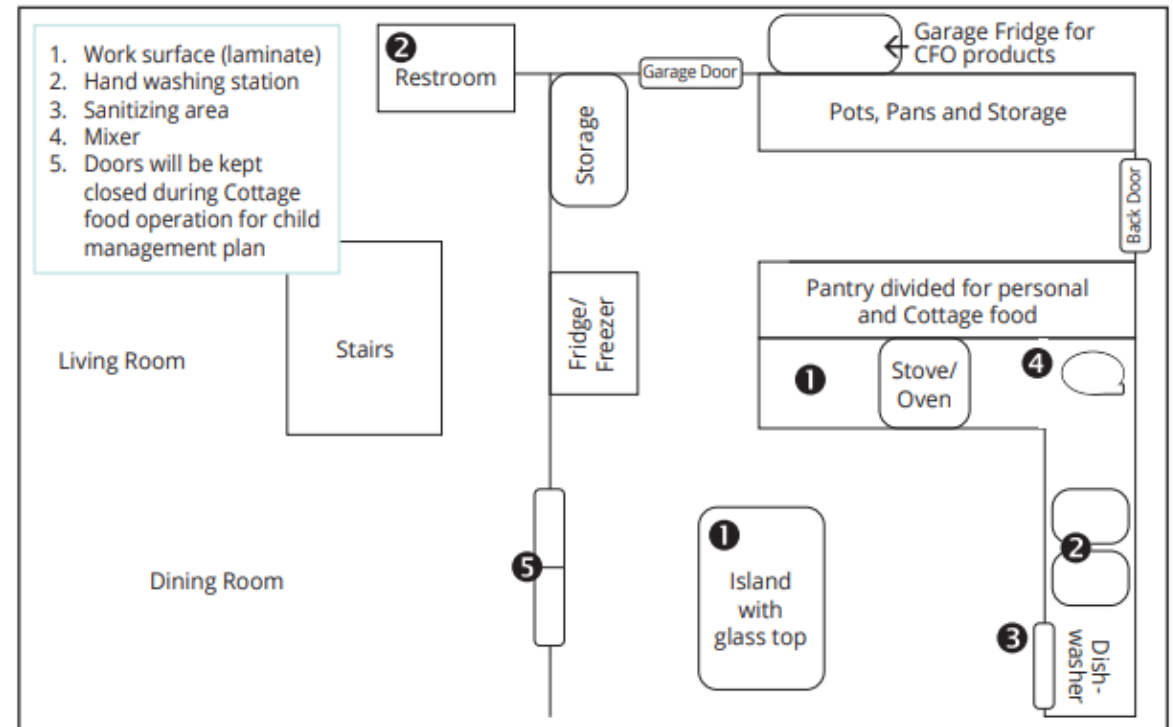
- Include a list of all products
- Submit labels for each product



# Floor Plan

- The floor plan is a lay out of your home kitchen showing the following:

- Equipment locations
- Contact work surfaces
- Equipment washing and sanitization areas
- Hand washing areas
- Primary toilet room
- Storage of Cottage Food ingredients/materials.



# All Cottage Food Products Need to be Labeled

## Only Exception:

**Large cakes or a container of bulk products must be handled and labeled in the following manner:**

- **Be protected from contamination during transportation to the consumer.**
- **Have a product label sheet with all the required information provided to the consumer.**

**Jessy's Jams**

**Permit #:** \_\_\_\_\_

**Strawberry jam**

**Ingredients:** Sugar, organic strawberries, pectin (water, fruit pectin, lactic acid and citric acid, potassium citrate, sodium benzoate)

**Net weight:** 10 ounces

**MADE IN A HOME KITCHEN THAT HAS NOT BEEN  
SUBJECT TO STANDARD INSPECTION CRITERIA**



# Information required on your label:

- Name of the cottage food operation
- Permit number of the cottage food operation
- Name of the product
- Ingredient Statement
- Allergens identified
- Net weight (U.S Customary)

Name of cottage food operation: \_\_\_\_\_

Permit #: \_\_\_\_\_

Product name: \_\_\_\_\_

Ingredients: \_\_\_\_\_

- **List the ingredients in order by weight:** The ingredient that weighs the most is listed first, and so on until the ingredient that weighs the least is listed last.
- **Look on the package of each ingredient:** If it has its own list of ingredients, you must include those ingredients as sub-ingredients in your label's ingredient statement.
- **List the specific major food allergens included as ingredients in the product.**
- Major food allergens: Milk, wheat, eggs, soy, peanuts, tree nuts (including coconut), fish, crustacean shellfish, and sesame seeds.
- **An allergen Contains statement is only required if all the allergens used in your product are not specifically listed in your ingredient list. Only one Contains statement following your complete ingredient statement is allowed.**

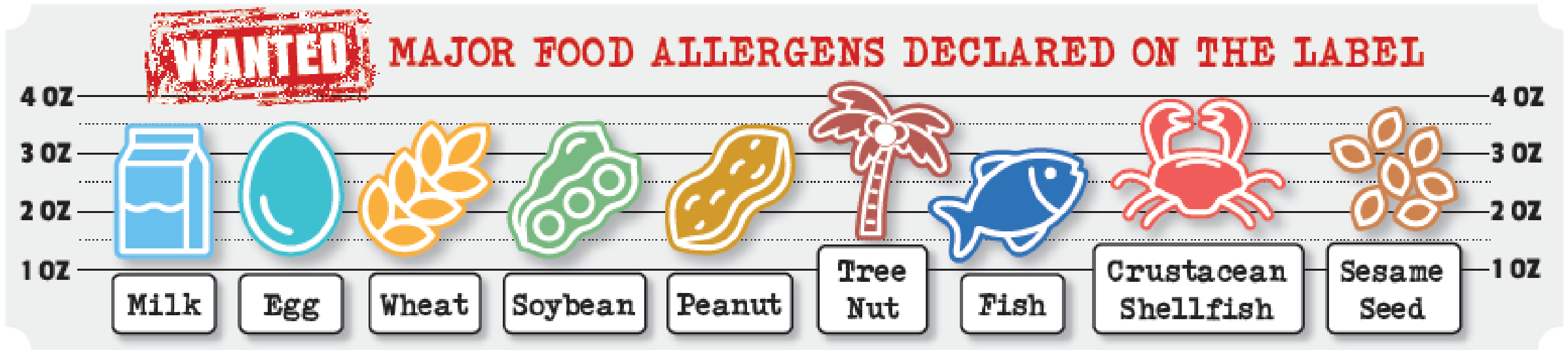
Net weight: \_\_\_\_\_ (In ounces or listed in fluid ounces if a liquid)

**“MADE IN A HOME KITCHEN THAT HAS NOT BEEN SUBJECT TO STANDARD INSPECTION CRITERIA”** (This statement must be in at least 11 point size font)

Include the following statement in at least 11 size font:  
**“MADE IN A HOME KITCHEN THAT HAS NOT BEEN SUBJECT TO STANDARD INSPECTION CRITERIA”**



# Major Food Allergens



Fish & Crustacean Shellfish are not allowable Allergens with Cottage Foods

[WSDA Major Food Allergens Label Guidelines](#)

# Tree Nut Allergen

If any tree nut is in the product, the label must say the specific type of tree nut.

Example: If using almonds, make sure 'Almonds' is stated in the Allergen Contains statement instead of 'Tree Nut'.



# Master Product List

- 50 Master Products are the maximum products allowed
- A product can have variations and still be counted as one master product.
- The more products and variations submitted, the longer the application review time will be.



Example:

Master Product #1- Chocolate Chip Cookie

1a. Chocolate Chip Cookie with walnuts

1b. Chocolate Chip Cookie with pecans

Master Product #2- Peanut Butter Cookie

2a. Peanut Butter Cookie with macadamia nuts

# Recipes

While recipes are not required with the application, WSDA Food Safety Review Specialists can request to review them if there is a concern.



# Ingredient Sources



- **Ingredients must come from an approved source.**
  - **This means a food source that is routinely and regularly inspected by a regulatory authority.... However:**
  - **Homegrown produce fresh or frozen, including herbs, is allowed to be used in making baked goods. All must be cooked in the product.**
    - **Homegrown produce that is canned such as cherry pie filling is not allowed for use in recipes.**
    - **Most home-canned products are not approved for production for Cottage Foods with the exception of standardized jams and jellies.**
  - **If you have a current egg handler/dealer license issued by WSDA you may use your own eggs. [Eggs | WSDA](#)**

# Packaging Plan



- Describe the types of packaging used for each type of food
- Describe the process of how the food is packaged.
- Wash hands using a pump hand soap and paper towels before any food preparation and food packaging activities
- Avoid bare hand contact with ready-to-eat foods by using single-service gloves, bakery papers, tongs, or other utensils.



# Equipment & Utensils Plan

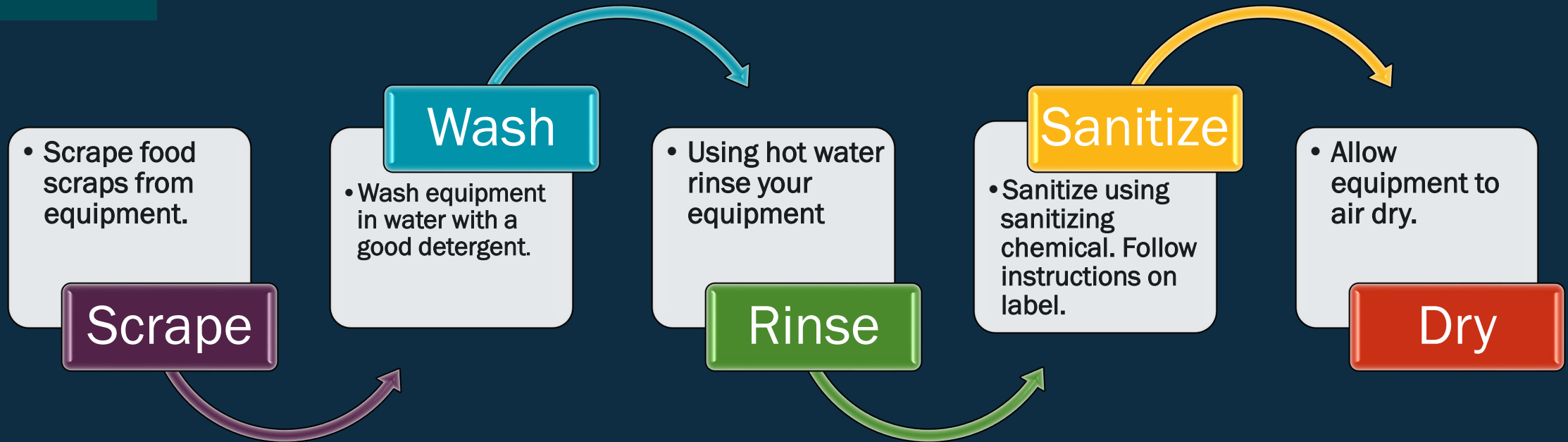
List all the equipment and utensils used when making product.

This includes:

- Mixer
- Oven
- Bowls
- Measuring cups
- Baking pans
- Utensils
- Specialty items such as decorating tips and bags.
- Only residential style kitchen equipment is allowed.



# Basic Cleaning and Sanitizing for Processing Equipment



- ‘Soil’ is any unwanted, undesirable material on a given surface
- ‘Cleaning’ is the process to remove ‘soil’ from a surface
- ‘Sanitizing’ is the treatment of a cleaned surface to reduce total bacteria to a safe level



# Cleaning and Sanitation Plan

- How will the equipment and area be cleaned and sanitized?
- How often will the cleaning take place?
- Include how will you clean in between making products with allergens and products that do not contain those allergens.





# Avoid Cross Contamination with Allergen Products and Non-Allergen Products

Guidelines to prevent allergen cross contamination:

- **Storage**
  - Keep non-allergen products above/away from allergen products.
  - Reseal partially used containers.
  - Separate by each type of allergen.
- **Scheduling:**
  - Process your non-allergen product first then the product with the allergen.
  - Dedicated allergen processing day.
- **Cleaning:**
  - Clean your processing area and equipment after using a unique allergenic ingredient.
  - Do not use the same sponge or towel when cleaning equipment with allergens.

# Processing Dates Plans

## Processing Dates Examples:

Baking: Mondays, Wednesdays and Fridays 8am to 3 pm;

or

Processing will be conducted as time allows on the weekends.



- No conducting domestic activities in the kitchen when producing cottage food products.
- No other people allowed in the kitchen other those with Food Worker Cards while making cottage food products.

# Sales Plans



## Sales Types

- Cottage Food Products must be sold by the cottage food operator directly to the consumer.
- Direct sales at venues such as farmers markets, craft fairs, and charitable organization functions are permitted.



## Sales Plan Examples:

Out of my home weekdays between the hours of 10am–6pm;

or

At the local farmers market (specify market) open May - Sept on Thursdays 10am–3pm.



# Children Management Plan

- An explanation how infants and children under the age of six will be kept out of the kitchen during cottage foods operations.

# Pet Management Plan

**How pets will be kept out of the kitchen during operating hours and out of storage areas.**



- No cleaning of pet cages or pans in the kitchen at any time.
- No use of or storage of litter boxes in any cottage food area at any time.



# Private Water Supply Testing for Cottage Foods

- Test your private water supply for coliform within 60 days prior to submitting your application.
- Include the lab report with your application.
- Provide an annual bacterial (coliform) test of your water supply if not connected to a public water system.
- DOH also recommends but does not require testing for Nitrates in your private water supply.
- [DOH Nitrates in Drinking Water](#)



# Permitting Process

- The application is reviewed by a WSDA Review Specialist.
- The Review Specialist contacts the applicant to discuss questions and schedule a permitting inspection.
- A virtual permitting inspection takes place.
- Pictures of the kitchen may be requested.
- An Inspection Report is issued to the applicant.
- Upon a passing permitting inspection, the Olympia Office will issue a Cottage Foods Permit, valid for two years from issue date for the products reviewed and approved.
- The passing inspection report is proof of licensing until the official permit is received.





# Onsite Inspections

- Around a year after permitting:
- A Food Safety Inspector will contact the Cottage Food business to schedule an onsite inspection.
- Scheduled inspections occur during WSDA's weekday business hours.



# Cottage Foods Inspection Resource

- Inspections are scored by a Pass/ Fail Result.
- This inspection criteria is covered during permitting and annual inspections.
- Cottage Foods Operation Inspection Criteria Document

## COTTAGE FOOD OPERATION INSPECTION DEBIT CRITERIA


The following list of criteria is based on Chapter 69.04 RCW (Revised Code of Washington) Intrastate Commerce in Food, Drugs, and Cosmetics, Chapter 69.22 RCW Cottage Food Operations, 16-149 WAC (Washington Administrative Code) Cottage Foods, 16-167 WAC Intrastate Commerce in Foods and other statutes and regulations as adopted.

- If any CRITICAL criteria are in violation and they are not corrected during the inspection, the establishment fails the inspection.
- If three or less SIGNIFICANT criteria are in violation and none of the CRITICAL criteria are in violation, the establishment passes the inspection.

NO	CATEGORIES AND CRITERIA Debit Types: Critical=C, Significant=S	DEBIT
<b>PREREQUISITES</b>		
1A	Permittee has a valid Cottage Food Operation Permit. <b>RCW 69.22.030 (1), WAC 16-149-030 (1), 16-149-050(1)(b)(i), 16-149-070</b>	C
1B	Permittee has prior written department approval for all cottage food product recipes. <b>WAC 16-149-030 (2)</b>	C
1C	Permittee has current signed "right to enter" document on file with the department and permittee allows department staff access to residence for inspection. <b>RCW 69.22.030 (3), WAC 16-149-050 (3), (5)</b>	C
1D	Permittee is in compliance with all applicable municipal laws and ordinances; Master Business License current with copy on-site. <b>WAC 16-149-030 (4)</b>	C
1E	Water supply tested annually if from private source; written records verify water supply is potable. <b>WAC 16-149-030 (5), 16-149-080 (1)(e)</b>	C
1F	All persons preparing or handling cottage food products have a current food worker card. <b>RCW 69.22.030 (2), 69.22.040 (2)(f)(i), WAC 16-149-030 (6), 16-149-080 (1)(a), 16-149-090 (3)(i)(i)</b>	C
<b>LIMITATIONS</b>		
2A	Gross annual sales do not exceed \$35,000/calendar year. <b>RCW 69.22.050 (1), WAC 16-149-040 (1)</b>	C
2B	Direct to consumer sales only; mail, consignment, wholesale, and interstate sales prohibited. <b>WAC 16-149-040 (2)</b>	C
2C	Cottage food operation producing only cottage food products that are listed on the permit; copy of permit posted at all sales locations; permittee understands this requirement. <b>WAC 16-149-040 (3), 16-149-090 (3)(a)</b>	C
<b>PRODUCTION REQUIREMENTS</b>		
3A	All food contact surfaces are smooth and easily cleanable. <b>WAC 16-149-080 (1)(b)</b>	S
3B	Adequate sanitary standards and practices maintained. <b>WAC 16-149-080 (1)(c)</b>	S
3C	Carpeting, rugs, not used as flooring material. <b>WAC 16-149-080 (1)(c)(i)</b>	S
3D	Domestic dishwasher or 3 compartment sink method used to wash, rinse, and sanitize kitchen equipment and utensils. <b>WAC 16-149-080 (1)(c)(ii)-(iv), 16-149-090 (3)(g)(i-iii)</b>	S
3E	Dispensed liquid hand soap and paper towels available in designated toilet room and home kitchen. <b>WAC 16-149-080 (1)(c)(v)</b>	S
3F	Effective active controls used to protect uncovered food from contamination. <b>WAC 16-149-080 (1)(c)(vi)</b>	S
3G	Pet control plan in place if pets are present in the domestic residence; no pets are present in home kitchen during food processing and related activities. <b>RCW 69.22.040 (c), WAC 16-149-080 (1)(c)(vii), 16-149-080 (3)(b), 16-149-090 (3)(e)</b>	C
3H	No children under 6 years of age are present in home kitchen during food processing and related activities. <b>RCW 69.22.040 (c), WAC 16-149-080 (1)(c)(viii), 16-149-090 (3)(d)</b>	C
3I	Storage areas used for all cottage food product related business items separated from domestic residence items. <b>WAC 16-149-080 (1)(d)</b>	S
3J	No domestic activities allowed in home kitchen during food processing and related activities. <b>RCW 69.22.040 (2)(b), WAC 16-149-080 (3)(a), 16-149-090 (3)(c)</b>	C
3K	Washing or cleaning of pet cages and similar items in home kitchen prohibited. <b>WAC 16-149-080 (3)(c)</b>	C
3L	Placing of any pet litter boxes or similar items in the home kitchen prohibited. <b>WAC 16-149-080 (3)(d)</b>	C
3M	Only permittee and authorized persons in home kitchen while food processing is occurring. <b>RCW 69.22.040 (2)(a), WAC 16-149-080 (3)(e)</b>	C
3N	Cottage food products processed using only the recipes originally submitted to the department. <b>WAC 16-149-080 (4)</b>	C
<b>INSPECTIONS</b>		
4A	Permittee understands the operational and direct supervision requirements of the Cottage Food Operation Permit. <b>RCW 69.22.040 (2)(a), WAC 16-149-090 (3)(a), (b)</b>	S
4B	Only residential style kitchen equipment and utensils used. <b>WAC 16-149-090 (3)(f)</b>	S
4C	Food contact surfaces of kitchen equipment and utensils are washed, rinsed, and sanitized before each use. <b>RCW 69.22.040 (2)(d), WAC 16-149-090 (3)(g)</b>	C
4D	No pests present in home kitchen and other permitted areas. <b>RCW 69.22.040 (2)(e), WAC 16-149-090 (3)(h)</b>	S
4E	No ill persons preparing or handling cottage food products. <b>RCW 69.22.040 (2)(f)(ii), WAC 16-149-090 (3)(i)(ii)</b>	C
4F	Permittees and authorized persons properly wash and dry their hands at all required times. <b>RCW 69.22.040 (2)(f)(iii), WAC 16-149-090 (3)(i)(iii)</b>	C
4G	Permittees and authorized persons avoid bare-hand contact with ready to eat foods using approved methods. <b>RCW 69.22.040 (2)(f)(iv), WAC 16-149-090 (3)(i)(iv)</b>	C
4H	Authorized persons directly supervised by permittee. <b>RCW 69.22.040 (2)(a), WAC 16-149-090 (3)(i)(v)</b>	S
<b>RECORDKEEPING</b>		
5	Required records available on-site, current, clear, understandable, and retained for required time-frame. <b>RCW 69.22.060 (1), WAC 16-149-100 (1)(a-f), (2)(a-c)</b>	C
<b>LABELING</b>		
6A	Cottage foods properly packaged. <b>WAC 16-149-100 (1), (2)</b>	S
6B	Product label complete, accurate, and includes "MADE IN A HOME KITCHEN THAT HAS NOT BEEN SUBJECT TO STANDARD INSPECTION CRITERIA" statement. <b>WAC 16-149-110 (1)(a)-(d), (g), (2)(a-b)</b>	C
6C	Allergen labeling meets Federal requirements. <b>WAC 16-149-110 (1)(e)</b>	C
6D	If a health or nutritional claim is made on a cottage food product, all nutritional details are provided on the label. <b>WAC 16-149-110 (f)</b>	S
6E	Cottage food products not misbranded. <b>RCW 69.04.250-69.04.330</b>	C
6F	Only non-potentially hazardous foods produced for sale as cottage food products. <b>WAC 16-149-120</b>	C

# Amendment to Add New Products To Permit

- Approved Cottage Food Operations have two options to amend their permit and add new products:
- **Option 1** - Submit changes to product lists at time of renewal. There is no additional fee outside of the regular permit renewal fee with this option.
- **Option 2** - Submit an amendment request form outside of a renewal period. There is a \$105.00 fee required with this option,
- Reminder, a permit is limited to 50 master products total.



**Washington**  
State Department of  
Agriculture

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

# Still have Questions?

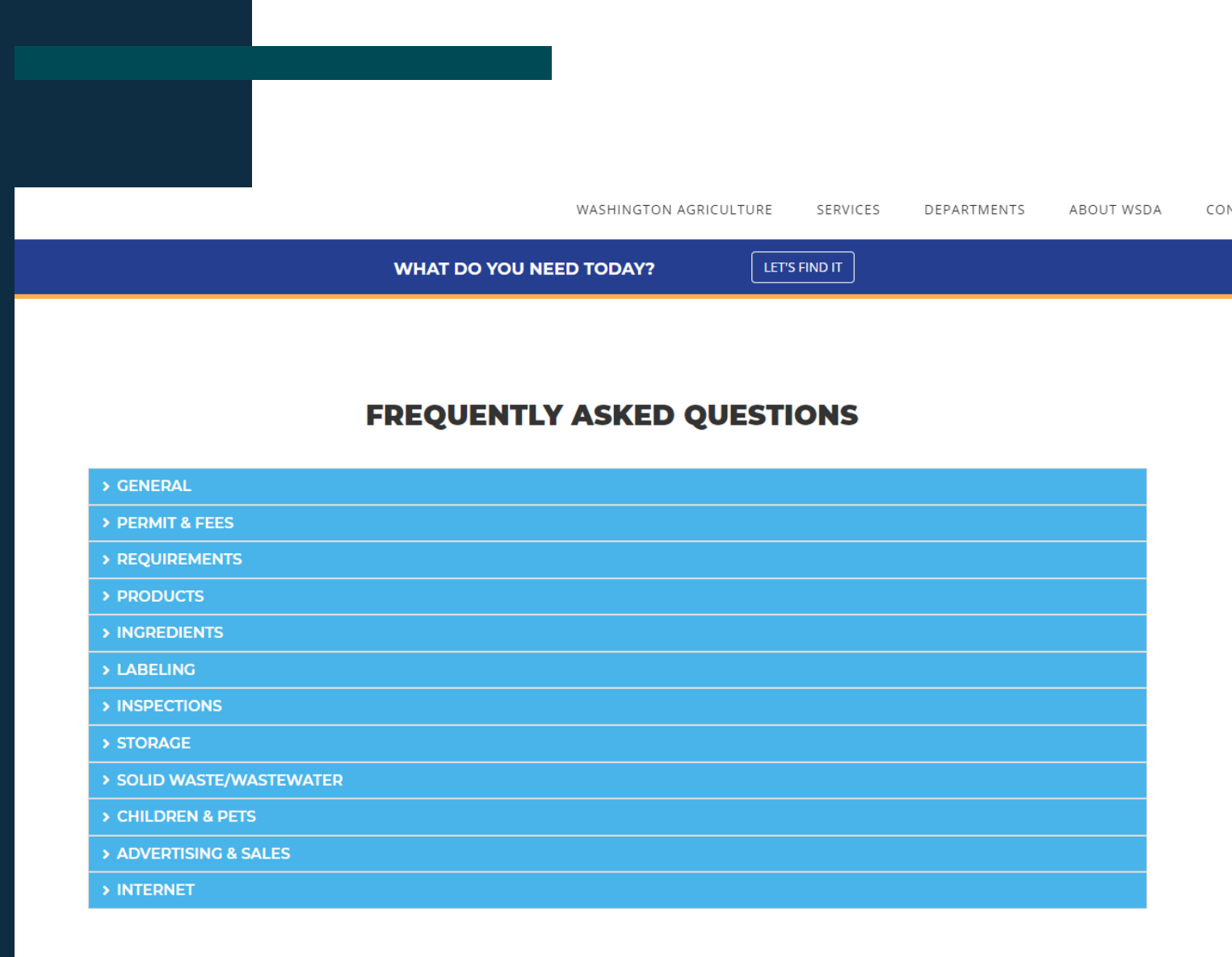
Look at our website and the Frequently Asked Questions section.

[Cottage Food | WSDA](#)

Can't find the answer?

Reach out to:

- [cottagefoods@agr.wa.gov](mailto:cottagefoods@agr.wa.gov)
- (360) 902-1876



# Contact Us



[foodsafety@agr.wa.gov](mailto:foodsafety@agr.wa.gov)

[cottagefoods@agr.wa.gov](mailto:cottagefoods@agr.wa.gov)



(360) 902-1876



<https://agr.wa.gov/departments/food-safety/food-safety>





Washington  
State Department of  
Agriculture

## Regional Markets Program



**Strengthens the economic viability of small and direct-marketing farms and ranches**



**Increases the availability of healthy, locally-grown foods for all Washingtonians**



**Supports robust local food and agricultural economies**



**[www.agr.wa.gov/farmfoodbiz](http://www.agr.wa.gov/farmfoodbiz)**

# Regional Markets Program Focus Areas



## Small Farm Direct Marketing

Micha Ide



## Farm to School

Annette Slonim  
Rachel Breslauer



## Meat & Poultry Assistance

Sarah Lemon



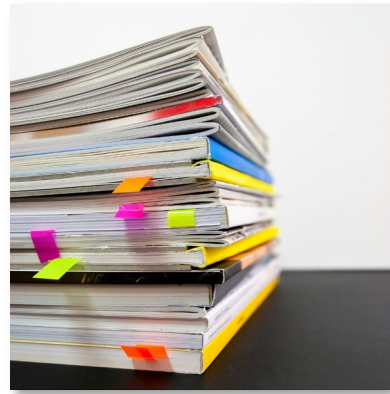
## Local Food System Infrastructure

Galen Van Horn  
Ivy Fox



Market Access & Development

Technical Assistance



Grants

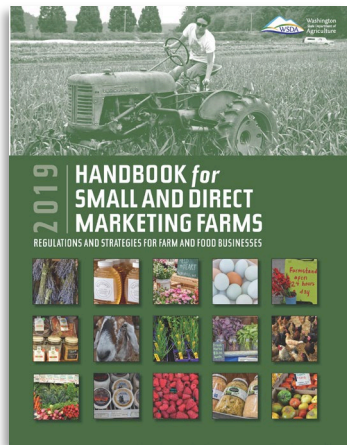
# WSDA REGIONAL MARKETS PROGRAM

Partnerships



Resources & Publications

Outreach & Education







# Local Food System Infrastructure and Value Chain Connections

- Identifying Gaps & Bottlenecks
- Sharing Best Practices
- Facilitating Partnerships
- Offering Personalized Technical Assistance
- Investing in Collaborative Grant Projects

# Local Food System Infrastructure Grant

Eligible projects include post-harvest activities



**Reopening Summer/Fall of 2025!**



# CONTACT US

Regional Markets Program:

- [agr.wa.gov/farmfoodbiz](http://agr.wa.gov/farmfoodbiz)
- [smallfarms@agr.wa.gov](mailto:smallfarms@agr.wa.gov)

