

Acidified Foods Checklist

Please note that these are additional requirements specific to acidified foods.

To start, please read the [Acidified Foods and Formulated Acid Foods Manufacturing Guides](#).

	<p>Process authority (PA) letters for each product</p>	<p>A Process Authority will evaluate your formula/process and then give you specific processing guidelines to make a safe product. They will also determine if the product is a formulated acid of acidified food. Two process authorities in Tennessee are:</p> <ul style="list-style-type: none"> • Dr. Mark Morgan at UT Knoxville (865) 974-7499 or Mark.Morgan@utk.edu. • Dr. Aliyar Fouladkhah at TSU afouladk@Tnstate.edu.
	<p>Better Processing Controls School certification</p>	<p>There are a variety of online or in-person classes. This class can be taken through UT Extension or other accredited programs. Please note, that the class is not required to be taken through UT Extension.</p>
	<p>Register with the FDA's Reportable Food Registry (RFR)</p>	<p>Visit the FDA's Reportable Food Registry website, create an account, and register. Once complete, you will receive a confirmation letter. Print and keep this document, as the inspector will ask to see it during your inspection.</p>
	<p>Canning facility registration (Form 2541)</p>	<p>After you complete the RFR registration, you need to register your business as a canning facility. Visit the FDA's Canning Facility Registration page.</p>
	<p>Product registration (Form 2541e)</p>	<p>Additional information on filling out and submitting the 2541e can be found on the FDA's website.</p>
	<p>A written recall plan</p>	<p>Manufacturing of acidified foods requires a recall plan. More information on writing your own recall plan can be found here.</p>
	<p>A pH meter and accompanying buffer solutions</p>	<p>The pH meter should be fit for purpose and the manufacturer's care instructions followed. Buffer solutions must be appropriate for the type of pH meter used and cannot be expired.</p>

Please contact the Food and Dairy office at (615) 741-5905 with any questions or email NewFood.Business@tn.gov.