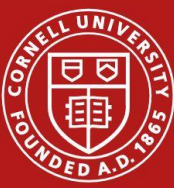




Getting Started: Value-Added Products

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The objective of this document is to provide guidelines for producing and selling packaged value-added maple foods and beverages. This document does not include regulatory requirements for unpackaged products sold at fairs or farmers markets. State and federal regulatory requirements are established to protect the producer and consumer from food safety concerns. The information presented below is not comprehensive and is for informational purposes only.

1. You want to sell a food or beverage. Where do you start?

- Once you have a food or beverage, send your product and the appropriate paperwork to a Food Processing Authority. These individuals will subject your recipe and production process to a review for food safety concerns.
- A **scheduled process** is required for any food product manufactured in New York state for which refrigeration or additional production steps are necessary to address health hazards. The Cornell Food Venture Center offers process approval services which provide information on procedures to produce a safe product, record keeping requirements, and information on licenses and registrations required to produce said product.
- **How to complete a scheduled process.**
 - Submit the form “Scheduled Process and Vacuum Pack Form” to cfvc@cornell.edu and mail your packaged food or beverage to their lab.
 - They will review the product and inform you if a scheduled process is required.
 - If a scheduled process is required, they will include any courses or FDA registration requirements in the final paperwork.
 - Cost: \$85 per sample. You can expedite the process for a higher price.
- Website: Cornell Food Venture Center (<https://cals.cornell.edu/cornell-agritech/partners-institutes/cornell-food-venture-center/cfvc-services-fees>); Process Authorities in the U.S. (<https://www.afdo.org/directories/fpa/>)

2. Where will the food or beverage be produced?

- The food safety requirements of the food or beverage will determine whether a home kitchen or commercial kitchen is appropriate.
- In a **home kitchen**, candies, fudges, breads, and other foods that do not have a food safety concern can be produced and sold only within New York State. Home kitchens are registered with New York State Agriculture and Markets, but not with the FDA.
- In a **commercial kitchen**, foods and beverages must comply with the scheduled process to be produced. These foods may include low-acid and acidified foods, pasteurized foods, among others. Commercial kitchens must register with the state, comply with good manufacturing practices, and may need to register with the FDA.
- A **shared kitchen** is a commercial kitchen in which individuals rent the facility and prepare food or beverage products as defined on the scheduled process. You are required to provide a scheduled process for each food or beverage. More information can be found here: <https://agriculture.ny.gov/system/files/documents/2020/06/guidanceforsharedusekitchens.pdf>

- A **co-packer** is a food manufacturing facility that produces and packages your product. More information can be found here: <https://edis.ifas.ufl.edu/publication/FS380>
- Website: Shared kitchens and co-packers by state (<https://cals.cornell.edu/cornell-agritech/partners-institutes/cornell-food-venture-center/kitchensco-packers>).

3. Do you need to register your facility with New York State Agriculture and Markets?

- In New York state, individuals interested in producing and selling foods or beverages will likely need to register for a Home Processor Exemption or a Food Processing Establishment License, also called an Article 20-C License.
- If an individual rents a commercial kitchen or works with a co-packer, licenses are obtained by those facilities, not the individual.
- **How to register with NYS Agriculture and Markets**
 - Contact your regional office to inquire about your product and to schedule an inspection. Regional office contact information found at the bottom of this link (<https://agriculture.ny.gov/food-business-licensing>).
 - Schedule an inspection to determine any changes needed at your facility.
 - Register your facility by completing the Home Processor Registration Request (\$0) or the Application for Food Processing Establishment License (\$175).
 - Cost: \$0 for all inspections; \$0 to \$400 for license paperwork.
- Websites:
 - Home Processor Exemption (<https://agriculture.ny.gov/food-safety/home-processing>)
 - Food Processing Establishment License (<https://agriculture.ny.gov/food-business-licensing>)
 - Information on food facility expectations (<https://agriculture.ny.gov/system/files/documents/2019/03/smallfoodprocessors.pdf>)

4. Do you need to register your facility with the FDA?

- FDA registration is required on select food and beverage products. Refer to the scheduled process paperwork to determine if your facility needs to be registered and which forms must be submitted.
- If an individual rents a commercial kitchen or works with a co-packer, registration is obtained by the facility, not the individual.
- **How to register with the FDA**
 - The FDA released a webinar reviewing the process of registering with the FDA (<https://www.fda.gov/food/workshops-meetings-webinars-food-and-dietary-supplements/webinar-food-facility-registration-ffr-biennial-renewal-and-unique-facility-identifiers-ufi-08112022>).
 - The University of Wisconsin developed guidelines to ease the FDA registration process. (<https://mapleresearch.org/pub/a-summary-of-regulations-governing-maple-syrup-production-in-wisconsin/>).
 - Cost: \$0 for registration and inspections.

5. What are Current Good Manufacturing Practices (cGMP)?

- The cGMP established by the FDA have been in effect since 1969. They are a set of sanitary guidelines and standard operating procedures (SOPs) that individuals develop for their specific food facility. The guidelines include equipment maintenance, pest control, and other procedures to maintain a safe and clean food facility. They are required if a facility has a Food Processing Establishment License or is registered with the FDA.
- General cGMP information <https://cals.cornell.edu/dairy-extension/what-we-do/food-safety-resources/good-manufacturing-practices>
- Cornell Institute for Food Safety offers cGMP course (\$200) <https://cals.cornell.edu/institute-for-food-safety/extension-services/gmps-part-117>

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