

Checklist for Starting a Basic Food Business (nonexempt)

This checklist is to assist small food processors making foods that are considered non-potentially hazardous. This includes, but may not be limited to, foods such as baked goods, jams and jellies, and confections. This is not intended for individuals operating under the Alaska Department of Environmental Conservation (DEC) Home-Based Food Business Exemptions, also referred to as the Alaska Cottage Foods Exemptions. This document is not intended for food processes such as meat processing, acidifying and canning of low-acid foods and dairy production.

☐ DEC Plan Review

Producers must meet with a DEC contact and discuss their entire operation before production begins.

Contact: Find your local office at www.dec.state.ak.us/eh/fss/Food/sanstaff.htm.

Cost: Varies from \$175 to \$200 depending on product (one-time fee)

☐ DEC Annual Permit

Contact: Find your local office at: www.dec.state.ak.us/eh/fss/Food/sanstaff.htm.

Cost: Varies from \$175 to \$250 depending on product (annual fee)

☐ Alaska Business License

This license is necessary to be able to legally sell your products. Most of the form is self-explanatory except that you will be asked to input a North American Industry Classification System (NAICS) code.

Contact: www.commerce.state.ak.us/CBP/BusinessLicensing/

Cost: \$50 annual fee

☐ City or Local Business License

Check with your city to determine if there is a city business license. Fairbanks, Juneau and Palmer all have city business licenses or registrations.

Cost: Annual fee varies

☐ Product Liability Insurance

Product liability insurance is highly recommended to protect against any potential liability associated with a foodborne illness that may occur in association with your food products. Contact your personal insurance provider to find out if this service is available; if not, there are a number of other options. To discuss which option is best for you, please contact the Alaska Small Business Development Center or the UAF Cooperative Extension Service.

Contact: Small Business Development Center State Office, 800-478-7232 or <http://aksbdc.org>

Contact: UAF Cooperative Extension Service, 877-520-5211

☐ FDA Food Facility Registration

The FDA requires all food facilities that are processing food products in the United States to register with the FDA. This is done with a simple form that asks for the physical location of the processing facility and the main contact for that facility.

Contact: For more information, visit www.access.fda.gov.

Cost: Free

☐ Certified Food Protection Manager's Certification

A certified food protection manager (CFPM) is responsible for monitoring and managing all food establishment operations to ensure that the facility is operating in compliance with food establishment regulations. This certification must be obtained in order to run a basic food production operation.

Contact: For more information, visit www.dec.state.ak.us/eh/fss/Food/CFPM_training.html.

Cost: Varies depending on certification program. Expect to pay between \$75 and \$100 for the exam and between \$100 and \$150 for the training.

☐ Nutrition Labeling

Nutrition facts labels tell the consumer about the nutrition of a particular product. This information includes serving size, number of servings in the package, calories per serving and the amount of various nutrients contained in the product.

Cost: Generally expect to pay \$75 to \$150 for the generation of your nutrition facts panels.

There is a small business nutrition labeling exemption that states that producers with fewer than 100 full-time employees and fewer than 100,000 units sold in the U.S. within a 12-month period are NOT required to have a nutrition label on their products. However, an exemption must be filed annually with the FDA. This exemption does not apply if you choose to make any health claims about the food product you wish to sell and you MUST have a nutrition label.

Another type of exemption applies for retailers (no wholesale sales) with annual gross sales of not more than \$500,000 or with annual gross sales of foods or dietary supplements to consumers of not more than \$50,000. For these exemptions, a notice does not need to be filed with the Food and Drug Administration (FDA).

Contact: For more information, visit www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/LabelingNutrition/ucm2006867.htm

Cost: Free to file a nutrition labeling exemption with FDA.

☐ Recall Plan

Basic record keeping is paramount to the success of your business. Create a record keeping system to track information on each food product that comes into

your facility and use it to keep track of where your finished products are distributed. Create lot numbers for every batch of product that you make in your facility. There are free templates available online, or the UAF Cooperative Extension Service can assist you in developing a recall plan for your process.

Contact: UAF Cooperative Extension Service, 877-520-5211

Cost: Free

☐ Fire Zoning and Code Regulations

Talk to your local or state fire marshal to discuss fire zoning and code regulations before you begin any construction or physical changes on your facility. The fire marshal is part of the Division of Fire and Line Safety.

Contact: The statewide number is 907-269-2004.

In the following locations, inquiries should be made directly to the city:

Anchorage Municipality (AFD)	907-267-4900
Juneau	907-586-0770 or 907-586-0715
Fairbanks	907-459-6720
Kenai	907-283-7535
Ketchikan	907-228-4737
Seward	907-224-3445
Kodiak	907-486-8072
Sitka	907-747-1806
Soldotna	907-262-4792
University of Alaska Fairbanks	907-474-7721
Wasilla/Lakes	907-373-8830

☐ Water and Wastewater Regulations

Check local city and borough regulations for information regarding water and wastewater.

Contact: Alaska DEC Division of Water, 907-465-5180, <http://dec.alaska.gov/common/index.htm#water>

www.uaf.edu/ces or 1-877-520-5211

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Published by the University of Alaska Fairbanks Cooperative Extension Service in cooperation with the United States Department of Agriculture. The University of Alaska is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/titleIX/compliance/nondiscrimination.

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8-14/KI/4-17

Revised March 2017