

# Blue Ridge Food Ventures and Natural Products Manufacturing Facility

## Checklist for Becoming a User

(Not necessarily in order, but all needed before first production)

### All Users

- 1. Meet with the BRFV Staff and /or Natural Products staff to discuss your product or service idea and business and marketing plans. Bring product prototypes, samples, marketing and financial plans.
- 2. Discuss your product(s) with the appropriate regulatory agency: Buncombe County Health Center and/or the NCDA/FDA to insure that your proposed product or production process meets regulatory requirements.
  - My product falls under these regulations: \_\_\_\_\_
  - My inspector is \_\_\_\_\_
- 3. Complete the BRFV application form and pay application fee and deposits.
- 4. Review carefully, then sign the User Services Contract with its attachments which make up the legal framework for your use of the facility. (Needs to be re-submitted every July).
- 5. Obtain Product Liability Insurance. Name BRFV as “additional named insured”.
- 6. Schedule final orientation/training meeting with BRFV just before first production.

### Packaged Foods

- A. Attend training session on Good Manufacturing Practices (packaged foods & baked goods).
- B. Obtain a Scheduled Process letter (or other document) if your product is an acidified food, fermented food, dried food or other food as deemed necessary by BRFV and/or NCDA.
- C. Present copies of:
  - Product Liability insurance (all)
  - FDA Facility Registration under BioTerrorism Rules (all)
  - Scheduled Process Letter or other process doc from Competent Authority (if applicable)
  - FDA Registration of Acidified Food Manufacture Form 2541a for each product (if applicable)
  - Copy of Course Certificate for “Pickle School” (if applicable)
- D. Attend pre-production meeting with BRFV staff before scheduling first production. Bring everything needed for document review:
  - Label Review
  - Packaging Review
  - Master Production Sheet
  - Batch Production Sheet (tracking system) or other Processing Records
  - Other records needed: Distribution Records; Ingredients Receiving and Tracking Records.
  - Product Recall Plan (written)
  - Employee Training Plan and Record (written)

## Caterers/ Mobile Unit Operators

- A. Attend training session on ServSafe or equivalent food safety course approved by NC.
- B. Present copies of:
  - Product Liability insurance (everyone)
  - Copy of ServSafe (or equivalent) certificate for caterers & mobile cart/trucks
  - Permit from the Health Department
- C. Attend pre-production meeting with BRFV staff before scheduling first kitchen use.
  - Employee Training Plan (if applicable)

## Natural Products Manufacturers

- A. Attend Good Manufacturing Practices Class as offered by the Bionetwork
  - Cosmetics: Date: \_\_\_\_\_
  - Dietary Supplements: Date: \_\_\_\_\_
- B. Present copies of:
  - Product Liability Insurance
  - Ingredient Submission Form to BRFV
  - FDA Facility Registration under BioTerrorism Rules
  - BRFV application packet
- C. Attend pre-production meeting with BRFV staff before scheduling first production. Bring everything needed for document review:
  - Label Review
  - Packaging Review
  - Master Manufacturing Record
  - Batch Production Record (tracking system) or other Processing Records
  - Other records needed: Distribution Records; Ingredients Receiving and Tracking Records.
  - Product Recall Plan
  - Employee Training Plan and Record
  - Personnel Policy (For the business' employees)
  - BRFV Equipment Training Documentation (This will follow with initial productions and is dependent on equipment used)