

A written procedure for producing canned acidified foods such as tomato-based sauces, or low-acid canned foods (LACF), must provide certain information. Choose the option that applies to your product:

A. If you are holding the finished product refrigerated:

1. List the product or products you are producing
2. Provide an ingredient list or recipe, preparation instructions that include how you will add acidity to protect from botulism, and any critical temperatures for each product.
3. At what temperature are you filling the mason jars or other containers?
4. How do you cool the product after filling the jars? How long does the cooling process take?
5. How do you mark each batch for identification?
6. Monitoring of the pH of your product will be required as a food safety control. Will you be using a pH meter, or pH test strips?
 - a. If you will use a pH meter (recommended for accuracy), explain how you calibrate the meter, and how often you calibrate the pH meter.
 - b. How will you check the accuracy of the pH meter calibration?
 - c. If you will use pH test strips, what type of strips are you using (manufacturer and pH range)?
7. You will also be required to maintain batch records for traceability, and to document pH values for each batch. What batch records will be kept? Provide a copy of your batch records or form showing how you monitor the pH, time, and temperature.

B. If you are holding the finished product at room temperature (shelf-stable):

1. List the product or products you are producing.
2. Provide an ingredient list or recipe, preparation instructions and critical temperatures for each product.
3. At what temperature are you filling the mason jars or other containers?
4. How do you mark each batch for identification?
5. Monitoring of the pH of your product will be required as a food safety control. Will you be using a pH meter, or pH test strips?
 - a. If you will use a pH meter (recommended for accuracy), explain how you calibrate the meter, and how often you calibrate the pH meter.
 - b. How will you check the accuracy of the pH meter calibration?
 - c. If you will use pH test strips, what type of strips are you using (manufacturer and pH range)?
6. You will also be required to maintain batch records for traceability, and to document pH values for each batch. What batch records will be kept? Provide a copy of your batch records or form showing how you monitor the pH, time, and temperature.
7. Product Assessment from a recognized Process Authority is required. The Process Recommendations provided in that letter must be reflected in the written procedure, and must be fully implemented in your process.
8. Provide a copy of your Better Process Control School Certification.

For either Option A or Option B above:

You will need to arrange to have the product tested to verify the pH level. This product assessment can be obtained from a recognized State Process Authority such as Clemson University, NC State University, or University of Georgia; or from an ISO 17025-accredited commercial food laboratory. I have attached information for obtaining the required pH testing product assessment letter from Clemson University. Your written procedure and product assessment report are part of the application and review process. We will contact you regarding any questions or concerns.