

Current Good Manufacturing Practices (cGMPs)

Current good manufacturing practices provide guidance for manufacturing, testing, and quality assurance of food to ensure that a food product is safe for human consumption. All GMP guidelines follow a few basic principles:

- Instructions and procedures must be written in clear and unambiguous language
- Records produced during the manufacturing/food process (temperature controls, cleaning/sanitation schedules, training, batch, lot codes, etc must be maintained

GMP Category	GMP Requirement For:
Personnel	<ol style="list-style-type: none"> 1. Disease control 2. Cleanliness 3. Education and training 4. Supervision of personnel with regards to these requirements
Plant and Grounds	<ol style="list-style-type: none"> 1. Description of adequate maintenance of grounds/exterior of facility 2. Facility/kitchen construction and design to facilitate sanitary operations and maintenance
Sanitary Operations	<ol style="list-style-type: none"> 1. Cleaning/sanitizing of physical facilities, utensils, and equipment 2. Storage of cleaning and sanitizing substances 3. Pest control 4. Sanitation of food contact surfaces 5. Storage and handling of cleaned portable equipment and utensils
Sanitary Facilities and Controls	<ol style="list-style-type: none"> 1. Water supply 2. Plumbing 3. Sewage disposal 4. Toilet facilities 5. Hand-washing facilities 6. Rubbish and offal disposal
Equipment and Utensils	Design, construction, and maintenance of equipment and utensils
Processes and controls	Delineates processes and controls for: <ol style="list-style-type: none"> 1. Raw materials and other ingredients (separation, storage, rotation, etc) 2. Manufacturing operations (critical limits, allergen control, cross contamination, etc)
Warehousing/Storage and distribution	Storage and transportation of final food product must protect against contamination and deterioration of the food and its container

Other Resources for Regulatory Compliance

Dairy: NYSDAM, Division of Milk Control and Dairy Services
<http://www.agriculture.ny.gov/DI/DIBusiness.html>, (518) 457-1772

Juice: U.S. Food and Drug Administration, HACCP Juice Certification
<http://www.fda.gov/Food/GuidanceRegulation/HACCP/ucm2006803.htm>

Seafood: U.S. Food and Drug Administration, HACCP Seafood Certification
<http://www.fda.gov/Food/GuidanceRegulation/HACCP/ucm2006764.htm>

Meat & Poultry: U.S. Department of Agriculture (for wholesale) <http://tinyurl.com/prl7dv5>
 NYSDAM (at retail location)
<http://www.agriculture.ny.gov/FS/general/license.html>, (718) 722-2876

Alcoholic Beverages: NYS Liquor Authority
<http://www.sla.ny.gov/forms-quick-find#wholesale>

Kosher: NYSDAM, Kosher Law Enforcement
<http://www.agriculture.ny.gov/KO/KOHome.html>, (718) 722-2852

Intro to Food Processing: Licensing & Inspections



**A Resource Guide on Regulatory Compliance for
Food Processors in New York**
<http://www.agriculture.ny.gov/>



Steps to Obtain an Article 20-C License (NYS Dept. of Agriculture and Markets (NYSDAM))

FOOD PROCESSING includes but is not limited to: baking, blending, bottling, cooking, brining, curing, cutting, slicing, eviscerating, shucking, dehydrating, freezing, grinding, mixing, repacking, packing, pickling, marinating, roasting, and smoking.

In accordance with New York State Law manufactured foods must come from an approved source. An approved source is an establishment that is licensed by NYSDAM (via a 20-C license), permitted by [NYS/NYC Department of Health](#), or registered as a Home Processor through NYSDAM.

ARTICLE 20-C License: An Article 20-C license is **required for food products that are processed and sold to the wholesale market and for products processed and sold at retail establishments** (ie. Retail store and/or farmers' markets). NOTE: Foodservice (i.e. catering and restaurants) is under the purview of local health departments. *Please refer to our jurisdiction insert for further information.*

An establishment must apply for an Article 20-C license **prior** to offering or selling food to the public. To apply for an Article 20-C license; please visit our [website](#).

Once an application is received and processed the local inspector will be notified and will conduct an initial sanitary inspection. The initial sanitary inspection covers the following areas:

When an initial sanitary inspection indicates the firm is in compliance, an Article 20-C license will be issued. We recommended posting your license in conspicuous place once received. Each 20-C license is renewed every 2 years and/or updated if the business or location changes.

cGMPs: When licensed, establishments must remain in compliance with FDA's [Current Good Manufacturing Practices](#). cGMPs explain sanitation regulations for food processors. See next page for a general cGMP overview.

LABELING: All food that will be sold must be appropriately labeled in accordance with the following 5 basic label requirements:

1. Identify of food in package form
2. Name of manufacturer, packer, or distributor
3. Address of Business
4. Ingredient declaration
5. Net quantity of contents

PROCESS REVIEW: To determine whether your product needs a process review, please contact your local Food Inspection office or Food Inspector. They are easy to obtain and cost varies. <https://necfe.foodscience.cals.cornell.edu/> Telephone: (315) 787-2273 Email: snp47@cornell.edu

SAFE STEPS in food handling, cooking, and storage are essential to prevent foodborne illness. You can't see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation, follow the four steps of the Food Safe Families campaign to keep food safe:

