MONTANA WHOLESALE FOOD REVIEW FORM

The purpose of this document is to help applicants obtain a Wholesale Food License. A satisfactory review report is needed before the local regulatory authority can issue wholesale food license. Authority for this review is under Montana Code Annotated 50-57-103 (1) (a). "Food" means an edible substance, beverage, dietary supplement, or ingredient used, intended for use, or for sale for human consumption.

- Please return this completed form to: Environmental Health & Food Safety; E-mail: hhsfcs@mt.gov or via mail: P.O. Box 202951, Helena, MT 59620-2951
- Please submit market-ready labels with this form; they can be submitted as PDFs if submitting via email. See page 5 for more information on requirements of market-ready labels.

GENERAL INFORMATION

Firm Name	Plant name (site of production/warehouse)	
Firm mailing address	Plant address	
Firm city	Plant city	
Firm state and zip code	Plant county	
Contact person name:	Contact telephone	Contact e-mail

CERTIFICATION STATEMENT: I certify the information provided on this form is true and correct.

Printed name of certifier:	Signature of certifier:	Date of certification:

PROCESSING INFORMATION

INSTRUCTIONS: **For each product to be processed, provide the following information.** Failure to provide complete and accurate information could unnecessarily delay getting the product(s) to market. **Attach additional sheets of the pages, if needed. Copies of written recipes are also acceptable in replacement of this step.**

Processing Activities Table

Assembling	Cooking	Freezing	Pickling
Baking	Cutting	Grinding	Smoking
Bottling	Distilling	Heating or re-heating	Stuffing
Brewing	Drying	Infusing	ANY other food treatment
Canning*	Extracting	Mixing	OR
Coating	Fermenting	Packaging or re-packaging	food preservation process

*Canning: In most situations, canned food not intended for refrigeration requires obtaining a process authority letter and specialized training BEFORE sending in this review form. For more information, please contact EHFS at 406-444-2837.

Product Name (provide common name)	

Ingredients

For **one batch** of product list all ingredients in the final product by weight in ounces AND grams (for solid products: bread, salsa, sandwiches, etc.) or milliliters (for liquid products: beer, wine, etc.). Name of ingredient must be the usual or **common name** understood by consumers. Only ingredients that possess weight may be listed here and on the product ingredient label.

UNIT CONVERSIONS: **Solid products** 1 oz = 28.35 **g** **Liquid products** 1 oz = 29.57 **mL**

Ingredient name (common name of food)	**Ounces (oz)** For all ingredients	**Grams (g)** For solid products	**Milliliters (mL)** For liquid products

All operators who wish to add unusual or uncommon ingredients to food are strongly urged to check whether the proposed ingredient is allowed in regular food. Allowed ingredients are included in the following categories:

- Conventional food (widely consumed in the U.S. prior to January 1, 1958, without known detrimental effects)
- Approved additives (listed in 21 CFR 172)
- Generally recognized as safe (GRAS) (listed in 21 CFR 182).

Sub-ingredients (skip this section, if not applicable)
List all sub-ingredients for ingredients in the product. Sub-ingredients are ingredients within main ingredients. For example, if a product contains mayonnaise, the sub-ingredients will be listed within parentheses on the ingredient label as: "*Mayonnaise (soybean oil, water, whole eggs, vinegar, salt, sugar, lemon juice, natural flavors)*."

Main Ingredient:	Sub-ingredients:

Water Supply

Instructions: provide details about the water supply system used at the processing facility for ware washing, handwashing, etc. Please complete this step even if products do not contain water.

Water Supply (municipal, non-municipal, public, private)	
Water Treatment (reverse osmosis, carbon filter, etc.)	

Processing Details

Instructions: in the box to the right, describe how the product will be handled at each step in the food chain. **Submit additional pages, if needed.**

Food ingredient suppliers Supplier name, city, state & types of ingredients	
Food packaging suppliers Supplier name, city, state & types of packaging material	
Food transport to firm How will food be transported; fleet vehicle, contract carrier, personal vehicle, etc.	
Ingredient storage facilities Refrigerator, freezer, dry goods; location	
Food processing Food preparation procedures. **Include time, temperatures** for baking, cooking, cooling. Describe basic techniques like mixing, slicing, cutting, etc.	
Food packaging and labeling procedures Describe how food will be packaged and labeled. Describe how labels will be secured to the final package.	
Product storage facilities Where and how finished food product will be stored; refrigerator, freezer, dry goods.	
Food transport from firm How will final products be transported to the recipient.	

Marketing

Instructions: check "Yes" or "No" in appropriate box

Comment	Yes	No
The product will be sold using the internet (worldwide web)	☐	☐
The product will be sold **ONLY** in Montana	☐	☐
The product will be marketed as ready-to-eat	☐	☐

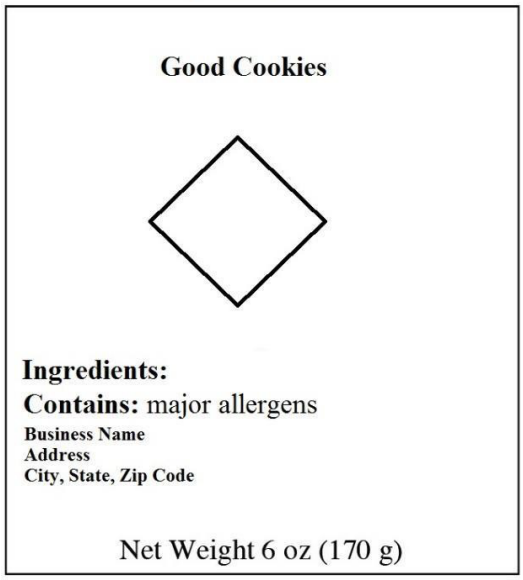
FOOD PACKAGING LABEL INFORMATION

Instructions: For each final product, provide one label example for review. The label should be in marketplace form. Food labels must have at least four pieces of information:

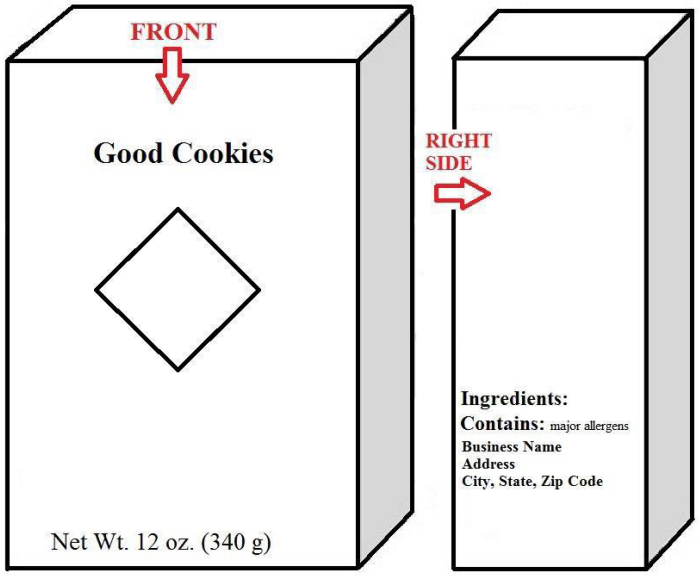
1. Product name (known as the statement of identity)
2. Name and address of product manufacturer, distributor or packer
3. Ingredient list in order of quantity or predominance from greatest to least by weight
4. Net weight or liquid volume of product in United States units of measure AND metric units of measure

NOTE: all major allergens must be declared on the label, or the product will be subject to recall. Major allergens are crustacean shellfish (crab, lobster, shrimp, etc.), eggs, fish, milk, peanuts, soy, tree nuts, wheat, and sesame.

Single Panel Label



Double Panel Label



Instructions: check "Yes" or "No" in appropriate box

Comment	Yes	No
The product will be labeled "Keep Refrigerated."	☐	☐
The product will be labeled with a "Best by" or "Use by" date.	☐	☐

Nutrition Facts Panels

Firms whose annual gross food sales are at or greater than $50,001 or have total food and non-food sales of at or greater than $500,001 must provide a "Nutrition Facts" panel on consumer packages. Firms that voluntarily provide nutrition labeling must also follow applicable regulations. In addition, small firms under the annual income levels stated above that make health or nutrition claims must provide nutrition label panels on consumer packages, in accordance with 21 CFR 101.9 (j).

Health and Nutrition Claims

Food and dietary supplement manufacturers are strongly urged to be careful making any health or nutrition claims that may render their product(s) being regulated as drugs. Labels, websites, advertisements, promotional material, or any other representations disseminated in any manner are subject to regulations regarding unsubstantiated health and nutrition claims. Manufacturers are especially cautioned about associating their products with any treatment, mitigation or prevention of diseases. Examples of such claims are:

- Reduces diabetes symptoms Prevents some types of cancer

- Relives symptoms associated with Crohn's disease, ulcerative colitis, and stomach ulcers
- Contains antimicrobial healing properties helping to support overall immune system functions
- Kills viruses that cause influenza, herpes, measles, hepatitis C, SARS, AIDS, and other illness
- Reduces inflammation

SANITATION INFORMATION

Instructions: in the box to the right, describe how food-contact surfaces, floors, walls, ceilings, equipment and fixtures will be cleaned and sanitized. Submit additional pages, if needed.

Cleaning substances used on food-contact surfaces (e.g. detergent, soap, chlorine, phosphoric acid, hot water, etc.)	
Equipment and utensils used during cleaning (e.g. wiping cloth, sink, air gun, etc.)	
How food-contact surfaces will be cleaned Describe cleaning process for food-contact surfaces, including utensils and equipment	
Cleaning frequency of food-contact surfaces Describe how often food- contact surfaces will be cleaned and sanitized (time: hours, days, etc.)	

ADDITIONAL INFORMATION

Term	**Definition** (with examples)
Acidified food	A low-acid food to which a type of acid or acidic food is added to obtain a final hydrogen ion concentration (pH) of 4.6 or below. For example, sauces, salsas and dressings are types of acidified foods.
Low-acid food	Food with a hydrogen ion concentration (pH) of greater than 4.6 AND water activity (water available for microbial growth activities) greater than 0.85. For example, canned tuna fish and canned peas are low-acid foods. The term "low-acid" means the food is low in acidity. The term also means the food is higher on the pH scale (greater than pH 4.6). To summarize, low-acid food has two primary attributes: 1. pH level greater than 4.6 2. Water activity level greater than 0.85
Hermetically sealed container	A vessel for food designed to prevent the entry of microorganisms, and in the case of low-acid foods, maintains the sterility of its contents after processing. In other words, the container is air- tight. For example, canned food, many bottled foods with lids and retort plastic pouches.