

West Virginia Department of Agriculture Food Label Review

- The Food and Drug Administration (FDA) is responsible for assuring that food sold in the United States is safe, wholesome and properly labeled. This applies to food produced domestically, as well as foods from foreign countries. The Federal Food, Drug, and Cosmetic Act (FD&C Act) and the Fair Packaging and Labeling Act are the Federal laws governing food products under FDA's jurisdiction.
- The West Virginia Department of Agriculture reviews food labels based on these guidelines and assists State producers with meeting uniform packing and labeling requirements.
- The Uniform Packing and Labeling Requirements can be accessed at: <https://bit.ly/2neeTB3>.



QUESTIONS?

Contact the WVDA's Business
Development Division at
304-558-2210 or
productlabeling@wvda.us



WVDA Mailing Address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0009
Physical Address: 217 Gus R. Douglass Lane, Charleston, WV 25312
Telephone: 304-558-3200



WVDA Application for Label Review

Company/Farm Name: _____

Contact Name: _____

Physical Address: _____

Mailing Address: _____

Contact Phone Number: _____ Email: _____

Please refer to the West Virginia Farmers Market Vendor Guide for labeling requirements for selling at Farmers Markets, along with helpful definitions and common abbreviations: <https://bit.ly/2krps5P>

Please provide responses for below questions.

- 1. Please list products requesting review. If more than 20 products require review, complete only this portion of a second copy and attach.**

PRODUCT	NET CONTENTS (WEIGHT, FLUID OZ. OR COUNT)	PRODUCT	SIZE
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	
Total Number of Labels			

2. Product(s) is/are made in a:

- _____ Home kitchen
 _____ Community kitchen
 _____ Commercial kitchen

3. Product(s) will be sold:

- | | |
|--|---|
| <p style="text-align: center;"><u>Instate</u></p> <p>_____ Farmers Markets</p> <p>_____ Wholesale</p> <p>_____ Retail</p> <p>_____ On-Farm Sales</p> <p>_____ Pick Your Own</p> <p>_____ Direct to Consumer</p> <p>_____ Online Sales</p> | <p style="text-align: center;"><u>Out of State</u></p> <p>_____ Out of State</p> |
|--|---|

WEST VIRGINIA GROWN

THE STATE'S PREMIER, LOCAL FOOD BRANDING PROGRAM

Developed in 1986, the West Virginia Grown program was designed to market West Virginia grown and manufactured products to consumers. By placing the West Virginia Grown logo on a product, you are assuring buyers that product was grown or processed with quality ingredients in the Mountain State.



For more information or an application, contact 304-558-2210 or wvgrown@wvda.us

4. Are any products listed an acidified or fermented food?

- Both types of foods are **REQUIRED** to have a letter of Process Authority on file and attend a Better Process Control School.
- If any products listed for product label review are an acidified or fermented food, complete 4a and 4b.

a. Do you have a letter of Process Authority?

_____ If **Yes**, please provide copy.

By email: productlabeling@wvda.us

By mail: West Virginia Department of Agriculture
Business Development Division
1900 Kanawha Boulevard, E.
Charleston, WV 25305

_____ If **No**, contact the WVDA Business Development Division (304-558-2210) for forms and instructions for submission.

b. Have you attended a Better Process Control School?

_____ If **Yes**, please provide copy of certificate.

By email: productlabeling@wvda.us

By mail: West Virginia Department of Agriculture
Business Development Division
1900 Kanawha Boulevard, E.
Charleston, WV 25305

_____ If **No**, the WVDA offers this class annually OR you can search online and find a class (i.e. University of Tennessee has an online class)

5. All honey producers are REQUIRED to have hives registered with WVDA.

a. Is your Apiary registered?:

_____ **Yes**

_____ **No**

_____ **N/A (does not produce honey)**

b. Name the apiary is registered under: _____

c. [Annual Application for Apiary Registration \(https://bit.ly/2rjhRWF\)](https://bit.ly/2rjhRWF)

6. If you are meat producer, label approval goes through the WVDA Meat & Poultry Inspection Division. Please contact them at 304-558-2206.

7. Along with this form, please submit a copy of all labels you are requesting a review. Most label applications are processed within 5-10 business days from date of receipt of reviewable materials.

8. Submit labels to: WV Department of Agriculture, Business Development Division, 1900 Kanawha Blvd. E., Charleston, WV 25305 OR email to productlabeling@wvda.us. If revisions are needed, you will be contacted by email, mail, or phone. Once revisions are made you will need to resubmit your label(s). The original Certificate of Label Review will be mailed to the applicant listed on this form and a copy will be sent to the WV Bureau of Public Health.