

WVDA FOOD AND COSMETICS LABEL REVIEW



- The Food and Drug Administration (FDA) is responsible for assuring that food sold in the United States are 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 and cosmetic 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 Application for Label Review

Company/Farm Name: _____

Contact Name: _____

Physical Address: _____

Mailing Address: _____

Contact Phone Number: _____ Email: _____

Please provide responses for below questions.

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

PRODUCT	SIZE	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 at:

- _____ Farmers Markets
- _____ Wholesale
- _____ Retail
- _____ On-Farm Sales
- _____ Pick Your Own

**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. Acidified foods are REQUIRED to have a letter of Process Authority on file. If any products listed for product label review are an acidified 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. Producers of acidified foods are REQUIRED to attend Better Process Control School. 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 during the WV Small Farm Conference, OR you can go 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**

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.