



Michigan Department of Agriculture & Rural Development

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Food Digest

Food and Dairy Division

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Accela Licensing, Inspection and Reporting System Phase 1 Implementation

MDARD has launched Phase 1 of its new online licensing, inspection and reporting system. Phase 1 included licensing, inspection and reporting functions for the department's Food Program, bottled water and water dispensing licenses, Nursery Program and the Motor Fuels Quality Program.

Accela will make it easier for businesses to apply for, renew and track licenses with MDARD online, including streamlining applications if businesses receive multiple licenses from MDARD (e.g., convenience stores who also sell gasoline). The fully implemented Accela system will also give immediate inspection results. Businesses will also be able to access their historical inspection reports online.

One of the biggest improvements for our licensed customers will be the ability to apply for their licenses online, pay using a credit card, and have the license issued with a much quicker turn-around time. Customers will not have to worry about mailing in an application, and waiting days or weeks to find out if their license application had been received and approved. Although traditional mail applications will still be an option, MDARD's goal is to have 100 percent of license applications completed online due to ease of the system and the benefits to businesses it offers.

All current licenses in the Phase 1 programs have been migrated to Accela and the initial results are favorable. As with any new system, there will be some adaptations needed as we move forward, but this has been the smoothest transition to new licensing software since electronic systems were put in place at the department. Inspectors continue to learn their way around the system and its capabilities, and we look forward to full implementation in the months to come.

In order to renew online you will need to register at:

<https://aca3.accela.com/mdard/>

Instructions are included in your license renewal packet as to how to proceed. Renewal packets are sent to all current licensed food establishments early in the year.

Agency Determination for You Buy, We Fry

Traditional fish fry markets with food service are sometimes referred to as a 'you buy, we fry' business. Under this business model, a consumer purchases fresh fish from one part of the retail business, takes the fish to a separate preparation area of the store, and pays a service fee to the firm to fry or prepare the fresh fish into a meal. These firms often also sell packaged groceries in a retail area.

Depending on whether the business is predominantly retail grocery or food service, the firms may be licensed by either the Local Health Departments or MDARD. To help reduce confusion regarding licensing of these facilities, MDARD has developed guidance to help streamline new license requests to the proper agency and clarify the law for existing businesses. This new guidance is expected to help expedite proper renewal of existing licenses and improve timeliness of plan reviews by directing the appropriate work to the correct department.

To be licensed under MDARD, a fish market as described above, according to the Food Law, would have to sell more retail groceries than take-out food for immediate consumption. Any fish or meat purchased in a fresh state but then prepared at the market would be considered food service, not retail grocery.

Businesses may request to have MDARD review financial records to show predominance in sales. In these situations, the ownership should be aware that MDARD may share these records with other state agencies, including the Michigan Department of Treasury.

Get Connected, Stay Informed!

Did you know you can sign up to receive food recalls, press releases, food safety advisories and more via email or text messages from MDARD?

Simply go to www.Michigan.gov/mdard and click on the red envelope located on the left navigation bar to sign up. You can also learn more about programs, issues, events and activities happening in Michigan's food and agriculture industry through MDARD's social media networks:

Follow us on Facebook:

facebook.com/MIDeptofAgriculture

Follow us on Twitter: @MichDeptofAg

Subscribe to our Youtube Channel:

youtube.com/MIAGriculture

Reminder: New Fees for 2016 License Cycle

New license fees are effective 10/1/2015 to 9/30/2016 for all license renewals and new license applications:

\$43 Fee:

- Temporary Food Establishment (operates 14 consecutive days or less excluding fairs)
- State or county fair only

\$109 Fee:

- Retail Food Establishment
- Limited Wholesale Food
- Processor with \$25,000 or less in annual gross sales.
- Food Warehouse

\$186 Fee:

- Mobile Food Commissary (serving mobile grocery)
- Mobile Food License

\$153 Fee:

- Special Transitory Food Unit (STFU)

\$274 Fee

- Extended Retail Food
- Establishment (grocery with both food service and seating)
- Wholesale Food Processor

Avoid Late Fees: Submit License On Time

All food establishment licenses expire on April 30 each year. MDARD sends license renewals for current licensed establishments early in the year.

Any licenses postmarked or computer date stamped after April 30 will be assessed a \$150 late fee. Additional fees and regulatory actions include:

- \$400 fine (1st year delinquent)
- \$800 fine plus \$80 administrative costs (2nd year)
- Closure order and legal action

If you have not received a renewal application in the mail by March 15, call MDARD's Central Licensing Unit at 517-284-5771 to ensure the correct address is listed and request another application. Be sure to follow the instructions on your renewal application to assure your application is not late.

If you are notified because your renewal was late, promptly submit your late fee in order to avoid additional fines and penalties. And remember, your food establishment license must be conspicuously posted. For additional information or questions, contact MDARD's Central Licensing Unit at 517-284-5771.

Sushi Kiosks Located in Retail Grocery Stores are Wholesale Food Processors

On September 9, 2015, the Michigan Department of Agriculture and Rural Development met with industry representatives to discuss future expectations of sushi kiosks located within retail grocery stores.

Due to the nature of the operations, MDARD has determined that sushi facilities operating within a retail food establishment, but holding a separate food license, are considered processing facilities and fall under the Seafood HACCP regulation of 21 CFR 123. Seafood Standard Operating Procedures have been provided to firms to help clarify expectations and are also detailed in 21 CFR 123.11.

Information on Seafood HACCP requirements has been added to MDARD's website, www.michigan.gov/mdard, search for 21 CFR 123.

Allergen Training Requirement

You may have heard the food law has been amended to require certified managers to have additional allergen training. This only applies to businesses that are predominately food service establishments and are inspected by a local health department. More information is available at: michigan.gov/foodmanagercertification.

Shortcut URLs Available on Website

Do you have trouble finding information on MDARD's website? We have developed some shortcut URLs to take you directly to the subjects and information you need:

Food Safety:	www.michigan.gov/foodsafety
Complaints:	www.michigan.gov/mdacomplaints
Inspections:	www.michigan.gov/foodinspections
Labeling:	www.michigan.gov/foodlabeling
Licensing:	www.michigan.gov/foodlicensingguide
Manager Certification:	www.michigan.gov/foodmanagercertification
Allergens:	www.michigan.gov/mdardfoodallergens
Food Recalls:	www.michigan.gov/mdafoodrecall
Food Service Correspondence System:	www.michigan.gov/fscs
Meat Processing:	www.michigan.gov/meatprocessing
Mushroom Certification:	www.michigan.gov/mushrooms
Plan Review:	www.michigan.gov/mdardplanreview
Shellfish:	www.michigan.gov/mda-shellfish
Cottage Foods:	www.michigan.gov/cottagefood

Contact Us:

Phone: 1-800-292-3939

After Hours Emergencies: 517-373-0440

Email: mda-fooddairyinfo@michigan.gov

Fax: 517-373-3333

Web:

www.michigan.gov/mdard or www.michigan.gov/foodsafety

Licensing/Business Start-up Info:

www.michigan.gov/miagbusiness

Marketing Information:

www.michigan.gov/mdardmarketingguide

Electronic Complaints Submission:

www.michigan.gov/complaints