



**MICHIGAN DEPARTMENT OF AGRICULTURE  
& RURAL DEVELOPMENT**

P.O. Box 30746, Lansing, MI 48909 • 517-241-6666

# **FOOD BUSINESS INFORMATION PACKET**



**MICHIGAN DEPARTMENT OF AGRICULTURE  
& RURAL DEVELOPMENT**

**Food & Dairy Division**

P.O. Box 30746, Lansing, MI 48909 •  
800-292-3939 [www.michigan.gov/mdard](http://www.michigan.gov/mdard)

# Apply Online: Licensing Portal System (LPS)

## Overview

Welcome to the Licensing Portal System (LPS) help page. LPS is the Michigan Department of Agriculture and Rural Development's (MDARD) online licensing system which gives users the opportunity to apply for, maintain, and track the status of licenses and permits.

On this page, you will find an overview of the LPS system, procedures to assist with the application process, payment options, and links to assist you with the license/permit application process. LPS features a dashboard for easy viewing of all open applications, notifications from MDARD, and payment information connected to the user's organization.

## Getting Started

### MiLogin

MiLogin is the State of Michigan's application for online access to many state services and systems across multiple departments, including MDARD's Licensing Portal System. MiLogin allows users to access many state services and systems online, across multiple departments, using a single user ID and password. If you have not yet created a MiLogin account, you will need to do so to access LPS. For increased security, MiLogin requires a multifactor authentication before you can access LPS or other state systems.

### Tutorials:

[How to Create a MiLogin Account \(PDF\)](#)

[How to Apply for a New License in LPS \(PDF\)](#)

*NOTE:* If you currently access Water Usage Reporting (WUR), or any other State of Michigan online services and applications, you should already have a MiLogin account. Please use your user ID and password from those systems to log into the MiLogin portal, instead of creating a new account.

To apply for or maintain a license, or to access state services, please visit:

[Michigan.gov/MiLogin](https://Michigan.gov/MiLogin)

## Payment

LPS accepts credit card payments only (Visa, MasterCard, Discover).

The State of Michigan utilizes a Centralized Electronic Payment and Authorization System (CEPAS) to process online credit card transactions. The charge will show up on your account statement as "Department of Agriculture and Rural Development Credit Card". The payment for a new license application will be a part of your application process.

## Helpful Links

MiLogin Portal: [Michigan.gov/MiLogin](https://Michigan.gov/MiLogin)

[Tutorial: How to Create a MiLogin Account](#) (PDF)

[Tutorial: How to Apply for a New License in LPS](#) (PDF)

[Tutorial: How to Renew a License in LPS](#) (PDF)

## Help/Contact Us

Please contact the MDARD Customer Service Center at 800-292-3939 (M-F, 8-5) or send an e-mail with your contact information to [MDARD-CLU@Michigan.gov](mailto:MDARD-CLU@Michigan.gov).



# MICHIGAN DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT

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## PIC CERTIFICATION INFORMATION

Effective June 30, 2009, Michigan Food Law required food service establishments to employ at least one certified managerial employee. Regulation 570 was adopted on October 2, 2009, to supplement the requirements of the Law. This allows Michigan Department of Agriculture and Local Health Departments to begin enforcement six months to two years after the rule adoption date (Oct. 2, 2009).

**Therefore, the enforcement time frame is April 2, 2010-October 2, 2011.**

**April 2, 2010**-Certified managers are required for newly licensed establishments and change of ownership. Establishments undergoing mandatory plan review will be notified of the need to have a certified manager by opening day. Other newly licensed establishments, including change of ownership will be allowed 90 days to obtain a certified manager.

**October 2, 2011**-Foodservice establishments will be required to have a certified manager. Establishments found without a certified manager after this date will be given 90 days to correct the violation.

The following businesses are exempt from this requirement: Temporary food service establishments, vending machine locations and establishments categorized as low risk are exempted from the requirement.

Managers can become certified by taking a course or taking a food safety class online. Both options require taking an exam, and obtaining a minimum score of 75% to become certified. Certificates are typically valid for five years. Those currently certified can recertify by taking a proctored exam.

Below are links for providers that may be helpful. This list is not exhaustive and is for information only. Feel free to contact other providers that you consider appropriate and that meets the certification standards. The cost and length of the training varies with each provider.

## ANSI-CFP Accreditation Program (Accredited)

#	Organization
1	<a href="http://360training.com">360training.com, Inc.</a> Learn2Serve® Food Protection Manager Certification Program
2	<a href="http://AboveTraining/StateFoodSafety.com">AboveTraining/StateFoodSafety.com</a> Certified Food Protection Manager (CFPM) Exam
3	<a href="http://NationalRegistryofFoodSafetyProfessionals">National Registry of Food Safety Professionals</a> Food Protection Manager Certification Program International Certified Food Safety Manager
4	<a href="http://NationalRestaurantAssociation">National Restaurant Association</a> ServSafe® Food Protection Manager Certification Program
5	<a href="http://PrometricInc">Prometric Inc.</a> Food Protection Manager Certification Program
6	<a href="http://TheAlwaysFoodSafeCompanyLLC">The Always Food Safe Company, LLC</a> Food Protection Manager Certification

Food establishments that are required to have a certified manager shall continually employ at least one certified manager. The certified manager's certification program shall be accredited by the American National Standards Institute, utilizing the Conference for Food Protection standards. The certified manager needs to be a full time staff member of the establishment. The certified manager does not have to be present during all hours of operation. The establishment is responsible to assure that recertification requirements are met before certification expires.

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**Michigan Department of Agriculture and Rural Development (MDARD)  
Food and Dairy Division / Plan Review**

**Pre-Opening Inspection Checklist and How to Prepare for Inspection Before the  
Inspector Arrives**

The following checklist is provided as a tool to prepare the owner/operator of a new or remodeled food service establishment for the opening inspection by the MDARD. Based on your operation all items listed may not applicable.

		Yes	No
1.	Has all <b>equipment</b> in the facility and <b>facility construction</b> been installed in accordance with the plans approved by MDARD if required? If plans were not required, does equipment and facility meet the requirements in the 2009 Michigan Modified Food Code and other applicable regulations?		
2.	Has the water heater specified in the plans been installed?		
3.	Are all handwashing facilities equipped with soap and suitable hand drying devices?		
4.	Has a metal stemmed food product thermometer, scaled from 0-220°F and accurate to +/-2°F, been obtained and calibrated?		
5.	If thin foods, such as meat patties and fish filets will be offered, has a temperature measuring device with a suitable small diameter probe designed to measure the temperature of thin meats/foods been obtained?		
6.	Is lighting of adequate intensity and properly protected against breakage in required areas?		
7.	Has a mop sink or curbed floor drain been provided? Has acceptable mop storage been provided?		
8.	Have approved sanitizers for all manual ware washing sinks and wiping cloth storage containers been obtained?		
9.	Have sanitizer test kits been obtained for all sanitizers being used?		
10.	Are all refrigeration holding at 41°F or below and provided with thermometers? Are freezer units maintaining food frozen?		
11.	Are all hot food holding units operational and properly maintaining food temperatures at or above 135°F and provided with thermometers?		
12.	Are all outer doors tight-fitting and self-closing? Exterior doors used as exits need not be self-closing. Are windows and other openings to the outside tight fitting or are they equipped with screens, air curtains, or air doors to prevent the entrance of pests?		
13.	Are drain lines from ice bins, ice machines, combi ovens, dipper wells, culinary sinks, refrigerators without evaporators, or other equipment with clear water lines properly plumbed with air gaps?		
14.	Have appropriate and approved backflow prevention devices been installed on water supply lines where required (garbage grinders, carbonated beverage units, steamers, automatic dish machines)?		
15.	If not on municipal water and sewer, has the on-site well and/or septic system been evaluated by the local health department and has EGLE reviewed processing wastewater if required?		
16.	Does the firm have a copy of their standard operating procedures (SOP's) and are employees familiar with SOP's such as employee health, handwashing, date-marking, food temperatures, etc. Has the consumer advisory been provided on menu's, labels, etc. if needed?		
17.	Have <u>all</u> surfaces (food contact and non-food contact) been thoroughly washed, rinsed and sanitized to remove all construction debris, grease, and dirt?		
18.	Are all prepackaged foods properly labeled? Basic requirements are: firm name and address, product identity, ingredients, net weight, and a production code and or last day of sale. Guidance can be found on our website at <a href="http://www.michigan.gov/mdard">www.michigan.gov/mdard</a> .		
19.	Has the firm obtained any required variances for items, such as smoked meats, reduced oxygen packaging, etc.?		
20.	Does the firm have a HACCP plan in place if required?		
21.	Has a food establishment license application been submitted and the license fee paid?		
22.	Have final building code/zoning, etc. approvals been obtained?		
23.	If applicable, is there a Certified Manager employed? Please provide certificate at the licensing inspection.		
24.	Has a copy of the Emergency Action Plan (EAP) been obtained and is it onsite? <a href="http://www.michigan.gov/mdard/emergency-action-plans">MDARD - Emergency Action Plans for Retail Food Establishments (michigan.gov)</a>		
25.	Has a copy of the 2009 Food Code been obtained and is it onsite? An electronic copy is acceptable. <a href="https://www.michigan.gov/-/media/Project/Websites/mdard/documents/food-dairy/laws/mi_modified_2009_food_code.pdf">https://www.michigan.gov/-/media/Project/Websites/mdard/documents/food-dairy/laws/mi_modified_2009_food_code.pdf</a>		

If "No" was an answer to any of the above questions, the establishment may not be fully prepared for the opening MDARD inspection. If there are any questions, call the MDARD plan review contact at 517-449-8239.

# MICHIGAN DEPARTMENT OF AGRICULTURE and RURAL DEVELOPMENT FOOD and DAIRY DIVISION

## FOOD LABELING GUIDE

### For Products Manufactured or Sold in Michigan

The Food and Dairy Division of the Michigan Department of Agriculture and Rural Development (MDARD) is responsible for assuring that food and other consumer packages are properly labeled. The Michigan Food Law of 2000, PA 92 of 2000, as amended, and Title 21 of the Code of Federal Regulations (21 CFR) are the primary Michigan laws governing food labeling.

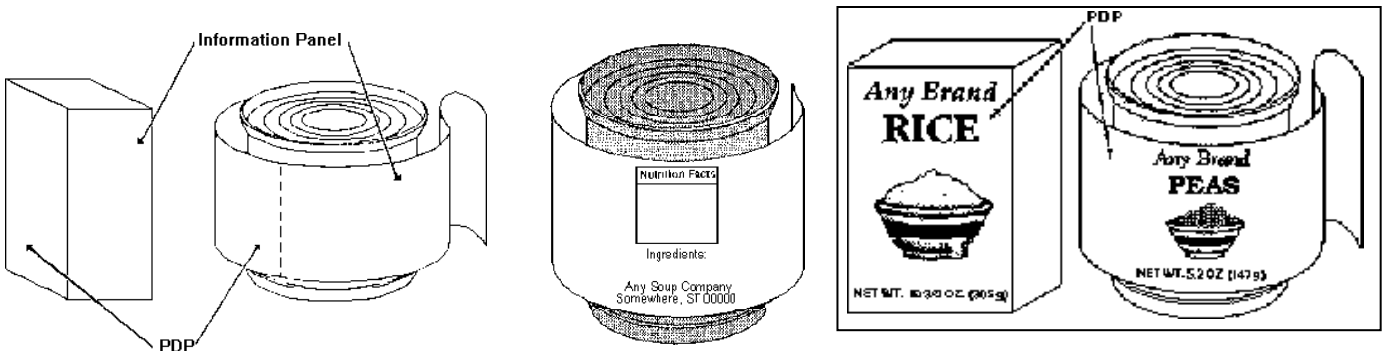
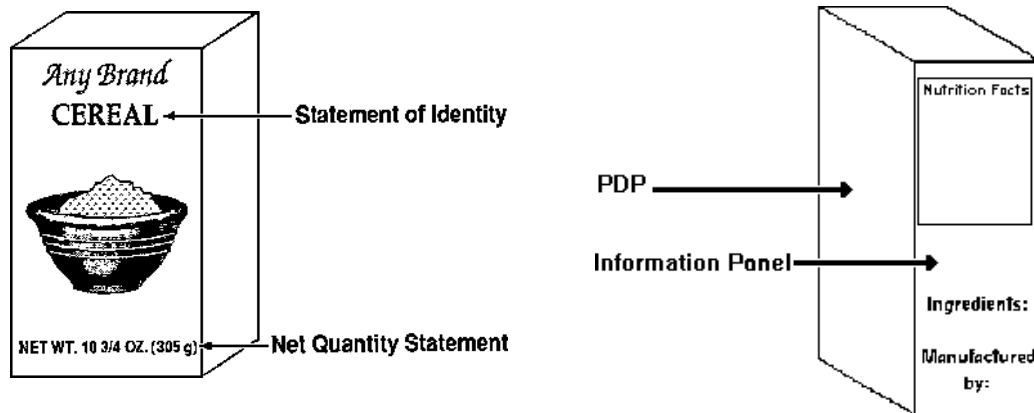
This guide summarizes *general* labeling requirements for food products. In a document such as this, it is impractical to attempt to answer every food labeling question that may arise. To help minimize regulatory action and delays, it is recommended that manufacturers and distributors become fully informed about the applicable labeling laws before offering food for distribution in Michigan.

FDA General Labeling Web Site:

<http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/LabelingNutrition/ucm2006828.htm>

There are two ways to label packages and containers:

- a. Place all required label statements on the front label panel (the principal display panel or PDP), or,
- b. Place certain *specified* label statements on the principal display panel and other labeling on the information panel (the label panel immediately to the right of the principal display panel, as seen by the consumer facing the product).



## DEFINITIONS

- **The PRINCIPAL DISPLAY PANEL (PDP) is the portion of the package that is most likely to be seen by the consumer at the time of purchase.** The product identity and the declaration of quantity must appear on the PDP. All other required information may be placed either on the PDP or the information panel.
- The INFORMATION PANEL is generally the label panel immediately to the right of the PDP, as seen by the consumer facing the product (a few exceptions exist for irregular-size packages—refer to 21 CFR §101.2).

## SUMMARY OF THE BASIC REQUIREMENTS:

1. **THE STATEMENT OF IDENTITY:** The name of the food must be the common or usual name of the food, if it has one. It would be misleading to label a food with a new name when that food has an established name. If no common or usual name exists, then an appropriately descriptive phrase must be used; the phrase must accurately describe the basic nature of the food or its characterizing ingredients or properties. If the food is subject to a standard of identity, it must bear the name specified in the standard.

**The statement of identity must appear on the principal display panel** in lines generally parallel to the base of the package. It must be prominent and of a type size reasonably related to the most prominent printed matter on the front panel; generally, this means at least one-half the size of the largest print on the label.

- a. **ARTIFICIALLY FLAVORED:** When artificial flavorings are used that simulate, resemble, or reinforce the characterizing flavor of the food, the product name must be accompanied by the phrase “artificially flavored” or “artificial” in type not less than one-half the size of the name of the food; for example, “Artificial Orange Flavored Punch” or “Artificially Flavored Strawberry Cheesecake” (21 CFR §101.22).
  - b. **ARTIFICIALLY SWEETENED:** Beverages that contain artificial sweeteners shall be identified as “artificially sweetened” in letters not less than one-half the height of the other words in the product identify (21 CFR §105.66).
  - c. **FANCIFUL TERMS:** Fanciful terms are not encouraged since they are often confusing to the consumer. However, they may be used as a supplement to a proper statement of identity and are in no way false or misleading. For example, a label may read “Belly Bomber Ham & Cheese Sandwich” (but not “Belly Bomber” by itself).
  - d. **FORM OF THE FOOD:** Where a food is marketed in several forms (sliced, diced, whole, dried, etc.), the particular form must be part of the identity statement (21 CFR §101.3(c)).
  - e. **IMITATION:** A food that is an imitation of another food must be labeled, in type of uniform size and prominence, with the word “imitation” immediately followed by the name of the food imitated (MCLA 289.1109(g)(iii)). Any product that resembles and substitutes for a traditional food and contains less nutritional value than the traditional food is considered an imitation (21 CFR §101.3(e)(1)).
2. **NAME AND ADDRESS OF A RESPONSIBLE PARTY:** Must be declared as a unit and not separated by other label information. The address must include the actual business street address (not a P.O. Box), city, state, and zip code. However, if the street address is listed in a current city or telephone directory under the responsible party name, then street address may be omitted on the label. If the responsible party is other than the manufacturer, the name must be qualified by a term describing the relationship to the product e.g.: “Distributed by \_\_\_\_\_” (21 CFR §101.5).
  3. **QUANTITY DECLARATION:** Must be placed on the principal display panel (PDP) in the lower third of the panel. It must be printed in the required minimum type size and surrounded by sufficient clear space. The print size of the statement is regulated by the area of the PDP and is based on the size of a lower case “o.” If only upper-case letters are used, the size is based on the height of the upper-case letters.

Area of Principal Display Panel	Minimum Type Size of Net Quantity Statement
< 5 square inches	1/16 inch
> 5 square inches < 25 square inches	1/8 inch
> 25 square inches < 100 square inches	3/16 inch
> 100 square inches < 400 square inches	1/4 inch
> 400 square inches	1/2 inch

(21 CFR §101.105)

**NET WEIGHT DECLARATION:** Both metric (grams, kilograms, milliliters, liters) and US customary system (ounces, pounds, fluid ounces) measures must be declared in the net quantity statement. Either may be primary, for example, “Net wt 1 lb (453 g)” or “Net wt 453 g (1 lb).” This requirement for the net quantity statement to include metric units does not apply to foods packaged at the retail store level or for random weight packages. (Fair Packaging & Labeling Act)

4. **INGREDIENT LIST:** A food product made from more than one ingredient must bear a complete list of ingredients in order of descending predominance by weight (21 CFR §101.4). Ingredients must be listed by their common or usual name. Spices and flavorings may be declared by the generic term, “spices” or “flavorings” (artificial flavorings must be identified as artificial). The source of all fats and oils must be specified (e.g., soybean oil rather than vegetable oil; lard rather than shortening). Preservatives must have their function declared (e.g., “preserved with sulfur dioxide”).
  - a. **STANDARDS OF IDENTITY:** Specify in detail what can and cannot be sold under a certain product name. To a great extent, a standard of identity is a recipe for a food established by law, but it also prescribes ingredient labeling requirements and identification (naming) requirements. Examples of foods with standards of identities include bread, jams, jellies, preserves, cocoa, chocolate, and macaroni. Obtain specific federal standards of identify from the Superintendent of Documents (see page 5).
  - b. **COLORINGS:** All certified colors must be listed in the ingredient statement by their common name (e.g., FD&C Blue No.1). Butter, cheese, and ice cream are exempt from this requirement except when it is necessary to assure safe use (e.g., FD&C Yellow No. 5). Noncertified and natural colors may be listed by the generic term “colorings.”
  - c. **INGREDIENT STATEMENTS THAT INCLUDE OTHER FOODS AS INGREDIENTS:** Often ingredients listed include other foods as ingredients. If these foods have constituent ingredients, then each constituent ingredient must also be listed on the ingredient statement. Constituent ingredients are enclosed in parentheses to segregate them from the other ingredients.
5. **TYPE SIZE:** All required information must be printed in a type size of at least 1/16 inch in height (21 CFR §101.2(c)). Other specific requirements may apply which require type size larger than 1/16 inch, and all required information must be conspicuous and easy to read.
6. **NUTRITION FACTS:** (NLEA requirements) Nutrition labeling is required on all prepackaged food products that are not exempt. Some foods exempt from nutrition labeling include restaurant foods, foods produced by small businesses, and food served for immediate consumption. However, use of any nutrient or health claim, such as “low fat,” “diet,” or “lean,” forfeits any exemption from complete nutrition labeling.

As of 1/1/2021, for most non-exempt businesses, the mandatory components and the order in which they must appear are: calories, total fat, saturated fat, trans fats, cholesterol, sodium, total carbohydrate, dietary fiber, total sugars, added sugars, protein, vitamin D, calcium, iron and potassium.

Serving sizes are based upon the FDA-established list of reference amounts.

The regulations also spell out what terms may be used to describe the level of a nutrient in a food and how they may be used. These definitions include the terms “light,” “low,” “reduced,” “less,” “more,” and “high” (21 CFR §101.9).

<b>Nutrition Facts</b>	
8 servings per container	
<b>Serving size</b>	<b>2/3 cup (55g)</b>
<b>Amount per serving</b>	
<b>Calories</b>	<b>230</b>
<b>% Daily Value*</b>	
<b>Total Fat</b> 8g	<b>10%</b>
Saturated Fat 1g	<b>5%</b>
<i>Trans Fat</i> 0g	
<b>Cholesterol</b> 0mg	<b>0%</b>
<b>Sodium</b> 160mg	<b>7%</b>
<b>Total Carbohydrate</b> 37g	<b>13%</b>
Dietary Fiber 4g	<b>14%</b>
Total Sugars 12g	
Includes 10g Added Sugars	<b>20%</b>
<b>Protein</b> 3g	
Vitamin D 2mcg	10%
Calcium 260mg	20%
Iron 8mg	45%
Potassium 240mg	6%
* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.	

FDA New Nutrition Facts Labeling Information Site: <https://www.fda.gov/food/food-labeling-nutrition/changes-nutrition-facts-label>

7. **SELL-BY DATE:** All packaged, perishable foods (those with a shelf life of less than 90 days) must be labeled with a recommended last day of sale consisting of the month and day. Explanatory terms may also be used (such as sell by, sell before, last date of sale, or other meaningful terms). Color-coded twist ties or other non-date codes alone are not acceptable (MCLA 289.8107).
8. **MEANINGFUL CODING:** All prepackaged food must bear a meaningful lot code. This code must allow identification of a particular lot. In some instances, a sell by date may be a lot code (MCLA 289.8109).
9. **ALLERGEN LABELING:** Eight common allergens cause 90% of all food allergies and must be listed on a packaged food label. These common allergens are: Wheat, Milk, Eggs, Soy, Tree Nuts (must state the specific nut), Peanuts, Fish, and Crustacean Shellfish. These items or ingredients derived from these items must be stated using the common name and may be listed in the ingredient list statement or in a separate listing after the ingredient list, e.g.: “Contains:\_\_\_.” Note: manufacturers must be particularly mindful of allergenic ingredients that do not bear the name of the allergen in the name of the ingredient, e.g.: Casein instead of Milk Casein, Whey instead of Milk Whey, or Albumen instead of Egg Albumen (FALCPA of 2004).

FDA Allergen Q&A Web Site: <https://www.fda.gov/regulatory-information/search-fda-guidance-documents/guidance-industry-questions-and-answers-regarding-food-allergens-edition-4>

OTHER SPECIAL CONSIDERATIONS:

- **BOTTLED WATER:** Bottled water must meet the labeling requirements of the Michigan Food Law of 2000 (MCLA 289.7111) and Title 21 of the Code of Federal Regulations (21 CFR §165.110). The label of each brand of bottled water with a unique identification must be registered with the Food and Dairy Division before the water is sold or offered for sale. Registration expires April 30th and must be renewed annually. More information and registration forms may be obtained from: [https://www.michigan.gov/mdard/0,4610,7-125-1569\\_16958\\_21506---,00.html](https://www.michigan.gov/mdard/0,4610,7-125-1569_16958_21506---,00.html)
- **MEATS AND MEAT PRODUCTS – USDA:** Persons planning to wholesale processed meat products (other than sandwiches), such as pizza pockets, meat pizzas, meat burritos, or meat egg rolls, must contact the U.S. Department of Agriculture (USDA) for labeling guidance. Generally, products containing more than 2% cooked meat/poultry 3% raw fall under the jurisdiction of the USDA.

USDA/FSIS OFFICES

USDA Office of Field Operations-District Office  
1919 S Highland Ave, Suite 115C  
Lombard, IL 60148  
800-332-0834

USDA/FSIS Compliance Program  
25900 Greenfield, Suite 203  
Oak Park, MI 48237  
248-968-0230

- **ORGANIC CLAIMS:** In most situations persons who plan to make organic claims about their products, ingredients or business must meet state and federal organic certification requirements of the U.S. Department of Agriculture, National Organic Program. Information may be obtained at: [www.ams.usda.gov/nop](http://www.ams.usda.gov/nop) or by calling the National Organic Program at 202-720-3252.

FDA ASSISTANCE:

Businesses may submit labels directly to FDA for review. However, labels should be submitted to only *one* agency, either FDA or MDARD. Requests to FDA may be submitted to the following office:

Food and Drug Administration  
Center for Food Safety and Applied Nutrition  
Office of Nutrition and Food Labeling, HFS-800  
5001 Campus Drive  
College Park, MD 20740  
240-402-2373

The FDA District Office can also help a firm with their labeling questions:

U.S. Food and Drug Administration  
300 River Place, Suite 5900  
Detroit, MI 48207  
313-393-8100

Web Sites:

Home: <https://www.fda.gov/>

<http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/LabelingNutrition/ucm2006828.htm>

PUBLICATIONS:

The following publications contain more information about food laws and regulations. They may be found online at: [https://www.ecfr.gov/cgi-bin/text-idx?SID=c0f28422f03e00d2537c26a7a5c38304&mc=true&tpl=/ecfrbrowse/Title21/21tab\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?SID=c0f28422f03e00d2537c26a7a5c38304&mc=true&tpl=/ecfrbrowse/Title21/21tab_02.tpl)

*Title 21, Code of Federal Regulations (21 CFR)* contains the regulations that FDA enforces, including the nutritional labeling requirements. Those applicable to food labeling are:

Parts 1 to 99 General regulations for the enforcement of the Food Drug & Cosmetic Act and the Fair Packaging and Labeling Act. #869-042-00059-5

Parts 100 to 169 Food labeling, standards of identify, good manufacturing practices for foods, low-acid canned foods, and acidified foods. #869-042-00060-9

Parts 170 to 199 Food additives. #869-042-00061-7

**MDARD LABEL REVIEW:** Under laws enforced by MDARD, no label approval is necessary prior to a product's distribution or importation. However, MDARD will, upon request, review labels for compliance with Michigan law. This service is only available as resources permit. Our label review provides an informal opinion as to the acceptability of a label and in no way relieves a business from full responsibility for proper labeling. To avail yourself of this voluntary opportunity, thoroughly review this guide and applicable laws, and submit all of the following: (1) the label or sketch, (2) specifications of the container's dimensions, and (3) the quantitative formula (recipe) to the Lansing Office (for out-of-state firms): Labeling Specialist, Food and Dairy Division, Michigan Department of Agriculture and Rural Development, P.O. Box 30017, Lansing, MI 48909, toll free 800-292-3939.



## Michigan Commercial Laboratories Providing Food Testing Services\*

<p>The following Commercial Testing Laboratories list was compiled in order to provide a list of firms that may conduct the types of analyses needed for testing foods. It is compiled from information provided by the listed labs or from advertising found on the Internet. Laboratories listed here may not provide testing services for individual consumers. Listing or omission does not imply endorsement or disapproval of analytical services. Your feedback is appreciated: if you have any information on updates to this list, please contact us at 1-800-292-3939.</p>	
Commercial Testing Laboratories	Analytical Services
<p><b>Alliance Analytical Laboratories, Inc.</b>            179 W Randall Street            Coopersville, MI 49404            PH: (616) 837-7670            FX: (616) 837-7701  <a href="http://www.allianceanalytical.com">www.allianceanalytical.com</a></p>	<p>Audre Monroe, President</p> <p><u>*Individual consumer food testing available</u></p> <ul style="list-style-type: none"> <li>❖ HACCP consulting</li> <li>❖ Microbiological testing</li> <li>❖ Nutritional labeling</li> <li>❖ Chemical testing</li> </ul>
<p><b>Garrett Laboratories</b>            408 N. Third Street            Niles, MI 49120            PH: (800)-336-3201            PH: (269) 683-3200            FX: 888-336-3201            Email: <a href="mailto:services@garrettlabs.com">services@garrettlabs.com</a>  <a href="http://www.garrettlabs.com">www.garrettlabs.com</a></p>	<p>Robert Garrett, President</p> <p><u>*Individual consumer food testing available</u></p> <ul style="list-style-type: none"> <li>❖ Food microbiology</li> <li>❖ Water analysis</li> <li>❖ Some testing for product tampering/contamination</li> <li>❖ Nutritional labeling</li> <li>❖ Shelf-life testing</li> </ul>
<p><b>Great Lakes Scientific, Inc.</b>            2847 Lawrence Avenue            Stevensville, MI 49127            PH: (269) 429-1000            FAX: 269-593-5947  <a href="http://www.glslab.com">www.glslab.com</a></p>	<p>Dr. Wayne Gleiber, President</p> <p><u>*Individual consumer food testing available</u></p> <ul style="list-style-type: none"> <li>❖ Microbiological testing</li> <li>❖ Water analysis</li> <li>❖ Pesticide testing</li> <li>❖ Nutritional labeling</li> <li>❖ Shelf-life testing</li> </ul>

\*This list is provided by the Michigan Department of Agriculture and Rural Development, Food and Dairy Division. The department does not endorse any private testing laboratory in the state, and this list may not be complete and inclusive.

<p><b>MicroBEST Laboratory</b>  22207 Starks Dr.  Clinton Township, MI 48036  PH: 586-329-9802  FAX: 586-598-5980  <a href="http://www.microbestlab.com">www.microbestlab.com</a></p>	<p>Kristy Farah, Laboratory Manager</p> <p><u>***Unknown if individual consumer food testing available</u></p> <ul style="list-style-type: none"> <li>❖ Consulting</li> <li>❖ Microbiological testing</li> <li>❖ Environmental sample testing</li> <li>❖ Bacterial &amp; fungal identification</li> <li>❖ Some food toxins</li> <li>❖ Moisture content</li> <li>❖ Gluten</li> <li>❖ raw/potable water analysis</li> <li>❖ HACCP training</li> <li>❖ Pet food analysis</li> </ul>
<p><b>S &amp; J Laboratories</b>  4669 Executive Drive  Portage, MI 49002  PH: (269) 324-7383  FX: (269) 324-7384  <a href="http://www.sandjlab.com/index.html">www.sandjlab.com/index.html</a></p>	<p>Dr. C.C. Sheree Lin, President</p> <p><u>**Does not test food for individual consumers</u></p> <ul style="list-style-type: none"> <li>❖ Microbiological testing</li> <li>❖ Some pharmaceutical testing</li> <li>❖ Food characteristics, ie. proteins, salt, etc.,</li> <li>❖ Particle size analysis</li> <li>Food oils chemistry</li> <li>❖ Color analysis</li> </ul>
<p><b>Summit Laboratory</b>  900 Godfrey Ave SW  Grand Rapids, MI 49503  PH: (616) 245-3818  FX: (616) 245-3884</p> <p>1535 Industrial Park Drive  Hart, MI 49420  PH: (231) 873-1432, ext.227  (800) 213-9589</p> <p><a href="http://www.summitlaboratory.com">www.summitlaboratory.com</a></p>	<p>Tom Krueger, President  Mike Snarski, Laboratory Manager</p> <p><u>**Typically does not test food for individual consumers</u></p> <ul style="list-style-type: none"> <li>❖ Full service microbiology</li> <li>❖ Food pathogens</li> <li>❖ Environmental sampling</li> <li>❖ Mold assessment</li> <li>❖ Surface water &amp; drinking water analysis</li> <li>❖ Shelf-life testing</li> </ul>
<p><b>University Laboratories, Inc.</b>  22530 Heslip Drive  Novi, MI 48375  PH: (248) 615-8000  FX: (248) 471-9107  <a href="http://www.univlabs.com">www.univlabs.com</a></p>	<p>Bijan Sedghi, Director of Labs</p> <p><u>*Individual consumer food testing available</u>  Chemicals, pesticides, metals; no microbiological testing.</p>

\*This list is provided by the Michigan Department of Agriculture and Rural Development, Food and Dairy Division. The department does not endorse any private testing laboratory in the state, and this list may not be complete and inclusive.

**Michigan Department of Agriculture and Rural Development (MDARD)  
Request to Review On-site Water Supply and/or Wastewater System  
In accordance with 2000 P.A. 92, as amended**

Food establishments are required to have a water supply, sanitary sewage disposal and process wastewater disposal systems that are adequate for their intended use and approved by the appropriate regulatory authorities.

Sanitary sewage is greywater and blackwater from toilets, hand sinks, kitchen sinks, clothes washing machines, showers, some three compartment sinks etc. Waste from restaurant operations and traditional grocery operations including traditional retail meat room activities derived from USDA inspected meats are also considered sewage. Examples of locations that would produce sanitary sewage are traditional convenience stores, dollar type stores, full-service groceries stores with traditional meat departments, etc. The Local Health Departments have jurisdiction over all on-site sanitary sewage disposal system approvals.

Process wastewater is water that contacts any raw material, product, by-product, or waste created during the production of food. Examples of locations that produce process wastewater are wineries, cider production facilities, potato chip manufacturers, fruit processors, animal slaughter and associated processing, egg washing, other food manufacturers, etc. On-site process wastewater discharge may require a groundwater discharge permit issued by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division, Groundwater Permits Unit (EGLE).

If your facility only produces sanitary sewage waste, then an on-site sewage system can be approved by the local health department. If your firm produces process wastewater then it must be evaluated by EGLE. Combined sewage and process systems must be evaluated by EGLE. Therefore, a food establishment may be required to have a review by both the Local Health Department and EGLE.

You are responsible for making any necessary improvements, including obtaining required permits.

**Applicant Instructions:**

MDARD will complete **SECTION 1**. Take this application with SECTION 1 completed to your LHD, Environmental Health Division. To locate your LHD please go to: [www.malph.org](http://www.malph.org) and click on "Directory." Pay any required LHD fees.

The LHD will complete the requested review and return the completed form to both you and your MDARD inspector. You may be asked to work with the LHD on corrections and resubmit this form, documenting that any required corrections were made.

If your firm generates process wastewater MDARD will email a copy of this application with SECTION 1 completed to the EGLE Ground Water Permits Unit. EGLE staff will contact you if a Ground Water Discharge Permit is required or if a modification of your current permit is necessary. If you have wastewater questions, contact the EGLE Groundwater Permits Unit at 517-290-9607 and reference this form.

**Note: MDARD will notify applicable LHD and EGLE of referral by e-mailing them a copy of this form with SECTION 1 completed.**

**SECTION 1, for MDARD use:**

Establishment Name & License/Application Number (if known)	Owner's Name	Phone No.	
Establishment Address	City	MI	Zip
Owner's E-mail Address			

**Review Requested:**

- |                                     |   |
|-------------------------------------|---|
| Water supply system                 | Comingled sanitary sewage and processing wastewater system (EGLE) |
| On-site sanitary sewage system      |   |
| Processing wastewater system (EGLE) |   |

**Michigan Department of Agriculture and Rural Development (MDARD)  
Request to Review On-site Water Supply and/or Wastewater System  
In accordance with 2000 P.A. 92, as amended**

**Activity:**

- New establishment
- New owner
- Expansion of operations/other (describe):

**Establishment Type:** (More than one box may be selected)

- Retail Food Facility
- Dairy Processor
- Other:
- Processor
- Extended Retail

**Water Use:**

Describe how water is used in this facility:

# of employees:

# and type of plumbing fixtures:

# of people that may drink the water in a day:

How is water used to make food products?

Does the establishment have any of the following?

- coffee machine
- ice machine/ ice bagging
- water fountain
- other:
- fountain pop machines
- bottled water dispensing station
- water use to produce a food product

**MDARD Inspector Note: Before emailing the document to the firm, use the "Print to PDF" feature under the printer options menu in the file tab.** If this firm generates process wastewater email a copy of this application with SECTION 1 completed to the EGLE Ground Water Permits Unit at the following email address [EGLE-WRD-GW-Form-Submittals@michigan.gov](mailto:EGLE-WRD-GW-Form-Submittals@michigan.gov).

**SECTION 2, for LHD use:**

**LHD instructions:**

Complete SECTION 2 for the requested reviews indicated in SECTION 1. Feel free to contact MDARD inspectors directly, as needed.

Recommendation (for water supply and/or on-site sanitary sewage systems):

**Place A, B or C in the determination areas as appropriate.**

- A. This facility has been determined to be in substantial compliance with applicable laws.
- B. This facility has some noncompliance issues as described in report. This facility may be licensed as a food establishment, provided recommended ongoing monitoring or future corrections, as listed in the report, are completed as specified.
- C. This facility has been determined to be in substantial noncompliance with applicable laws. Corrections are needed, as described, to bring the system into compliance. Not capable of meeting intended use.

**E-mail the completed form to**

**and mail and/or e-mail a copy to the applicant.**

Water supply system review based on:	records review	on-site review	both
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**Michigan Department of Agriculture and Rural Development (MDARD)**  
**Request to Review On-site Water Supply and/or Wastewater System**  
 In accordance with 2000 P.A. 92, as amended

On-site sanitary sewage system review based on:	records review	on-site review	both
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**Water Supply Initial Review**

Determination (A, B, or C):	Is water supply system (construction, maintenance, and operation) satisfactory for proposed use?
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The following corrections must be made to raise the water supply system recommendation to an acceptable level (A, B):

LHD classification:	Type II	Type III
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Reasons (Explain the reasons your agency is classifying the water supply system as type II or III):

<b>Water Sample</b>	Bacteriological results acceptable	Yes	No	Sample Dates:
	Chemistry results acceptable	Yes	No	Sample Dates:

Describe any known water quality problems and actions taken to resolve:

**On-Site Sanitary Sewage System Initial Review**

Determination (A, B, or C):	Is on-site sanitary sewage system (construction, maintenance, and operation) satisfactory for proposed use?
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On-site sanitary sewage system evaluation summary (Provide MDARD any relevant information regarding your agency's findings when reviewing the wastewater system. This may include system construction details, age, limitations, feasibility regarding increased future wastewater volume, wastewater characteristics, etc.):

The following corrections must be made to bring the on-site sanitary sewage system(s) into compliance:

Agency:	Agency Representative:	Date:
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**Michigan Department of Agriculture and Rural Development (MDARD)**  
**Request to Review On-site Water Supply and/or Wastewater System**  
 In accordance with 2000 P.A. 92, as amended

**SECTION 2, LHD Follow-up Review (if applicable):**

Determination (A, B, or C):	Is water supply system (construction, maintenance, and operation) satisfactory for proposed use?	
LHD classification:	Type II	Type III
Reasons (Explain the reasons your agency is classifying the water supply system as type II or III):		
Determination (A, B, or C):	Is on-site sanitary sewage system (construction, maintenance, and operation) satisfactory for proposed use?	
The following permits were obtained and/or corrections made:		
Agency:	Agency Representative:	Date:
The following documents are attached:		

**Michigan Department of Agriculture and Rural Development (MDARD)  
Request to Review On-site Water Supply and/or Wastewater System  
In accordance with 2000 P.A. 92, as amended**

**SECTION 3, for EGLE use (if applicable):**

**EGLE instructions:**

Complete SECTION 3 for the requested review indicated in SECTION 1. Feel free to contact MDARD inspectors directly, as needed.

Recommendation (for process wastewater or co-mingled sanitary sewage / process wastewater systems):

**Place A, B or C in the determination areas as appropriate.**

- A. This facility has been determined to be in substantial compliance with applicable laws.
- B. This facility has some noncompliance issues as described in report. This facility may be licensed as a food establishment, provided recommended ongoing monitoring or future corrections, as listed in the report, are completed as specified.
- C. This facility has been determined to be in substantial noncompliance with applicable laws. Corrections are needed, as described, to bring the system into compliance. Not capable of meeting intended use.

**E-mail the completed form to**

**and mail and/or e-mail a copy to the applicant.**

Process wastewater review based on:	Groundwater Permit Review	District Compliance Inspection Report	both
Determination (A, B, or C):	Is wastewater system (construction, maintenance, and operation) satisfactory for proposed use and wastewater characterization?		
The following corrections must be made to raise the determination to an acceptable level (A, B):			
Wastewater system evaluation summary (Provide MDARD any relevant information regarding your agency's findings when reviewing the wastewater system. This may include limitations, feasibility regarding increased future wastewater volume, etc.):			
EGLE Part 22 permit required?	Yes	No	
If EGLE Part 22 permit is not required, how is process wastewater disposed in an approved method?			
EGLE Part 22 permit obtained?	Yes	No	
Category of Part 22 permit issued:	Yes	No	
Agency: EGLE, Water Resources Division, Groundwater Permits Unit	EGLE Representative:	Date:	

**Michigan Department of Agriculture and Rural Development (MDARD)**  
**Request to Review On-site Water Supply and/or Wastewater System**  
In accordance with 2000 P.A. 92, as amended

**SECTION 3, EGLE Follow-up Review (if applicable):**

Determination (A, B, or C):	Is wastewater system (construction, maintenance, and operation) satisfactory for proposed use?	
The following permits were obtained and/or corrections made:		
Agency: EGLE, Water Resources Division, Groundwater Permits Unit	EGLE Representative:	Date:
The following documents are attached:		

# Food Employee Foodborne Illness Guidelines

## Illness Symptoms Action Guidance (Food Code Sections 2-201.12, and 2-201.13)

Symptoms	Action	Return to Work Criteria for Food Employees	Local Health Department Approval
<b>Vomiting</b>	Exclude from retail food establishment	Symptom free for at least 24 hours or provide medical documentation that states the symptom is from a noninfectious condition	No, if not diagnosed as one of the <b>Big Five</b>
<b>Diarrhea</b>	Exclude from retail food establishment	Symptom free for at least 24 hours or provide medical documentation that states the symptom is from a noninfectious condition	No, if not diagnosed as one of the <b>Big Five</b>
<b>Jaundice</b>	Exclude from retail food establishment; call manager; <b>Notify Health Department</b>	Medical documentation that food employee is free of hepatitis A virus or other fecal-orally transmitted infection	Yes
<b>Sore Throat with Fever</b>	Restrict from food area of retail food establishment	Medical documentation stating received antibiotic therapy for >24 hours; one negative throat culture; or is free from infection from <i>Streptococcus pyogenes</i>	No
<b>*Infected Wound or Pustular Boil</b>	Restrict from food area of retail food establishment	*After the skin, infected wound, cut, or pustule boil is properly covered	No

\* Note: Associated hands and wrists must be free of cuts or sores that are red or oozing, unless an impermeable cover is used over the sore and a single-use glove is worn over the impermeable cover. Cuts or sores on exposed portions of the arms and other body parts must be covered with an impermeable cover or tight-fitting bandage.

**The Big Five are: 1. *Salmonella typhi* 2. *Shigella* 3. Shiga toxin-producing *Escherichia coli* 4. *Hepatitis A* 5. *Norovirus***

If you have been diagnosed with, or exposed to these illnesses, they are so contagious that you must be excluded from work at a food establishment, and you cannot return to work at a food establishment until approval has been received from the Local Health Department.

**Criteria for Exclusion from Work:** Any food employee diagnosed with an illness due to the Big Five must report the diagnosis to the manager. The food employee must be excluded from working in the retail food establishment and the law requires the manager to notify the local health department immediately. Before a food employee is allowed to return to work, check with the local health department.

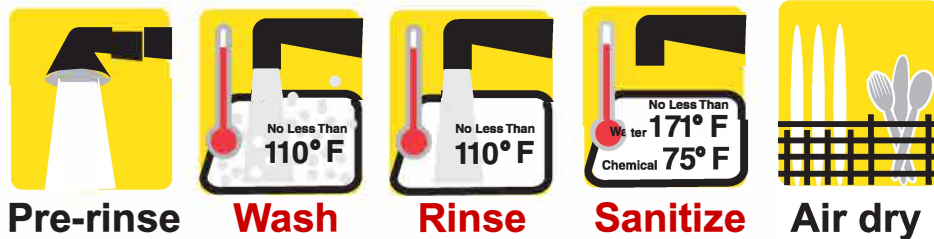
[www.michigan.gov/mda](http://www.michigan.gov/mda)

Funded by Act No. 92, of P.A. 2000, Industry Food Safety Education Fund

# Dishwashing

Funded by Act No. 92, of P.A. 2000, Industry Food Safety Educational Fund

- Pre-rinse** Scrape, or soak to remove large food particles.
- Wash** Wash in a clean, hot (110°F) detergent solution.
- Rinse** Rinse thoroughly in another compartment with warm, clear water
- Sanitize** Use a chemical sanitizer (**Chlorine, Quaternary Ammonium or Iodine**) mixed at the proper concentration per manufacturer's directions
- Air dry** Place on a clean drain board to air dry



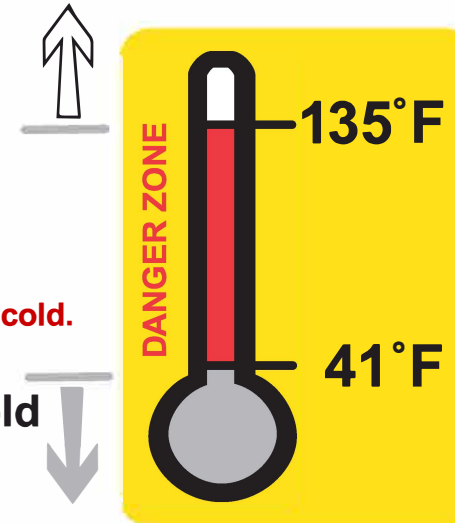
Pre-rinse Wash Rinse Sanitize Air dry

# Safe Temperatures for Food Storage

Keep Hot Foods Hot (135°F and above)

In order to avoid the growth of bacteria, hot foods must be kept hot and cold foods must be kept cold.

Keep Cold Foods Cold (41°F and below)



Funded by Act No. 92, of P.A. 2000, Industry Food Safety Educational Fund

# Wash Your Hands

Always wash your hands before beginning work

- How**
  - Warm running water at a designated handsink
  - Lather and rub hands together for 15 seconds
  - Clean under fingernails
  - Rinse thoroughly
  - Use sanitary drying device
  - Avoid touching faucet/door handles by using a disposable towel or other means

- When**
  - Handling raw meat
- After:**
  - Changing gloves
  - Touching hair, body, or clothing
  - Eating, drinking, or smoking
  - Using restroom
  - Busing tables

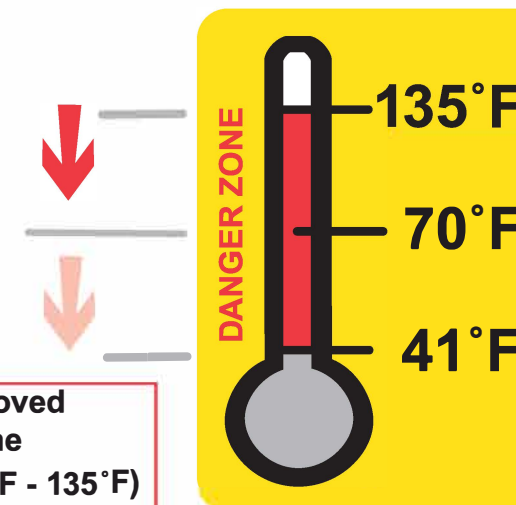


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# Two Stage Cooling

Hot food must be cooled completely within 6 hours to avoid the growth of bacteria.

In the first 2 hours food must be cooled from 135°F to 70°F. In the next 4 hours food must be cooled from 70°F to 41°F.



Foods must be moved quickly through the **Danger Zone** (41°F - 135°F)

Funded by Act No. 92, of P.A. 2000, Industry Food Safety Educational Fund

# Food Allergy Awareness



## The Eight Major Food Allergens

- Milk**
- Eggs**
- Fish**
- Crustacean**
- Shellfish**
- Wheat**
- Soybeans**
- Peanuts**
- Tree Nuts**

## Symptoms of an Allergic Reaction

- Loss of consciousness
- Shortness of breath
- Itching or tingling in or around the mouth, face, scalp, hands, and feet
- Hives (welts)
- Wheezing or difficulty breathing
- Swelling of the face, eyelids, tongue, lips, hands, or feet
- Tightening of the throat (difficulty swallowing)
- Sudden onset of vomiting, cramps, or diarrhea

## If a customer informs you of a food allergy:

- Refer the food allergy concern to the Person in Charge (PIC).
- Review the food allergy with the customer and check the ingredient labels.
- Respond to the guest's request and inform them of your findings.
- Remember to check the food preparation procedures for **ANY** possible cross contamination, which could include frying the item in question in the same grease as an item that contains an allergen.
- If a food item is returned to the kitchen due to an allergen, **DO NOT** attempt to remove the allergen and send the food back. *Trace amounts of allergens can trigger an allergic reaction.*

**Notify the Person in Charge immediately if a customer has an allergic reaction!**