

Whitepaper – Registering a Food Production/Warehousing Facility

The Online FDA Food Registration is similar to the paper version of the registration.

<https://www.access.fda.gov/oa/signUpSelect.jsp>

CREATE AN ACCOUNT Get Help

Enter your account information. Fields marked with an * are required.

* First Name:

Middle Initial:

* Last Name / Surname:
(Please enter "NONE" if Job Title is not applicable)

* Job Title:

* Company / Last Name (Surname):

Passwords must be at least 8 characters but no more than 32, contain uppercase and lowercase letters, numbers and special characters (e.g. %,&). YOU WILL NEED TO REMEMBER YOUR PASSWORD TO LOGIN IN THE FUTURE.

* Password:

* Confirm Password:

Phone/FAX numbers have only numbers with no spaces, dashes, periods or parentheses. Country Code is not required for US phone numbers.

Country Code: Area/City Code: Phone Number: Extension:

The first step is to set up an account. (Note: type the address exactly as shown)

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

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FDA INDUSTRY SYSTEMS

Food Facility Registration Module

Form 35370037a
OMB Approval Number: 0910-0502
OMB Expiration Date: 08/31/2013
See OMB Bureau Statement

Prior Notice System Interface

Form 3540
OMB Approval Number: 0910-0520
OMB Expiration Date: 12/31/2013
See OMB Bureau Statement

Low Acid Canned Foods

Form 28412841a2841
OMB Approval Number: 0910-0637

Help Desk

FDA Industry Systems / Technical Help
Electronic Submissions Gateway Approved Production 1
Applied Canned Foods, and account Management

Phone: 1-800-216-7331 or 301-575-6167 7:00 a.m. - 11:00 p.m. Eastern Standard Time
Fax: 301-426-2004 or 1-800-575-0848
e-mail: industry@fda.hhs.gov
See Computer System Requirements below.

Effective January 14, 2004, The FDA Industry Systems is a system that tracks and reports electronic address generation activities from 7:00 a.m. to 11:00 p.m. Eastern Standard Time. You may have a message or e-mail at other times.

Prior Notice / Policy Help

After you have an account, you can login to the FDA Industry Systems.

Once logged in, choose "Food Facility Registration".



FFRM MAIN MENU

Register a Food Facility

Update Facility Registration

Cancel/Change Registration Status

Link Registration to your Account

Search Facility Registrations

Merge Registrations Among Accounts

Confirm Notification Receipt

Form Approval: OMB No. 0910-0502
Expiration date: 10/31/2006
See OMB Statement at end of form

An Agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Please Note:
The system will automatically time out if there is no activity for 30 minutes and you will need to re-do your work from the beginning.

And then "Register a Food Facility"

From there the system will guide you through questions similar to the paper registration.

- Section 1 Type of Registration
- Section 2 Facility Name / Address Information
- Section 3 Preferred Mailing Address Information
- Section 4 Parent Company Name / Address Information
- Section 5 Facility Emergency Contact Information
- Section 6 Trade Names
- Section 7 United States Agent
- Section 8 Seasonal Facility Dates of Operation
- Section 9 Type of Activity Conducted at the Facility
- Section 10 Type of Storage
- Section 11a General Product Category -- Food for Human Consumption
- Section 11b General Product Category -- Food for Animal Consumption
- Section 12 Owner, Operator, or Agent in Charge Information
- Section 13 Certification Statement

You will have an opportunity to review your registration. Once your registration is complete, you will be given a registration number and PIN. You will need to use your registration number during any communications with the FDA. The PIN will allow you to access your online records.

The FDA has a tutorial for online Food Registration at the following web address:

<http://www.fda.gov/Food/GuidanceComplianceRegulatoryInformation/RegistrationofFoodFacilities/OnlineRegistration/ucm073706.htm>