

FDA Registration Guide for Small- Scale Acidified Foods Processors

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Tips:

- This guide is laid out in a series of tasks which deliver a defined outcome.
- Each task is composed of numbered steps
- Each step in a task is shaded in green.
- Look for hyperlinks which allow for easier navigation throughout the guide.
- Keep a copy of the quick reference next to you, & check off steps as you go.



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FDA Registration Guide for Small-Scale Acidified Food Processors

Quick Reference

Task 1 Unique Facility Identifier

- Required to register a facility. If you don't already have one,
 - Select <https://www.dnb.com/>
 - Select Get a D-U-N-S Number
 - Scroll down & Select I need a UFI to register with the FDA
 - Select Register - **SAVE YOUR PASSWORD!**
 - Activate your user account
 - Login to the DNB Import Safety Lookup Portal
 - Fill in the form, then select Lookup
 - Choose one of the options. If choosing Facility not on the list, complete the inquiry form.

Task 2 Setting up a FURLS account

- Select <https://www.access.fda.gov/>
- Create account
- Check the following programs, then continue
 - A/LACF Registration & Process Filing
 - Food Facility Registration
 - Qualified Facility Attestation
- Fill in the following
 - Point of contact information (2A)
 - Account information (2B)
 - REMEMBER YOUR PASSWORD!**
 - Physical production address (2C)
 - Preferred mailing address (2D)
- Complete the 18 USC §1001 statement
- Submit.

Task 3 Food Facility Registration

- Login
- Select Food Facility Registration
- Select Register a Food Facility
- Section 1: Yes, Domestic Registration, No, No
- Section 2:
 - Use Autofill if you wish
 - Facility contact information - i.e. your production location, with your firm's name as the company name
 - UFI - D-U-N-S number from Task 1.
- Section 3 Use Autofill unless changes needed
- Section 9: Food for Human Consumption
- Section 9a: Food categories, e.g. 13, 17, 33
- Section 9b: Acidified Food Producer
- Section 11: Inspection statement - required
- Section 12: Certification statement - required
- Review
- Submit
- Write down your 11-digit FFR № & PIN**
- Print a copy of your registration.

Task 4 FCE Registration

- Login
- Select A/LACF Registration & Process Filing
- Select Register Food Canning Establishment
- Domestic Registration, No
- Step 1: Enter FFR№ & PIN, position held
- Step 2: Processing location (like FFR Section 2)
- Step 3: Same as plant location?

- Step 4: Products:
 - flexible generic descriptors acceptable
 - e.g.
 - cucumber pickles, all styles, in acid brine
 - Tomato-based sauces with peppers, onions, garlic, &/or spices, all styles
 - Acidified
- Step 5: Establishment Contact Person (ECP) - prepopulated
- Step 6: Review
- Submit
- Record your 5-digit FCE №.

Task 5 Setting up Dave as an Authorized Representative

- Login
- Select A/LACF Registration & Process Filing
- Select Access AF/LACF Process Filing
- Select Manage User Role & Access
- Select Add User
- Add my email: dave@aardvarkassoc.com
any other email for me will bounce
- Select Super Authorized Representative if you want to allow me to see all of your filings
- Select Authorized Representative if you only want me to see the filings that I have made
- Select back to Main.

Task 6 Qualified Facility Attestation

For small-scale companies that sell primarily direct-to-consumer

- Login
- Select Qualified Facility Attestation
- Select Initial Registration
- Select Qualified Facility for Human Food
- Complete the facility registration information exactly as it appears in your FFR submission
- Select one of the qualification statements
- Select one of the food safety compliance statements
- Submit.

Appendix A Updating system access

- Login
- Select Update System Access
- Check the system that you need to access
- Submit.

Appendix B Biennial FFR renewal

- Login
- Select Food Facility Registration
- Select Biennial Registration Review
- Select the Registration Number
- If no information has changed, submit.

Appendix C Viewing & printing filings

- Login
- Select A/LACF Registration & Process Filing
- Select Access AF/LACF Process Filing
- Select FCE (if you have access to multiple FCEs)
- Select folder
- Select SID, then check View or Print.

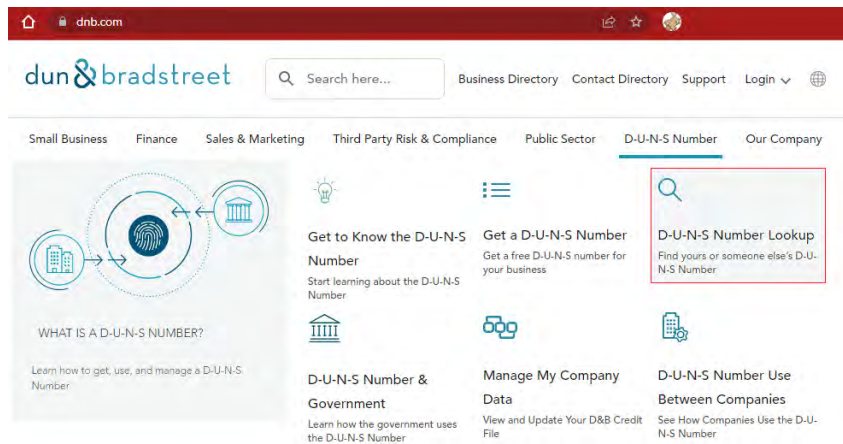
Primary tasks

Task 1..... Unique Facility Identifier (UFI)

The FDA began requiring that each registered facility provide an acceptable Unique Facility Identifier (UFI) on 1 October 2020 [21 CFR §1.232(a)(2)]. For domestic facilities, the acceptable UFI is a nine-digit Data Universal Numbering System (D-U-N-S) number, issued free of charge by Dun & Bradstreet (<https://www.dnb.com/>). Since late March 2023, a food processing facility must have a UFI before obtaining a Food Facilities Registration.

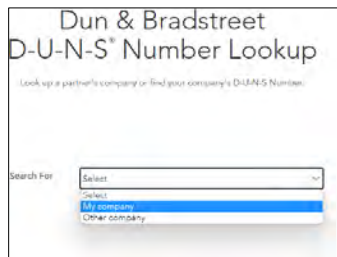
You may already have a D-U-N-S number. If you have a business license, you most likely do. If the address listed is also your processing facility address, this will speed up Food Facility Registration ([task 3](#)). You can check by looking on the D&B website.

1. Navigate to [dnb.com](https://www.dnb.com), hover over the D-U-N-S Number tab, & select D-U-N-S Number Lookup.



2. Scroll down to select the **D-U-N-S Number Lookup Tool**.

3. Select



4. Complete the submission form.

A screenshot of the completed 'D-U-N-S Number Lookup' form. The 'Search For' dropdown is set to 'My company'. Below this are two tabs: 'Business Name' (selected) and 'Business Phone'. The form fields are filled with the following information: 'Legal Business Name*' is 'Aardvark Associates'; 'Street & Suite' is '591 Pine Grove Furnace Rd'; 'City & Zip Code' is 'Appers, 17304'; and 'State & Country*' is 'Pennsylvania, U.S.'. A 'Search' button is located at the bottom of the form.

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Keep in mind that if you enter something other than the legal name of your company, the search engine might not find your business. Note also that you need a separate D-U-N-S number for each location.

- If your business is listed at the location that you will process at, you can have your D-U-N-S Number emailed to you. You will need this number for [task 3](#).

See your company listed below? You can have your D-U-N-S Number emailed to you or view/update your company information. If you don't see your company's name in the search results, search again or request a new D-U-N-S Number by clicking the link at the bottom of the screen.

AARDVARK ASSOCIATES 591 Pine Grove Furnace Rd, Aspers, PA 17304-9652 717 677-6781	Single Location	Active	Email D-U-N-S Number View / Edit Company Information
---	--------------------	--------	---

Don't see your organization listed? [Get a New D-U-N-S Number](#)

- If your business is not listed, or listed at a different location, you will need to [Get a New D-U-N-S Number](#).

Obtaining a D-U-N-S number can take up to 30 business days. For a fee, expedited service takes up to 8 business days.

- Select [I need a UFI to Register with the FDA](#).

What is your primary reason for requesting a D-U-N-S Number?

I need a UFI to Register with the FDA

I have a U.S. based business

I'm an Apple Developer

I'm a U.S. Government Contractor or Grantee

- Presuming that you are not already a user of the [Import Safety Lookup Portal](#), select [Register](#)

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Import Safety Lookup Portal

This Import Safety Lookup Portal may be used solely to search, identify and request updates to, or obtain, D-U-N-S Numbers for the purposes of registering a business with the United States Government. The portal may be used by U.S. domestic companies and foreign companies.

Login

Email:

Password:

Forgot Password? Please click [Forgot Password](#)

New User? Please click [Register](#)

- Fill out the registration form (page 7). **Save your password!** The [Create Account](#) will activate only after you have filled the required fields & checked the two boxes.

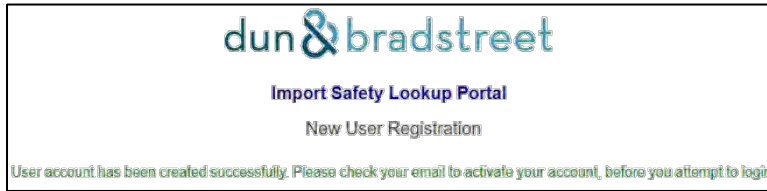
By checking this box and selecting the "Create Account" button, I understand and agree to the [Product Description](#), [Terms and Conditions](#) and the [Privacy Policy](#). I consent to Dun & Bradstreet (D&B) using this data for analytical purposes. I acknowledge that I am authorized to submit this information as the business owner or a legally authorized agent of the business.

I confirm that I am using this Portal to search for or obtain a D-U-N-S Number in order to do business with, register, or otherwise interact with the US government.

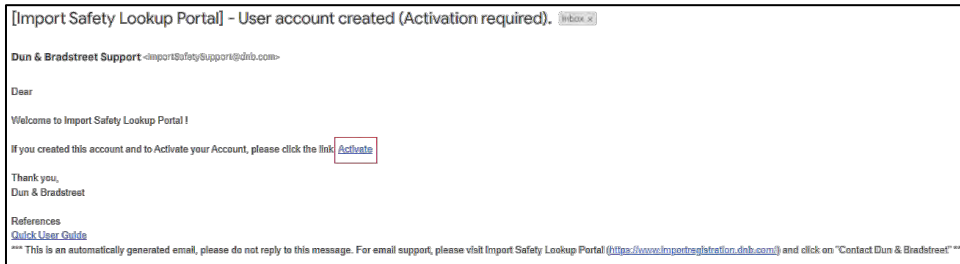
If you would like to unsubscribe or opt out of receiving marketing from Dun & Bradstreet or from our customers, you can manage your preferences via the [D&B Privacy Policy](#)

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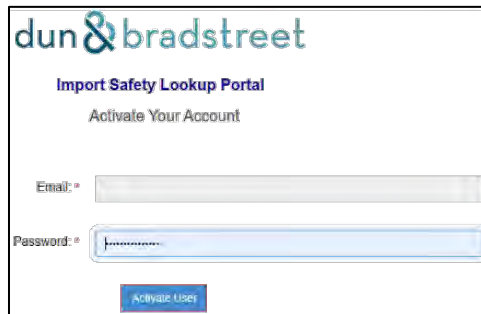
10. A confirmation message, followed by an email message indicates successful user account creation.



11. From the email message, **Activate** your user account.



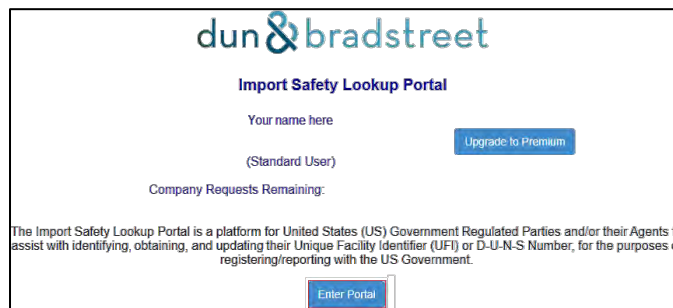
12. Log in with your email & password, then **Activate User**.



13. Use your browser's Back button to Get to the **Login** page.



14. **Enter Portal**.



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15. Fill in the form, then **Lookup**.

The screenshot shows the Dun & Bradstreet Import Safety Lookup Portal. The form includes the following fields: Facility Name, Street Address, City, Country (set to UNITED STATES (US)), State (set to --Select Select--), and Zip/Postal Code. There are 'Lookup' and 'Clear Fields' buttons at the bottom. A note at the bottom states: 'Note: * Indicates a required field'.

16. If the lookup returns one or more records, check to see if it matches your facility exactly. If so, **Accept & View DUNS**. Otherwise choose **Update** or **Facility Not in the List**.

The screenshot shows the Dun & Bradstreet Import Safety Lookup Portal displaying a 'List of Facilities'. Below the header, there is a table with columns for 'Facility Details', 'Accept Existing D&B Record', and 'Request Update of D&B Record'. The 'Facility Details' column contains the following information: Facility Name, Street Address, City, State, Country, Zip/Postal Code, Phone Number, and Partial D-U-N-S Number: **.***-0041. The 'Request Update of D&B Record' column contains an 'Update' button. The 'Accept Existing D&B Record' column contains an 'Accept & View DUNS' button. Below the table, there is a 'Total Candidate(s) Count: 1' and three buttons: 'Modify Existing Search', 'Lookup Another Business', and 'Facility Not in the List'.

17. If you **Accept & View DUNS**, the system displays your D-U-N-S number. You will need this number in [task 3](#).

The screenshot shows the Dun & Bradstreet Import Safety Lookup Portal displaying the D-U-N-S number. The information shown is: D-U-N-S Number: 07-680-0041, Facility Name, Street Address, City, State/Province, Zip/Postal Code, Country Code (ISO 2): US, and Country Name: UNITED STATES.

18. If you select **Facility Not in the List**, you will be need to create an inquiry as shown on page 8. Note in the Request details that "I need a UFI to register with the FDA"

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Import Safety Lookup Portal New User Registration

importregistration.dnb.com/NewUser.aspx

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Import Safety Lookup Portal
New User Registration

Note: Please use your Business Email for verification purposes.

Email: *

Confirm Email: *

Password: *

Confirm Password: *

First Name: *

Last Name: *

Organization: *

D-U-N-S Number:

Country: * --Select Country--

Street Address: *

Mail Address:

City: *

State/Province: *

Zip/Postal Code: *

Phone Number: *

By checking this box and selecting the 'Create Account' button, I understand and agree to the [Product Description](#), [Terms and Conditions](#) and the [Privacy Policy](#). I consent to Dun & Bradstreet (D&B) using this data for analytical purposes. I acknowledge that I am authorized to submit this information as the business owner or a legally authorized agent of the business.

I confirm that I am using this Portal to search for or obtain a D-U-N-S Number in order to do business with, register, or otherwise interact with the US government.

If you would like to unsubscribe or opt out of receiving marketing from Dun & Bradstreet or from our customers, you can manage your preferences via the [D&B Privacy Policy](#)

Note: If you do not receive the confirmation message within a few minutes of signing up, please check your Spam folder just in case the confirmation email got delivered there instead of your inbox. We recommend that you add <https://www.importregistration.dnb.com> to your 'Approved Sender' list.

Existing User? Please click [Login](#)

By receiving this information you agree that the information contains data supplied by Dun & Bradstreet, Inc. (D&B), which are provided for trade/industry informational use only. You agree that you will not use any D&B information as a factor in establishing an individual's eligibility for (i) credit or insurance to be used primarily for personal, family, or household purposes, or (ii) employment. The D&B information is provided "as is" and without warranty of any kind, including any warranty of merchantability or fitness for a particular purpose. The D&B information is the proprietary intellectual property of D&B and shall neither be used for any commercial purposes nor further disclosed for any purpose. You acknowledge and agree that in no event will D&B be liable in any way with regard to such information. Systematic access (electronic harvesting) or extraction of content from the website, including the use of "bots" or "spiders", is prohibited. THE D&B INFORMATION PRESENTED HEREIN MAY NOT BE THE CURRENT INFORMATION AVAILABLE FROM D&B.

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Import Safety Lookup Portal Create Inquiry

importregistration.dnb.com/CreateInvestigation.aspx

dun & bradstreet [Logout](#) [Your Company Requests](#) [Provide Feedback](#)

Import Safety Lookup Portal

Create Inquiry

The information entered could not be located in the Dun & Bradstreet Data Cloud. If you have utilized the 4 available Company Requests to update a D&B record, or request a new DUNS Number, and are not eligible to 'Upgrade to Premium' (based on the user registration location - currently limited to United States and Canada registrants), please use the following link for DUNS Number requests/updates in the United States: <http://www.dnb.com/duns-number.html>, and the following link for DUNS Number requests/updates outside of the United States: <https://www.dnb.com/choose-your-country.html>.

The Import Safety Lookup Portal may be used solely to search, identify and update, or obtain, DUNS numbers for the purposes of registering a business with the United States Government. The standard portal offering provides the creation of free D-U-N-S Numbers, and permits up to 4 Company Requests (requests for new D-U-N-S Numbers, or update requests to current Dun & Bradstreet records), with any results being provided in approximately 30 days. If you wish to purchase additional Company Requests, request expedited responses to Company Requests, or upload a batch file of multiple records for lookup, please click the 'Upgrade to Premium' button to be able to purchase the Premium Company Request product.

Pre-purchased Premium Company Requests expire 12-months from the time of purchase. Any unused amounts will not be carried over or credited following 12-month expiration. [Upgrade to Premium](#)

Facility Name: *

Street Address: *

City: *

State/Province: *

Zip/Postal Code: *

Country Code (ISO 2): *

Country Name: *


Facility Contact - First Name: *

Facility Contact - Last Name: *

Facility Contact - Email: *

Facility Contact - Phone Number: *

Request Details: *

I'm not a robot  reCAPTCHA
Privacy - Terms

[Modify Existing Search](#) [Create Inquiry](#) [Go Back to Facility Selection](#)

Note: * Indicates a required field

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Task 2. Setting up a FURLS account

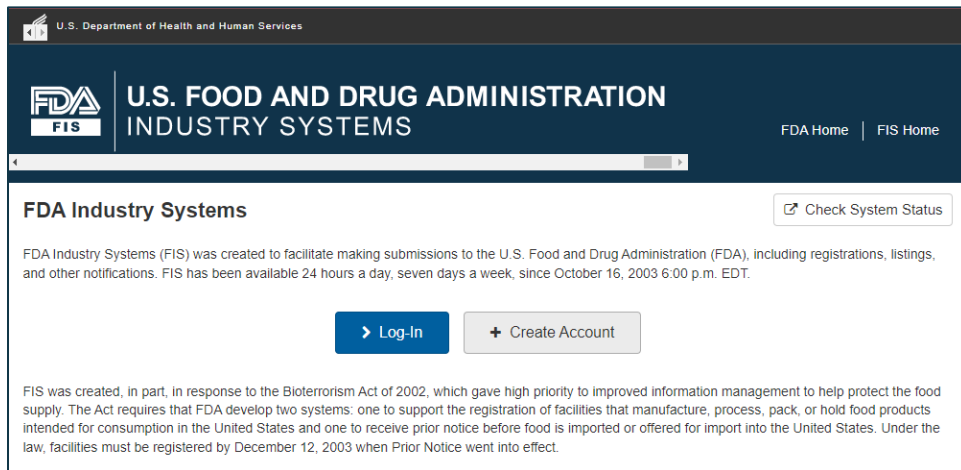
Unless producing acidified meat products solely under USDA control, producers of shelf-stable acidified foods (acidified foods producers, in short) are subject to several FDA regulations, which are codified in Title 21 of the Code of Federal Regulations (CFR). These include:

- a. 21 CFR §1 Subpart H (Registration of Food Facilities)
- b. 21 CFR §108 (Emergency Permmit Control)
- c. 21 CFR §110 (Current Good Manufacturing Practices for Human Food)
- d. 21 CFR §114 (Acidified Foods)
- e. 21 CFR §117 (Preventive Controls for Human Food)
- f. 21 CFR §120 (Juice HACCP)
- g. 21 CFR §123 (Seafood HACCP)

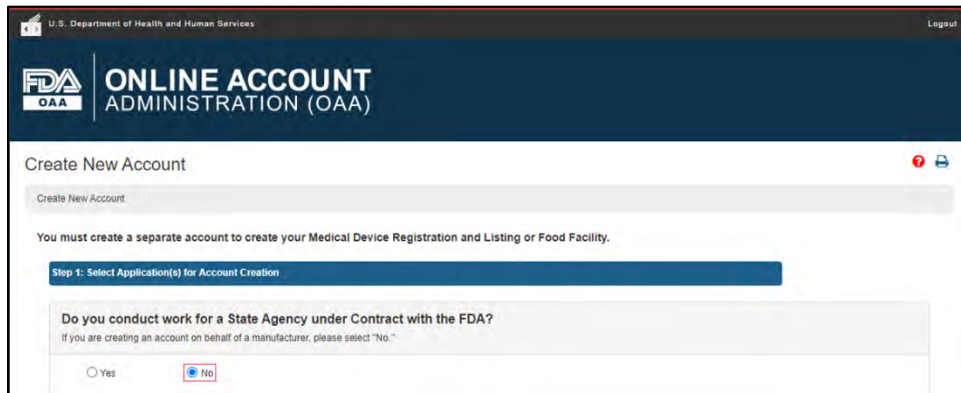
As a part of these rules, acidified foods producers must submit one or more FDA registrations. Tasks 3 (FFR, page 13) & 4 (FCE registration, page 24) discusses these requirements. All FDA registrations can be done online at no cost to the user. To do so, you need an FDA FURLS (FDA Unified Registration & Listing System) account. Food companies enter the FURLS system through the FDA Industry Systems (FIS) interface.



1. Type <https://www.access.fda.gov/> into your browser's address bar.



2. Select **+ Create Account**



3. Indicate that **No**, you don't work for a state contract agency.

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4. Check the first three Food Registration & Listing programs

Food

- Acidified/Low-Acid Canned Foods Registration and Process Filing
- Food Facility Registration
- Qualified Facility Attestation

5. Click ▶ Continue

6. Fill in the

- a. Point of Contact Information (2A)
- b. Account Information (2B),
- c. Physical Address (Business) of Account Holder (2C), & (if selected)
- d. Preferred Mailing Address (2D)

Selected form fields for the Point of Contact Information (2A) are as follows:

Job Title	The professional title of the person who will manage this account; for example, President, CEO, or Plant Manager.
Company Name	The company with which the account holder is associated.
Phone Number: Country Code	For foreign addresses, the three-digit country code of the telephone number of the account holder.
Phone Number: Area/City Code	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number of the account holder.
Phone Number: Phone Number	The telephone number for the account holder.
Phone Number: Extension	The telephone extension, if any, dialed after the telephone number, for the account holder.
E-mail Address	The account holder's internet electronic mail address.

Form fields for the Account Information (2B) are as follows:

Password	<p>The password that you want to use to login to FDA Industry Systems. Passwords must meet ALL of the following requirements:</p> <ul style="list-style-type: none"> At least 8, but no more than 32 characters. At least one UPPERCASE letter. At least one lowercase letter. At least one special character: ~ ! @ # \$ % ^ * () _ - + = { } [] : ; " , ? . Do not use <> & or '. At least one number. <p>Some examples of valid passwords would be Yellow\$1, December+25 or *Light34. Note: to keep your data secure, do not use these examples as your password.</p> <p>For assistance in choosing a password that meets these requirements see the Random Password Generator.</p>
Secret Questions	Choose questions from the drop-down list that you will be asked if you forget your password.

The secret questions are as follows

Please select a question ▼

- Please select a question
- What was your childhood nickname?
- What school did you attend in sixth grade?
- What is your favorite food?
- What is your year of birth?
- What was your high school mascot?
- What was your first pet's name?
- What is your mother's maiden name?
- What color was your first car?

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Additional form fields for the Physical Address of Account Holder (2C) are as follows

Country/Area	The country/area in which the account holder is located.
Address Line 1	The address of the physical location where the account holder is located. This may be different from the mailing address.
Address Line 2	Continuation of the address of the physical location where the account holder is located. This may be different from the mailing address.
City	The city in which the account holder is located.
Zip Code (Postal Code)	The Zip Code (domestic) or Postal Code (foreign) in which the account holder is located.

Additional form fields for the Preferred Mailing Address (2D) are as follows

Country/Area	The country/area in which the account holder receives mail.
---------------------	---

7. Remember your password.

8. Complete the 18 USC §1001 Statement:

Under 18 U.S.C. 1001, anyone who makes a materially false, fictitious, or fraudulent statement to the U.S. Government is subject to criminal penalties.

I understand.

9. Click [Continue](#)

10. Review the information that you entered (page 12)

11. Click [Submit](#)

The message, *Warning: This address could not be validated*, means that the system was unable to verify the address(es) you entered. Re-check the addresses entered. If they are correct, disregard the notice & submit the application. The application will be processed normally.

You have successfully created an account.
Your account ID is
YOU WILL NEED TO REMEMBER YOUR ACCOUNT ID AND PASSWORD TO LOGIN TO THE SYSTEM IN THE FUTURE.

If everything is successful, you will receive a message with your Account ID (3 letters & 5 digits), which you can use with the [Login](#) button.

To proceed with FFR registration, turn to page 13)

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Account creation Step 2

U.S. Department of Health and Human Services Logout

FDA **ONLINE ACCOUNT**
OAA **ADMINISTRATION (OAA)**

Create New Account

Create New Account

Step 2: Enter Your Account Information

2A: Point of Contact Information	2C: Physical Address (Business) of Account Holder								
<p>First Name</p> <input type="text"/>	<p>Country / Area</p> <input type="text" value="Please Select Country"/>								
<p>Middle Initial (Optional)</p> <input type="text" value="Optional"/>	<p>Address Line 1</p> <input type="text"/>								
<p>Last Name / Surname</p> <input type="text"/>	<p>Address Line 2 (Optional)</p> <input type="text" value="Optional"/>								
<p>Job Title</p> <input type="text"/>	<p>City</p> <input type="text"/>								
<p>Company Name</p> <input type="text"/>	<p>State / Province / Territory</p> <input type="text" value="Please Select"/>								
<p>Web Address (Optional)</p> <input type="text"/> <small>(Example: http://www.name.domain or http://name.domain)</small>	<p>Zip Code (Postal Code)</p> <input type="text"/>								
<p>Phone Number</p> <table border="1"><tr><td>Country</td><td>Area</td><td>Telephone</td><td>Ext.</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table> <p><small>Country Area Telephone Extension</small></p> <p>Phone/FAX numbers have only numbers with no spaces, dashes, periods or parentheses. Country code is not required for US phone numbers.</p>	Country	Area	Telephone	Ext.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<p>Do you have preferred mailing address other than the physical address mentioned above?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
Country	Area	Telephone	Ext.						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
<p>FAX Number (Optional)</p> <table border="1"><tr><td>Country</td><td>Area</td><td>Fax Number</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table> <p><small>Country Area Fax Number</small></p>	Country	Area	Fax Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<p>2D: Preferred Mailing Address</p> <p>Country / Area</p> <input type="text" value="Please Select Country"/>		
Country	Area	Fax Number							
<input type="text"/>	<input type="text"/>	<input type="text"/>							
<p>E-mail Address</p> <input type="text"/>	<p>Address Line 1</p> <input type="text"/>								
<p>Confirm E-mail Address</p> <input type="text"/>	<p>Address Line 2 (Optional)</p> <input type="text" value="Optional"/>								
<p><input type="checkbox"/> To opt in to receive more information about preventive controls training and technical assistance from the Food Safety Preventive Controls Alliance (FSPCA), please check HERE. Note that the FSPCA is a public-private partnership of industry, academia, and government stakeholders. It is not a part of FDA.</p>	<p>City</p> <input type="text"/>								
<p>2B: Account Information</p> <p>Password</p> <input type="text"/> <small>Passwords must be at least 8 but not more than 32 characters, contain uppercase and lowercase letters, numbers and special characters (e.g., %, \$). You will need to remember your password to login in the future.</small> <p>Confirm Password</p> <input type="text"/>	<p>State / Province / Territory</p> <input type="text" value="Please Select"/>								
<p>Secret Question 1</p> <input type="text" value="Please select a question"/>	<p>Zip Code (Postal Code)</p> <input type="text"/>								
<p>Secret Answer 1</p> <input type="text"/>									
<p>Secret Question 2</p> <input type="text" value="Please select a question"/>									
<p>Secret Answer 2</p> <input type="text"/>									
<p>Secret Question 3</p> <input type="text" value="Please select a question"/>									
<p>Secret Answer 3</p> <input type="text"/>									

Under 18 U.S.C. 1001, anyone who makes a materially false, fictitious, or fraudulent statement to the U.S. Government is subject to criminal penalties.

I understand.