

Instructions for Electronic Submission of Form FDA 2541 (Food Canning Establishment Registration) for an Acidified/Low-Acid Food Canning Establishment

**U.S. Department of Health and Human Services
Food and Drug Administration
Center for Food Safety and Applied Nutrition
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I. Introduction

This document is intended for:

- Commercial processors who manufacture, process, or pack acidified foods (AF) and/or thermally processed low-acid foods packaged in hermetically sealed containers (historically referred to as “low-acid canned foods” or “LACF”)¹; and
- Persons who are representatives authorized to act on behalf of such commercial processors².

Commercial processors who manufacture, process, or pack AF and/or LACF are subject to the registration requirements of 21 CFR 108.25(c)(1) (for AF) or 21 CFR 108.35(c)(1) (for LACF), as well as the process filing requirements of 21 CFR 108.25(c)(2) (for processors of AF) or 21 CFR 108.35(c)(2) (for processors of LACF). These provisions require two basic types of submissions:

- Food Canning Establishment Registration using Form FDA 2541; and
- Process filings using the following forms:
 - Form FDA 2541d (Food Process Filing for Low-Acid Retorted Method)
 - Form FDA 2541e (Food Process Filing for Acidified Method)
 - Form FDA 2541f (Food Process Filing for Water Activity/Formulation Control Method)
 - Form FDA 2541g (Food Process Filing for Low-Acid Aseptic Systems)

This document provides detailed instructions on how to:

- Register a new Food Canning Establishment (FCE) by electronic submission using Form FDA 2541;
- Change registration information for the FCE;
- Change the list of products manufactured, processed or packed at the FCE; and
- Cancel registration for an FCE (e.g., if production ceases or there is a change in ownership).

This document does not provide instructions for submitting Form FDA 2541 in paper format or for submitting process filing forms in either electronic or paper format. You can obtain information about submitting Form FDA 2541 in paper format, and about submitting process filing forms in either electronic or paper format, from our guidance entitled “Guidance for Industry: Submitting Form FDA 2541 (Food Canning

¹ Although some hermetically sealed containers (e.g., pouches and glass bottles) used to package thermally processed low-acid foods generally would not be viewed as “cans,” the term “low-acid canned foods” has been used for decades as a shorthand description for “thermally processed low-acid foods packaged in hermetically sealed containers,” and we continue to use that term (and its abbreviation, LACF) for the purposes of this document.

² Individuals who act as authorized representatives may do so for more than one commercial processor. Reference 1 identifies the responsibilities of each type of authorized user.

Establishment Registration) and Forms FDA 2541d, FDA 2541e, FDA 2541f, and FDA 2541g (Food Process Filing Forms) to FDA in Electronic or Paper Format” (Ref. 1 and the appendices to Reference 1).

II. Portals for Electronic Submissions

A. FDA’s Industry Systems (FIS)

An electronic portal called “FDA Industry Systems” (FIS) provides general entry to a series of specific systems for electronic submissions to FDA. For the systems that we discuss in this document, users complete and submit electronic forms while the user is logged into the system.

B. FDA’s Unified Registration Listing Systems (FURLS)

FDA’s Unified Registration Listing System (FURLS) is a specific component of the general FIS electronic portal. Persons with an FDA Account ID and password for the FIS electronic portal use systems within the FURLS components to register an establishment electronically. The two FURLS systems that are relevant to this document are:

- Food Facility Registration (FFR); and
- Acidified/Low Acid Canned Foods (AF/LACF).

C. Relationship Between the Electronic Acidified/Low-Acid Canned Food System and Food Facility Registration

The registration requirement in 21 CFR Part 108 for FCEs that manufacture, process, or pack AF or LACF product is not the same as the FFR system. The FFR system stems from the requirement in section 415 of the Federal Food, Drug, and Cosmetic Act (“FD&C Act”) that domestic and foreign facilities that manufacture, process, pack, or hold food for human or animal consumption in the United States must register with FDA.³ The registration requirement in section 415 of the FD&C Act was created by the Public Health Security and Bioterrorism Preparedness Act of 2002 (the “BT Act”) and amended by the FDA Food Safety Modernization Act (FSMA) (Pub. L. 111-353). AF and LACF commercial processors must register with FDA as required in 21 CFR Part 108 using FDA Form 2541, and must also register with FDA under the FFR system using FDA Form 3537 as required by section 415 of the FD&C Act. We use the term “FFR” interchangeably with the term “BT Act registration.”

The design of the electronic AF/LACF registration system links it to the FFR system. Specifically, the electronic system for submission of Form FDA 2541 is limited to facilities that are registered as food facilities pursuant to section 415 of the FD&C Act.

³ See the requirements in 21 CFR Part 1, subpart H (FDA’s food facility registration regulations) and FDA’s guidance entitled “What You Need to Know About Registration of Food Facilities” (Ref. 2) to determine whether you are subject to the requirement to register as a food facility pursuant to section 415 of the FD&C Act.

Facilities that register in the FFR system receive a facility registration number and PIN. During the FFR process, or during an update to a facility's FFR submission, you can identify your facility as an Acidified Food Processor and/or Low-Acid Food Processor under Section 9a "General Product Categories – Food for Human Consumption; and Type of Activity Conducted at the Facility" and/or 9b "General Product Categories – Food for Animal Consumption; and Type of Activity Conducted at the Facility".

The electronic AF/LACF registration system in FURLS becomes available to you if your registration in the FFR system identifies your facility as an Acidified Food Processor and/or Low-Acid Food Processor. If your facility is registered in the FFR system, but you have not yet identified yourself as an Acidified Food Processor and/or Low-Acid Food Processor, you can update your FFR information to add this information.

If you are not required to register as a food facility under FDA's food facility registration regulations, and you want to access the electronic AF/LACF system, you may either:

- Register voluntarily and obtain an FFR number (an 11 digit number) and PIN so that you can submit Form FDA 2541 electronically; or
- Submit Form FDA 2541 using a paper form, tell us that you want to access the electronic AF/LACF system when you send us your paper registration form, and provide FDA with your FDA Account ID for the FIS electronic portal.

III. How to Obtain an FDA Account at the FIS Electronic Portal

Each person who uses the electronic AF/LACF system accesses the system using a personal FDA Account ID and password. To access the FIS electronic portal:

- Use an Internet Browser to access the FIS Web site at <https://www.access.fda.gov/>
- Select Account Management Help.
- Follow the instructions for obtaining an FDA Account ID and password.

The registration Form FDA 2541 requires identifying an "Establishment Contact Person" (ECP) and their position for the establishment being registered. For information about the role of the ECP and why we recommend you take care in determining who will serve as ECP, refer to Section IV.D in Reference 1. The ECP can use the electronic AF/LACF system to register a new FCE using his or her FDA Account ID and password. After the establishment is registered and has an FCE number, the ECP can authorize a different FDA Account ID to change registration information. To do so, the ECP contacts FDA as described in section IX of this document and provides FDA with the FDA Account ID for the individual who is authorized to represent the FCE. After FDA has updated the authorization, the newly authorized individual would enter the FIS electronic portal using his or her own FDA Account ID.

The registration Form FDA 2541 also requires contact information (such as telephone number and email address) for the ECP. The electronic AF/LACF system enters this information automatically from the ECP's FDA Account ID at the FIS electronic portal.

There is no manual override to correct the contact information from within the electronic AF/LACF system.

If the contact information in the ECP's FDA Account is incorrect, that incorrect information will automatically be entered in the electronic AF/LACF system. The only way to correct the information is to exit the electronic AF/LACF system, return to FIS Account Management, and edit the ECP's account profile. When this happens, all information already entered into the electronic registration system is lost and must be re-entered when the ECP returns to the electronic AF/LACF system. This includes product descriptions for all products manufactured, processed, or packed at the establishment. Thus, it is very important to ensure that the contact information in the ECP's FDA Account in the FIS electronic portal is correct before using the electronic AF/LACF system to submit Form FDA 2541.

IV. General Information About Navigating the Registration Section of the Electronic AF/LACF System

The Registration section of the electronic AF/LACF system consists of six steps for the user to enter information. The electronic AF/LACF registration system does not provide a choice for users to save a partially completed form without submitting it. Any time that the user exits the electronic AF/LACF system, all data already entered into the system without submission to FDA of a completed registration is lost. For example, a user may exit the electronic AF/LACF system to correct information in the facility's FFR registration or in the ECP's FDA Account in the FIS electronic portal. In addition, the system will log a user out after 30 minutes of inactivity. We recommend that users read these instructions to identify all information they need to either have available (such as descriptions of products) or correct (such as FFR registration information and contact information for the ECP) before beginning the registration process.

The items listed below appear at the top of every page in the registration section of the electronic AF/LACF system:

- A status bar that tracks the progress through each step of the on-line registration process;
- A link to FURLS HOME, which navigates the user to the FURLS Home Page;
- A link to AF/LACF HOME, which navigates the user to the AF/LACF Main Menu
- A "Get Help" link that provides page specific help. Three navigation buttons (which also appear at the bottom of each screen):
 - Back to Step "##" - This takes the user back one screen where the user continues entering information. Information entered on the current screen (before selecting the "Back to ." navigation button) will remain on the screen when the user returns.
 - Continue - This takes the user to the next screen where the user continues entering information.
 - Cancel & Start Again- The system will return to Step 1 and any information the user entered in any step beyond Step 1 will not be saved.

On some screens, the user makes a choice by clicking on a circle next to the choice. We call these circles “radio buttons.”

For an overview of all the help files available see the FDA Industry Systems Index of Help Pages.

See Figure 1 for a picture of an example of a computer screen when a user is at Step 2 of the registration procedure, including the navigation tools and the Step-by-Step Tracker.

Figure 1: Example of Navigation Tools and Step by Step Tracker in Section 2 of the Registration Section

The screenshot displays the AF/LACF registration interface. At the top, the header includes the AF/LACF logo, the text 'Acidified/Low Acid Canned Foods', the FDA logo, and links for 'FURLS HOME' and 'AF/LACF HOME'. Below the header is a step tracker showing six steps, with Step 02 highlighted in orange and containing four right-pointing arrows. The main content area features a 'Get Help' link with a question mark icon. Navigation buttons include '<< Back to Step 01', '>> Continue', and '<< Cancel & Start Again'. A warning message states: '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.' Below this is a section header 'SECTION 2 FOOD PROCESSING PLANT LOCATION'. The form contains the following fields and values: '*ESTABLISHMENT NAME: GNSI', '*COUNTRY/AREA: UNITED STATES', '*ADDRESS LINE1: 123 Main St', 'ADDRESS LINE2: 12345', '*ZIP CODE: 20852', '*CITY: Rockville', '*STATE: Maryland', '*TELEPHONE NUMBER: 301-5551212', and 'TELEFAX NUMBER:'. At the bottom, there are navigation buttons: '<< Back to Step 01', '>> Continue', and '<< Cancel & Start Again'.

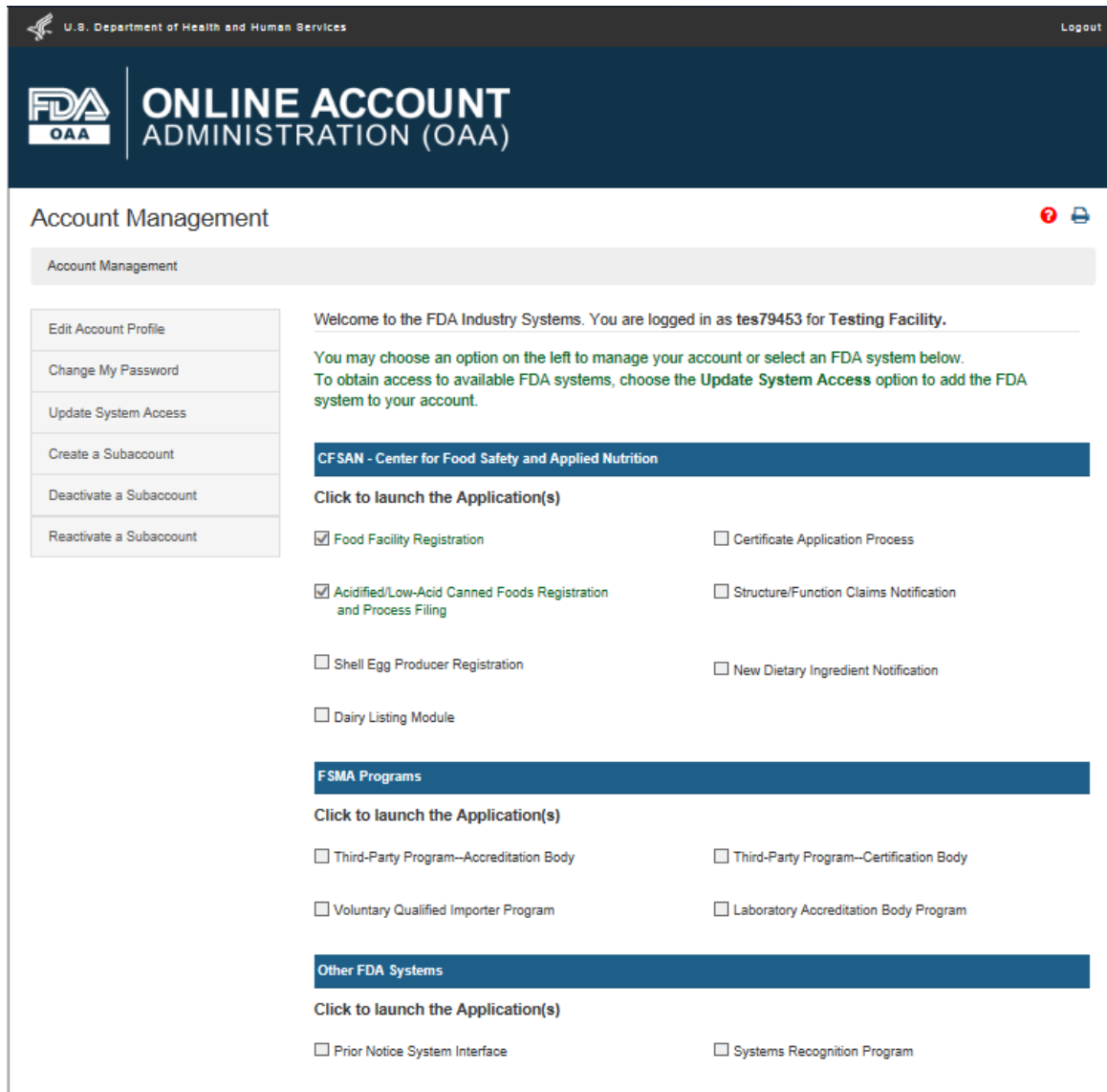
V. How to Enter the AF/LACF System Through the FIS Electronic Portal

To access the AF/LACF system through the FIS electronic portal:

- Use an Internet Browser to access the FIS Web site at <https://www.access.fda.gov/>
- Select Login under Acidified/Low Acid Canned Foods.

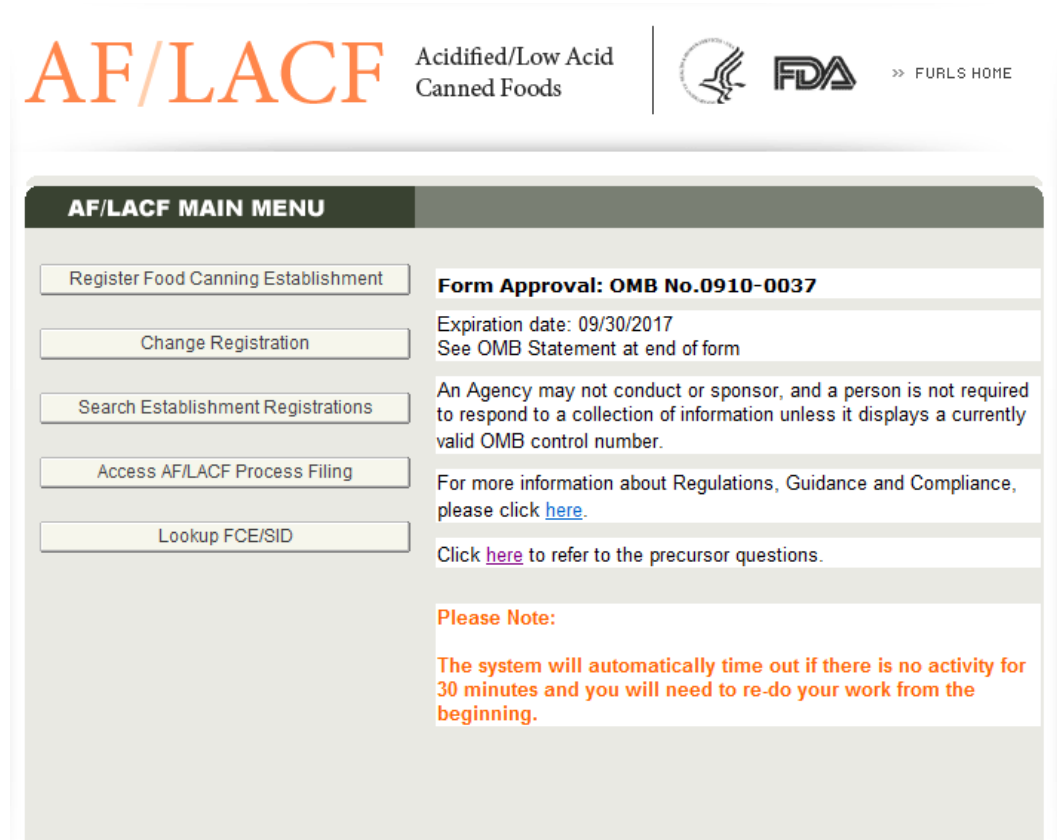
- Enter the FDA Account ID and password.
- Check the “I understand” box.
- Select Login.
- Select Acidified/Low Acid Canned Foods. (See Figure 2 for a picture of an example of the computer screen when a user is logged into FURLS.)

Figure 2: FDA Unified Registration and Listing Systems (FURLS)



The system will display the AF/LACF Main Menu. (See Figure 3 for a picture of the AF/LACF Main Menu as it displays on a computer screen.)

Figure 3: AF/LACF Main Menu



VI. How to Register a New Acidified/Low-Acid Food Canning Establishment (Submit Form FDA 2541)

A. Navigate to the Page for an Establishment Without an FCE Number

- Select Register Food Canning Establishment from the AF/LACF Main Menu. The system will navigate to the next screen, where it asks if there is a current FCE number for the establishment location to be registered. (See Figure 4 for a picture of the computer screen asking whether the establishment currently has an FCE number.)
- Select No.
- Select Continue.

Figure 4: Current FCE - Yes/No

The screenshot shows a web interface for AF/LACF (Acidified/Low Acid Canned Foods). The header includes the AF/LACF logo, the text "Acidified/Low Acid Canned Foods", the FDA logo, and navigation links: ">> FURLS HOME" and ">> AF/LACF HOME". A "Get Help" link with a question mark icon is in the top right. The main content area contains the following text: "Do you currently have a Food Canning Establishment (FCE) number required under 21 CFR 108.25(c)(1) for Acidified Foods or 21 CFR 108.35(c)(1) for Low-Acid Canned Foods (LACF) for the establishment location you are registering? This is a 5 digit number and is not the same as the 11 digit number for Food Facility Registration (FFR) under 21 CFR part 1, Subpart H ("BT Registration")." Below the text are two radio button options: "Yes" and "No". At the bottom of the form are two buttons: "<< Back to Main" and ">> Continue".

B. Step 1 - Section 1 – Type of Submission

Section 1 of the electronic registration system has data entry fields for the establishment's FFR number and PIN and the position of the ECP. (See Figure 5 for a picture of the computer entry screen for the establishment's FFR number and PIN and the position of the ECP.) The system then checks the FFR registration information to determine whether it identifies Acidified Food Processor and/or Low Acid Food Processor under Section 9a "General Product Categories – Food for Human Consumption; and Type of Activity Conducted at the Facility" and/or 9b "General Product Categories – Food for Animal Consumption; and Type of Activity Conducted at the Facility." If the user does not have an FFR number, or the FFR information for the user does not identify the user's establishment as an Acidified Food Processor and/or Low Acid Food Processor under the section referenced above, the user will not be able to proceed.

Figure 5: Step 1 – AF/LACF Establishment Registration - Type of Submission

AF/LACF Acidified/Low Acid Canned Foods | FDA

Step 01 Step 02 Step 03 Step 04 Step 05 Step 06

Get Help ?

<< Back to Main >> Continue

If you wish to submit the AF/LACF registration electronically and you are uncertain how to proceed, click [here](#) and refer to Section VI in "Instructions for Electronic Submission of Form FDA 2541 (Food Canning Establishment Registration) for an Acidified/Low-Acid Food Canning Establishment"

Enter the Food Facility Registration (FFR) Number (11 digits) and PIN for the establishment location you are registering to obtain the FCE number (5 digits). If you do not remember the FFR Number and PIN, click [here](#).

If you have any questions concerning the FFR number, please contact the FDA Industry Systems Help Desk by clicking [here](#).

SECTION 1 TYPE OF SUBMISSION

*These fields are required.

*FFR NUMBER

*FFR PIN

*POSITION HELD AT PLANT LOCATION
-- Please Select --

<< Back to Main >> Continue

1. Section 1 - Link the FDA Account ID to the Electronic AF/LACF System

To use the electronic AF/LACF system to register a new FCE, the ECP’s FDA Account ID in the FIS electronic portal must be linked to the electronic AF/LACF system. If you are uncertain on how to proceed, refer to Section IV.A in Reference 1. The ECP can access the FFR system in FURLS to complete FFR information electronically and, when applicable, obtain paper forms that can be sent to FDA to obtain access to the electronic AF/LACF system without submitting the registration electronically. (See Figure 5 for a picture of the computer entry screen that explains how to obtain additional assistance.)

2. Section 1 - Type of Submission

Enter the FIS electronic portal and access the AF/LACF Main Menu as described in section V of this document. Navigate to the page for an establishment without an FCE number as described in section VI.A of this document, and proceed to Section 1 - Type of Submission. (See Figure 5 for a picture of the computer entry screen for the establishment’s FFR number and PIN and the position of the ECP.)

In Section 1 - Type of Submission:

- Enter the FFR number and PIN
- Select one of the following positions from the drop-down menu: Owner, Technologist, Manager, Director, President/Vice President, Other Employee, or Authorized Third Party (see Figure 6.)

Figure 6 - Position Definitions for the Establishment Contact Person

Position	Definition
Owner	Owner of the processing plant or the corporate office.
Technologist	Technologist employed at the processing plant or the corporate office.
Manager	Manager employed at the processing plant or the corporate office.
Director	Director employed at the processing plant or the corporate office.
President/Vice President	President/Vice President employed at the processing plant or the corporate office.
Other Employee	An employee of the processing plant or corporate office who is NOT the Owner, Technologist, Manager, Director, or President/Vice President.
Authorized Third Party	A person other than an Owner, Technologist, Manager, Director, President/Vice President, or Other Employee who has been authorized by the commercial processor to submit the form on behalf of the commercial processor.

- Check the entered information. Users will be able to review the completed registration information before submitting it to FDA, but if the user's review of the completed registration form identifies incorrect information in Section 1, the procedure to correct the information is to cancel the registration and start over. All data entered without submitting the form to FDA will be lost.
- Select Continue.

C. Step 2 - Section 2 – Food Processing Plant Location

Section 2 of the electronic registration system has data entry fields for the location of the food processing plant. The electronic AF/LACF system automatically enters the location of the food processing plant for the required and optional fields in Section 2 using information from the FFR registration system. (See Figure 7 for a picture of the computer entry screen for the location of the food processing plant.)


See a list of required and optional fields immediately below. Fields marked with an asterisk (*) below under this section of the instructions are required.

- *Establishment Name - The name of the food processing plant at the location being registered.
- *Country/Area - The country or area where the food processing plant is located.
- *Address Line 1 - The physical address of the food processing plant at the location being registered. This is normally a street address, but may be some other physical/geographical designation used in rural locations.
- *Address Line 2 – The second address line if applicable.
- *Zip (or other Postal Code) - The Zip Code (domestic) or Postal Code (foreign) corresponding to the food processing plant at the location being registered.
- *City - The city where the food processing plant is located.
- *State/Province/Territory - The state, province or territory where the food processing plant is located.
- *Telephone Number - The telephone number where the food processing plant is located as reported on the FFR registration.
- TeleFax Number - The fax number, if applicable.

If any of the information in Section 2, Food Processing Plant Location, is not correct:

- Select FURLS Home to navigate to the FURLS Home Page.
- Select Food Facility Registration to update the FFR information with the correct information.
- Select AF/LACF Home to navigate to the Main AF/LACF Menu.
- Select Register Food Canning Establishment.
- Follow the instructions in Step 1 – Section 1 in section VI.B.1 of this document to begin a new registration form.

Figure 7: Step 2 - Section 2 Food Processing Plant Location

AF/LACF Acidified/Low Acid Canned Foods |  >> FURLS HOME
>> AF/LACF HOME

Step 01 Step 02 Step 03 Step 04 Step 05 Step 06

Get Help ?

<< Back to Step 01 >> Continue

<< Cancel & Start Again

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.

SECTION 2 FOOD PROCESSING PLANT LOCATION

*ESTABLISHMENT NAME: CFSAN

*COUNTRY/AREA: UNITED STATES

*ADDRESS LINE1: 11820 Parklawn Dr 403-11

ADDRESS LINE2:

*ZIP (or other Postal Code) : 20852

*CITY: Rockville

*STATE: Maryland

*TELEPHONE NUMBER: 301-1212121

TELEFAX NUMBER:

<< Back to Step 01 >> Continue

<< Cancel & Start Again

D. Step 3 - Section 3 – Preferred Mailing Address

Section 3 of the electronic registration system has data entry fields for the preferred mailing address, which may be different from the physical location of the establishment. This preferred mailing address will be used for all FDA correspondence regarding registration and process filing. (See Figure 8 for a picture of the computer entry screen for the ECP's preferred mailing address.) There are two scenarios with respect to the preferred mailing address:

- Scenario 1: If the preferred mailing address is the same as the food processing plant location identified in Section 2, check the "Same as Plant Location" box. The system will automatically populate the required and optional fields with the information from Section 2.
- Scenario 2: If the preferred mailing address is different from the food processing plant location identified in Section 2, do not check the "Same as Plant Location" box. Instead, enter the applicable information in the required and optional fields. You may enter a Post Office (P.O.) box number instead of street address and number, if applicable.

See a list of required and optional fields immediately below. Fields marked with an asterisk (*) below under this section of the instructions are required.

*Establishment Name - The name of the company as you wish it to appear on any mailing information.

*Country/Area - The country or area for all mail correspondence.

*Address Line 1 - The street address for all mail correspondence.

*Address Line 2 – The second address line if applicable.

*Zip (or other Postal Code) - The Zip Code (domestic) or Postal Code (foreign) for all mail correspondence.

*City - The city for all mail correspondence.

*State/Province/Territory - The state, province or territory for all mail correspondence.

*Telephone Number - The applicable telephone number.

TeleFax Number - Any applicable fax number.

Figure 8: Step 3 - Section 3 Preferred Mailing Address

AF/LACF Acidified/Low Acid Canned Foods | FDA

Step 01 Step 02 Step 03 Step 04 Step 05 Step 06

Get Help ?

<< Back to Step 02 >> Continue

<< Cancel & Start Again

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.

SECTION 3 PREFERRED MAILING ADDRESS

SAME AS PLANT LOCATION

*ESTABLISHMENT NAME
CFSAN

*COUNTRY/AREA
UNITED STATES

*ADDRESS LINE1
11820 Parklawn Dr 403-11

ADDRESS LINE2

*ZIP (or other Postal Code)
20852

*CITY
Rockville

*STATE/PROVINCE/TERRITORY
Maryland

Numbers only. No spaces, dashes or parentheses. Country Code not required for US phone numbers.

	Country Code (e.g.033)	Area/City Code (e.g.101)	Phone Number (e.g.5551111)	Extension (e.g.1111)
*TELEPHONE NUMBER		301	1212121	

	Country Code (e.g.033)	Area/City Code (e.g.101)	Fax Number (e.g.5551111)
TELEFAX NUMBER			

<< Back to Step 02 >> Continue

<< Cancel & Start Again

E. Step 4 - Section 4 – Foods Processed at the Location

Section 4 of the electronic registration system has data entry fields to create a list of all the AF and/or LACF products that are manufactured, processed, or packed at the FCE location. Products processed under the continuous inspection of the meat and poultry inspection program of the Food Safety and Inspection Service (FSIS) of the U.S. Department of Agriculture under the Federal Meat Inspection Act or the Poultry Products Inspection Act are not covered by 21 CFR 108.25 or 108.35. Therefore, do not list meat

and poultry foods under the jurisdiction of the FSIS. The user can perform three functions: (1) Add Product; (2) Edit Product; and (3) Remove Product. (See Figure 9 for a picture of the computer screen that starts the procedure to add product, edit product, or remove product.)

When adding or editing products, identify each product by (1) the Food Product Name, Form, or Style and (2) Packing Medium. Enter all of this information within the same box on the form (e.g., “Beans, cut, green or waxed in brine”). (See Figure 10 for a picture of the product information entry screen.) The packing medium is usually the liquid portion(s) of the product that is added over, or added to, the solid portion(s) of the product. Examples of packing medium include: water, brine, sauces, and other liquid coverings. If there is no packing medium, enter “solid pack” as the packing medium.

As the user adds products, the system will display the previous product above the entry box. (See Figure 11 for a picture of an example of the computer screen displaying the previous product above the product entry box.)

1. Add Product(s)

To add products:

- Select Add Product.
- Enter the Food Product Name, Form or Style, and Packing Medium of the product within the same box. The system will automatically wrap the product information when it exceeds the length of the first line in the box.
- Select either Low Acid or Acidified, depending on whether the product is a low-acid food or an acidified food.
- Select Add Product to add more products.
- Continue with the steps above until all products are listed.
- After all products are listed, select Continue.

Figure 9: Step 4 - Section 4 Foods Processed At This Location - Add First Product

AF/LACF Acidified/Low Acid Canned Foods |  >> FURLS HOME >> AF/LACF HOME

Step 01 Step 02 Step 03 **Step 04** Step 05 Step 06

Get Help ?

[<< Back to Step 03](#) [>> Continue](#)

[<< Cancel & Start Again](#)

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.

SECTION 4 FOODS PROCESSED AT THIS LOCATION

(Do not list meat and poultry foods under the jurisdiction of the Food Safety and Inspection Service of the U.S. Department of Agriculture. Listing products processed at this location to obtain an FCE number does not constitute filing individual processes.)

Food Product Name, Form or Style, and Packing Medium **Low-Acid** **Acidified**

Please Click Add Product button to add products.

[Add Product](#) [Edit Product](#) [Remove Product](#)

Subject to the terms of 21 CFR 108.25(c)(1) and (2) and/or CFR 108.35(c)(1) and (2), no commercial processor shall engage in the processing of acidified foods or low-acid canned foods until the completed forms FDA 2541 and the appropriate forms (FDA 2541d, FDA 2541e, FDA 2541f, FDA 2541g) have been filed with the FDA within the applicable time frames specified in these regulations.

[<< Back to Step 03](#) [>> Continue](#)

[<< Cancel & Start Again](#)

Figure 10: Step4 - Section 4 Foods Processed At This Location

AF/LACF Acidified/Low Acid Canned Foods

Step 01 Step 02 Step 03 Step 04 Step 05 Step 06

Get Help ?

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.

SECTION 4 FOODS PROCESSED AT THIS LOCATION

Food Product Name, Form or Style, and Packing Medium
Mushrooms, pieces and stems, in brine

LOW-ACID
 ACIDIFIED

<< Back Add Product
>> Continue

Figure 11: Step4 - Section 4 Foods Processed At This Location - Add More Products

AF/LACF Acidified/Low Acid Canned Foods

Step 01 Step 02 Step 03 Step 04 Step 05 Step 06

Get Help ?

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.

SECTION 4 FOODS PROCESSED AT THIS LOCATION

Food Product Name, Form or Style, and Packing Medium	Low-Acid	Acidified
Mushrooms, pieces and stems, in brine	<input checked="" type="radio"/>	<input type="radio"/>

Food Product Name, Form or Style, and Packing Medium

LOW-ACID
 ACIDIFIED

<< Back Add Product
>> Continue

After the user has finished adding products, the system presents the list of products for review and confirmation that the information entered is correct and again provides an opportunity to (1) add products, (2) edit products, or (3) remove products. (See Figure 12 for a picture of an example of the computer screen listing all products processed at the location.)

Figure 12: Step4 - Section 4 Foods Processed At This Location - All Products Listed

2. Edit Product

To edit one or more specific products on the list of products processed at the location, check the box next to the product(s). To edit all products, click on the column heading “Food Product Name, Form or Style, and Packing Medium,” which will place a check mark next to all products listed.

- Select Edit Product. The system will display the product entry screen to make changes to the product information for each product selected. (See Figure 13 for a picture of an example of the product entry screen for changing information about two products.)
- Select Edit Product on the product entry screen after the changes are complete. The system will display the list of all products with the updated information.

Figure 13: Step 4 - Section 4 Foods Processed At This Location - Edit Product

AF/LACF Acidified/Low Acid Canned Foods | FDA

Step 01 Step 02 Step 03 Step 04 Step 05 Step 06

Get Help ?

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.

SECTION 4 FOODS PROCESSED AT THIS LOCATION

Food Product Name, Form or Style, and Packing Medium
Mushrooms, pieces and stems, in brine

LOW-ACID
 ACIDIFIED

Food Product Name, Form or Style, and Packing Medium
artichokes, whole in vinegar brine

LOW-ACID
 ACIDIFIED

3. Remove Product

To remove one or more products from the list of products processed at the location, check the box next to the product(s). To remove all products, click on the column heading “Food Product Name, Form or Style, and Packing Medium,” which places a check mark next to all products listed.

- Select Remove Product. The system will display the product information for the product(s) being removed together with a warning about the total number of products that would be removed. (See Figure 14 for a picture of an example of the computer screen showing a product that will be deleted and the associated system warning.)
- Select Remove Product again to permanently remove the selected products.

To cancel the request to remove the product(s), select Back. The system will make no changes and will display the complete list of products.

Figure 14: Step 4 - Section 4 Foods Processed At This Location - Remove Product

AF/LACF Acidified/Low Acid Canned Foods | FDA

Step 01 Step 02 Step 03 Step 04 Step 05 Step 06

Get Help ?

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.

You will delete 1 product(s). Click Remove Product to continue.

SECTION 4 FOODS PROCESSED AT THIS LOCATION

Food Product Name, Form or Style, and Packing Medium

Mushrooms, pieces and stems, in brine

LOW-ACID

ACIDIFIED

<< Back Remove Product

4. Continue

After the user finishes editing and removing products, or if there are no products to be edited or removed, select Continue while on the screen showing all products listed. (See Figure 12 for a picture of the computer screen showing all products listed.)

F. Step 5 - Section 5 –Establishment Contact Person

Section 5 of the electronic registration system has data entry fields for contact information for the ECP. An informational message alerts the user that the electronic AF/LACF system automatically enters the contact information for the ECP from the ECP’s FDA Account for the FIS electronic portal. (See Figure 15 for a picture of the computer entry screen for contact information for the ECP with an alert that the system will automatically enter contact information from the ECP’s FDA Account.)

See a list of required and optional fields immediately below. Fields marked with an asterisk (*) below under this section of the instructions are required.

*Establishment Name - The name of the company identified in the ECP’s FDA Account.

*Country/Area - The country or area identified in the ECP’s FDA Account.

*Address Line 1 - The street address identified in the ECP’s FDA Account.

- *Address Line 2 – The second address line identified in the ECP’s FDA Account (if applicable).
- *Zip (or other Postal Code) - The Zip Code (domestic) or Postal Code (foreign) identified in the ECP’s FDA Account.
- *City - The city identified in the ECP’s FDA Account.
- *State/Province/Territory - The state, province or territory identified in the ECP’s FDA Account.
- *Telephone Number - The telephone number identified in the ECP’s FDA Account.
- TeleFax Number - The fax number identified in the ECP’s FDA Account. The telefax number is optional. If the ECP did not include a telefax number in the FDA Account, the ECP may add a telefax number here.

Figure 15: Step 5 - Section 5 Establishment Contact Person

Step 01 Step 02 Step 03 Step 04 Step 05 Step 06

Get Help

Back to Step 04 Continue

Cancel & Start Again

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.

SECTION 5 ESTABLISHMENT CONTACT PERSON

The Establishment Contact Person name and address information shown below is auto-populated from the FDA Industry Systems (FIS) Account Management. If this information is not correct, click [here](#) to return to Account Management and edit your account profile.

*CONTACT NAME
Tester Test

*COUNTRY/AREA
United States

*ADDRESS LINE1
11820 Parklawn Dr

ADDRESS LINE2
300

*ZIP (or other Postal Code)
20852

*CITY
Rockville

*STATE/PROVINCE/TERRITORY
Maryland

Numbers only. No spaces, dashes or parentheses. Country Code not required for US phone numbers.

Country Code	Area/City Code	Phone Number	Extension
(e.g. 001)	(e.g. 301)	(e.g. 8881212)	(e.g. 1234)
	301	1212121	

*TELEPHONE NUMBER

Numbers only. No spaces, dashes or parentheses. Country Code not required for US FAX numbers.

Country Code	Area/City Code	Fax Number
(e.g. 001)	(e.g. 301)	(e.g. 8881212)

FAX NUMBER

*EMAIL ADDRESS
OIM-DOSFUDLSsupport@fda.hhs.gov

The informational message alerting the user that the system automatically enters the contact information for the ECP from the ECP’s FDA Account ID includes a “here” link for navigation to the Account Management section of the FIS electronic portal. If the information displayed is not correct, select the “here” link. The system will navigate to the Account Management section of the FIS electronic portal and display a warning message: “You are about to navigate to the FDA Industry Systems (FIS) Account Management. All the data entered for this AF/LACF Registration will be lost.” (See

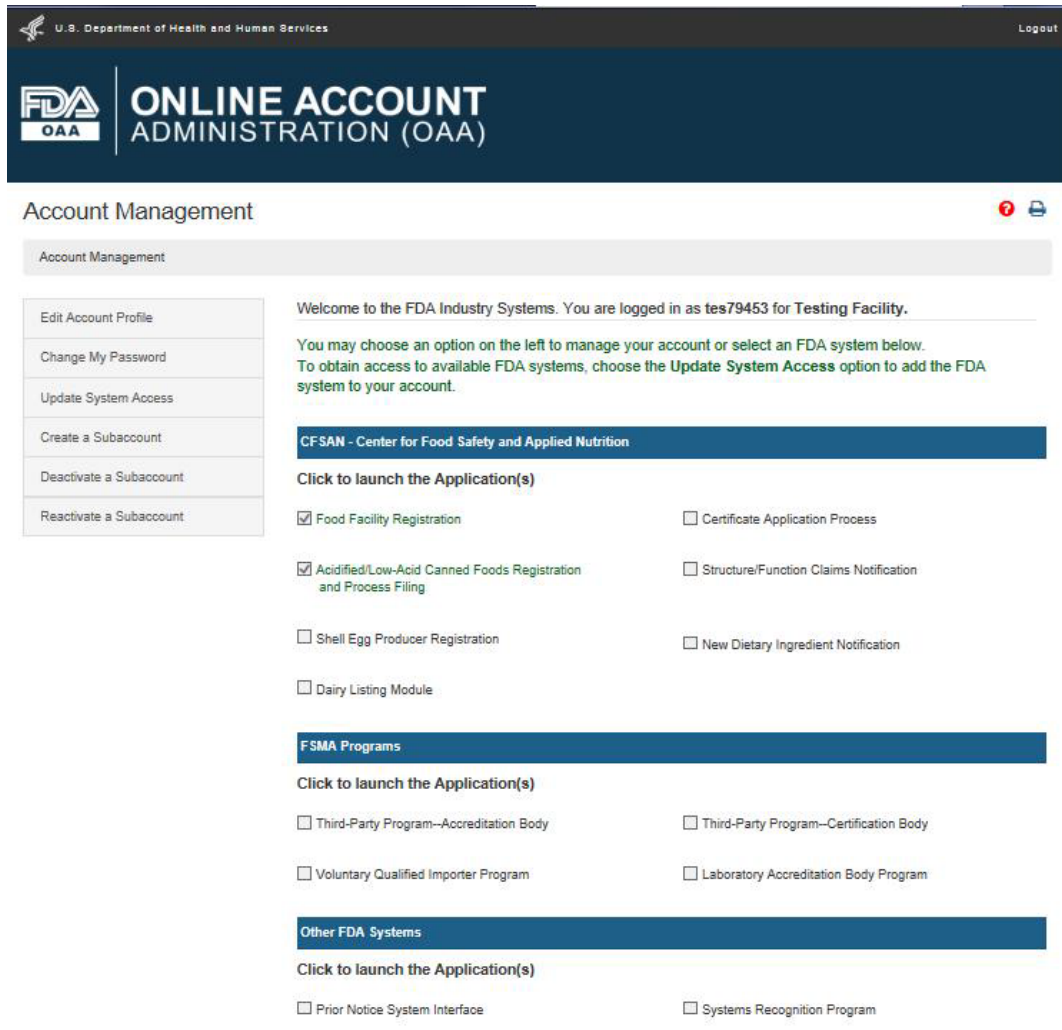
Figure 16 for a picture of the computer screen warning that navigation to the FIS Account Management will result in losing all data entered into the system.)

Figure 16: Warning Message When Navigating to FIS Account Management



If the user selects “Cancel,” none of the information already entered will be lost. However, if the contact information for the ECP is not correct, the only way to correct it is to proceed to Account Management in the FIS Electronic Portal and correct the information in that system. (See Figure 17 for a picture of the FIS Account Management screen.)

Figure 17: FDA Industry Systems Account Management



To remain in the electronic AF/LACF registration system and not lose the information entered, select Cancel.

To correct the information:

- Select Continue to navigate to FIS Account Management.
- Select Edit Account Profile.
- If you need help, select FDA Industry Systems Home for access to Account Management Help.
- Return to the AF/LACF Main Menu and navigate to the page for an establishment without an FCE number as described in sections V and VI.A of this document.

G. Step 6 - Section 6 – Please Note the Following

Section 6 is the final section of the electronic AF/LACF registration system. Section 6 advises the user that:

The requester hereby presents and acknowledges that the company is aware that in making this request the company is subject to the terms and provisions of Title 18, Section 1001, United States Code which makes it a criminal offense to falsify, conceal, or cover up a material fact; make any false, fictitious, or fraudulent statement or representation; or make or use any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry.

Subject to the terms of 21 CFR 108.25 (c)(1) and (2) and 108.35 (c)(1) and (2), no commercial processor shall engage in the processing of low-acid or acidified foods until the completed forms FDA 2541 and 2541d, 2541e, 2541f, and/or 2541g have been filed with the FDA within the applicable time frames specified in these regulations

To finish entering registration information:

- Read the statements on the screen in Step 5 - Section 6.
- Check the “I understand” box.
- Select Continue.

Figure 18: Step6 - Section 6 Please Note the Following

SECTION 6 PLEASE NOTE THE FOLLOWING

The requester hereby presents and acknowledges that the company is aware that in making this request the company is subject to the terms and provisions of Title 18, Section 1001, United States Code which makes it a criminal offense to falsify, conceal, or cover up a material fact; make any false, fictitious, or fraudulent statement or representation; or make or use any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry.

Subject to the terms of 21 CFR 108.25(c)(1) and (2) and/or CFR 108.35(c)(1) and (2), no commercial processor shall engage in the processing of acidified foods or low-acid canned foods until the completed forms FDA 2541 and the appropriate forms (FDA 2541d, FDA 2541e, FDA 2541f, FDA 2541g) have been filed with the FDA within the applicable time frames specified in these regulations.

Forms, Instructions, regulations, and information can be secured online at <http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsREgulatoryInformation/AcidifiedLACF/default.htm>.

For more information, contact LACF Registration Coordinator by e-mail at lacf@fda.hhs.gov.

I understand.

The system will display the completed registration information entered into each section of the form so that users can review the information and identify any incorrect information. (See Figure 19 for a picture of an example of the computer screen showing a complete summary of the electronic AF/LACF registration information.)

Figure 19: Complete summary of the electronic AF/LACF Registration Information

Please review your Registration. If all information is correct, click the **Submit** button below. To make changes to a section, click the **Edit** button for that section. Until you select **Submit**, the registration process is incomplete and an FCE number will not be issued.

Date: 10/15/2014 10:18:27
Created Date: 10/15/2014 10:18:27

SECTION 1 TYPE OF SUBMISSION **Edit**

INITIAL REGISTRATION
FFRM REGISTRATION NUMBER: 12450099008
POSITION HELD AT PLANT LOCATION: President/Vice President

SECTION 2 FOOD PROCESSING PLANT LOCATION **Edit**

ESTABLISHMENT NAME: GNSI Draft 04 Company
ADDRESS LINE1: 11820 Parklawn Dr 12312
ADDRESS LINE2:
CITY: Rockville STATE/PROVINCE/TERRITORY: Maryland
ZIP (or other Postal Code): 20852 COUNTRY/AREA: UNITED STATES
TELEPHONE NUMBER: 1 301 1212121
TELEFAX NUMBER:

SECTION 3 PREFERRED MAILING ADDRESS **Edit**

SAME AS PLANT LOCATION
ESTABLISHMENT NAME: GNSI Draft 04 Company
ADDRESS LINE1: 11820 Parklawn Dr 12312
ADDRESS LINE2:
CITY: Rockville STATE/PROVINCE/TERRITORY: Maryland
ZIP (or other Postal Code): 20852 COUNTRY/AREA: UNITED STATES
TELEPHONE NUMBER: 1 301 1212121
TELEFAX NUMBER:

SECTION 4 FOODS PROCESSED AT THIS LOCATION **Edit**

(Do not list meat and poultry foods under the jurisdiction of the Food Safety and Inspection Service of the U.S. Department of Agriculture. Listing products processed at this location to obtain an FCE number does not constitute filing individual processes.)

Food Product Name, Form or Style, and Packing Medium	Low-Acid	Acidified

SECTION 5 ESTABLISHMENT CONTACT PERSON **Edit**

CONTACT NAME: Tester Test
ADDRESS LINE1: 11820 Parklawn Dr
ADDRESS LINE2: 300
CITY: Rockville STATE/PROVINCE/TERRITORY: Maryland
ZIP (or other Postal Code): 20852 COUNTRY/AREA: UNITED STATES
TELEPHONE NUMBER: 301 1212121 FAX NUMBER:
EMAIL ADDRESS: OIM-DOSFURLSSupport@fda.hhs.gov

SECTION 6 PLEASE NOTE THE FOLLOWING

The requester hereby presents and acknowledges that the company is aware that in making this request the company is subject to the terms and provisions of Title 18, Section 1001, United States Code which makes it a criminal offense to falsify, conceal, or cover up a material fact; make any false, fictitious, or fraudulent statement or representation; or make or use any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry.

Subject to the terms of 21 CFR 108.25(c)(1) and (2) and/or CFR 108.35(c)(1) and (2), no commercial processor shall engage in the processing of acidified foods or low-acid canned foods until the completed forms FDA 2541 and the appropriate forms (FDA 2541d, FDA 2541e, FDA 2541f, FDA 2541g) have been filed with the FDA within the applicable time frames specified in these regulations.

Forms, Instructions, regulations, and information can be secured online at <http://www.fda.gov/food/guidance/regulation/guidanceDocuments/regulatoryInformation/app/afelacf/default.htm>.

For more information, contact LACF Registration Coordinator by e-mail at lacf@fda.hhs.gov.

I understand

Not For Public Disclosure

H. Complete Registration Process

1. Correct Registration Information

The procedure to correct information depends on the Section in which the information was entered. Start on the screen showing a complete summary of the electronic AF/LACF registration information.

- To correct information in Section 1, select Cancel and Start Again to return to Step 1 to enter the FFR number (an 11 digit number) and PIN and identify the position of the ECP. All information entered into the electronic AF/LACF system will be lost.
- To correct information in Section 2, select FURLS Home, enter the FFR registration section, and correct the information about the food processing plant location. All information entered into the electronic AF/LACF system will be lost.
- To correct information in Section 3, select Edit on the line for Section 3. The system will re-display the data entry screen for Section 3. Correct the applicable information and select Review Changes to return to the display of the complete registration form.
- To correct information in Section 4, select Edit on the line for Section 4. The system will re-display the data entry screen for Section 4. Correct the applicable information and select Review Changes to return to the display of the complete registration form.
- To correct information in Section 5, select FURLS Home, go to Account Management, and correct the contact information for the ECP. All information entered into the electronic AF/LACF system will be lost.
- The only information entered in Section 6 is a check in the “I understand.” In general, the system design should prevent a user from proceeding to a summary of the completed registration information unless the “I understand” box is checked. However, if the “I understand” box is not checked, select Cancel and Start Again to return to Step 1 to begin the registration process again. All information entered into the electronic AF/LACF system will be lost.

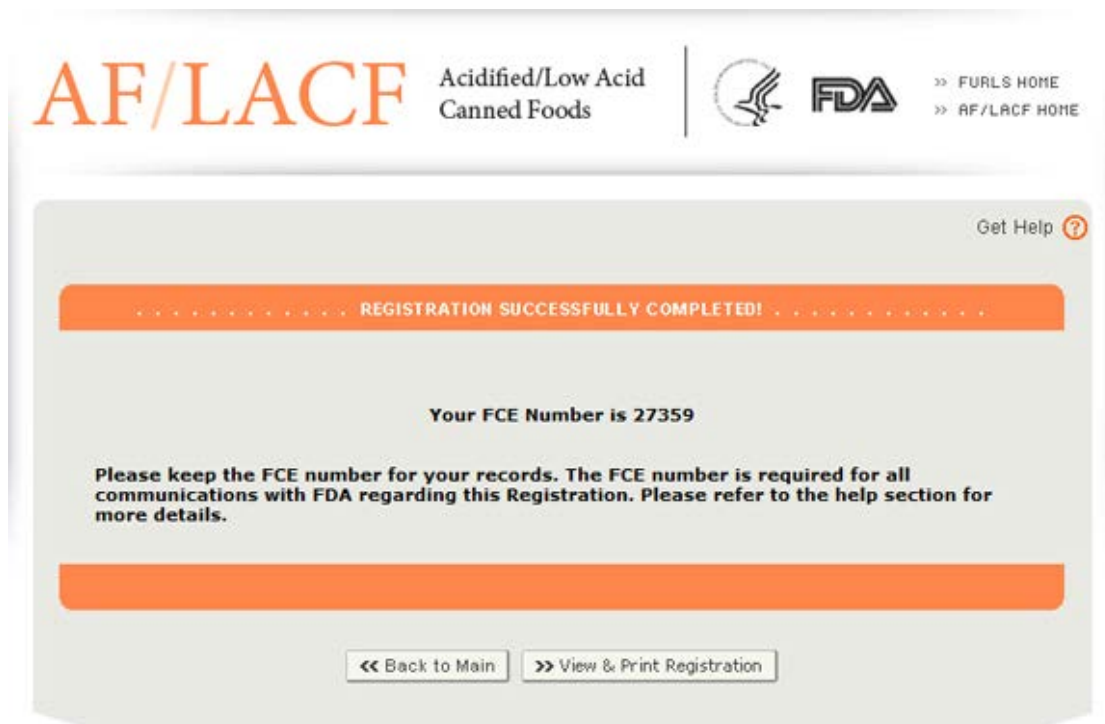
2. Submit Registration

After all information is correct, select Submit.

The system will display a message that the Registration was successful and provide the user with the assigned FCE number. (See Figure 20 for a picture of an example of a computer screen showing a “Registration Successfully Completed” message with the establishment’s assigned FCE number.) The user will also receive an email with an attached copy of the completed form for future reference.

Save the FCE number for future reference. FDA will ask the ECP or any authorized representative for the FCE number as part of any communication regarding the establishment’s registration and process filings.

Figure 20: Registration Successfully Completed with Assigned FCE number



3. Print Submitted Form FDA 2541

Users can view and print a copy of the registration form by selecting “View & Print Registration” on the screen for Registration Successfully Completed. The system will display a view of the completed FDA Form 2541, including a navigation button to Print Registration. (See Figure 21 for a picture of an example of the computer screen for viewing and printing a completed electronic registration form.)

Figure 21: View Completed Form for Printing

Created Date: 03/26/2014 15:48:50 Registration Status: Valid

SECTION 1 TYPE OF SUBMISSION

FCE NUMBER: 21040
 FFRM REGISTRATION NUMBER: 16657090512
 POSITION HELD AT PLANT LOCATION: Director

SECTION 2 FOOD PROCESSING PLANT LOCATION

ESTABLISHMENT NAME: Test Company
 ADDRESS LINE1: 11820 Parklawn Dr Ste 300
 ADDRESS LINE2:
 CITY: Rockville STATE/PROVINCE/TERRITORY: Maryland
 ZIP (or other Postal Code): 20852 COUNTRY/AREA: United States
 TELEPHONE NUMBER: 1 301 1212121
 TELEFAX NUMBER:

SECTION 3 PREFERRED MAILING ADDRESS

SAME AS PLANT LOCATION

ESTABLISHMENT NAME: Test Company
 ADDRESS LINE1: 11820 Parklawn Dr Ste 300
 ADDRESS LINE2:
 CITY: Rockville STATE/PROVINCE/TERRITORY: Maryland
 ZIP (or other Postal Code): 20852 COUNTRY/AREA: United States
 TELEPHONE NUMBER: 1 301 1212121
 TELEFAX NUMBER:

SECTION 4 FOODS PROCESSED AT THIS LOCATION

(Do not list meat and poultry foods under the jurisdiction of the Food Safety and Inspection Service of the U.S. Department of Agriculture. Listing products processed at this location to obtain an FCE number does not constitute filing individual processes.)

Food Product Name, Form or Style, and Packing Medium	Low-Acid	Acidified

SECTION 5 ESTABLISHMENT CONTACT PERSON

CONTACT NAME: Tester Test
 POSITION HELD AT PLANT LOCATION: Director
 ADDRESS LINE1: 11820 Parklawn Dr
 ADDRESS LINE2: 300
 CITY: Rockville STATE/PROVINCE/TERRITORY: Maryland
 ZIP (or other Postal Code): 20852 COUNTRY/AREA: United States
 TELEPHONE NUMBER: 301 1212121 FAX NUMBER:
 EMAIL ADDRESS: OIM-DOSFURLSSupport@fda.hhs.gov

SECTION 6 PLEASE NOTE THE FOLLOWING

The requester hereby presents and acknowledges that the company is aware that in making this request the company is subject to the terms and provisions of Title 18, Section 1001, United States Code which makes it a criminal offense to falsify, conceal, or cover up a material fact; make any false, fictitious, or fraudulent statement or representation; or make or use any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry.

Subject to the terms of 21 CFR 108.25(c)(1) and (2) and/or CFR 108.35(c)(1) and (2), no commercial processor shall engage in the processing of acidified foods or low-acid canned foods until the completed forms FDA 2541 and the appropriate forms (FDA 2541d, FDA 2541e, FDA 2541f, FDA 2541g) have been filed with the FDA within the applicable time frames specified in these regulations.

Forms, Instructions, regulations, and information can be secured online at <http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/AcidifiedLACF/default.htm>.

For more information, contact LACF Registration Coordinator by e-mail at lacf@fda.hhs.gov.

I understand

Not For Public Disclosure

To print the completed form, select Print Registration. A new, smaller browser window will open containing completed registration information formatted to look like the paper version of Form FDA 2541. To print Form FDA 2541, follow the instructions on the screen to select a printer and print. (See Figure 22 for a picture of an example of a printable registration Form FDA 2541.)

After printing is complete, return to the AF/LACF application by selecting the “X” (in the upper right corner of the pop-up in the smaller browser pop-up) to close the smaller browser window.

Figure 22: View and Print Copy of AF/LACF Registration (Form FDA 2541)

FORM APPROVED: OMB No.0910-0037; EXPIRATION DATE:09/30/2017					
INITIAL REGISTRATION	DEPARTMENT OF HEALTH AND HUMAN SERVICES Food and Drug Administration				
	FOOD CANNING ESTABLISHMENT REGISTRATION				
FOR FDA USE ONLY					
FCE No. 26680	Date Received by FDA 08/30/2016 07:22:33				
FOOD PROCESSING PLANT LOCATION	PREFERRED MAILING ADDRESS <input checked="" type="checkbox"/> Same as Plant Location				
Establishment Name Testing for FDA	Establishment Name Testing for FDA				
Number and Street 5001 Campus Drive	Number and Street 5001 Campus Drive				
City and State or Province (or other Subdivision) Berwyn, Maryland	City and State or Province (or other Subdivision) Berwyn, Maryland				
Zip (or Other Postal Code) 20740	Zip (or Other Postal Code) 20740				
Country (if other than U.S.) United States	Country (if other than U.S.) United States				
Telephone No. 1 111 5551111	Telephone No. 1 111 5551111				
Telefax No.	Telefax No.				
PLEASE NOTE THE FOLLOWING:					
1. The requester hereby presents and acknowledges that the company is aware that in making this request the company is subject to the terms and provisions of Title 18, Section 1001, United States Code which makes it a criminal offense to falsify, conceal, or cover up a material fact; make any false, fictitious, or fraudulent statement or representation; or make or use any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry.					
2. Subject to the terms of 21 CFR 108.25(c)(1) and (2) and/or CFR 108.35 (c)(1) and (2), no commercial processor shall engage in the processing of acidified foods or low-acid canned foods until the completed forms FDA 2541 and the appropriate forms (FDA 2541d, FDA 2541e, FDA 2541f, FDA 2541g) have been filed with the FDA within the applicable time frames specified in these regulations.					
3. Forms, Instructions, regulations, and information can be secured online at: http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocuments/REgulatoryInformation/AcidifiedLACF/default.htm					
4. For more information contact the LACF Registration Coordinator by e-mail at lacf@fda.hhs.gov					
LOW ACID AND/OR ACIDIFIED FOODS PROCESSED AT THIS LOCATION Food Product name, form or Style, and packing Medium <small>(Do not list meat and poultry foods under the jurisdiction of the Food Safety and Inspection Service of the U.S. Department of Agriculture)</small>					
Green Beans, cut, French-style, in brine	<table border="1"> <tr> <td>Low-Acid</td> <td>Acidified</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	Low-Acid	Acidified	<input checked="" type="radio"/>	<input type="radio"/>
Low-Acid	Acidified				
<input checked="" type="radio"/>	<input type="radio"/>				
Green Olives in brine	<table border="1"> <tr> <td>Low-Acid</td> <td>Acidified</td> </tr> <tr> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> </table>	Low-Acid	Acidified	<input type="radio"/>	<input checked="" type="radio"/>
Low-Acid	Acidified				
<input type="radio"/>	<input checked="" type="radio"/>				
Food and Drug Administration LACF Registration Coordinator (HFS-303) Center for Food Safety & Applied Nutrition 5001 Campus Drive College Park, Maryland 20740-3835					
ESTABLISHMENT CONTACT PERSON					
Name of Contact and Business Address: Ms. Testing for FDA, 5001 Campus Drive, Berwyn, Maryland, 20740 United States					
Position Held at Plant Location: <input type="checkbox"/> Owner <input type="checkbox"/> Technologist <input type="checkbox"/> Manager <input checked="" type="checkbox"/> Director <input type="checkbox"/> President/Vice President <input type="checkbox"/> Other Employee <input type="checkbox"/> Authorized Third Party					
Phone Number: 1 301 115555	Fax Number: Email Address: samacuci@fda.gov Created Date: 08/30/2016 07:22:33				

VII. How to Change or Cancel Registration Information

Using the electronic AF/LACF system, the ECP may change registration information or cancel a registration after the registration has been submitted to FDA. To do so, follow the instructions in Section V of this document to enter the electronic AF/LACF system through the FIS electronic portal. From the AF/LACF Main Menu, select Change Registration. The system will display a list of FCE numbers electronically associated with the FDA Account ID (e.g., if the user is the ECP for more than one FCE). (See Figure 23 for a picture of an example of the Change Registration screen with a list of FCE numbers associated with an FDA Account ID.)

As noted in Reference 1, the ECP can authorize an individual to access the electronic AF/LACF system for a particular FCE by assigning a role to the individual as Super Authorized Representative (Super AR), an Authorized Representative (AR), or a Read Only Access Representative (ROAR). (See Table 1 in Reference 1 for the authorized functions associated with each of these assigned roles). Importantly, only a Super AR may act on behalf of the ECP with respect to registration. At this time, the electronic AF/LACF system is not configured in a way to enable a Super AR to change or cancel registration information electronically. The process for a Super AR to change or cancel registration information electronically is to submit a paper Form FDA 2541, contact FDA as described in Section IX of this document, or both. For instructions on submitting a paper Form FDA 2541, see Reference 3.

Figure 23: Change Registration - List of FCE Numbers Associated With an FDA Account ID

Get Help ?

CHANGE REGISTRATION

Please click on FCE number to select a registration for update.

FCE No.	Establishment Name	Food Processing Plant Location	Establishment Contact Person	E-mail
21040	Test Company	11820 Parklawn Dr Ste 300, Rockville, Maryland, UNITED STATES	Tester Test	OIM-DOSFURLSSupport@fda.hhs.gov
21044	GNSI Foreign Company	123 Main Street, Ahmedabad, Gujarat, INDIA	Tester Test	OIM-DOSFURLSSupport@fda.hhs.gov
21048	TEST 12_27_0231 Company	1001 Rockville pike, Rockville, Maryland, UNITED STATES	Tester Test	OIM-DOSFURLSSupport@fda.hhs.gov
21051	GNSI REG 01 Company	11820 Parklawn Dr 12312, Rockville, Maryland, UNITED STATES	Tester Test	OIM-DOSFURLSSupport@fda.hhs.gov

<< Back to Main

Select the link to the applicable FCE number. The system will display the establishment name, FCE number, and location, with radio buttons to (1) change registration information and (2) cancel registration. (See Figure 24 for a picture of an example of the Change Registration screen.)

Figure 24: Change Registration

The screenshot shows the AF/LACF (Acidified/Low Acid Canned Foods) web interface. At the top left is the AF/LACF logo, and to its right is the text "Acidified/Low Acid Canned Foods". Further right is the FDA logo and the text "FEDERAL DEPARTMENT OF HEALTH & HUMAN SERVICES". On the far right, there are two links: ">> FURLS HOME" and ">> AF/LACF HOME". Below the header is a "Get Help" link with a question mark icon. The main content area has a dark header bar with the text "CHANGE REGISTRATION". Below this, there are three lines of registration information: "Establishment Name : New Registration from Old", "FCE Number: 27391", and "Plant Location: 1234 Main Street, Bysua, Busia, UGANDA - NONE". Below the information is a prompt: "Please select one of the following options to make changes for registration." There are two radio button options: "Change Registration Information" and "Cancel Registration". At the bottom, there are three buttons: "<< Back", ">> Continue", and "<< Back to Main".

A. Change Registration Information

To change registration information for an existing FCE number, select Change Registration Information from the Change Registration screen and then select Continue. The system will display a complete summary of the electronic AF/LACF registration form, similar to the system display after completing all six sections of the electronic registration form. Only Sections 3 and 4 are available for update by using the “Edit” button. For any additional changes needed, you should contact us for assistance (see section IX for how to contact us). Follow the instructions in Section VI.H.1 of this document to correct registration information. (See Figure 19 for a picture of a computer screen showing an example of a complete summary of the electronic AF/LACF registration form.)

B. Cancel Registration

You must notify us not later than 90 days after you cease or discontinue the manufacture, processing, or packing of the foods in any establishment, except that you need not do so for temporary cessations due to the seasonal character of your production or due to temporary conditions (e.g., labor disputes or fire) (21 CFR 108.25(c)(1) and 21 CFR 108.35(c)(1)).

There are two reasons for canceling a registration: 1) your establishment moves to a new location; 2) your establishment ceases or discontinues the manufacture, processing, or packing of foods.

If you have a previously registered FCE number and you are moving to a new location, you must cancel the existing registration and register the new location. We will provide you with a new FCE number for the new location. We will work with you on a case-by-case basis to determine the impact of the relocation of the establishment on the SIDs you previously filed by contacting us using the contact information provided in Section IX.

To cancel registration, select Cancel Registration from the Change Registration screen and then select Continue. The system will display a warning message informing the user that the FCE for the selected establishment will be canceled and removed from the system. (See Figure 25 for a picture of an example of the Cancel Registration screen with the message warning that the FCE will be removed from the system.)

Figure 25: Cancel Registration Warning Message



To stop the Cancel Registration procedure, select Go Back.

To proceed with the Cancel Registration procedure, select Submit. The system will display a message that the selected FCE number has been successfully cancelled. (See Figure 26 for a picture of an example of a computer screen showing a cancelled registration message.)

Figure 26: Cancelled Registration Message



VIII. How to Search Registrations

The ECP, and a user authorized to act on behalf of the ECP, may search registration information. To do so, follow the instructions in Section V of this document to enter the FIS electronic portal and access the AF/LACF Main Menu. From the AF/LACF Main Menu:

- Select Search Establishment Registrations. The system will display the Search Registration screen. Figure 27 shows a picture of an example of the Search Registration screen with data entry boxes for FCE number, Establishment Name, and Establishment Contact Person.
- Enter one or more search terms in the data entry boxes.
 - To search on the FCE number, enter the complete FCE number. The system does not return any matching records for a partial FCE number.
 - To search on establishment name, enter either the complete name of the establishment or a partial name for the establishment. Enter a partial name from the beginning of the name. For example, to find an establishment named “Mr. Tester Fester,” enter “Mr.” or “Mr. Tester” or “Mr. Tester Fester.” The system does not return any records for a partial name that does not start at the beginning of the name (in this example, the system would not return any records for “Tester Fester”).
 - To search on the name of the Establishment Contact Person, enter either the complete name of the ECP or the first name of the ECP. Entering a first name such as “John” will return all FCEs that have an ECP named John. The system does not return any records if only the last name of the ECP is entered.
- The system will display one or more FCEs that match the search criteria. Figure 27 shows a picture of the search results when the search criterion in the Establishment Name is “Mr. Tester.”

Figure 27: Search Registration

AF/LACF Acidified/Low Acid Canned Foods | FDA

>> FURLS HOME
>> AF/LACF HOME

Get Help ?

SEARCH REGISTRATION

FCE Number:

Establishment Name:

Establishment Contact Person:

>> Reset >> Submit

<< Back to Main

The system will display the results of the search by listing the applicable registrations and their status. (See Figure 28 for a picture of an example of registration search results.) Select up and down arrows in the column headings to sort the registration list in ascending or descending order. Select the link to a particular FCE number to view the registration information for that FCE.

Figure 28: Search Registration - Search Results

Get Help ?

SEARCH REGISTRATIONS - SEARCH RESULTS

Search Results - **Total Registrations: 2**

The following Registrations match your search criteria. You can use the up and down arrows to sort the registration list.

Page 1 of 1

FCE Number	Establishment Name	Plant Location	Establishment Contact Person	Email	Status
21040	Test Company	11820 Parklawn Dr Ste 300, Rockville, Maryland, 20852, UNITED STATES	Tester Test	OIM-DOSFURLSSupport@fda.hhs.gov	Valid
21048	TEST 12_27_0231 Company	1001 Rockville pike, Rockville, Maryland, 20852, UNITED STATES	Tester Test	OIM-DOSFURLSSupport@fda.hhs.gov	Valid

<< Back

IX. How to Contact FDA or Obtain Help

You may contact us:

- By email at LACF@fda.hhs.gov;
- By telephone at 240-402-2411; and
- By mail at the address immediately below.

Food and Drug Administration
LACF Registration Coordinator (HFS-303)
Center for Food Safety and Applied Nutrition
5001 Campus Drive
College Park, Maryland 20740-3835

X. References

1. Guidance for Industry: Submitting Form FDA 2541 (Food Canning Establishment Registration) and Forms FDA 2541d, FDA 2541e, FDA 2541f, and FDA 2541g (Food Process Filing Forms) to FDA in Electronic or Paper Format. Accessible at <http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/ucm309376.htm>
2. FDA. 2003. What You Need to Know About Registration of Food Facilities. Accessible at <http://www.fda.gov/food/guidanceregulation/foodfacilityregistration/default.htm>
3. FDA 2015: Instructions for Paper Submission of Form FDA 2541 (Food Canning Establishment Registration) for an Acidified/Low-Acid Food Canning Establishment. Accessible at <http://www.fda.gov/downloads/Food/GuidanceRegulation/FoodFacilityRegistration/UCM359392.pdf>