



PFPC NEW CLIENT CHECKLIST

For Clients with Consumer-Packaged Goods (CPG)

Consumer Packaged Goods (CPGs) are products sold through stores, farmer’s markets, and on-line. These items require proper packaging and labeling and are regulated by the [NC Department of Agriculture \(NCDA\)](#). We can help you with these requirements and prepare you for inspection.

<i>Step</i>	<i>Description</i>	<i>Comments</i>
1	Complete information survey	<i>Complete the survey on the website</i>
2	Receive prospective client package	<i>Review insurance requirements, fee structure, and user agreement</i>
3	Schedule a phone or Zoom interview	<i>We learn about you and your business and assess what you need to move forward.</i>
4	Schedule an in-person tour of the facility	<i>We tour the facility and discuss what kitchens and equipment you need.</i>
5	Provide proof of insurance	<i>Provide a Certificate of Insurance (COI) that meets the PFPC Insurance Requirements</i>
6	Schedule orientation and pay the onboarding fee	<i>We will meet for about an hour to review how the facility works and train you on our cleaning and sanitation procedures.</i>
7	Complete paperwork	<i>Execute User Agreement and complete contact information sheet.</i>
8	Prepare for your NCDA inspection	<i>Meet with Staff to review your packaging and labeling and learn about the inspection process.</i>
9	Complete a food safety training program	<i>You will need certified food safety training (like Serv Safe® or Safe Plates®)</i>
10	Start creating...	

NOTE: BEFORE YOU CAN SELL YOUR PRODUCT, you must pass an NCDA inspection. We will assist you through this process.