



Cumberland UNIVERSITY

Cumberland Culinary Center Getting Started in Food Manufacturing

The Cumberland Culinary Center (CCC) requires that the following be obtained prior to making an application to the CCC for kitchen utilization.

Note: Select the desired link, press control and click to proceed.

Business Requirements

1. A county business license from your county of residence is required. If your business is within the boundaries of a city, you will also be required to have a city license.
2. If your business is within the state of Tennessee, you will need a sale and use tax registration number. For additional information please visit [Registration and Licensing \(tn.gov\)](http://www.revenue.tn.gov)
3. All specialty food producers are required to provide the Cumberland University a product liability insurance certificate. The minimum requirement is \$500,000.00 and Cumberland University must be identified as a certificate holder.

Product Requirements

4. Specialty Food Producers are required to submit Process Control information for each product which is intended to be manufactured at the CCC. Sample forms are available in both. Save the selected file and rename the file and insert your company's name. These files can be found at the following locations:
 - a. [SampleProcessControl.pdf](#)
 - b. The process documentation should be sent via e-mail to Sue Sykes (mrgreen1@bellsouth.net) for evaluation. Should you have any questions please call 615.453.1617. In addition, the following items should also be available for review:
 - i. Containers and closures **not** purchased from Richards Packaging will require a supplier compliance letter which indicates that the packaging is food grade and is in compliance with FDA regulations.
 - ii. In the event that you intend to purchase ingredients from other than the following sources: Sysco, PFG, GFS, RFS, Sam's, Costco, US Foods, IWC, Doug Jeffords, Nuts.com and Food Service Direct, please submit ingredient specification data sheets with the process documentation as defined above.
 - iii. Once the above data sheets have been approved please complete the Customer Registration Form as indicated below.
5. Download and complete the Customer Registration Form (and provide the supporting information indicated) from: [CCC_CustomerRegForm.pdf](#)



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6. Once the Customer Registration form and supporting documentation (items 4 and 5) have been approved by the CCC Board of Directors, you will be notified via e-mail that your company is eligible for “Manufacturing within the CCC”; the CCC will notify Tennessee Department of Agriculture Regulatory Service (TDA) of your company’s approval.
7. The CCC will require a copy of an approved Tennessee Department of Agriculture Regulatory Services Permit (current year) if you have an existing permit issued from another facility (e.g. Citizen’s Kitchen); it is transferable to the CCC. You can send an email to Patricia Szappanos-Hart Patricia.Szappanos-Hart@tn.gov to request the address change. Please email a copy of the TDA approved registration to Sue Sykes (mrgreen1@bellsouth.net). Once the above is completed an inspection will be scheduled.
8. Each company is required to be registered with the [FDA industry systems - Accounts management](#). The revised or new registration should reflect the CCC address: 411 Tennessee Blvd., Lebanon TN 37087
9. Both TDA and CCC require that someone on the individual company’s team has received formal training in Food Safety. The required training is based on the type of products that you are going to produce.
10. If you do **not** have a TDA Permit, you are required to apply for the permit by utilizing the questionnaire listed below:
[TDA Plan Review Questionnaire MANUFACTURINGWITHIN CCC.pdf](#)
The questionnaire above has been modified specifically for “Manufacturing within the CCC” and hence some of the information has already been completed. Save the file with your company name and make the necessary changes. You are required to provide your company specific information; product processing; product labels, etc.
 - a. It is recommended that all material as defined within the questionnaire be scanned and added to the questionnaire file. Recommended format is PDF.
 - b. This material can be sent via email to Patricia Szappanos-Hart Patricia.Szappanos-Hart@tn.gov at Tennessee Department of Agriculture Regulatory Services. She can also be reached at 615.837.5177 for additional information or questions.
11. Once the TDA permit has been approved (or reassigned) your company is eligible to request Membership this form can be located at: [CCC_Membership-form.pdf](#)
12. An inspection will be scheduled for the first time the kitchen is utilized by your company. The annual permit fee for non-hazardous and formulated acid products is \$100.00. For acidified products the cost is \$150.00.
13. All scheduling of the CCC is coordinated through Sue Sykes (615) 453-1617 mrgreen1@bellsouth.net .

This may seem to be a complicated process. Be assured that we are here to help you and we want to help you produce products that are safe as well as tasty. Our industry is facing many changes with the Food Modernization Act and both the Tennessee Department of Agriculture and the Cumberland Culinary Center are your partners in your new business venture.