Safe Food for Canadians Regulations

Getting Started





This presentation provides an overview of

- Key elements of the Safe Food for Canadians Regulations (SFCR)
 - Licensing
 - 2. Preventive controls
 - 3. Traceability
 - 4. Importing
 - 5. Exporting
- Timelines for coming into force
- Information resources available
- My CFIA

Safe Food for Canadians Regulations (SFCR)

- June 13, 2018 Published in Canada Gazette,
 Part II
- January 15, 2019 Came into force
 - Some requirements will need to be met immediately
 - Other requirements are being phased in over a period of 12-30 months based on the food, type of activity and business size



Take time to review the regulations and guidance

Safe Food for Canadians Regulations

Scope

- Food for human consumption (including ingredients) that is imported, exported, or interprovincially traded.
- Food animals from which meat products to be exported or interprovincially traded may be derived.
- Some of the traceability, labelling and advertising provisions apply to intraprovincially traded foods.

Key Features

- One (1) regulation for all food
- Outcome-based, allows for flexibility and innovation
- Broader in scope
 - More food/activities subject to the SFCR, for example Non-Federally Registered Sector, import

Key SFCR Requirements



Licensing and Structure **023**

Identifies a **Person** (or food business) who conducts an:

- **Activity** (or activities) on a food or food animal
 - Manufacture, process, treat, preserve, grade, package or label a food for interprovincial trade or export
 - · Import a food
 - Export a food that requires an export certificate or other export permission
 - Slaughter a food animal where the meat product is destined for interprovincial trade or export
 - Store and handle a meat product in its imported condition for inspection by the CFIA

at a

3 Location (or locations)

(e.g. establishment, including a field or facility)

Key Components

Preventive controls

 prevent food safety hazards and reduce the likelihood of contaminated food entering the market, whether the food is prepared within or outside of Canada

Preventive Control Plan (PCP)

- Written preventive control plan (PCP) to address both
 - food safety hazards, controls measures and associated evidence of their effectiveness (consistent with HACCP);
 and
 - consumer protection and market fairness requirements (labelling, compositional standards, grades)

Traceability

 Trace the food one step forward/one step back along the supply chain

Licensing

Does not apply to:

- activities conducted on food to be sold and consumed within a province
- moving food from one province to another (conveying or transporting)
- growing and harvesting fresh fruits or vegetables
- handling fish on a vessel
- activities conducted at the retail grocery store (e.g. packaging/labelling food at the retail grocery store for sale to consumers)

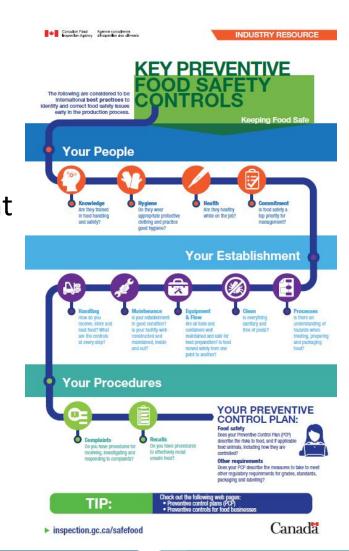


Licensing – What's New?

- Not all activities taking place in an establishment may be subject to SFCR (e.g. food manufactured for intra-provincial trade)
- No longer a requirement to:
 - post a licence certificate in the facility
 - have the licence number on the label (other than inspection legend)
 - submit PCP at time of licence application (but must have one in place and meet all requirements)
- The ability to search a listing of valid licence holders is available on the CFIA's website

Preventive Controls

- Include hazard analysis and control measures for the hazards associated with food
- Include requirements related to treatment and processes, establishment conditions, sanitation, pest control, competency, investigation, complaints
- Outcome-based where possible to allow for flexibility and innovation
- Include investigation, complaints, recalls



Preventive Control Plans

- Required for most businesses, including importers
 - Exception: \$100K or less in gross annual food sales for some foods
- The PCP must address both
 - food safety hazards, control measures and associated evidence of their effectiveness (consistent with HACCP); and
 - consumer protection and market fairness requirements (labelling, compositional standards, grades)
- ✓ If you have a HACCP-based system in place, you are well positioned to show compliance with the PCP requirements
- ✓ Review your system to make sure all PCP requirements are included and that consumer protection and market fairness are also covered

Evidence (Validation)

- Don't need to re-validate control measures that were acceptable before SFCR
- Re-validation is required when:
 - changes are made to a control measure
 - repeated failures or deviations
- Proportional to the level of risk
- Industry Guidance is available "Proven by evidence to be effective"

Traceability

- Trace food one step forward and one step back through the supply chain in order to protect Canadians during a food safety incident
- Helps ensure a timely response if a food safety issue is detected:
 - reduce the time it takes businesses to remove unsafe food from the market, safeguarding the public
 - minimize the scope of recalls and reduce the cost of recalls for businesses
- Align with international standards (e.g. Codex)
- Apply to a broader scope of food businesses than the licensing and PCP requirements:
 - all food (no exemptions like licensing and preventive controls)
 - retail grocery stores that sell food to consumers trace one step back only (corporate as well as franchise)
 - distributors and wholesalers who trade inter-provincial
- Does not apply to food service operations

Importing

- Importers need to:
 - have a licence to import
 - have a preventive control plan (some exemptions apply)
 - ensure that their foreign supplier is manufacturing, preparing, storing, packaging and labelling the food under the same conditions as food prepared in Canada
 - maintain procedures and processes for handling and investigating complaints and recalls
 - keep clear and complete traceability records that show where food came from (the supplier) and to whom it was sold (buyer)
- Non-resident importers are permitted under certain conditions
- Border processes with CBSA have not changed updates to requirements have been uploaded into Automated Import Reference System



Exporting

- Exporters need to:
 - ensure that their food is manufactured, processed, treated, preserved, graded, packaged or labelled by a licence holder
 - meet Canadian requirements as well as foreign requirements
 - have written documents for food that does not meet Canadian requirements to substantiate the foreign requirements have been met, and are clearly labelled for export
 - keep clear and complete traceability records
- Registry of Licensed Food Businesses: businesses in good regulatory standing

If you need a CFIA export permission, you must have a licence and a written preventive control plan—even if the food you are exporting is exempt from these requirements



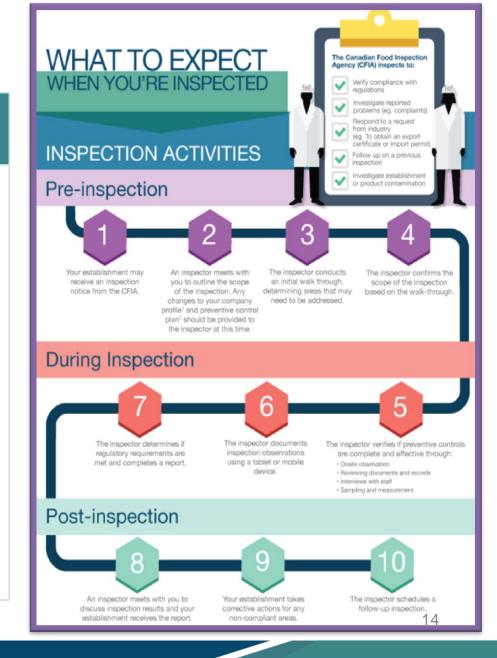
Regulatory Compliance

How will an inspector evaluate compliance?

- Verifies that information on the licence is accurate (locations, activities, food)
- Verifies preventive controls are in place
- Verifies that control measures are in place and that there is evidence that they are effective
- Reviews Preventive Control Plan

Note:

An inspector can at any time request product samples/testing, review traceability plans to confirm compliance and/or if suspicion of a food safety risk exists



Changes to Service Fees as a Result of SFCR

1 – Addition of the SFCR Licence Fee

- For all food commodities, add a \$250 licence fee, payable every two years
- Convert existing annual registration fee to an annual inspection fee where applicable; current annual inspection fees remain

2 - Updates to authorities

- Replace references to existing Acts and Regulations with references to the SFCA/SFCR where applicable
- Remove fees where authorities no longer exist in the SFCA/SFCR (e.g. review of labels and recipes)

3 - Updates to language

 Replace wording reflective of language used in existing Acts and Regulations with wording found in the SFCA/SFCR

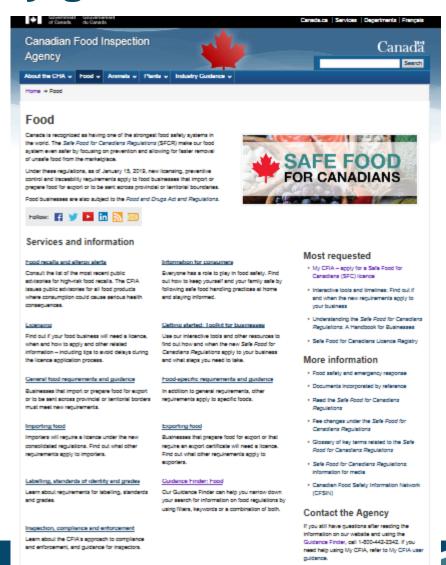
When do the new requirements apply to my business?

- While the Safe Food for Canadians Regulations came into force on January 15, 2019, certain requirements for some foods or businesses may apply at a later date
- Consult detailed information on the SFCR <u>Timelines</u> landing page. It covers:
 - timetables (by sector) for licensing, preventive controls, preventive control plans and traceability requirements
 - organic aquaculture products
 - inspection legends

Summary of timeline

SFCR	Dairy products; Eggs;	Fresh fruits or	All Other Foods				
requirement	Fish; Honey; Maple	vegetables	More than	More than \$100K	\$100K or less in		
	products; Meat		\$100K in gross	in gross annual	gross annual food		
	products; Processed		annual food	food sales <u>AND</u>	sales <u>OR</u> four		
	egg products and		sales <u>AND</u> more	four employees	employees or less		
	Processed fruit or		than four	or less			
	vegetable products		employees				
Licence	January 15, 2019	January 15, 2019	July 15, 2020	July 15, 2020	July 15, 2020		
		(N/A for growing					
		and harvesting)					
Traceability	January 15, 2019	January 15, 2019	July 15, 2020	July 15, 2020	July 15, 2020		
		(except growing and harvesting)					
		January 15, 2020					
		(growing and					
Duesteutiste	January 15, 2010	harvesting)	Il., 15, 2020	Il., 16, 2021	Il., 16, 2021		
Preventive	January 15, 2019	January 15, 2020	July 15, 2020	July 16, 2021	July 16, 2021		
Controls							
Written PCP	January 15, 2019	January 15, 2020	July 15, 2020	July 16, 2021	not required if		
	(not required for maple	(not required if			\$100K or less		
	products and honey if	annual food sales			(regardless of no. of		
	annual food sales are	are \$100K or less)			employees) –		
	\$100K or less)				17		

Industry guidance on the CFIA website



FIVE REASONS WHY YOU SHOULD BE USING

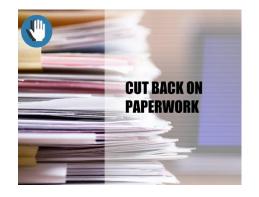
















My CFIA



Modernizing tools and services

Digital service will be the primary and preferred method of requesting and receiving services

The Agency is:

- Providing online access to a full range of services and information to comply with regulations through My CFIA
- Making more information available and guidance online and enhance its search ability
- Enhancing its ability to manage enquiries in a seamless and timely way in order to provide consistent, clear responses to questions, triaged based on complexity
- Transitioning to the Single Window portal for all Import declarations
- Updating resource tools like AIRs for the SFCR requirements

My CFIA – access to services online

My CFIA represents the Agency's move into digitally enabled service delivery

My CFIA allows you to request, pay for and track the status of services online through a secure account that can be tailored to suit your business model

Services are being added gradually

- Today you can enroll and create a business profile
- Request import permits for most plant and animal products, as well as requests to register establishments involved in the preparation of food commodities currently governed by CFIA regulation
- Businesses are encouraged to enroll now in My CFIA so they are prepared to apply for their licence when needed. Those who submit SFCR licence applications by email or fax will be redirected to apply using the My CFIA portal
- In 2018, the CFIA gradually began to offer Export Certificates online

Getting an SFC licence – My CFIA

 If you already have a CFIA registration or licence under the previous regulations and it expires after the SFCR came into force, it remains valid until its date of expiration

 If you did not have a CFIA registration or licence prior to January 15, 2019, and you are required to have one, act now to enroll—visit My CFIA





SFC Licence Checklist

□ Determine **Scope**

■ What activities/food commodities and locations will form the basis (or structure) of the licence

□Enroll via My CFIA

- Determine profile model
- Determine accountabilities
- ☐ Get supporting documents ready
- □ Complete enrolment process

□Apply for an SFCR licence

☐ Begin the service request



SFC Licence Checklist

Determine Scope

What activities/food commodities and locations will form the basis of the licence?

Activity (or activities) on a food or food animal

- Manufacture, process, treat, preserve, grade, store, package or label a food for interprovincial trade or export
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Location (or locations)

(e.g. establishment, including a field or facility)

Structure of licence considerations

- Single or multiple licences
- Licence fees (\$250/two-year licence)

Considerations:

- For export, many foreign countries require that each establishment/location be assigned a unique identification number. Therefore, only one licence should be associated for each establishment
- The CFIA conducts inspections on each licence you hold
- You have to prepare, keep, maintain and implement preventive control plans (PCPs) for each licence you hold (if a PCP is required)
- CFIA enforcement action, such as suspension or cancellation, is taken on a licence and impacts all activities and food covered by that licence

Note: Enforcement action on one licence could result in inspection of activities conducted under other licences.



SFC Licence Checklist Enroll via My CFIA

Enrollment is the process of setting up your food business account profile in My CFIA.

To enroll, food businesses have to identify a person to be accountable for activities on the account, ("Profile Authority") and someone ("Profile Manager") who will manage the setup and ongoing changes, and request services. These can, but do not have to be the same person.

Enrolling in My CFIA takes on average between 30 and 60 minutes, depending on the complexity of your food business.

Once complete, the CFIA verifies completeness and validates the account. This includes verifying basic identifying information such as legal name, location, and business authorities. The CFIA uses the Government of Canada Business Number (GC BN) as one means of doing this.

Once your account information has been validated, you are ready to request services through My CFIA



SFC Licence Checklist Enroll | Determine your Business Model

Multiple Party Model

- Multiple party profiles are most suited to businesses that have multiple establishments, organizational units or business divisions that want to interact with the CFIA independently.
- With multiple party profiles, each unit of your business can manage interactions with the CFIA and submit requests independently. Your business will be able to assign a separate profile manager and invite individuals (party contacts) to each party profile. Only the party contacts associated to a specific party profile will be able to view and submit requests on behalf of that party profile.
- While each location would manage their own profile, service requests and have access to their own inspection reports, they would not have access to Party Profiles of other locations that have the same legal business name (i.e. parent company).

Single Party Model

- A single party profile is most suited to businesses that want to manage all business interactions with the CFIA through a head office or a single location.
- With a single party profile, your business will be able to assign a profile manager and invite other party contacts, such as employees or brokers, to sign on to the profile. All party contacts will be able to view and submit requests on behalf of your business.
- In this model, locations can still submit and manage their own service requests, but they would not have access to their own Inspection Reports.
- The Profile Authority (the parent company) could view and manage service requests for all of its locations and view all of its inspection reports.

The Business Model relates to the **Profile structure within My CFIA**, not necessarily how you operate or view your business. You can always change your Business/Profile Model but it's not a trivial exercise, so it's good to understand and select the model most suited to your needs



SFC Licence Checklist

Enroll | Determine Accountabilities

Determine who is going to be accountable for specific administrative roles within My CFIA

Role	Description	Update Profile Information	View Profile Information	Submit Service Requests	View and Manage Service Requests
Company Officer	The legal individual who designates the Profile Authority to act on the behalf of the company. This is not a system role – this is the person who signs the "Proof of Profile Authority" (POA). This individual must also appear on the Proof of Business (POB). Example: CEO, CFO, VP, Board of Director Member.	Not Applicable. Not a My CFIA administrative role.			
Profile Authority	Accountable for all information, records, requests, and users assigned to a party profile. The profile authority may be accountable for more than one party profile (for example, a broker) and may also act as profile manager.	✓	✓	✓	✓
Profile Manager	Authorized by the profile authority to create and manage the profile, invite other users, and to conduct business online with the CFIA on behalf of the business.	✓	✓	✓	✓
Alternate Profile Manager	Same authority and responsibility as the Profile Manager.	✓	✓	✓	✓
•	Can submit service requests on behalf of the business but cannot edit party profile information. Party contacts can be added at any point in time by the profile authority or profile manager and are not necessary when you sign up.		✓	✓	√

SFC Licence Checklist Enroll | Get supporting documents ready

Before enrolling in My CFIA, complete or have the following items ready

In addition to determining the structure of the SFCR licence (scope) and profile model and accountabilities, the enrollment process will require a few other documents/items.

These include:

☐ Government of Canada Business Number (GC BN)
Food businesses will need a GC BN as part of the
Proof of Business step in enrolment. This is a 9-digit
number issued by the Canada Revenue Agency for
business identification purposes. For more
information or to obtain a GC BN, go to
http://www.canada.ca/

Proof of Authority Form

This form is used to record the food business' authorization for an individual to establish and manage the company's My CFIA account. Individuals will need completed/signed POAs to administer the organization's profile on My CFIA. The form can be downloaded from inspection.gc.ca

a GCKEY (for signing into the system securely) or approved sign-in partner service

A GCKEY is needed for secure online communications with government programs (e.g. My CFIA). You can also use an approved sign-in partner service (a number of financial institutions provide this service).

My CFIA: www.inspection.gc.ca/mycfia, includes online resources such as links to GCKey, the Profile Authority Form, FAQs, glossaries and other resources to help you with getting these support documents ready.

SFCR Getting Started | Help

Have questions?

Stay up to date

If you have a question after consulting the web resources (inspection.gc.ca), call

1-800-442-2342

(My CFIA Support Team)

or

use the **contact us** form found on the CFIA website

- 1. Sign up to receive email notifications: http://inspection.gc.ca/about-the-cfia/newsroom/email-notification/eng/1481653931267/148 1654078038
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- 3. Subscribe to the <u>CFIA Chronicle</u>, our quarterly newsletter