

# 1st STOP CHECKLIST:

## MANUFACTURING/MACHINE SHOP

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### Checklist

- Fabric products must comply with the Federal Trade Commission's labeling requirements. Information can be found at [www.ftc.gov](http://www.ftc.gov). The **Ohio Department of Agriculture, Division of Plant Health** regulates pesticides and fertilizers. If you have questions or would like more detailed information, please contact the **Ohio Department of Agriculture** at **(614) 728-6270** or **(800) 282-1955**. Information is also on-line at [www.ohioagriculture.gov/plant](http://www.ohioagriculture.gov/plant).
- If you will manufacture ceramic, pottery or glass for decoration or use (such as mugs, plates, etc.) the U.S. Consumer Product Safety Commission (on-line at [www.cpsc.gov](http://www.cpsc.gov)) and the U.S. Food and Drug Administration (on-line at [www.fda.gov](http://www.fda.gov)) has information about lead content regulations.
- A **permit-to-install** is required before any air contaminant source (anything that releases pollution into the air, such as a vent) is installed. Once the source is installed, a **permit-to-operate** is necessary. For more information about this and solid waste disposal, contact the **Ohio Environmental Protection Agency (EPA)**.
- Contact the **Ohio Environmental Protection Agency (EPA)** for information about the proper disposal of hazardous and solid waste. The EPA can be reached at **(614) 644-3020 for General Inquiries** or **(800) 329-7518 for Office of Compliance Assistance and Pollution Prevention**. The Ohio EPA is also on-line at [www.epa.state.oh.us](http://www.epa.state.oh.us).
- Storage tanks must be inspected before use. Contact the local fire authority or the **State Fire Marshal**. The State Fire Marshal's Office can be reached at **(614) 752-8200**. Information is also on-line at [www.com.state.oh.us/fire](http://www.com.state.oh.us/fire).
- Weighing and measuring devices must be inspected for accuracy. Contact the **Ohio Department of Agriculture's Division of Weights and Measures** at **(614) 728-6290**, or **YOUR COUNTY AUDITOR**.
- If you will manufacture furniture, bedding, upholstered or stuffed items, contact the **Ohio Department of Commerce's Division of Industrial Compliance, Bedding and Upholstered Furniture Section** for licensing information. They can be reached at **(614) 644-2223**. Information is also on-line at [www.com.state.oh.us/dico](http://www.com.state.oh.us/dico).
- Equipment and supplies sold for use in manufacturing are not subject to sales tax. Contact the **OHIO DEPARTMENT OF TAXATION** for information.

*\*The information contained in this site is for general guidance on matters of interest only and reflects solely the information about the requirements of the State of Ohio. Note, there may be additional local and federal requirements. Accordingly, the information on this site is provided with the understanding that ODSA is not herein engaged in rendering legal, accounting, tax, or other professional advice and services. Before making any decision or taking any action, consult a professional. For more help, contact your local **Small Business Development Center (SBDC)** at [www.ohiosbdc.ohio.gov](http://www.ohiosbdc.ohio.gov) Also, remember to check local government agencies. This checklist is about state requirements. Funded in part through a grant with the U.S. Small Business Administration.*

- If you will make retail sales (sales to an end user that will not be used in manufacturing) you will need a **VENDOR'S LICENSE**. Contact **YOUR COUNTY AUDITOR** or the **OHIO DEPARTMENT OF TAXATION**.
- The **OHIO DEPARTMENT OF TAXATION** can be reached at **(888) 405-4039 for Business Tax Assistance; \*888) 405-4089 for Tax Registration; or (800) 282-1782 for the Forms Request Line**. Information is also on-line at <http://tax.ohio.gov>.
- All stuffed and upholstered products must comply with the **ORC Section 3713.02**. This section includes information on labeling. <http://codes.ohio.gov/orc/3713.02>
- Plastic products must be labeled according to **Ohio Revised Code (ORC) Section 3734.60**. If you have questions, contact the **Ohio EPA**. <http://codes.ohio.gov/orc/Search/3734.60>
- Depending on the type of product you will make, there may be additional state-level labeling requirements. Check the **Ohio Revised Code (ORC)** and **Ohio Administrative Code (OAC)** for more information. Both the ORC and OAC can be found in your local library and are on-line at <http://codes.ohio.gov/orc>.
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