

LABEL FLOW THROUGH DISTRIBUTION TEAM

(Updated February 15, 2012)

1. Labels are dropped off by Label Consultants/Company Representatives into the Distribution Unit with bar codes on the label submissions.

Drop off /pickups will be:

Monday, Tuesday, Thursday, and Friday:

Morning: 10:00 - 11:30 a.m.

Afternoon: 1:30 – 3:00 p.m.

Wednesday:

Afternoon: 1:30 – 3:00 p.m.

Bar codes will be issued from the Distribution Team to individual Consulting Firms/Company Representatives. **Because access to the Labeling and Program Delivery Division will be limited, please call ahead to the Distribution Team at 301-504-0883 or 301-504-0878 to announce your arrival.**

2. The Distribution Team will log in label submissions as they arrive. Labels will be evaluated on a first come, first serve bases.
3. As label packets are processed by the Labeling Compliance Team (LCT), the Distribution Team will process them. When the labels are finished being processed, they will be logged out.
4. After the labels have been processed, the [log in sheet](#) (the sheet that is attached to expediting firms label packets), will be faxed out to inform the firms that the labels are ready for pick-up from the Distribution Unit (Patriots Plaza III, 8th floor, Room 168).

***REMINDER: INDIVIDUAL LABEL CONSULTING FIRMS MUST INCLUDE FAX NUMBERS ON THEIR LOG IN SHEETS.**

5. The LCT will record on the log-in sheet, the bar code for any label submissions being held from the labeling packet, which will ensure that any label submissions held for further evaluation will be completed and logged out of distribution unit.