# Label Submission and Approval System

# LSAS

Webinar Presentation
February 20, 2013

## Labeling and Program Delivery Division
## USDA, FSIS, OPPD

# Agenda

- Introduction and Background
- Submitter Benefits
- Review of Navigating Your Dashboard
- Review of Managing Establishments
- Brief Review of Creation and Submission of a Label Application
- How to check for Status
- How to respond to a Return
- Helpful Tips (Formula Examples, Claims & Supporting Documents, Appeals, and Miscellaneous Tips)
- Resources
- Questions

# Introduction and Background

The Labeling and Program Delivery Division (LPDD) within the United States Department of Agriculture (USDA), Food Safety and Inspection Service (FSIS) develops and provides labeling guidance, policies and inspection methods and administers programs to protect consumers from misbranded and economically adulterated meat, poultry, and egg products which ensure that all labels are truthful and not misleading. Labeling includes all forms of product identification, health-related claims, net weight, species identification and nutrition.

LSAS is a web-based software application that integrates and implements a **secure** electronic label application process for establishments to submit label applications and appeals.

LPDD launched the Label Submission Approval System (LSAS) on May 22, 2012.

# LSAS Submitter Benefits

- **Wizard** available **to assist submitters** with determining which labels can be submitted through the **Generic Label** submission process will **reduce submission errors and questions** to LPDD staff around generic approval
- **Application processing** will be **faster vs. paper submission**
- Realize **cost and time savings** vs. shipping via surface mail
- **Quick** and ready **online access** to application **status**
- Access via **Level 2 eAuthentication**

# LSAS: Submitter Benefits (Continued)

- Storage and record keeping in an electronic environment allowing establishments to save & re-submit standard documentation (e.g., documents that support claims; written protocols) vs. having to print and re-submit with each label application
- Edit checks in the system will check for formatting and submission errors, allowing for corrections in “real time” vs. correcting upon return from LPDD, reducing turnaround time for label review
- Enhanced communication mechanisms (e.g., messaging within LSAS), reducing initial time spent on first time application submission and re-submissions

# Account Requirements

**Register for USDA Level 2 eAuthentication Account**

**Respond to email confirmation within 7 days**

**Make an appointment with a Local Registration Authority (LRA) at a USDA Service Center nearest you. Appear in person so they may validate your identification**

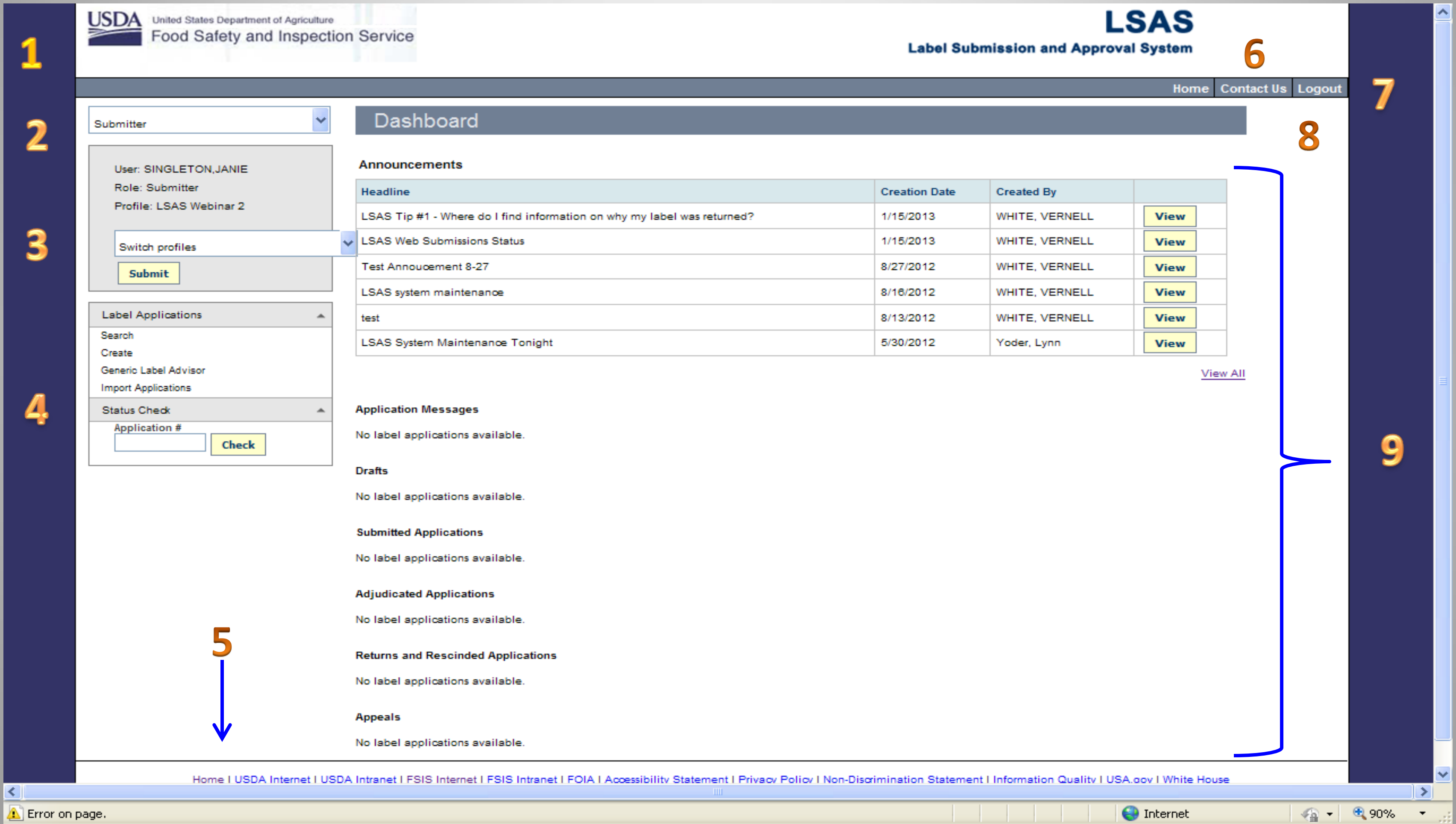
**Complete FSIS Enrollment Wizard to request activation of your account for LSAS**

**Create organizational or establishment profile name for LSAS**

# Account Requirements (Continued)

- Register for an Level 2 USDA eAuthentication: **http://www.eauth.usda.gov/**
- **Local Registration Authority (LRA) locations:** **http://offices.sc.egov.usda.gov/locator/app?type=lra**
- **FSIS Website for LSAS:** **http://www.fsis.usda.gov/Regulations_&_Policies/Label_Submission_Approval_System/index.asp**
- **LSAS Login Access/Enrollment:** **https://lsas.fsis.usda.gov/**

# Navigating Your Dashboard


1
2
3
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9
USDA
United States Department of Agriculture
Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home
Contact Us
Logout
Submitter
Switch profiles
Submit
Label Applications
Search
Create
Generic Label Advisor
Import Applications
Status Check
Application #
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View All
Home I USDA Internet I USDA Intranet I FSIS Internet I FSIS Intranet I FOIA I Accessibility Statement I Privacy Policy I Non-Discrimination Statement I Information Quality I USA.gov I White House
Error on page.
Internet
90%

User: SINGLETON,JANIE
Role: Submitter
Profile: LSAS Webinar 2

## Dashboard

**Announcements**

| Headline | Creation Date | Created By | |
|---|---|---|---|
| LSAS Tip #1 - Where do I find information on why my label was returned? | 1/15/2013 | WHITE, VERNELL | View |
| LSAS Web Submissions Status | 1/15/2013 | WHITE, VERNELL | View |
| Test Annoucement 8-27 | 8/27/2012 | WHITE, VERNELL | View |
| LSAS system maintenance | 8/16/2012 | WHITE, VERNELL | View |
| test | 8/13/2012 | WHITE, VERNELL | View |
| LSAS System Maintenance Tonight | 5/30/2012 | Yoder, Lynn | View |

**Application Messages**

No label applications available.

**Drafts**

No label applications available.

**Submitted Applications**

No label applications available.

**Adjudicated Applications**

No label applications available.

**Returns and Rescinded Applications**

No label applications available.

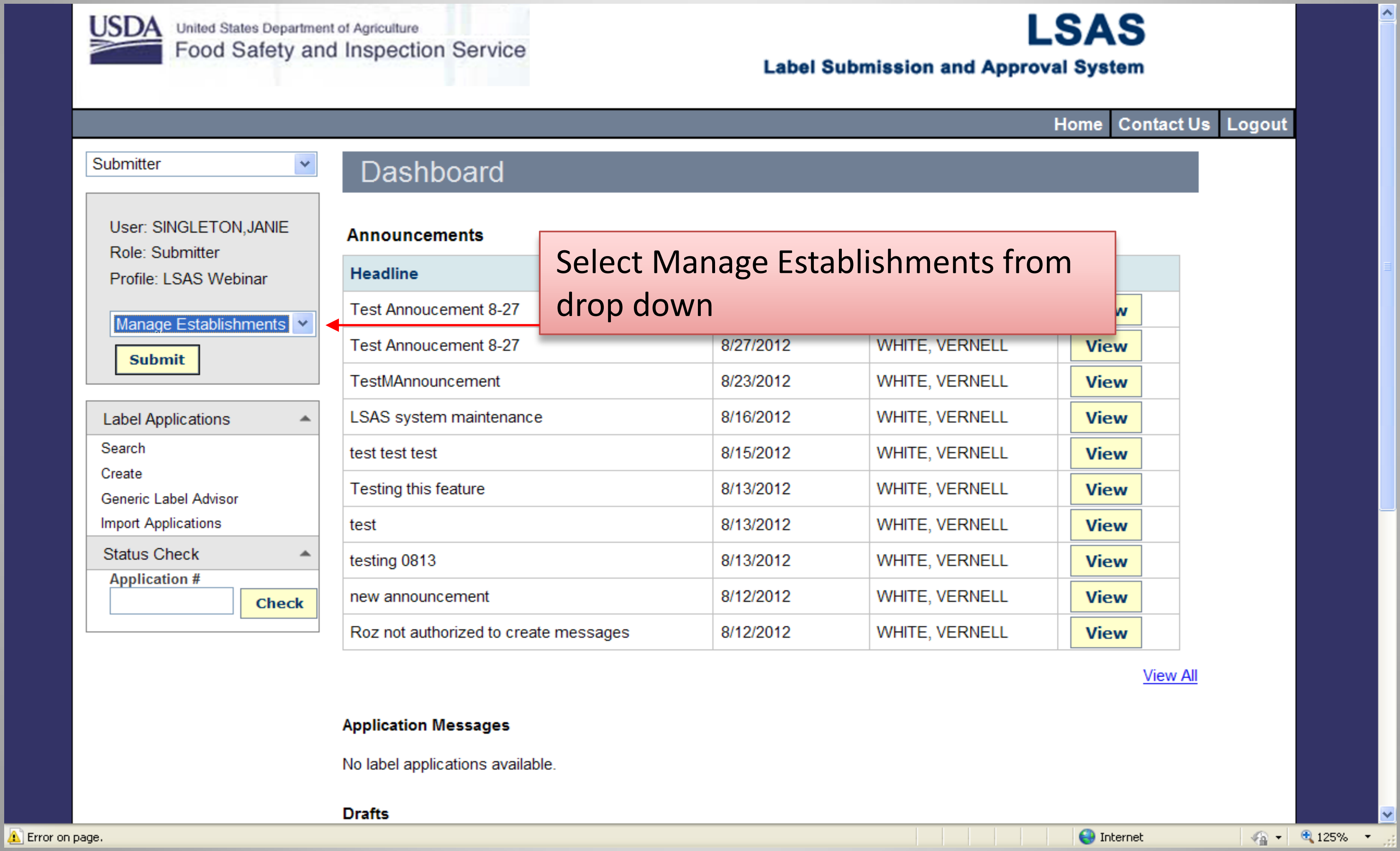
**Appeals**

No label applications available.

# Navigating Your Dashboard (Continued)

| Item | Name | Notes |
|---|---|---|
| 1 | Banner | With the exception of the LSAS logo, this banner appears on all USDA web pages. |
| 2 | Role | Displays the user’s current role.  Certain users may be assigned multiple roles and can select role by using the dropdown list. |
| 3 | Profile Menu | Allow user to change their role, share applications, manage establishments. |
| 4 | Navigation Menu | Appears on many LSAS pages; menu options depend upon user role. |
| 5 | Quick links | Appears at the bottom of every page; links to additional resources.  It displays the current application  version. |
| 6 | LSAS logo | Appears on all pages within the LSAS system. |
| 7 | Navigation Bar | Includes Home, Contact Us and Logout |
| 8 | Header | Appears on every LSAS page; indicates the functionality being displayed in the context area. |
| 9 | Content Area | Central to all LSAS screens, this area of the screen provides the functionality needed to enable the user to perform a task within LSAS. |

# Manage Establishment


USDA
United States Department of Agriculture
Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home
Contact Us
Logout
Submitter
Manage Establishments
Submit
Label Applications
Search
Create
Generic Label Advisor
Import Applications
Status Check
Check
View All
Error on page.
Internet
125%

Select Manage Establishments from drop down

User: SINGLETON,JANIE
Role: Submitter
Profile: LSAS Webinar

Application #

## Dashboard

**Announcements**

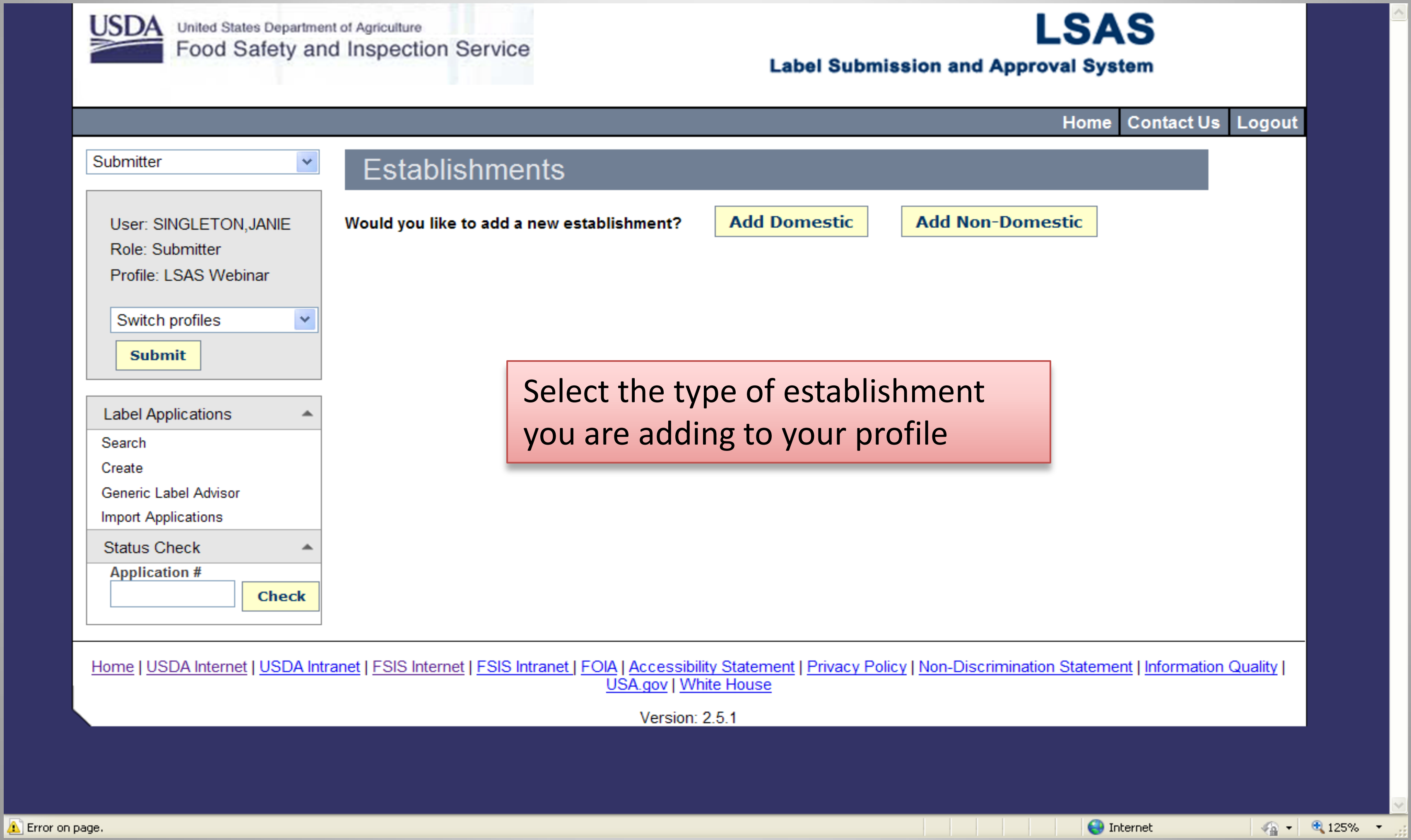
| Headline | | | |
|---|---|---|---|
| Test Annoucement 8-27 | | | |
| Test Annoucement 8-27 | 8/27/2012 | WHITE, VERNELL | View |
| TestMAnnouncement | 8/23/2012 | WHITE, VERNELL | View |
| LSAS system maintenance | 8/16/2012 | WHITE, VERNELL | View |
| test test test | 8/15/2012 | WHITE, VERNELL | View |
| Testing this feature | 8/13/2012 | WHITE, VERNELL | View |
| test | 8/13/2012 | WHITE, VERNELL | View |
| testing 0813 | 8/13/2012 | WHITE, VERNELL | View |
| new announcement | 8/12/2012 | WHITE, VERNELL | View |
| Roz not authorized to create messages | 8/12/2012 | WHITE, VERNELL | View |

**Application Messages**

No label applications available.

**Drafts**

# Add New Establishment


USDA
United States Department of Agriculture
Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home | Contact Us | Logout
Submitter
Switch profiles
Submit
Label Applications
Search
Create
Generic Label Advisor
Import Applications
Status Check
Application #
Check
Add Domestic
Add Non-Domestic
Home | USDA Internet | USDA Intranet | FSIS Internet | FSIS Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House
Error on page.
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User: SINGLETON,JANIE
Role: Submitter
Profile: LSAS Webinar

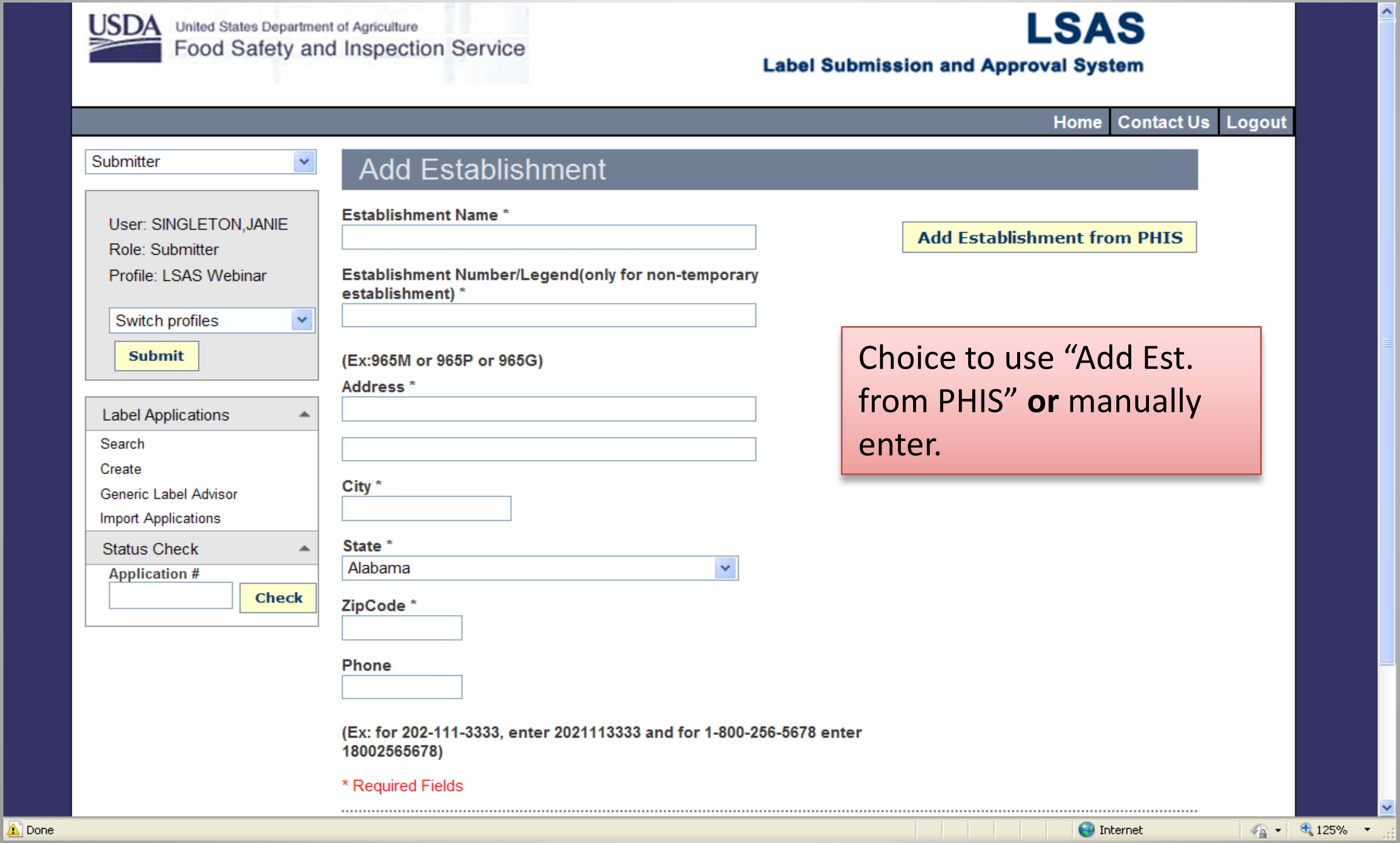
Establishments

Would you like to add a new establishment?

Version: 2.5.1

Select the type of establishment you are adding to your profile

# Add New Establishment (Continued)



USDA
United States Department of Agriculture
Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home
Contact Us
Logout
Submitter
Switch profiles
Submit
Label Applications
Search
Create
Generic Label Advisor
Import Applications
Status Check
Check
Add Establishment from PHIS
Done
Internet
125%

User: SINGLETON,JANIE
Role: Submitter
Profile: LSAS Webinar

Application #

## Add Establishment

Establishment Name *

Establishment Number/Legend(only for non-temporary establishment) *

(Ex:965M or 965P or 965G)

Address *

City *

State * Alabama

ZipCode *

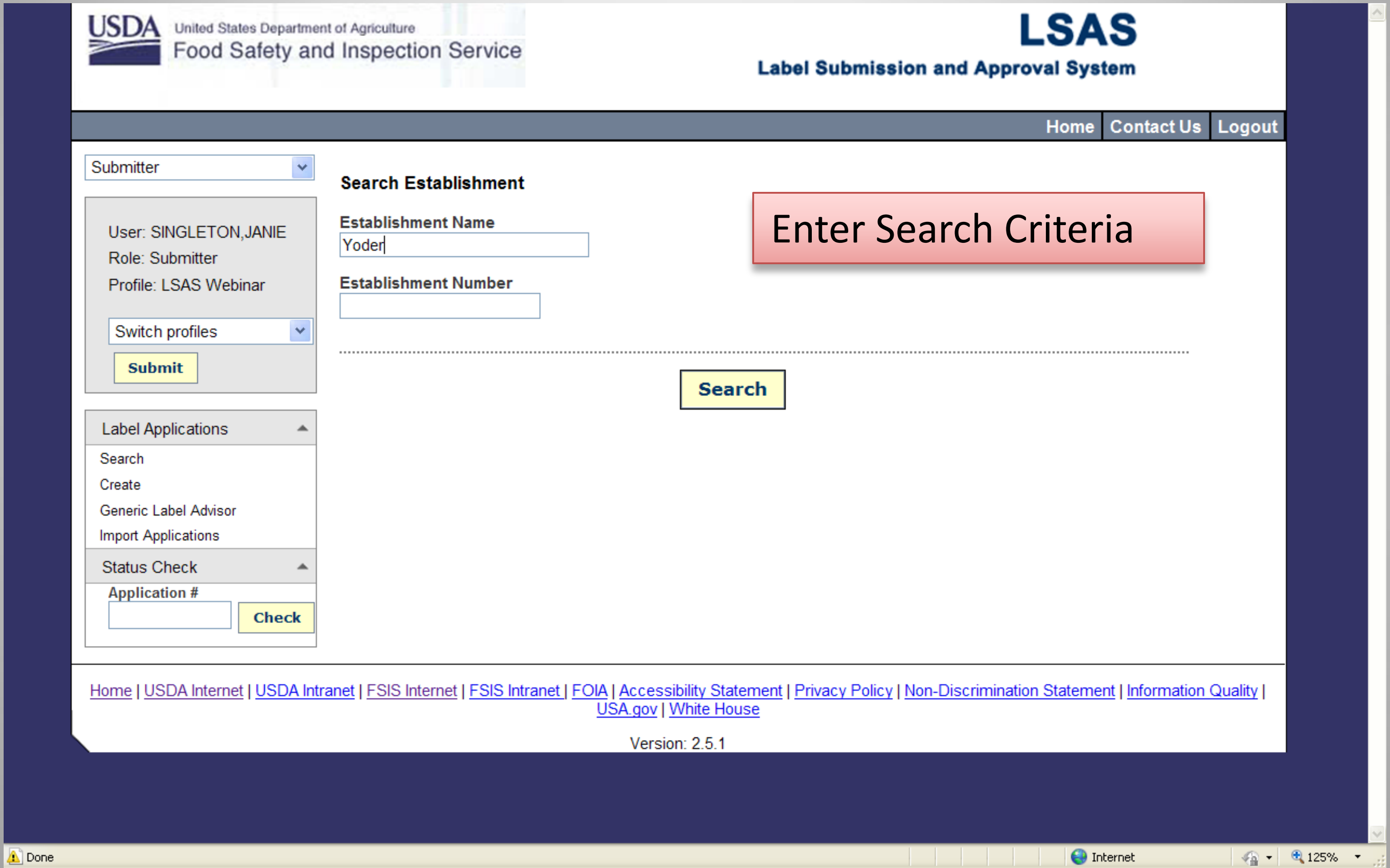
Phone

(Ex: for 202-111-3333, enter 2021113333 and for 1-800-256-5678 enter 18002565678)

* Required Fields

Choice to use "Add Est. from PHIS" **or** manually enter.

# Add New Establishment – (Continued) Selection of PHIS Link



USDA United States Department of Agriculture
Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home
Contact Us
Logout
Submitter
Switch profiles
Submit
Label Applications
Search
Create
Generic Label Advisor
Import Applications
Status Check
Application #
Check
Search
Home | USDA Internet | USDA Intranet | FSIS Internet | FSIS Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House
Done
Internet
125%

User: SINGLETON,JANIE
Role: Submitter
Profile: LSAS Webinar

**Search Establishment**

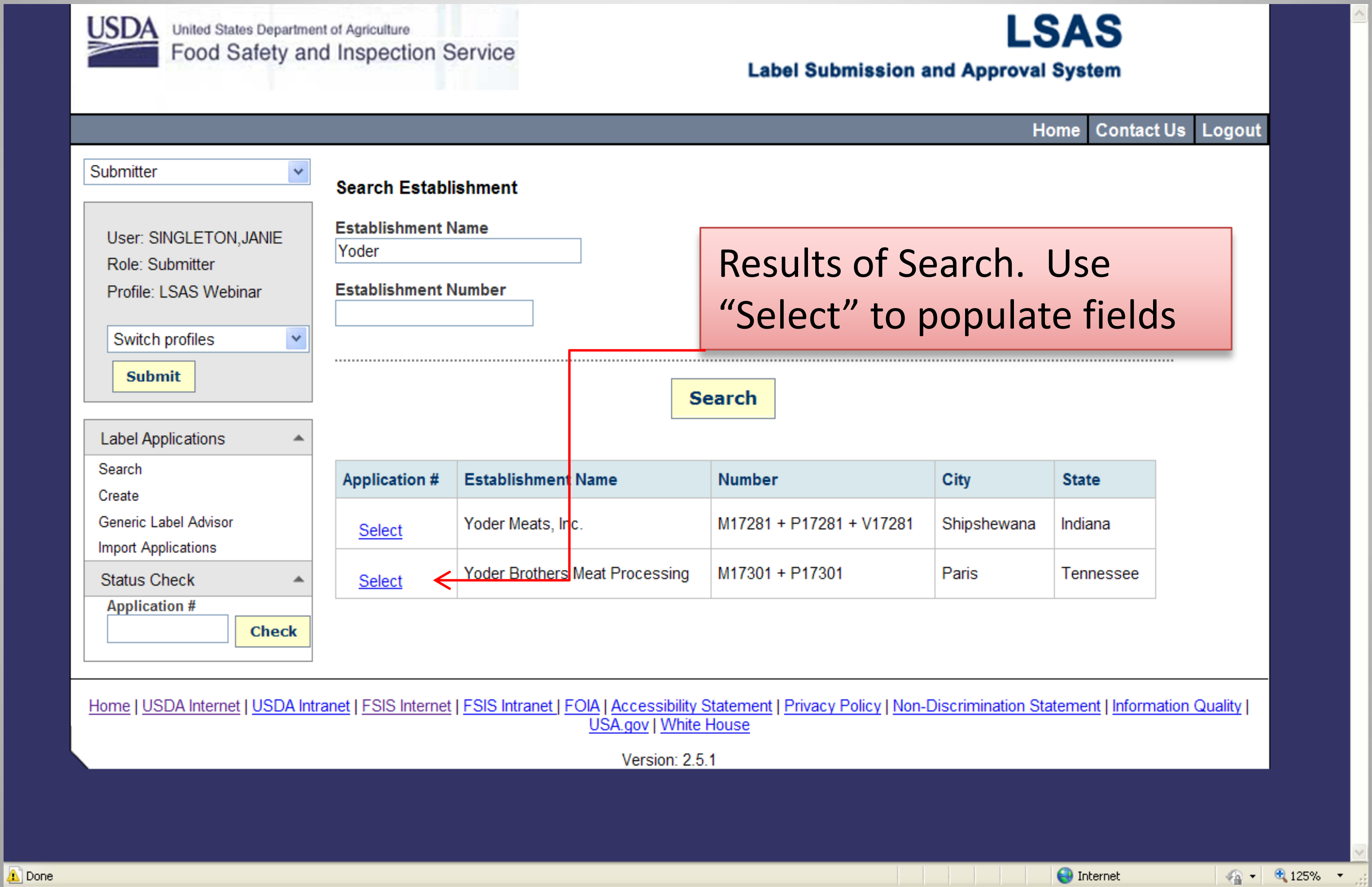
**Establishment Name**: Yoder

**Establishment Number**:

Version: 2.5.1

Enter Search Criteria

# Results from PHIS search


USDA United States Department of Agriculture
Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home
Contact Us
Logout
Submit
Label Applications
Search
Create
Generic Label Advisor
Import Applications
Status Check
Check
Search
Done
Internet
125%

Submitter

User: SINGLETON,JANIE
Role: Submitter
Profile: LSAS Webinar

Switch profiles

Application #

**Search Establishment**

**Establishment Name:** Yoder

**Establishment Number:**

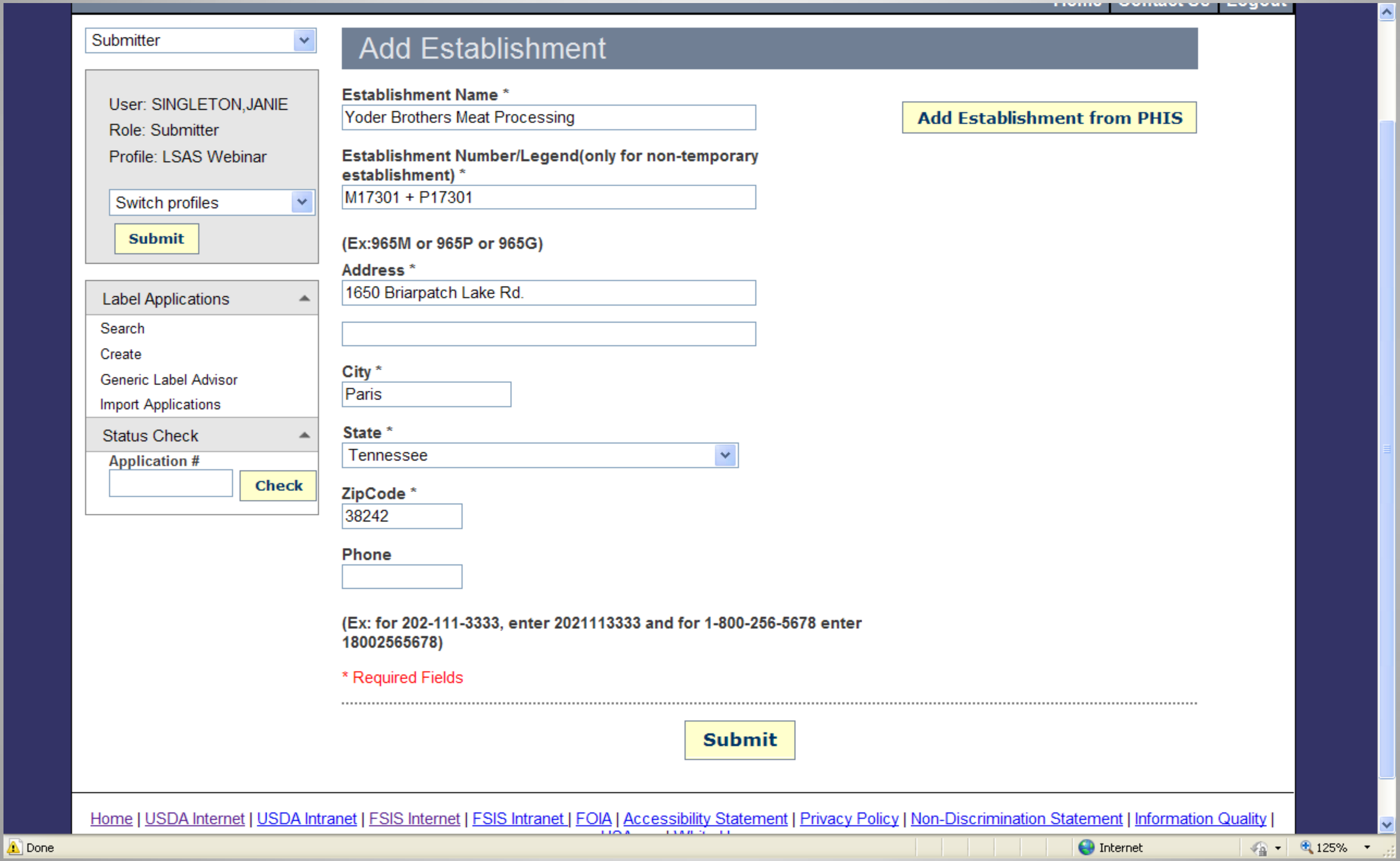
Results of Search. Use "Select" to populate fields

| Application # | Establishment Name | Number | City | State |
|---|---|---|---|---|
| Select | Yoder Meats, Inc. | M17281 + P17281 + V17281 | Shipshewana | Indiana |
| Select | Yoder Brothers Meat Processing | M17301 + P17301 | Paris | Tennessee |

Home | USDA Internet | USDA Intranet | FSIS Internet | FSIS Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

Version: 2.5.1

# Selection made and fields populated



Submitter
User: SINGLETON,JANIE
Role: Submitter
Profile: LSAS Webinar
Switch profiles
Submit
Label Applications
Search
Create
Generic Label Advisor
Import Applications
Status Check
Application #
Check
Add Establishment from PHIS
Submit
Home | USDA Internet | USDA Intranet | FSIS Internet | FSIS Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality |
Done
Internet
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## Add Establishment

**Establishment Name** *
Yoder Brothers Meat Processing

**Establishment Number/Legend(only for non-temporary establishment)** *
M17301 + P17301

**(Ex:965M or 965P or 965G)**

**Address** *
1650 Briarpatch Lake Rd.

**City** *
Paris

**State** *
Tennessee

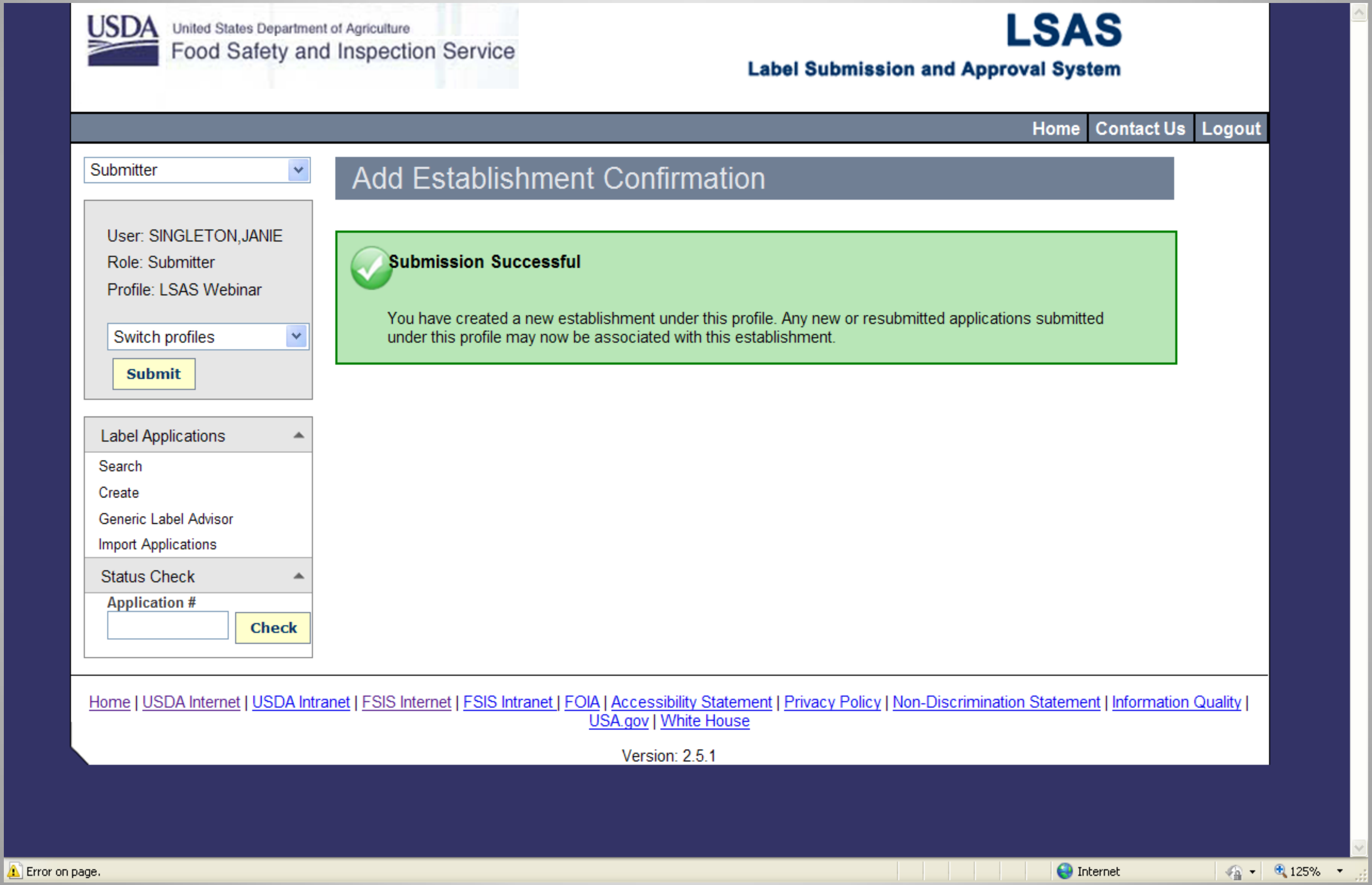
**ZipCode** *
38242

**Phone**

**(Ex: for 202-111-3333, enter 2021113333 and for 1-800-256-5678 enter 18002565678)**

* Required Fields

# Confirmation Message – (Submit/Confirm)



USDA United States Department of Agriculture
Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home
Contact Us
Logout
Submitter
Switch profiles
Submit
Label Applications
Search
Create
Generic Label Advisor
Import Applications
Status Check
Application #
Check

User: SINGLETON,JANIE
Role: Submitter
Profile: LSAS Webinar

## Add Establishment Confirmation

**Submission Successful**

You have created a new establishment under this profile. Any new or resubmitted applications submitted under this profile may now be associated with this establishment.

Home | USDA Internet | USDA Intranet | FSIS Internet | FSIS Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House
Version: 2.5.1
Error on page.
Internet
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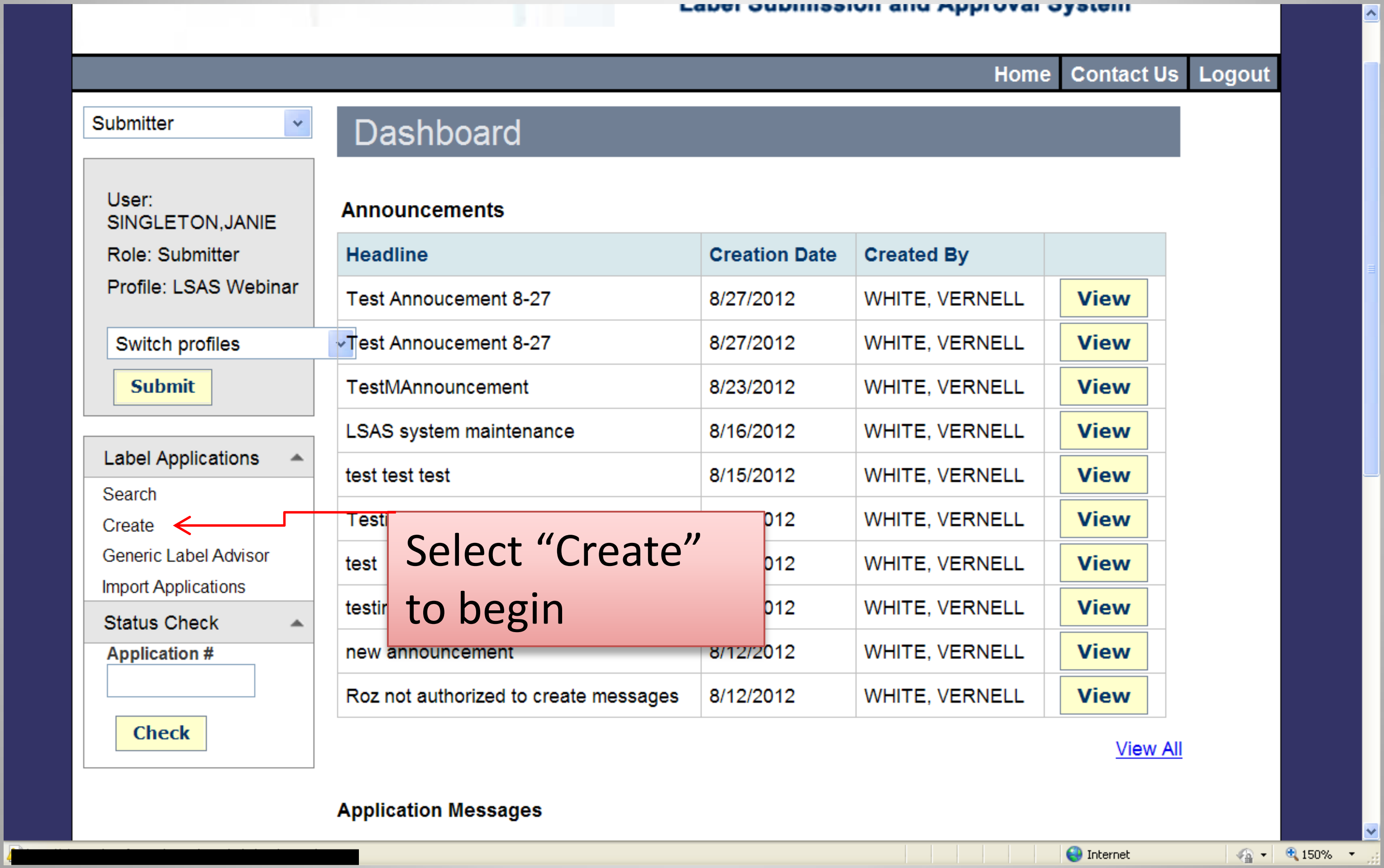
# Create Label Submission



Label Submission and Approval System
Home
Contact Us
Logout
Submitter
Switch profiles
Submit
Label Applications
Search
Create
Generic Label Advisor
Import Applications
Status Check
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Internet
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User: SINGLETON,JANIE
Role: Submitter
Profile: LSAS Webinar

Application #

## Dashboard

**Announcements**

| Headline | Creation Date | Created By | |
|---|---|---|---|
| Test Annoucement 8-27 | 8/27/2012 | WHITE, VERNELL | View |
| Test Annoucement 8-27 | 8/27/2012 | WHITE, VERNELL | View |
| TestMAnnouncement | 8/23/2012 | WHITE, VERNELL | View |
| LSAS system maintenance | 8/16/2012 | WHITE, VERNELL | View |
| test test test | 8/15/2012 | WHITE, VERNELL | View |
| Testi | 012 | WHITE, VERNELL | View |
| test | 012 | WHITE, VERNELL | View |
| testir | 012 | WHITE, VERNELL | View |
| new announcement | 8/12/2012 | WHITE, VERNELL | View |
| Roz not authorized to create messages | 8/12/2012 | WHITE, VERNELL | View |

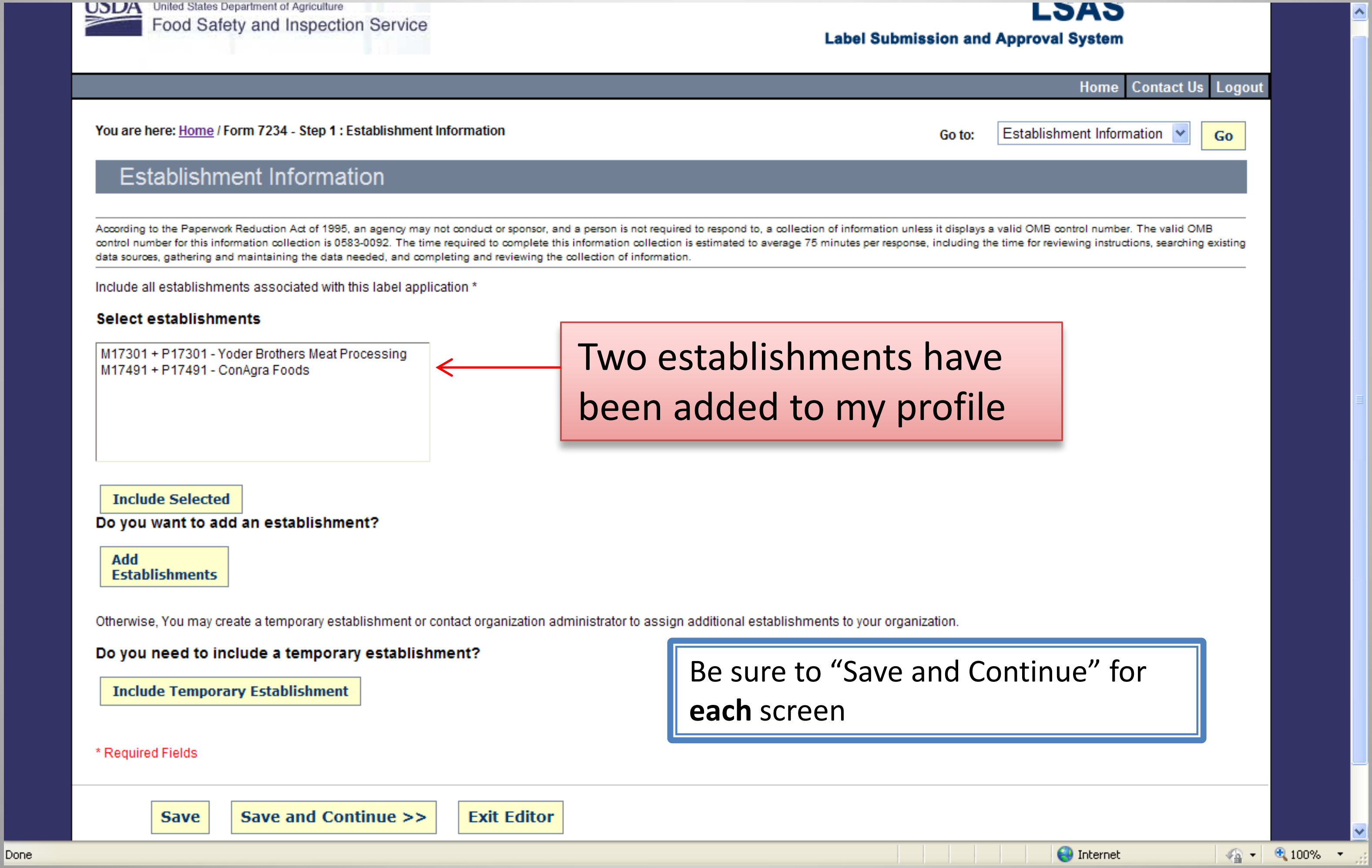
View All

**Application Messages**

[redacted]

Select “Create” to begin

# Establishment Selection - Step 1


USDA
United States Department of Agriculture
Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home
Contact Us
Logout

You are here: Home / Form 7234 - Step 1 : Establishment Information

Go to:
Establishment Information
Go

Establishment Information

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0583-0092. The time required to complete this information collection is estimated to average 75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Include all establishments associated with this label application *

**Select establishments**

M17301 + P17301 - Yoder Brothers Meat Processing
M17491 + P17491 - ConAgra Foods

Include Selected

**Do you want to add an establishment?**

Add Establishments

Otherwise, You may create a temporary establishment or contact organization administrator to assign additional establishments to your organization.

**Do you need to include a temporary establishment?**

Include Temporary Establishment

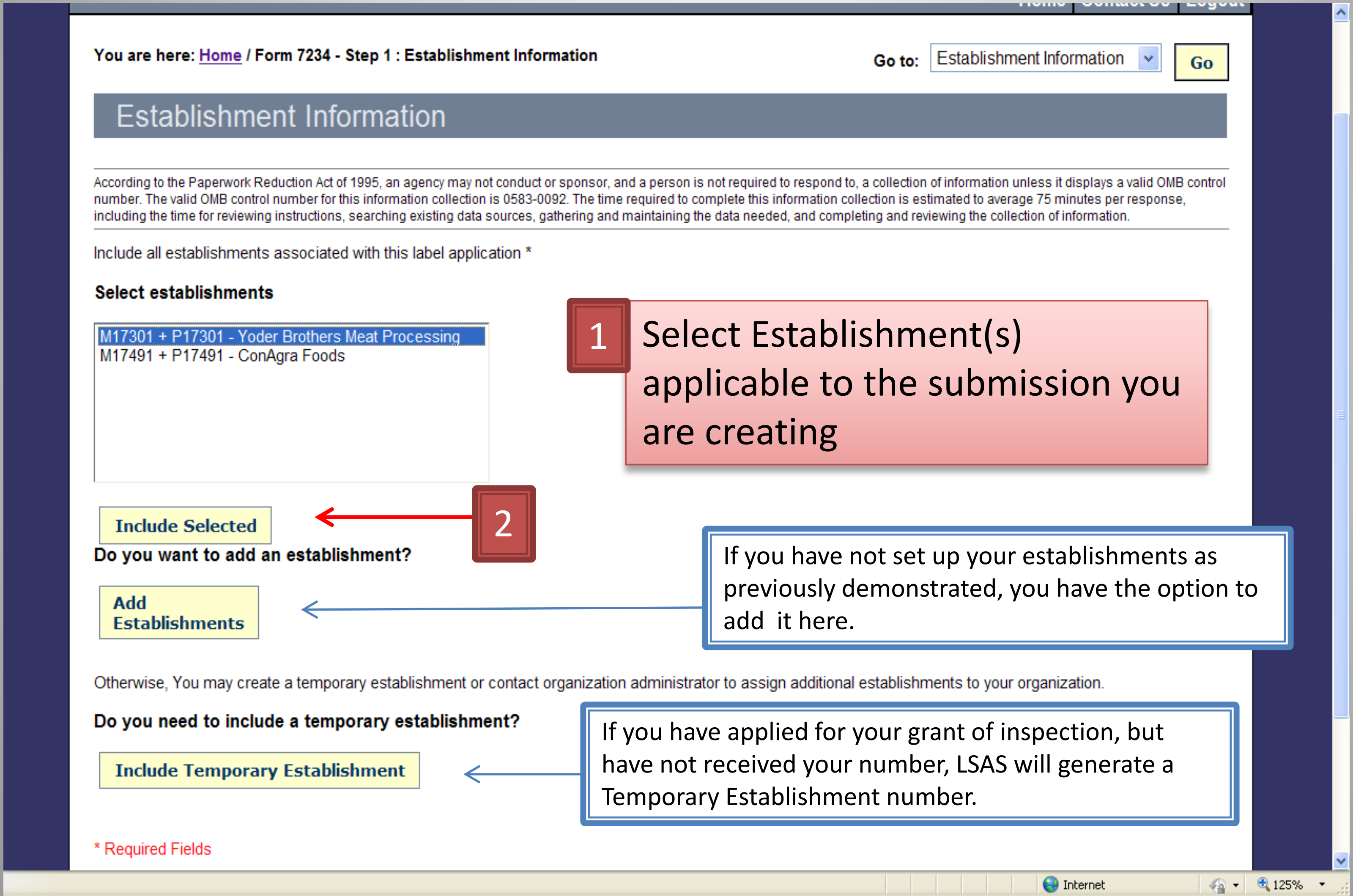
* Required Fields

Save
Save and Continue >>
Exit Editor
Done
Internet
100%

Two establishments have been added to my profile

Be sure to “Save and Continue” for **each** screen

# Establishment Selection – Step 1  (Continued)



You are here: Home / Form 7234 - Step 1 : Establishment Information

Go to: Establishment Information | Go

## Establishment Information

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0583-0092. The time required to complete this information collection is estimated to average 75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Include all establishments associated with this label application *

**Select establishments**

M17301 + P17301 - Yoder Brothers Meat Processing
M17491 + P17491 - ConAgra Foods

Include Selected

**Do you want to add an establishment?**

Add Establishments

Otherwise, You may create a temporary establishment or contact organization administrator to assign additional establishments to your organization.

**Do you need to include a temporary establishment?**

Include Temporary Establishment

* Required Fields

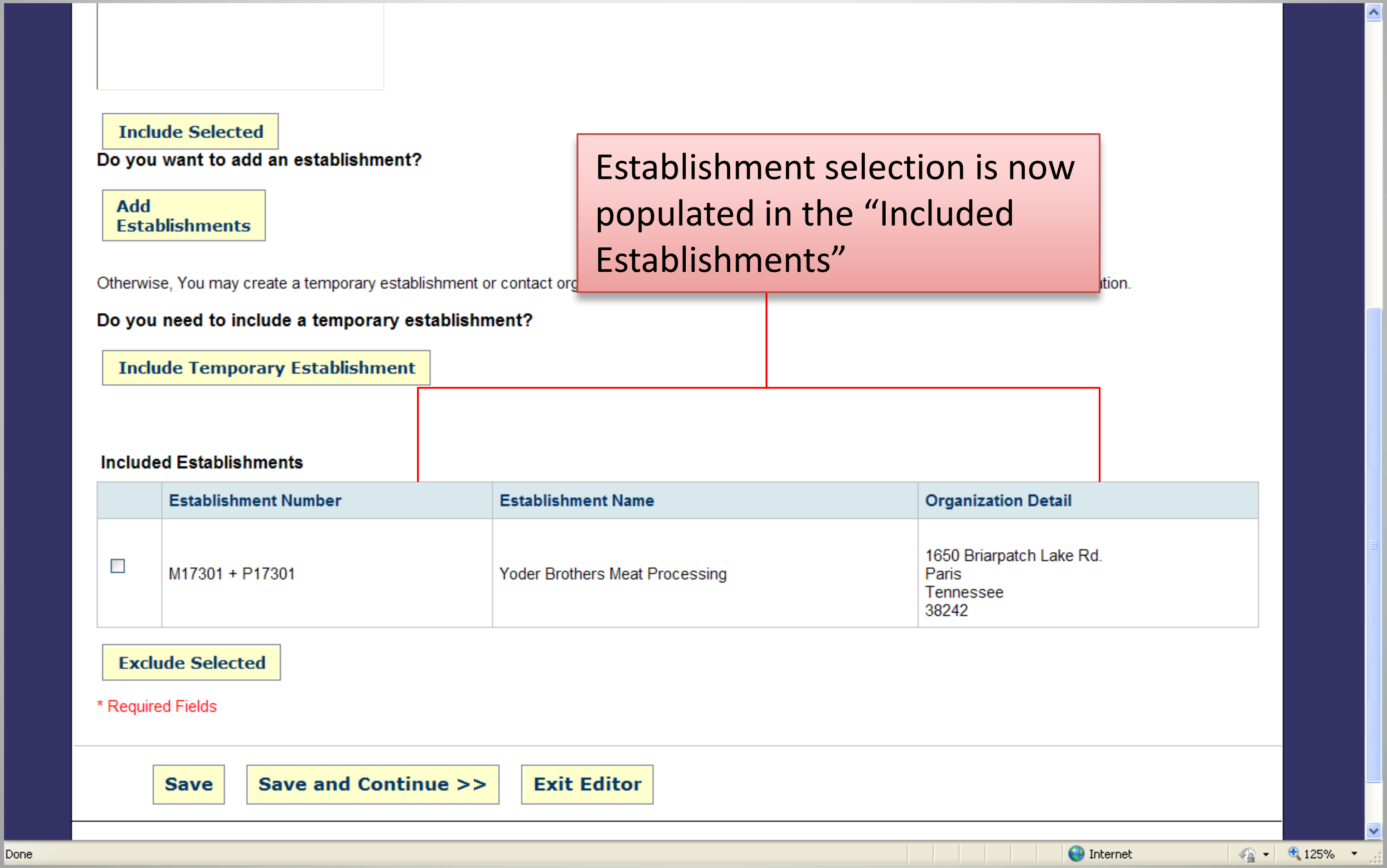
1 Select Establishment(s) applicable to the submission you are creating

2

If you have not set up your establishments as previously demonstrated, you have the option to add  it here.

If you have applied for your grant of inspection, but have not received your number, LSAS will generate a Temporary Establishment number.

# Establishment Selection – Step 1 (Continued)



Include Selected

**Do you want to add an establishment?**

Add Establishments

Otherwise, You may create a temporary establishment or contact org ition.

**Do you need to include a temporary establishment?**

Include Temporary Establishment

**Included Establishments**

| | Establishment Number | Establishment Name | Organization Detail |
|---|---|---|---|
| ☐ | M17301 + P17301 | Yoder Brothers Meat Processing | 1650 Briarpatch Lake Rd.<br>Paris<br>Tennessee<br>38242 |

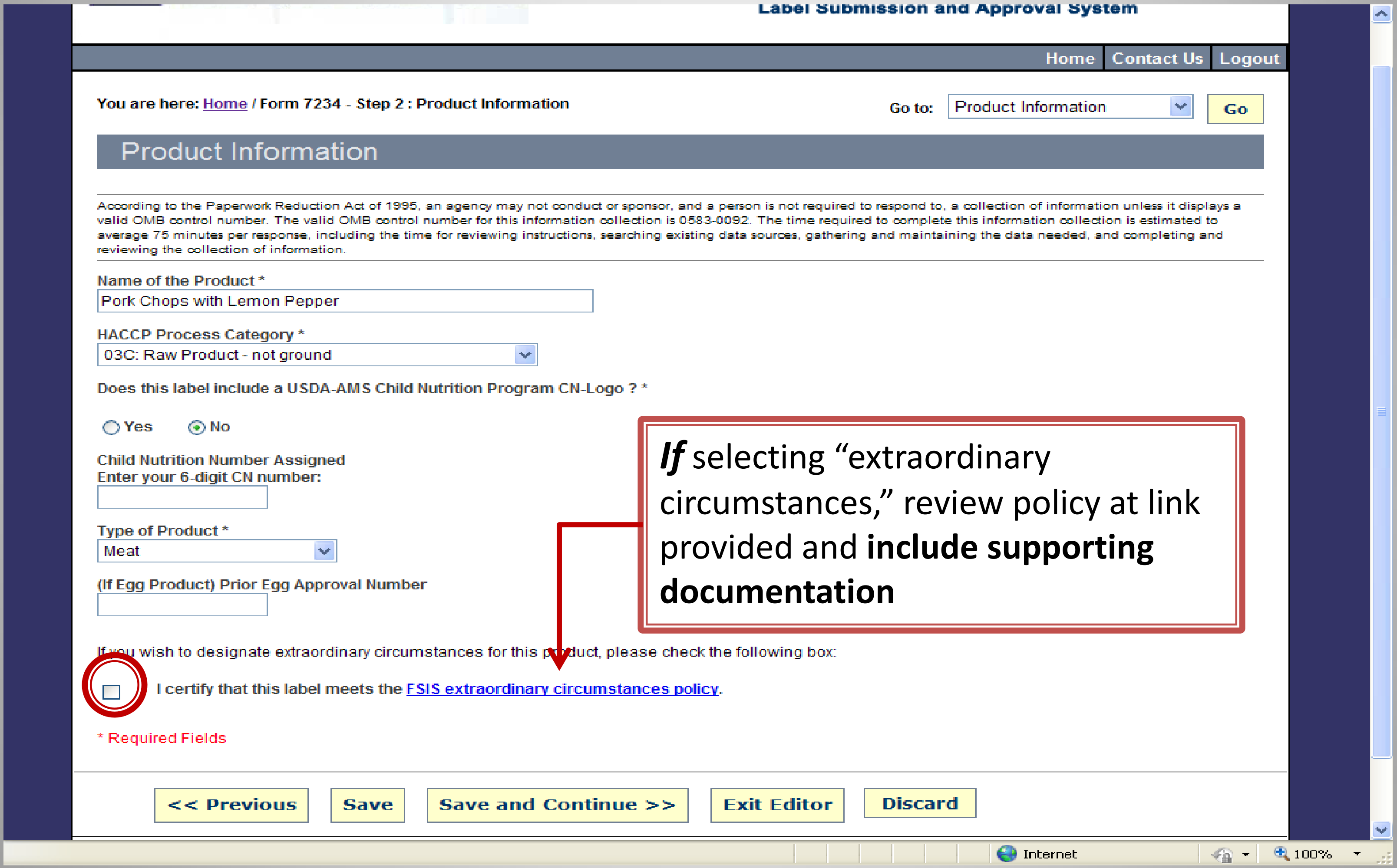
Exclude Selected

* Required Fields

Save
Save and Continue >>
Exit Editor
Done
Internet
125%

Establishment selection is now populated in the “Included Establishments”

# Product Information – Step 2



You are here: Home / Form 7234 - Step 2 : Product Information

Go to: Product Information

## Product Information

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0583-0092. The time required to complete this information collection is estimated to average 75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Name of the Product *
Pork Chops with Lemon Pepper

HACCP Process Category *
03C: Raw Product - not ground

Does this label include a USDA-AMS Child Nutrition Program CN-Logo ? *

○ Yes ● No

Child Nutrition Number Assigned
Enter your 6-digit CN number:

Type of Product *
Meat

(If Egg Product) Prior Egg Approval Number

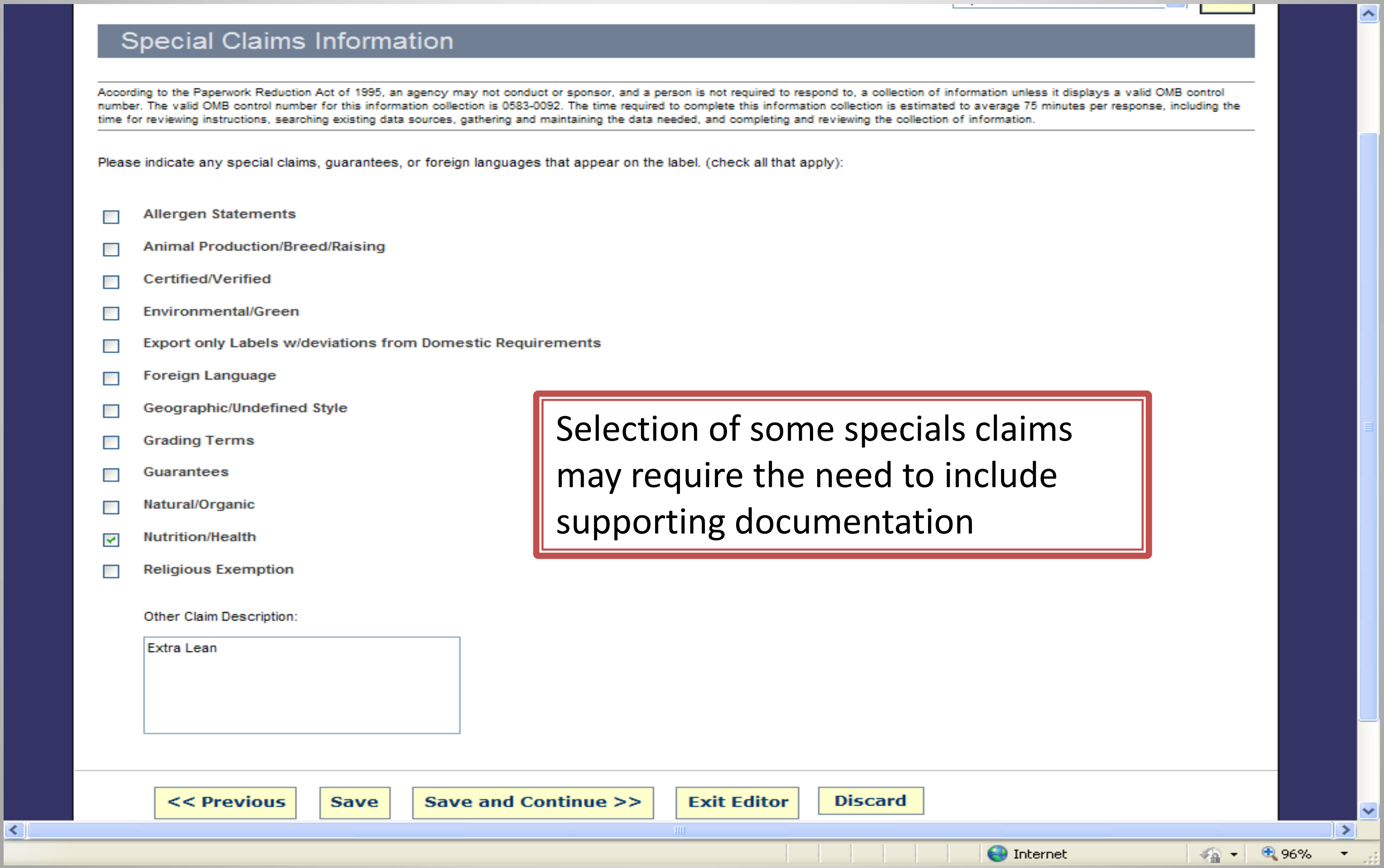
If you wish to designate extraordinary circumstances for this product, please check the following box:

☐ I certify that this label meets the FSIS extraordinary circumstances policy.

* Required Fields

***If*** selecting "extraordinary circumstances," review policy at link provided and **include supporting documentation**

# Special Claims Information – Step 3



## Special Claims Information

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0583-0092. The time required to complete this information collection is estimated to average 75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

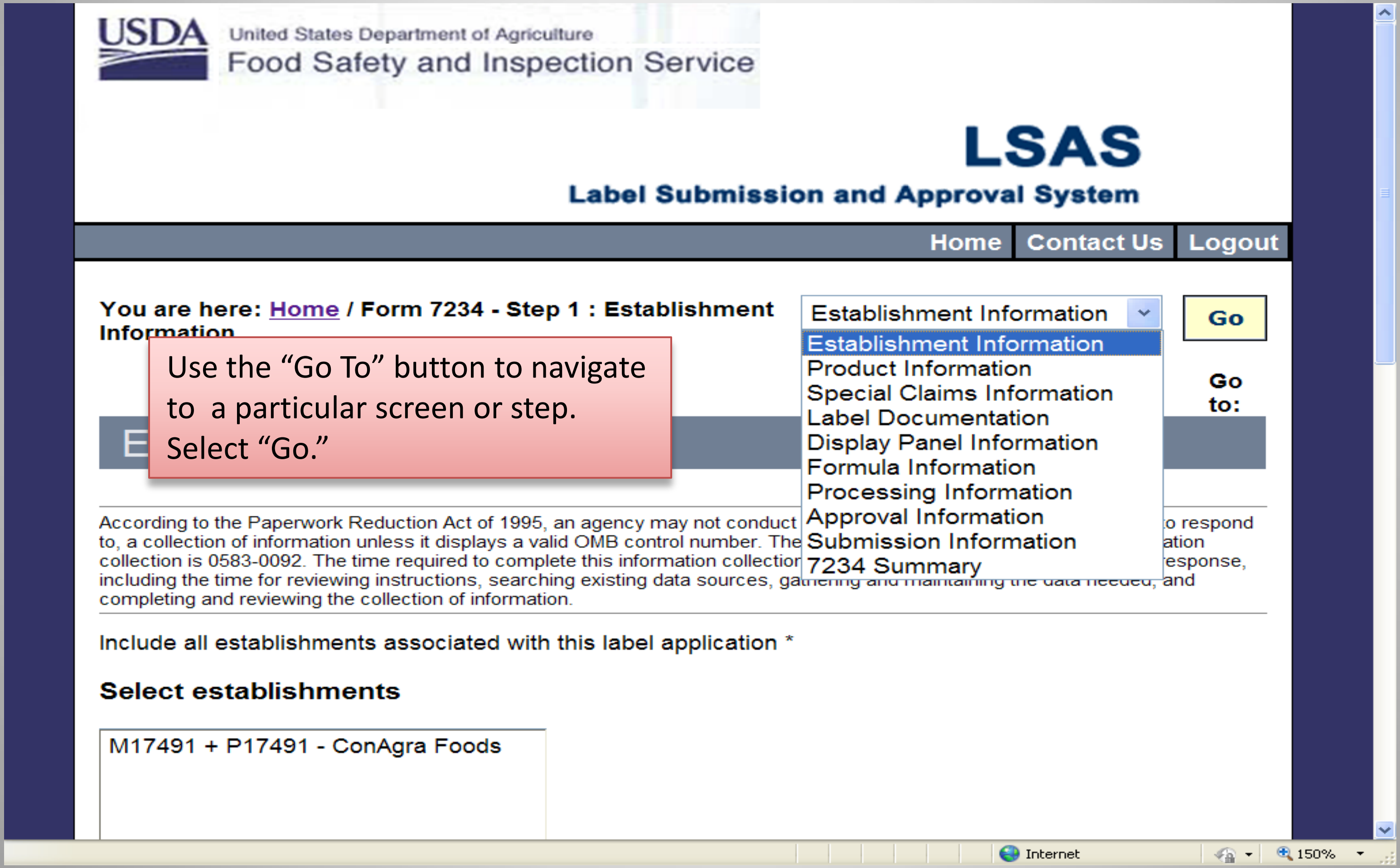
Please indicate any special claims, guarantees, or foreign languages that appear on the label. (check all that apply):

- ☐ Allergen Statements
- ☐ Animal Production/Breed/Raising
- ☐ Certified/Verified
- ☐ Environmental/Green
- ☐ Export only Labels w/deviations from Domestic Requirements
- ☐ Foreign Language
- ☐ Geographic/Undefined Style
- ☐ Grading Terms
- ☐ Guarantees
- ☐ Natural/Organic
- ☑ Nutrition/Health
- ☐ Religious Exemption

Other Claim Description: Extra Lean

Selection of some specials claims may require the need to include supporting documentation

# Using the “Go To” Selection


USDA
United States Department of Agriculture
Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home
Contact Us
Logout
Establishment Information
Establishment Information
Product Information
Special Claims Information
Label Documentation
Display Panel Information
Formula Information
Processing Information
Approval Information
Submission Information
7234 Summary
Go
Go to:
Internet
150%

You are here: Home / Form 7234 - Step 1 : Establishment Information

According to the Paperwork Reduction Act of 1995, an agency may not conduct … o respond to, a collection of information unless it displays a valid OMB control number. The … ation collection is 0583-0092. The time required to complete this information collectior … esponse, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

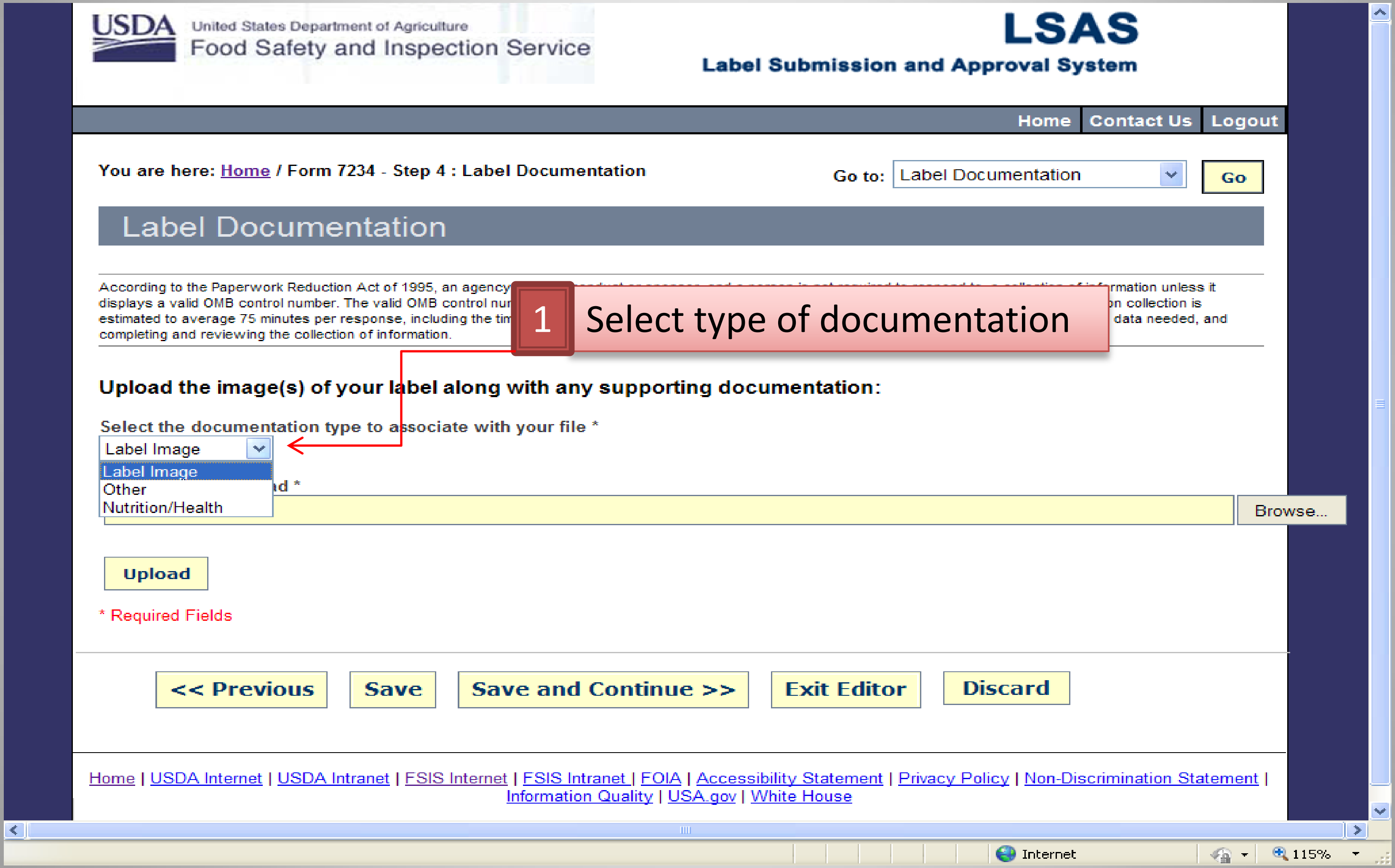
Include all establishments associated with this label application *

**Select establishments**

M17491 + P17491 - ConAgra Foods

Use the “Go To” button to navigate to a particular screen or step. Select “Go.”

# Label Documentation – Step 4



USDA United States Department of Agriculture Food Safety and Inspection Service

**LSAS**
**Label Submission and Approval System**

Home
Contact Us
Logout

You are here: Home / Form 7234 - Step 4 : Label Documentation

Go to: Label Documentation

Go

## Label Documentation

According to the Paperwork Reduction Act of 1995, an agency … rmation unless it
displays a valid OMB control number. The valid OMB control nu… on collection is
estimated to average 75 minutes per response, including the tim… data needed, and
completing and reviewing the collection of information.

1 Select type of documentation

**Upload the image(s) of your label along with any supporting documentation:**

Select the documentation type to associate with your file *

Label Image

Label Image
Other
Nutrition/Health
…d *
Browse...
Upload

* Required Fields

<< Previous
Save
Save and Continue >>
Exit Editor
Discard

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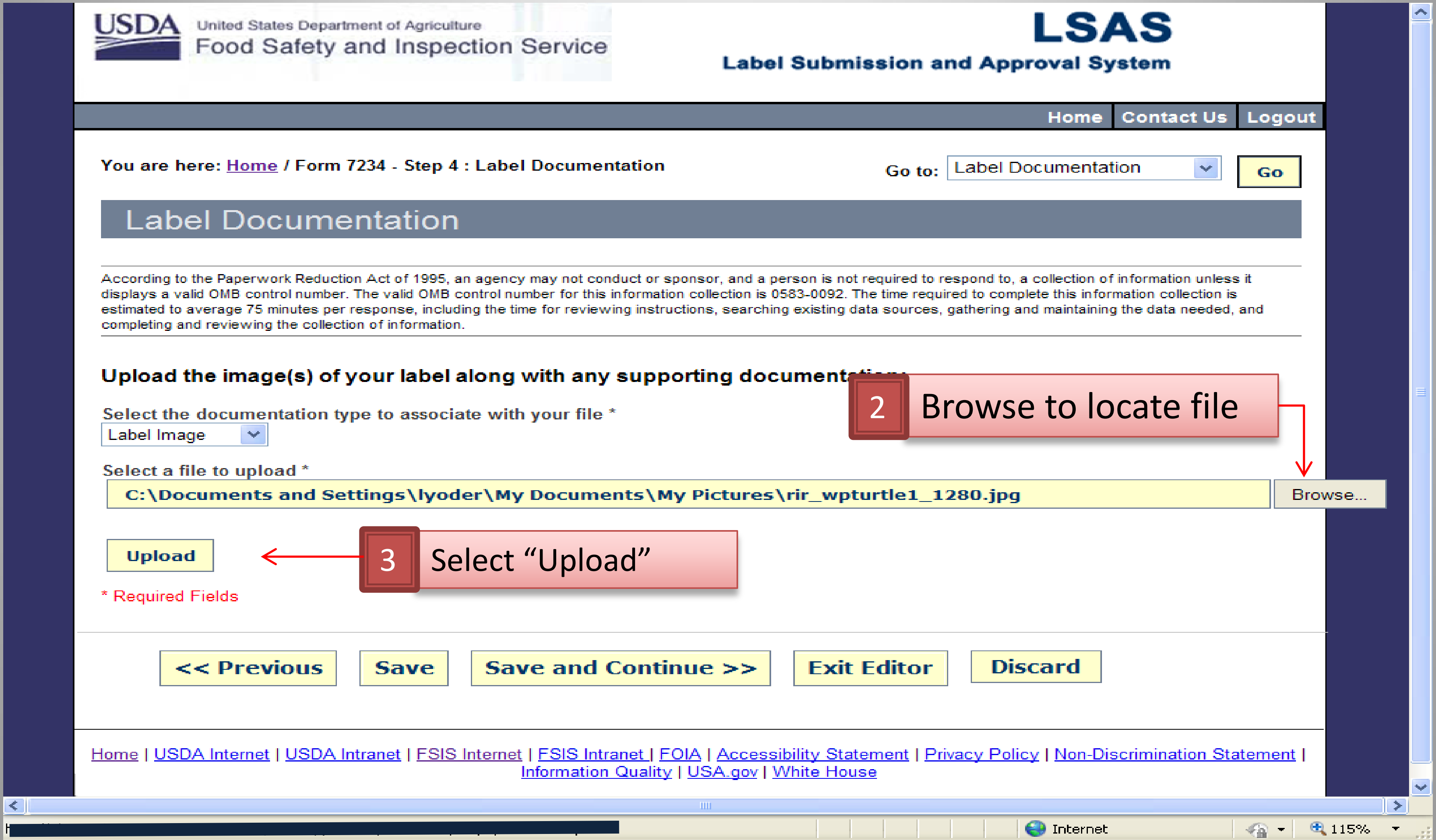
Internet
115%

# Label Documentation – Step 4 (Continued)


USDA
United States Department of Agriculture
Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home
Contact Us
Logout
Go
Browse...
Upload
<< Previous
Save
Save and Continue >>
Exit Editor
Discard
Internet
115%

You are here: Home / Form 7234 - Step 4 : Label Documentation

Go to: Label Documentation

## Label Documentation

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0583-0092. The time required to complete this information collection is estimated to average 75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**Upload the image(s) of your label along with any supporting documentat**

Select the documentation type to associate with your file *
Label Image

Select a file to upload *
C:\Documents and Settings\lyoder\My Documents\My Pictures\rir_wpturtle1_1280.jpg

2 Browse to locate file

3 Select "Upload"

* Required Fields

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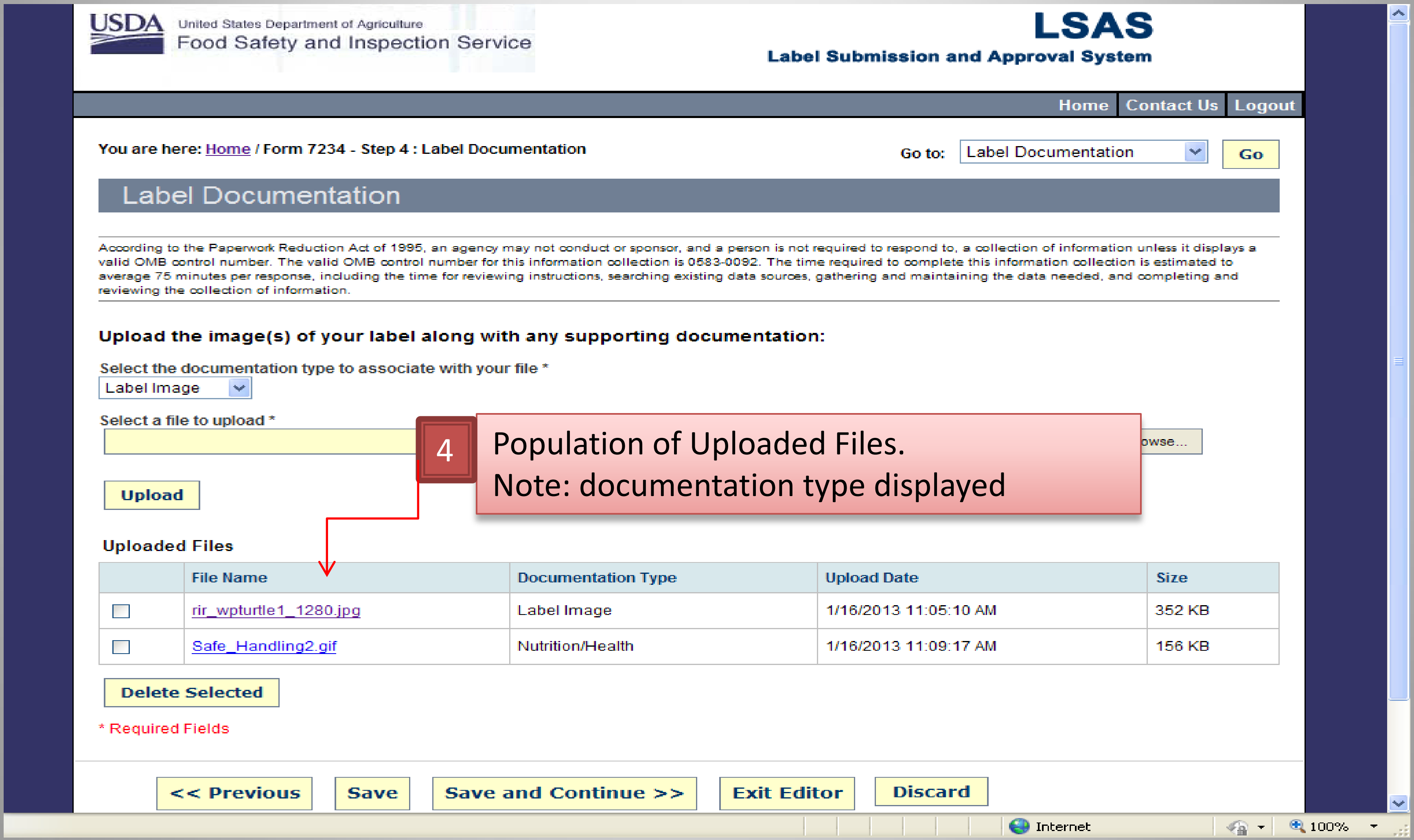
[redacted]

# Label Documentation – Step 4 (Continued)


USDA
United States Department of Agriculture
Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home
Contact Us
Logout
Go
Upload
Delete Selected
<< Previous
Save
Save and Continue >>
Exit Editor
Discard
Internet
100%

You are here: Home / Form 7234 - Step 4 : Label Documentation

Go to: Label Documentation

## Label Documentation

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0583-0092. The time required to complete this information collection is estimated to average 75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**Upload the image(s) of your label along with any supporting documentation:**

Select the documentation type to associate with your file *
Label Image

Select a file to upload *

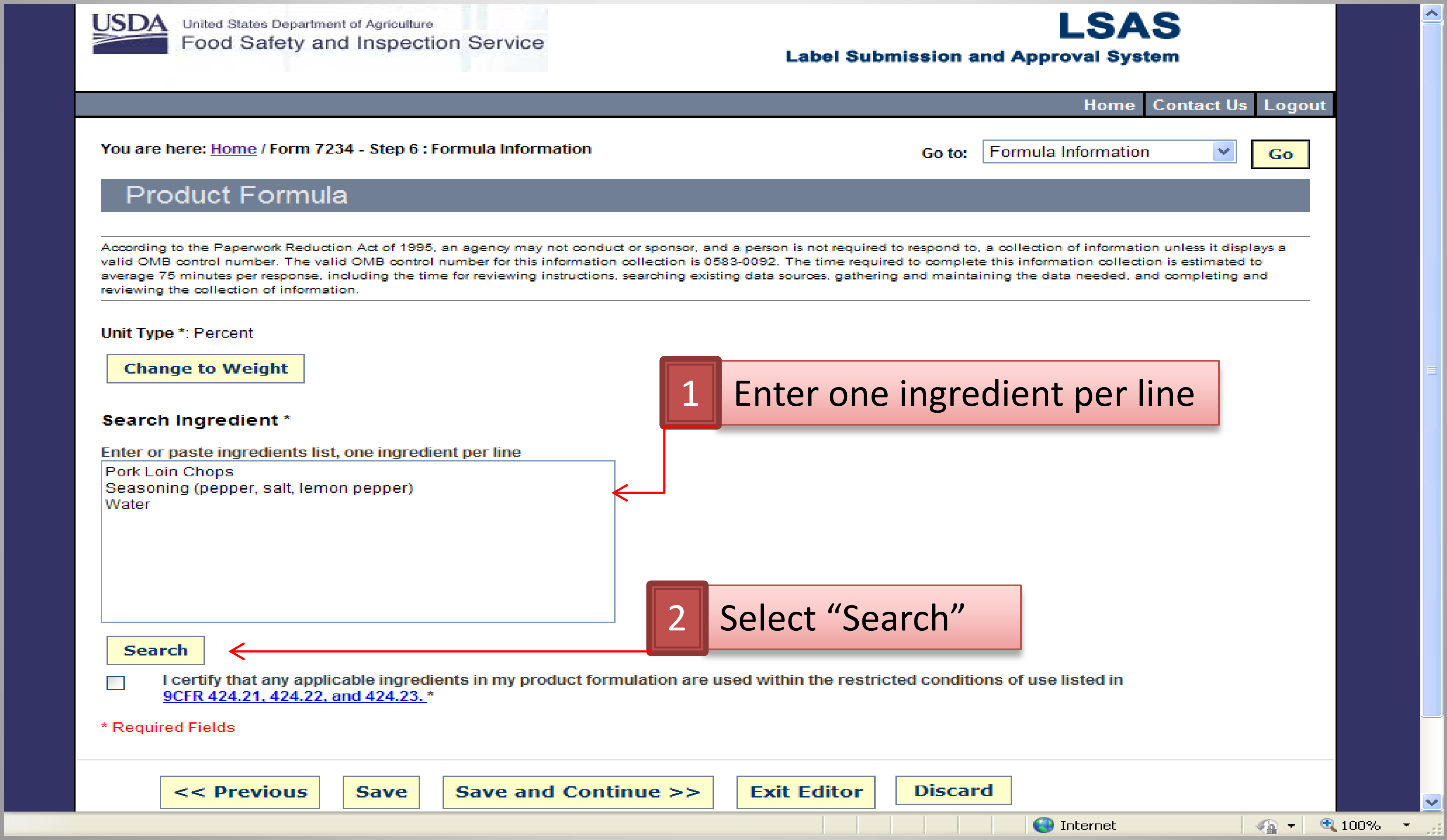
4 Population of Uploaded Files.
Note: documentation type displayed

**Uploaded Files**

| | File Name | Documentation Type | Upload Date | Size |
|---|---|---|---|---|
| ☐ | rir_wpturtle1_1280.jpg | Label Image | 1/16/2013 11:05:10 AM | 352 KB |
| ☐ | Safe_Handling2.gif | Nutrition/Health | 1/16/2013 11:09:17 AM | 156 KB |

* Required Fields

# Formula Information (Product Formula ) – Step 6



USDA
United States Department of Agriculture
Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home
Contact Us
Logout

You are here: Home / Form 7234 - Step 6 : Formula Information

Go to: Formula Information

Go

## Product Formula

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0583-0092. The time required to complete this information collection is estimated to average 75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**Unit Type** *: Percent

Change to Weight

**Search Ingredient** *

Enter or paste ingredients list, one ingredient per line

Pork Loin Chops
Seasoning (pepper, salt, lemon pepper)
Water

☐ I certify that any applicable ingredients in my product formulation are used within the restricted conditions of use listed in 9CFR 424.21, 424.22, and 424.23. *

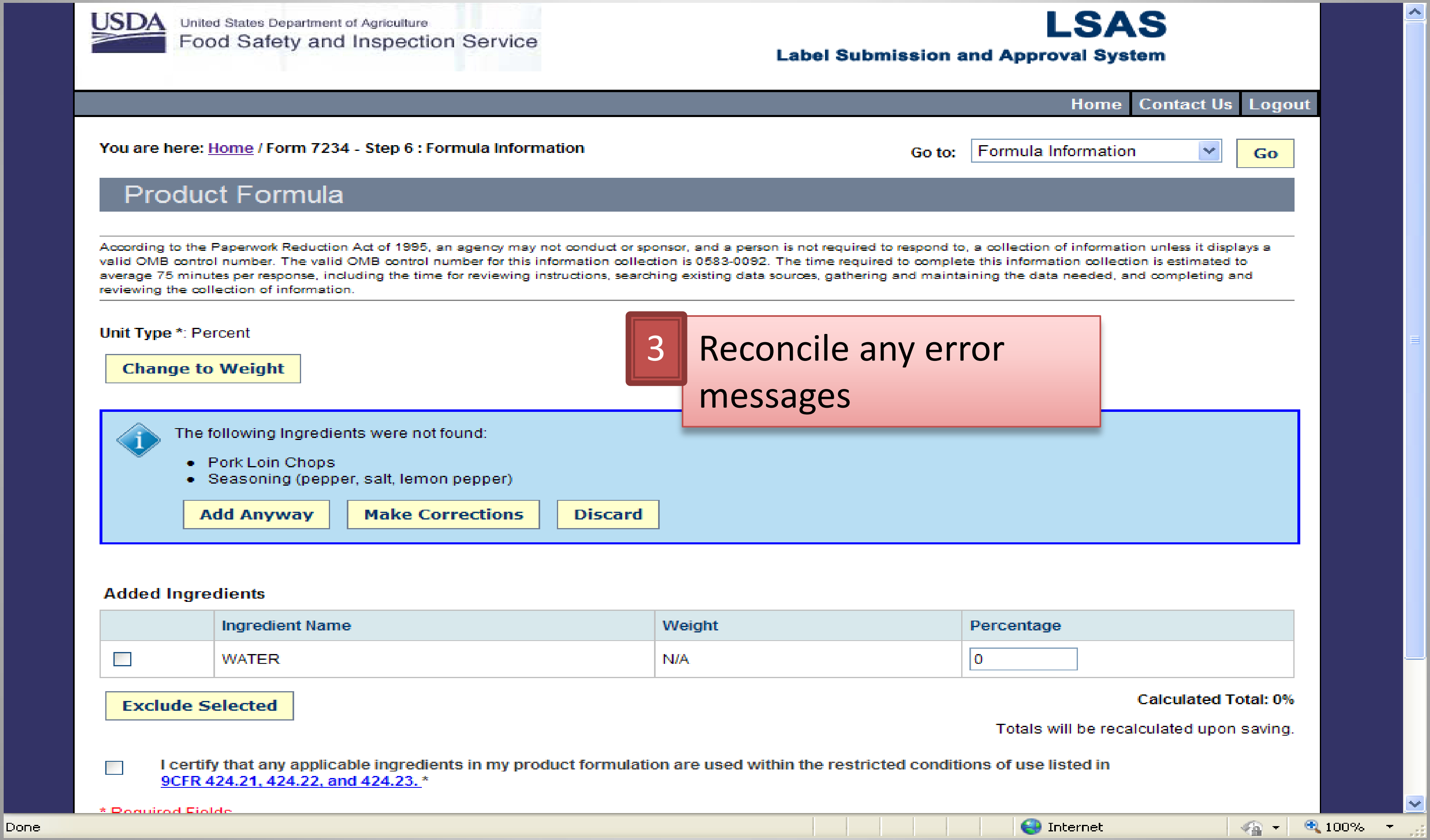
* Required Fields

<< Previous
Save
Save and Continue >>
Exit Editor
Discard
Internet
100%

1 Enter one ingredient per line

2 Select “Search”

# Product Information – Step 6 (Continued)



USDA United States Department of Agriculture
Food Safety and Inspection Service

**LSAS**
**Label Submission and Approval System**

Home | Contact Us | Logout

You are here: Home / Form 7234 - Step 6 : Formula Information

Go to: Formula Information | Go

## Product Formula

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0583-0092. The time required to complete this information collection is estimated to average 75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**Unit Type** *: Percent

**Change to Weight**

The following Ingredients were not found:

- Pork Loin Chops
- Seasoning (pepper, salt, lemon pepper)

**Add Anyway** | **Make Corrections** | **Discard**

**Added Ingredients**

| | Ingredient Name | Weight | Percentage |
|---|---|---|---|
| ☐ | WATER | N/A | 0 |

**Exclude Selected**

Calculated Total: 0%

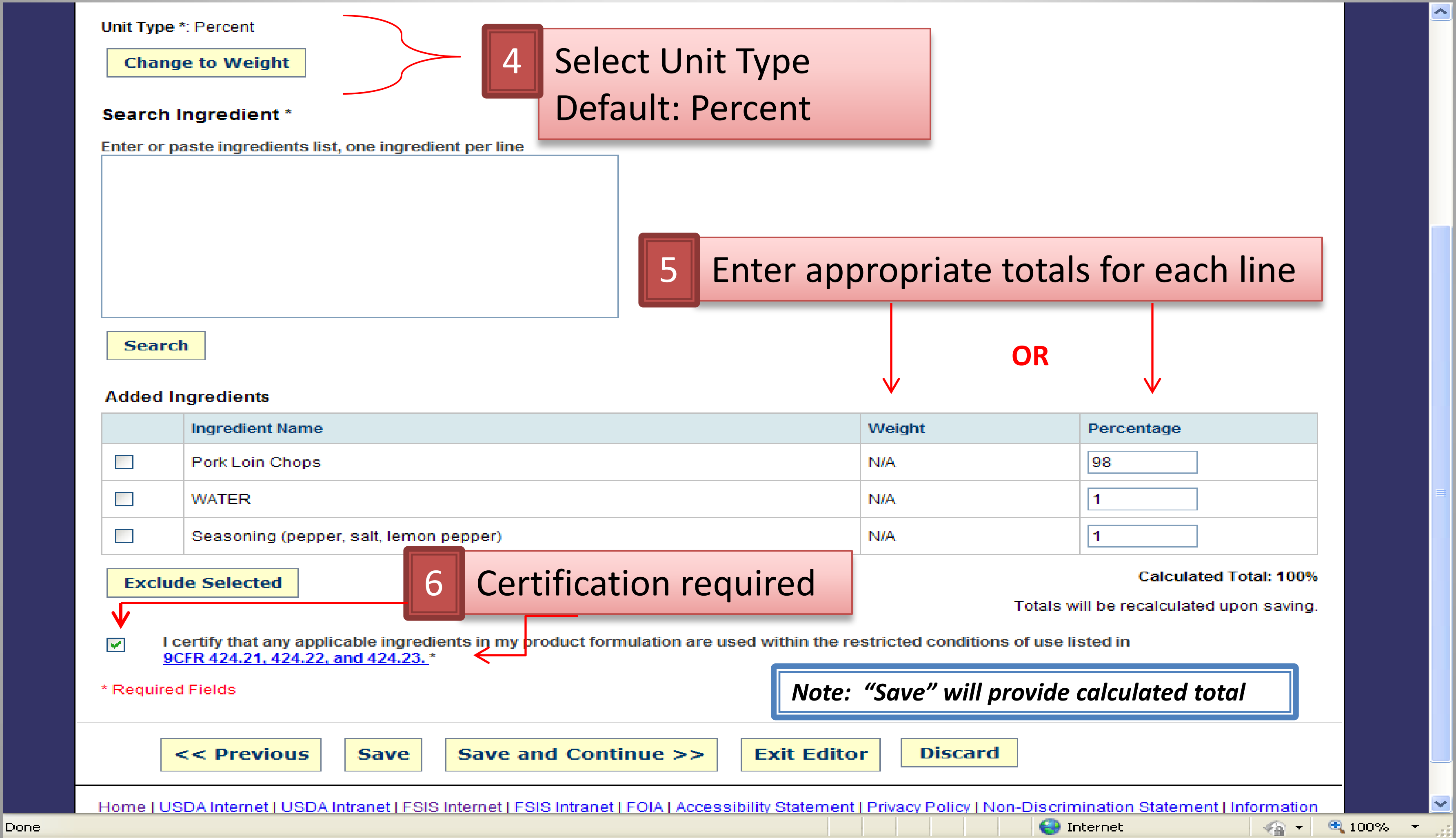
Totals will be recalculated upon saving.

☐ I certify that any applicable ingredients in my product formulation are used within the restricted conditions of use listed in 9CFR 424.21, 424.22, and 424.23. *

* Required Fields

3 Reconcile any error messages

# Product Formula – Step 6 (Continued)


Change to Weight
Search
Exclude Selected
<< Previous
Save
Save and Continue >>
Exit Editor
Discard
Home | USDA Internet | USDA Intranet | FSIS Internet | FSIS Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information
Done
Internet
100%

**Unit Type** *: Percent

**Search Ingredient** *

Enter or paste ingredients list, one ingredient per line

**Added Ingredients**

| | Ingredient Name | Weight | Percentage |
|---|---|---|---|
| ☐ | Pork Loin Chops | N/A | 98 |
| ☐ | WATER | N/A | 1 |
| ☐ | Seasoning (pepper, salt, lemon pepper) | N/A | 1 |

**Calculated Total: 100%**

Totals will be recalculated upon saving.

☑ I certify that any applicable ingredients in my product formulation are used within the restricted conditions of use listed in 9CFR 424.21, 424.22, and 424.23. *

* Required Fields

4 Select Unit Type
Default: Percent

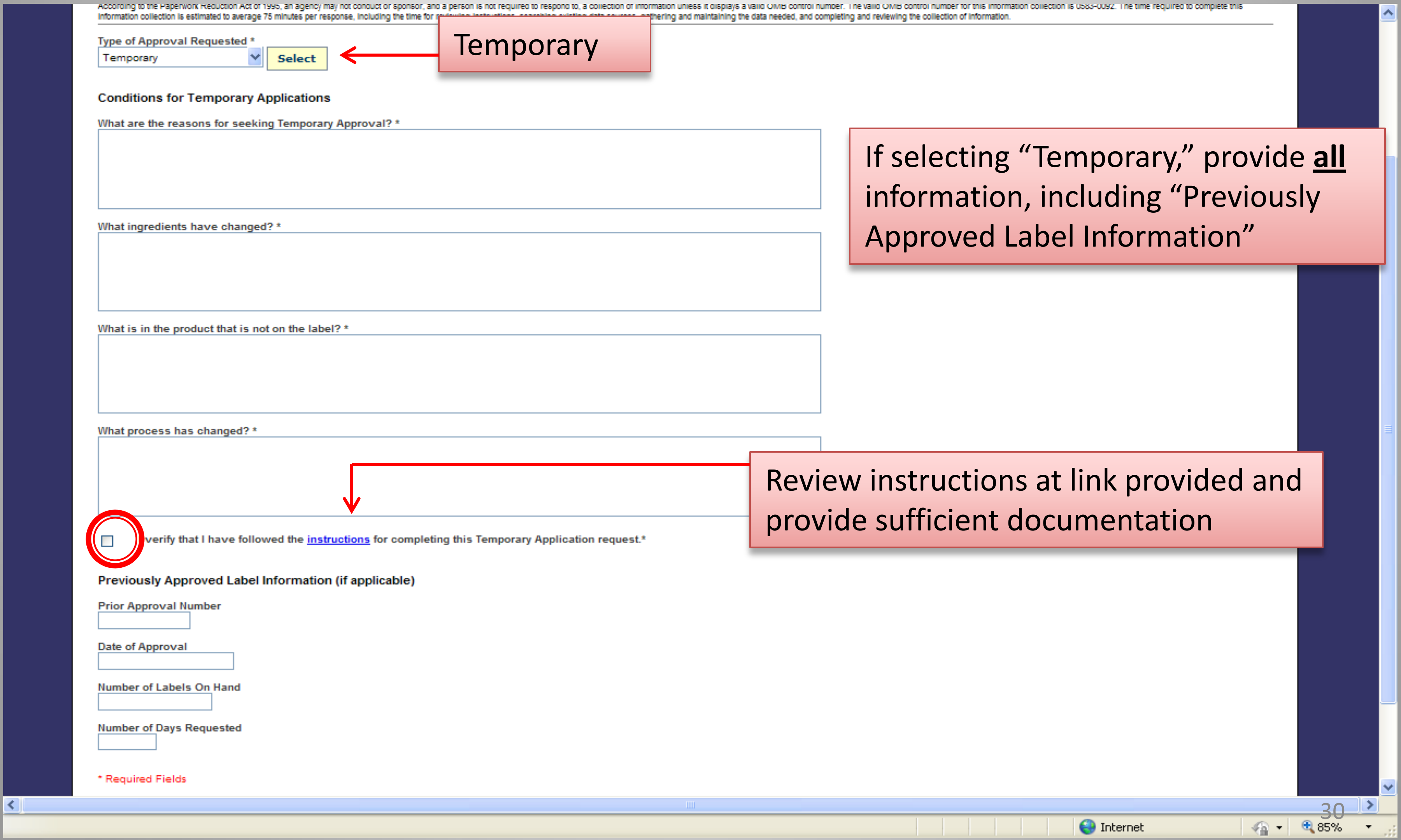
5 Enter appropriate totals for each line

OR

6 Certification required

*Note: "Save" will provide calculated total*

# Approval Information (Temporary) – Step 8



According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0583-0092. The time required to complete this information collection is estimated to average 75 minutes per response, including the time for r

athering and maintaining the data needed, and completing and reviewing the collection of information.

Type of Approval Requested *
Temporary
Select

Temporary

**Conditions for Temporary Applications**

What are the reasons for seeking Temporary Approval? *

What ingredients have changed? *

What process has changed? *

What is in the product that is not on the label? *

☐ verify that I have followed the instructions for completing this Temporary Application request.*

If selecting "Temporary," provide **all** information, including "Previously Approved Label Information"

Review instructions at link provided and provide sufficient documentation

**Previously Approved Label Information (if applicable)**

Prior Approval Number

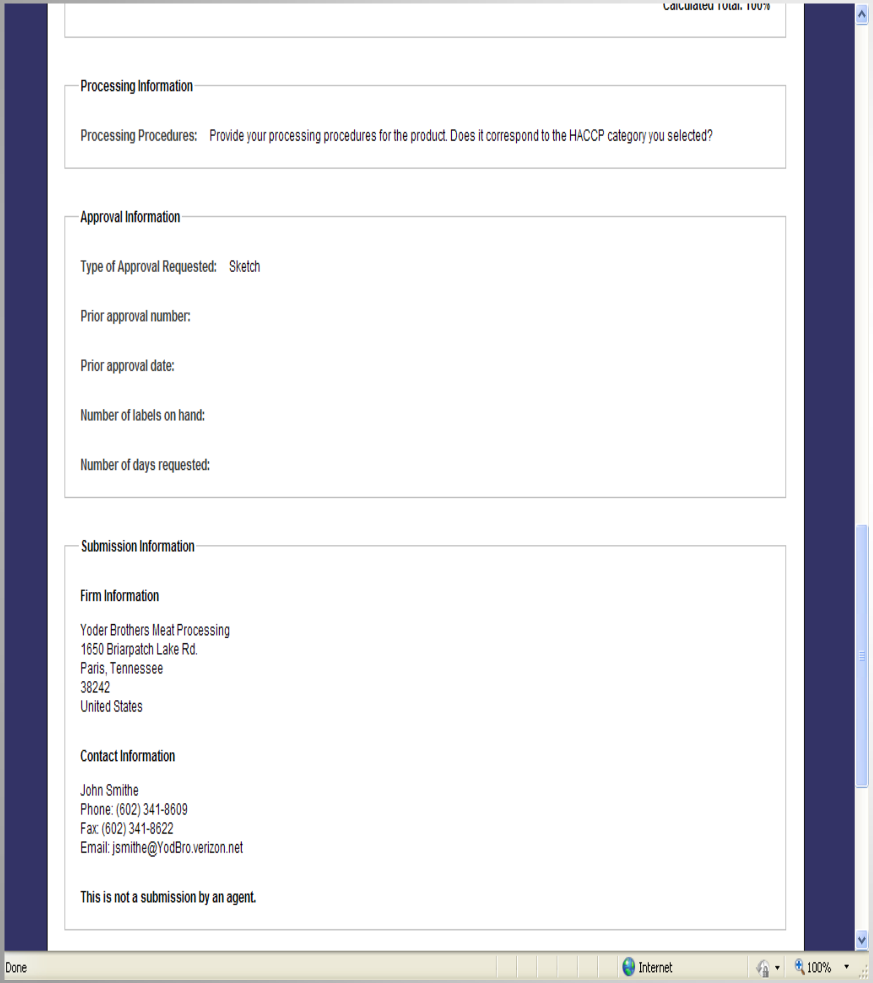
Date of Approval

Number of Labels On Hand

Number of Days Requested

* Required Fields

# Summary – Step 10



Calculated Total: 100%

**Processing Information**

Processing Procedures: Provide your processing procedures for the product. Does it correspond to the HACCP category you selected?

**Approval Information**

Type of Approval Requested: Sketch

Prior approval number:

Prior approval date:

Number of labels on hand:

Number of days requested:

**Submission Information**

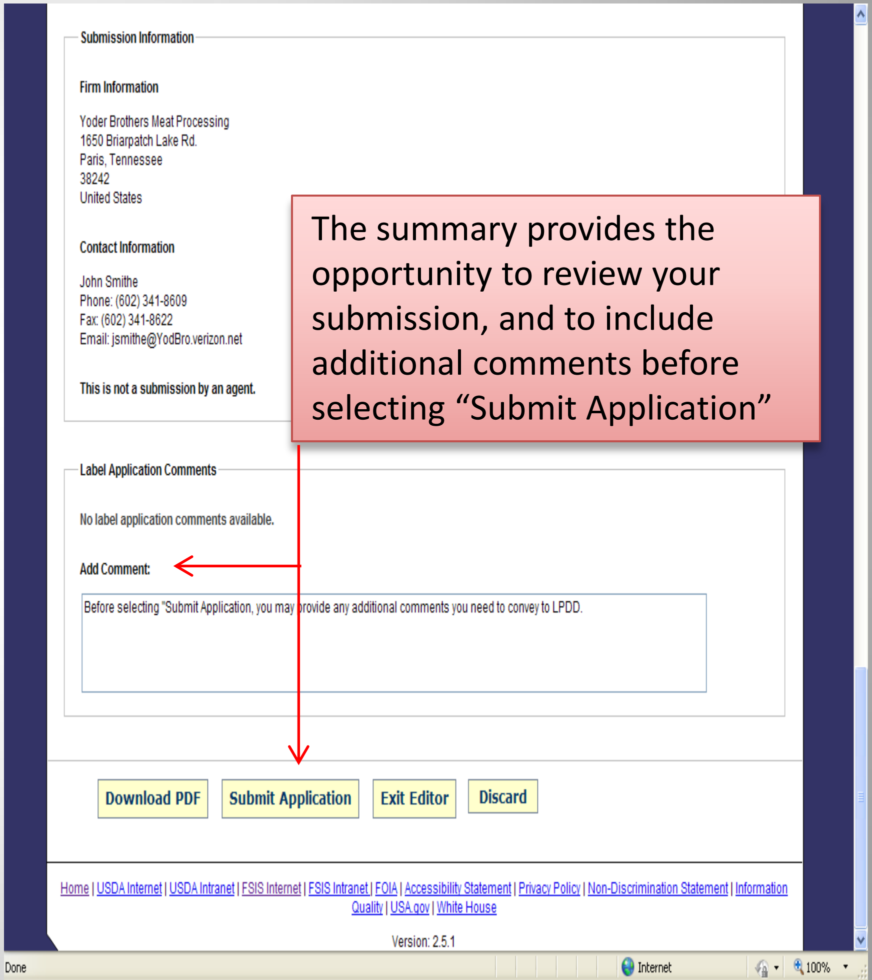
**Firm Information**

Yoder Brothers Meat Processing
1650 Briarpatch Lake Rd.
Paris, Tennessee
38242
United States

**Contact Information**

John Smithe
Phone: (602) 341-8609
Fax: (602) 341-8622
Email: jsmithe@YodBro.verizon.net

**This is not a submission by an agent.**



**Submission Information**

**Firm Information**

Yoder Brothers Meat Processing
1650 Briarpatch Lake Rd.
Paris, Tennessee
38242
United States

**Contact Information**

John Smithe
Phone: (602) 341-8609
Fax: (602) 341-8622
Email: jsmithe@YodBro.verizon.net

**This is not a submission by an agent.**

**Label Application Comments**

No label application comments available.

**Add Comment:**

Before selecting "Submit Application, you may provide any additional comments you need to convey to LPDD.

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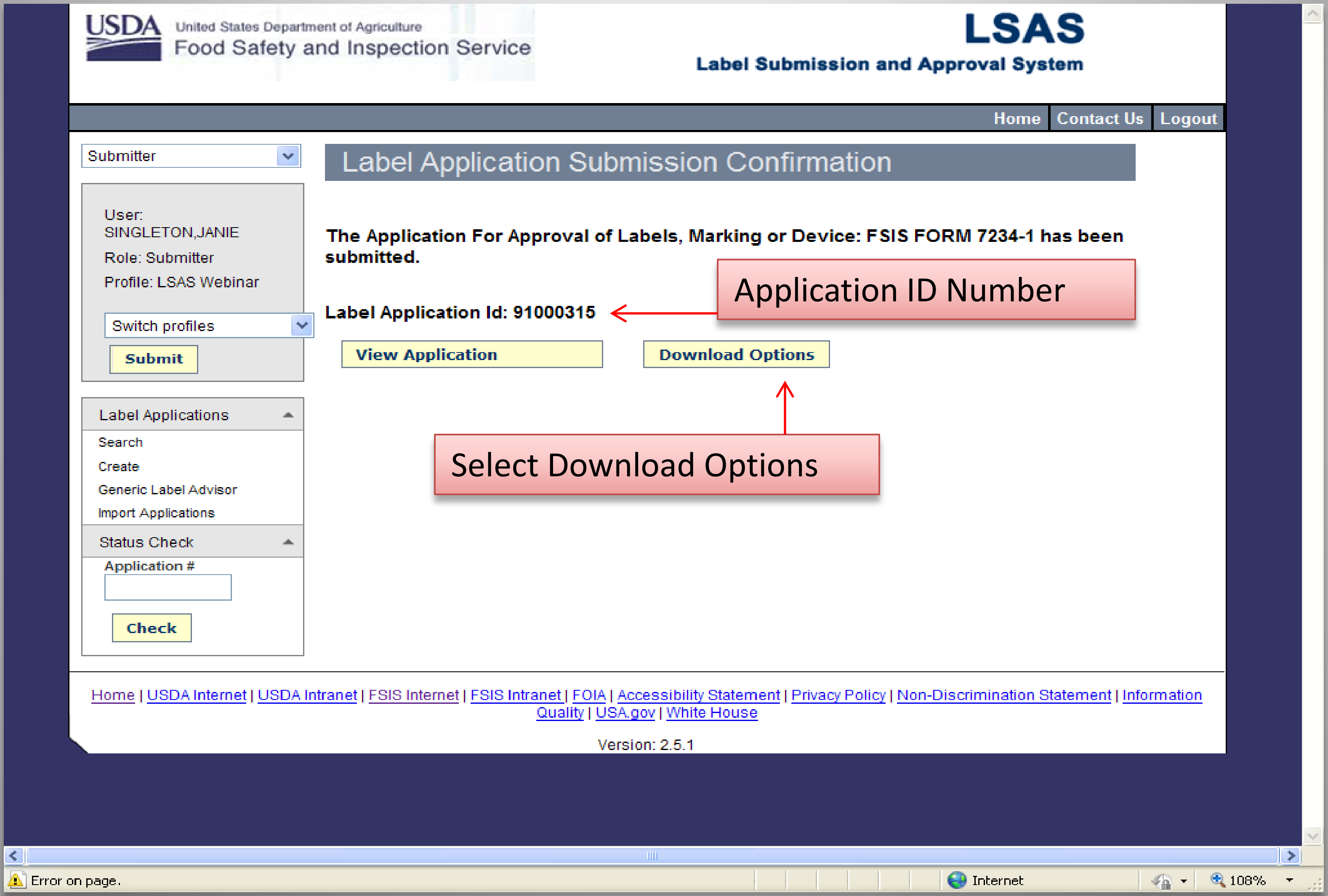
Version: 2.5.1

The summary provides the opportunity to review your submission, and to include additional comments before selecting "Submit Application"

# Submit Application, Confirmation – Final Step



USDA
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Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home
Contact Us
Logout
Submitter
Switch profiles
Submit
Label Applications
Search
Create
Generic Label Advisor
Import Applications
Status Check
Application #
Check
View Application
Download Options
Home | USDA Internet | USDA Intranet | FSIS Internet | FSIS Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House
Error on page.
Internet
108%

User:
SINGLETON,JANIE
Role: Submitter
Profile: LSAS Webinar

## Label Application Submission Confirmation

**The Application For Approval of Labels, Marking or Device: FSIS FORM 7234-1 has been submitted.**

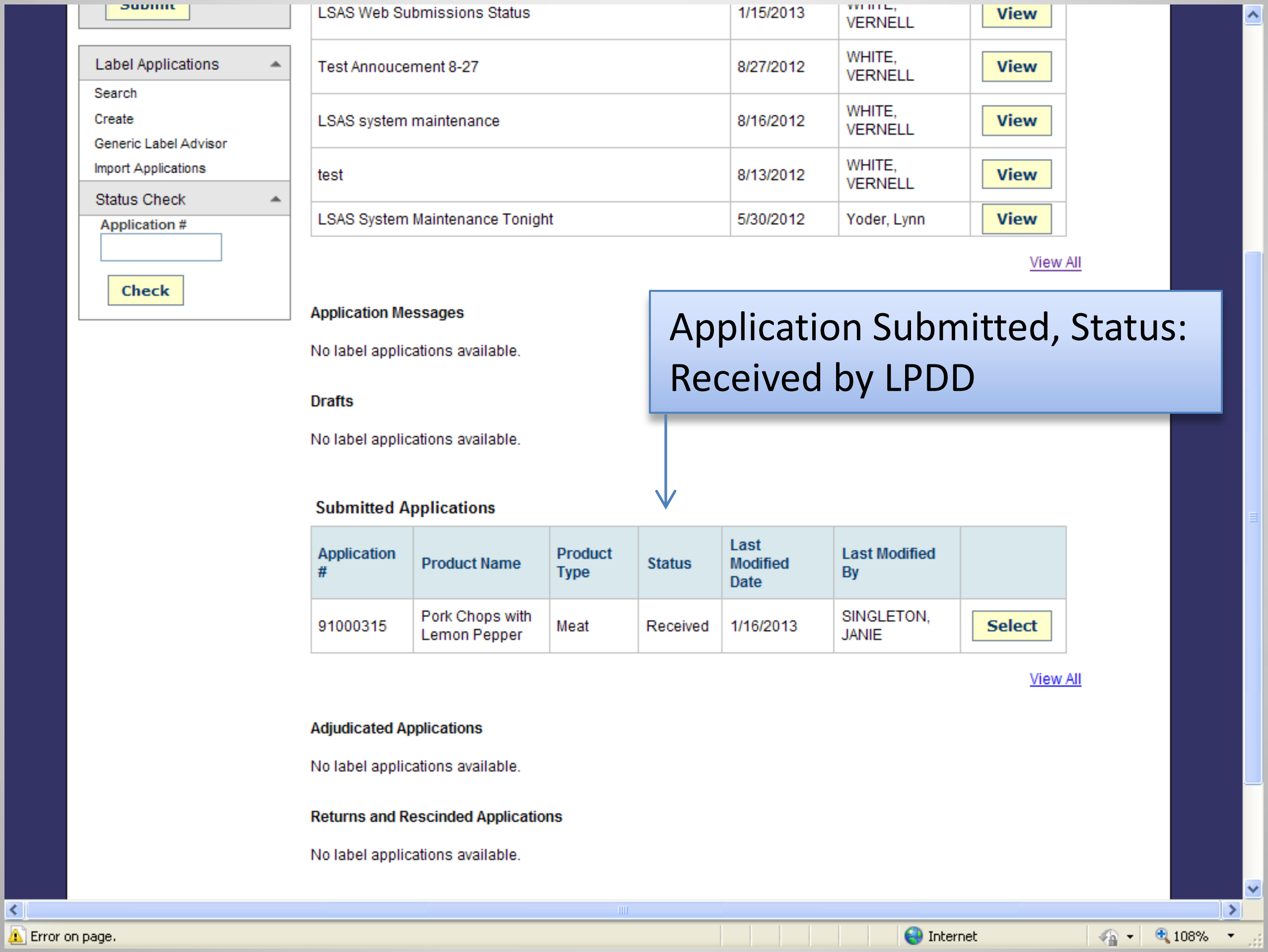
**Label Application Id: 91000315**

Version: 2.5.1

Application ID Number

Select Download Options

# Dashboard:  Submitted Application Pool


Label Applications
Search
Create
Generic Label Advisor
Import Applications
Status Check
Application #
Check

| | | | |
|---|---|---|---|
| LSAS Web Submissions Status | 1/15/2013 | VERNELL | View |
| Test Annoucement 8-27 | 8/27/2012 | WHITE, VERNELL | View |
| LSAS system maintenance | 8/16/2012 | WHITE, VERNELL | View |
| test | 8/13/2012 | WHITE, VERNELL | View |
| LSAS System Maintenance Tonight | 5/30/2012 | Yoder, Lynn | View |

View All

**Application Messages**

No label applications available.

**Drafts**

No label applications available.

**Submitted Applications**

| Application # | Product Name | Product Type | Status | Last Modified Date | Last Modified By | |
|---|---|---|---|---|---|---|
| 91000315 | Pork Chops with Lemon Pepper | Meat | Received | 1/16/2013 | SINGLETON, JANIE | Select |

View All

**Adjudicated Applications**

No label applications available.

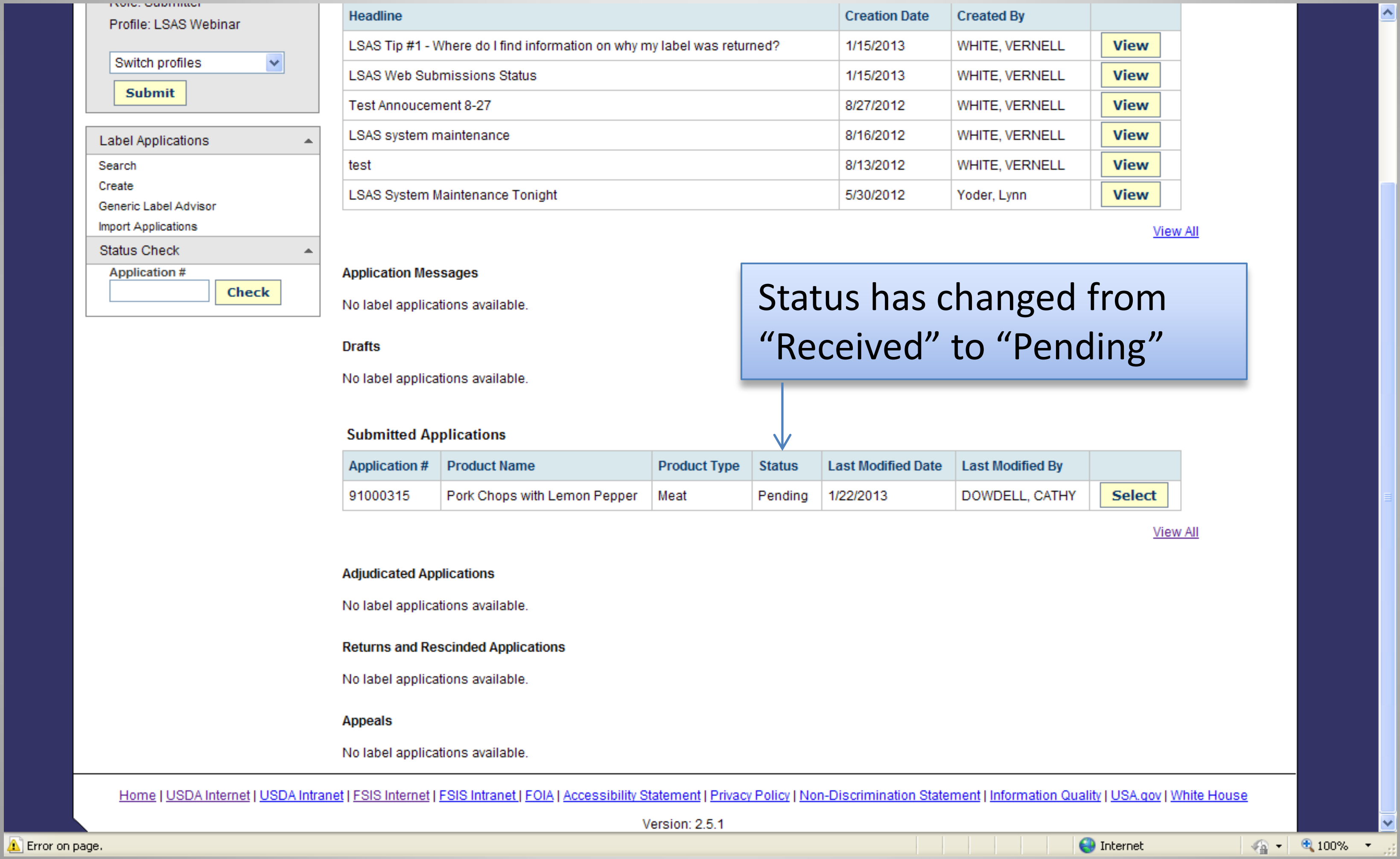
**Returns and Rescinded Applications**

No label applications available.

Error on page.
Internet
108%

Application Submitted, Status: Received by LPDD

# Status Check



Profile: LSAS Webinar

Switch profiles
Submit
Label Applications
Search
Create
Generic Label Advisor
Import Applications
Status Check
Application #
Check

| Headline | Creation Date | Created By | |
|---|---|---|---|
| LSAS Tip #1 - Where do I find information on why my label was returned? | 1/15/2013 | WHITE, VERNELL | View |
| LSAS Web Submissions Status | 1/15/2013 | WHITE, VERNELL | View |
| Test Annoucement 8-27 | 8/27/2012 | WHITE, VERNELL | View |
| LSAS system maintenance | 8/16/2012 | WHITE, VERNELL | View |
| test | 8/13/2012 | WHITE, VERNELL | View |
| LSAS System Maintenance Tonight | 5/30/2012 | Yoder, Lynn | View |

View All

**Application Messages**

No label applications available.

**Drafts**

No label applications available.

Status has changed from "Received" to "Pending"

**Submitted Applications**

| Application # | Product Name | Product Type | Status | Last Modified Date | Last Modified By | |
|---|---|---|---|---|---|---|
| 91000315 | Pork Chops with Lemon Pepper | Meat | Pending | 1/22/2013 | DOWDELL, CATHY | Select |

View All

**Adjudicated Applications**

No label applications available.

**Returns and Rescinded Applications**

No label applications available.

**Appeals**

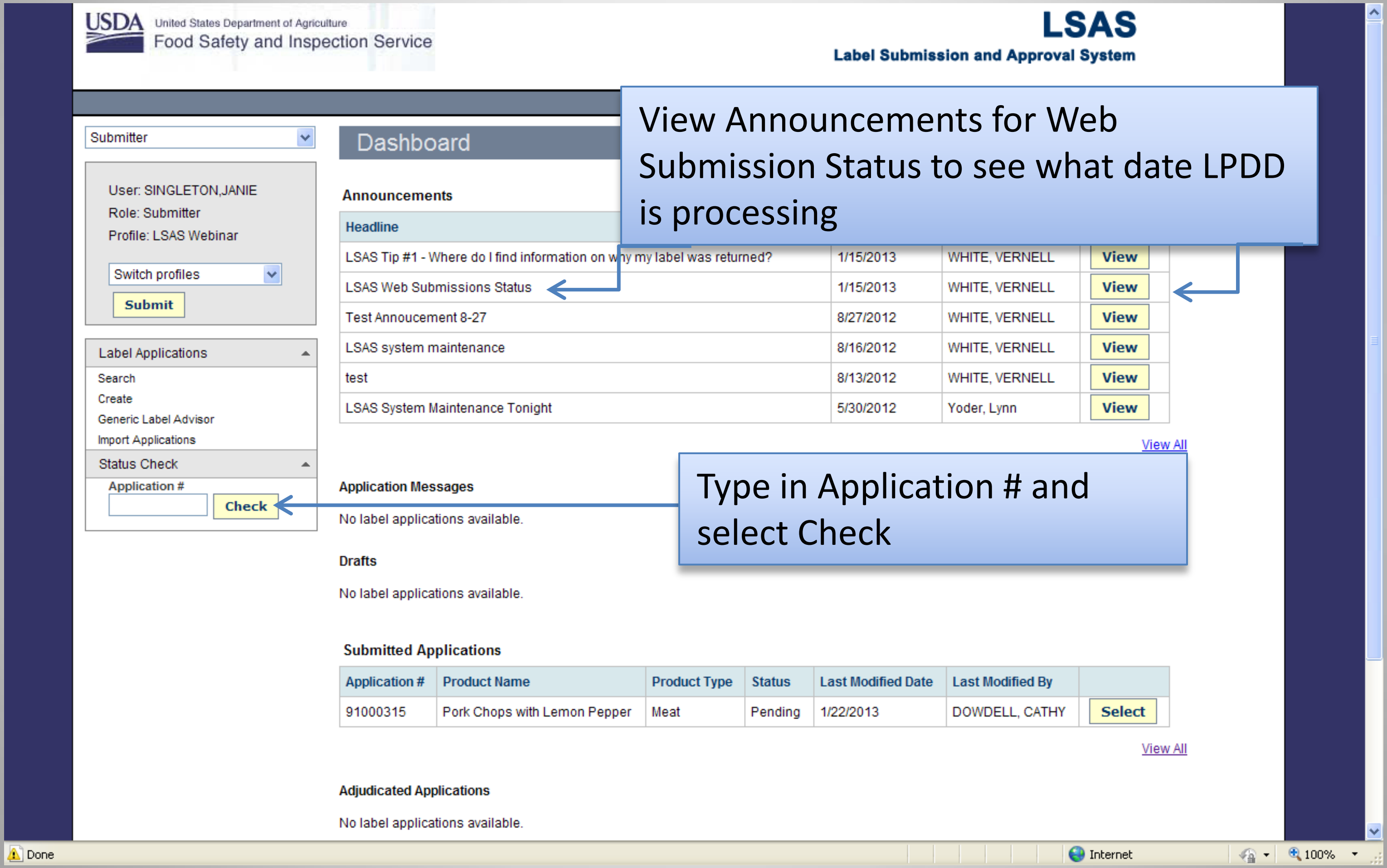
No label applications available.

Home | USDA Internet | USDA Intranet | FSIS Internet | FSIS Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

Version: 2.5.1

Error on page.
Internet
100%

# Status Check (Continued)



USDA United States Department of Agriculture
Food Safety and Inspection Service

**LSAS**
**Label Submission and Approval System**

Submitter

User: SINGLETON,JANIE
Role: Submitter
Profile: LSAS Webinar

Switch profiles

**Submit**

Label Applications
- Search
- Create
- Generic Label Advisor
- Import Applications

Status Check

Application #

**Check**

## Dashboard

**Announcements**

| Headline | | | |
|---|---|---|---|
| LSAS Tip #1 - Where do I find information on why my label was returned? | 1/15/2013 | WHITE, VERNELL | **View** |
| LSAS Web Submissions Status | 1/15/2013 | WHITE, VERNELL | **View** |
| Test Annoucement 8-27 | 8/27/2012 | WHITE, VERNELL | **View** |
| LSAS system maintenance | 8/16/2012 | WHITE, VERNELL | **View** |
| test | 8/13/2012 | WHITE, VERNELL | **View** |
| LSAS System Maintenance Tonight | 5/30/2012 | Yoder, Lynn | **View** |

View All

**Application Messages**

No label applications available.

**Drafts**

No label applications available.

**Submitted Applications**

| Application # | Product Name | Product Type | Status | Last Modified Date | Last Modified By | |
|---|---|---|---|---|---|---|
| 91000315 | Pork Chops with Lemon Pepper | Meat | Pending | 1/22/2013 | DOWDELL, CATHY | **Select** |

View All

**Adjudicated Applications**

No label applications available.

Done

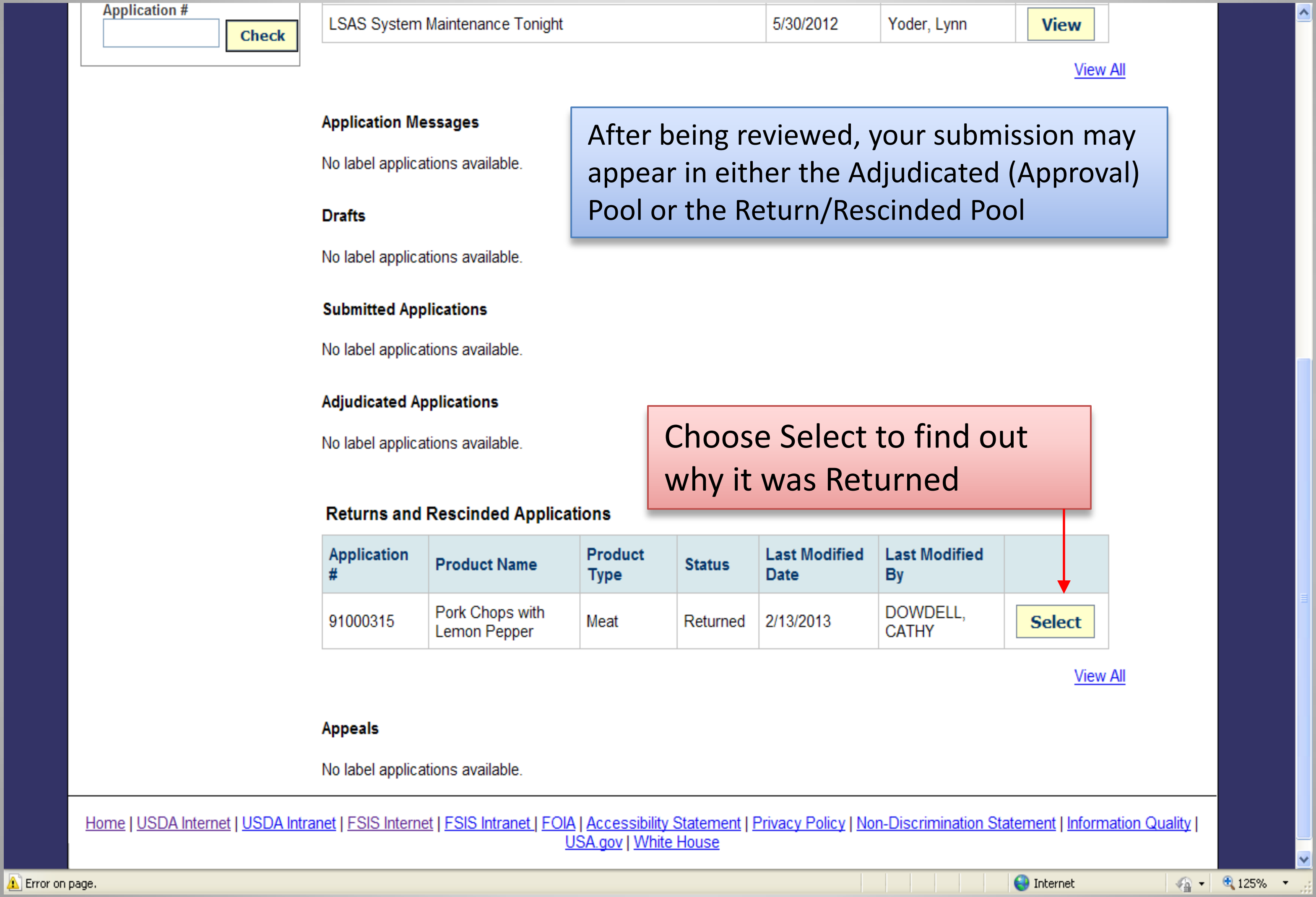
Internet

100%

View Announcements for Web Submission Status to see what date LPDD is processing

Type in Application # and select Check

# Returned Application



| | | | |
|---|---|---|---|
| LSAS System Maintenance Tonight | 5/30/2012 | Yoder, Lynn | View |

View All

After being reviewed, your submission may appear in either the Adjudicated (Approval) Pool or the Return/Rescinded Pool

**Application Messages**

No label applications available.

**Drafts**

No label applications available.

**Submitted Applications**

No label applications available.

**Adjudicated Applications**

No label applications available.

Choose Select to find out why it was Returned

**Returns and Rescinded Applications**

| Application # | Product Name | Product Type | Status | Last Modified Date | Last Modified By | |
|---|---|---|---|---|---|---|
| 91000315 | Pork Chops with Lemon Pepper | Meat | Returned | 2/13/2013 | DOWDELL, CATHY | Select |

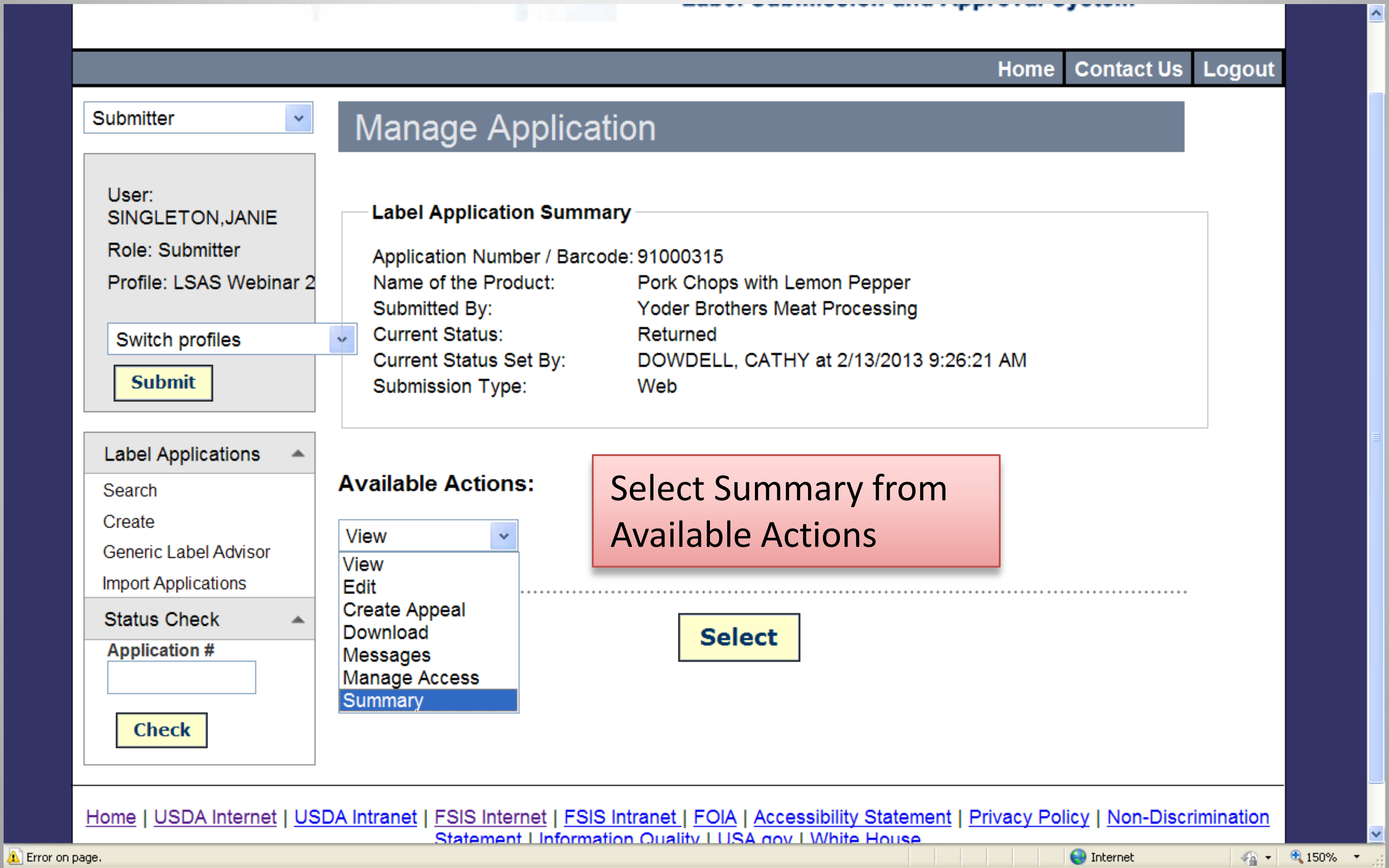
View All

**Appeals**

No label applications available.

Home | USDA Internet | USDA Intranet | FSIS Internet | FSIS Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

# Returned Application (Continued)


Home
Contact Us
Logout
Submitter
Switch profiles
Submit
Label Applications
Search
Create
Generic Label Advisor
Import Applications
Status Check
Application #
Check
View
View
Edit
Create Appeal
Download
Messages
Manage Access
Summary
Select
Home | USDA Internet | USDA Intranet | FSIS Internet | FSIS Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House
Error on page.
Internet
150%

User: SINGLETON,JANIE
Role: Submitter
Profile: LSAS Webinar 2

## Manage Application

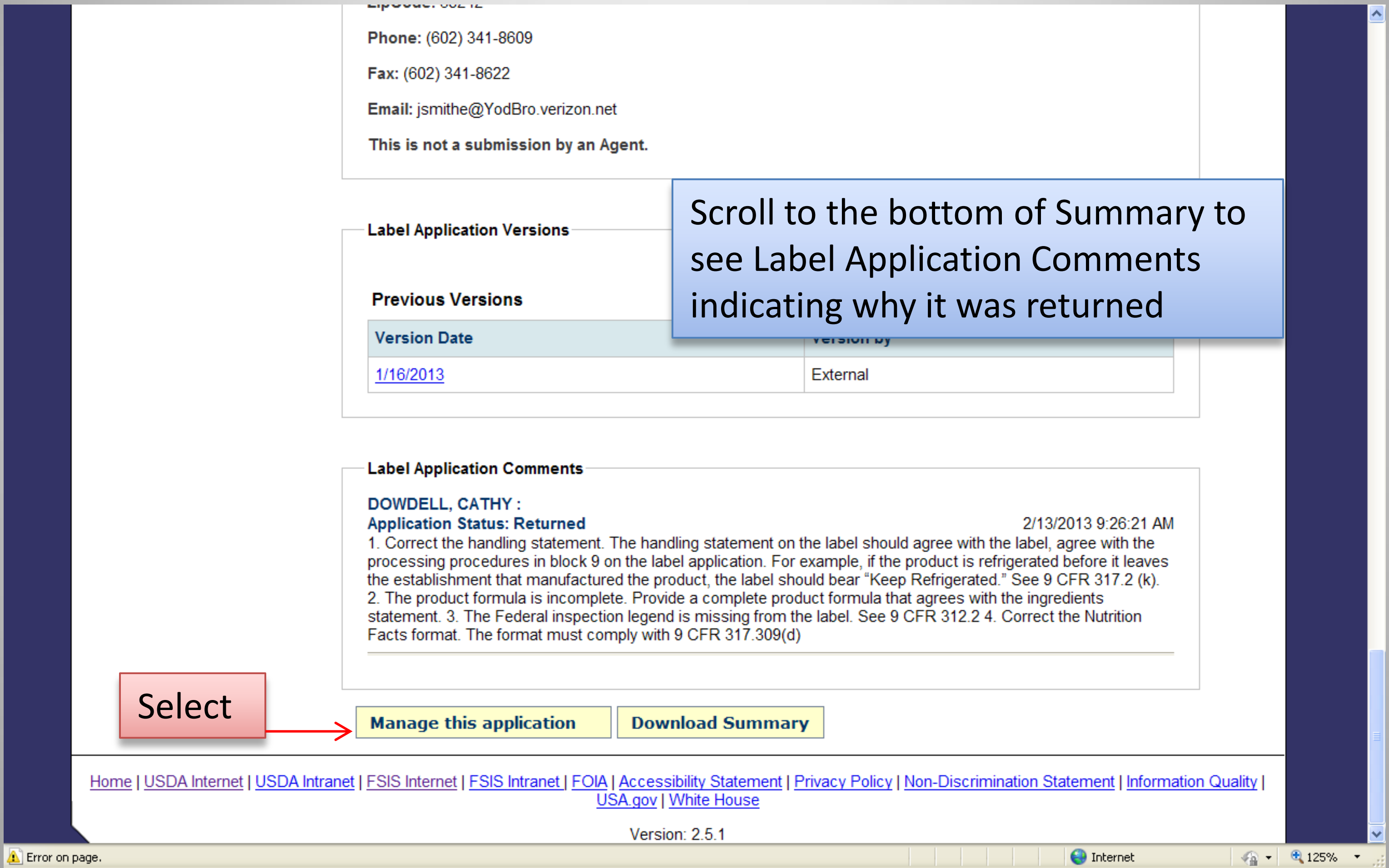
**Label Application Summary**

| | |
|---|---|
| Application Number / Barcode: | 91000315 |
| Name of the Product: | Pork Chops with Lemon Pepper |
| Submitted By: | Yoder Brothers Meat Processing |
| Current Status: | Returned |
| Current Status Set By: | DOWDELL, CATHY at 2/13/2013 9:26:21 AM |
| Submission Type: | Web |

**Available Actions:**

Select Summary from Available Actions

# Returned Application (Continued)



**Phone:** (602) 341-8609

**Fax:** (602) 341-8622

**Email:** jsmithe@YodBro.verizon.net

**This is not a submission by an Agent.**

**Label Application Versions**

**Previous Versions**

| Version Date | Version by |
|---|---|
| 1/16/2013 | External |

**Label Application Comments**

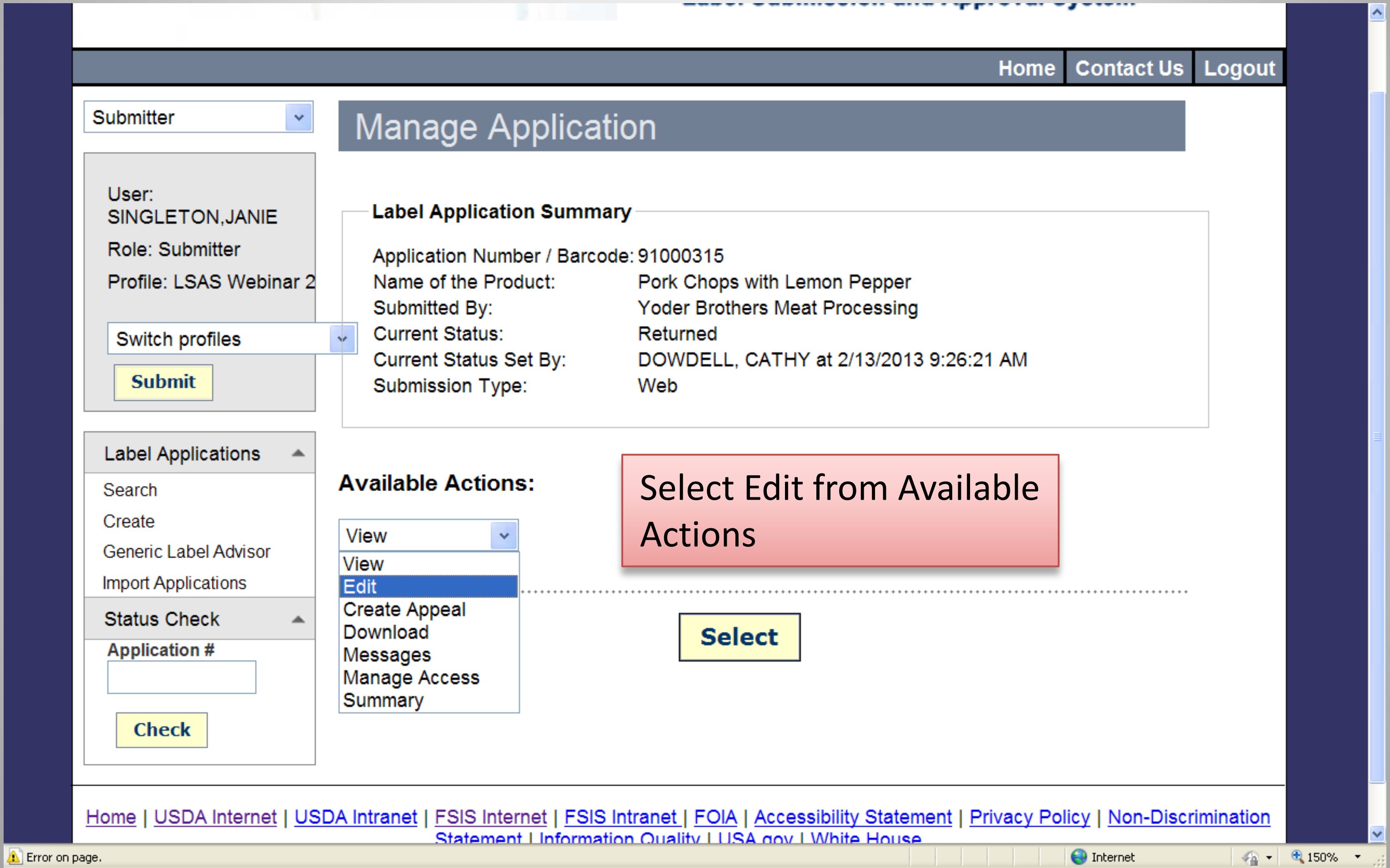
**DOWDELL, CATHY :**
**Application Status: Returned** 2/13/2013 9:26:21 AM
1. Correct the handling statement. The handling statement on the label should agree with the label, agree with the processing procedures in block 9 on the label application. For example, if the product is refrigerated before it leaves the establishment that manufactured the product, the label should bear "Keep Refrigerated." See 9 CFR 317.2 (k). 2. The product formula is incomplete. Provide a complete product formula that agrees with the ingredients statement. 3. The Federal inspection legend is missing from the label. See 9 CFR 312.2 4. Correct the Nutrition Facts format. The format must comply with 9 CFR 317.309(d)

Scroll to the bottom of Summary to see Label Application Comments indicating why it was returned

Select

Manage this application
Download Summary
Home | USDA Internet | USDA Intranet | FSIS Internet | FSIS Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House
Version: 2.5.1
Error on page.
Internet
125%

# Returned Application (Continued)


Home
Contact Us
Logout
Submitter
Switch profiles
Submit
Label Applications
Search
Create
Generic Label Advisor
Import Applications
Status Check
Application #
Check
View
View
Edit
Create Appeal
Download
Messages
Manage Access
Summary
Select
Home | USDA Internet | USDA Intranet | FSIS Internet | FSIS Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House
Error on page.
Internet
150%

User: SINGLETON,JANIE

Role: Submitter

Profile: LSAS Webinar 2

## Manage Application

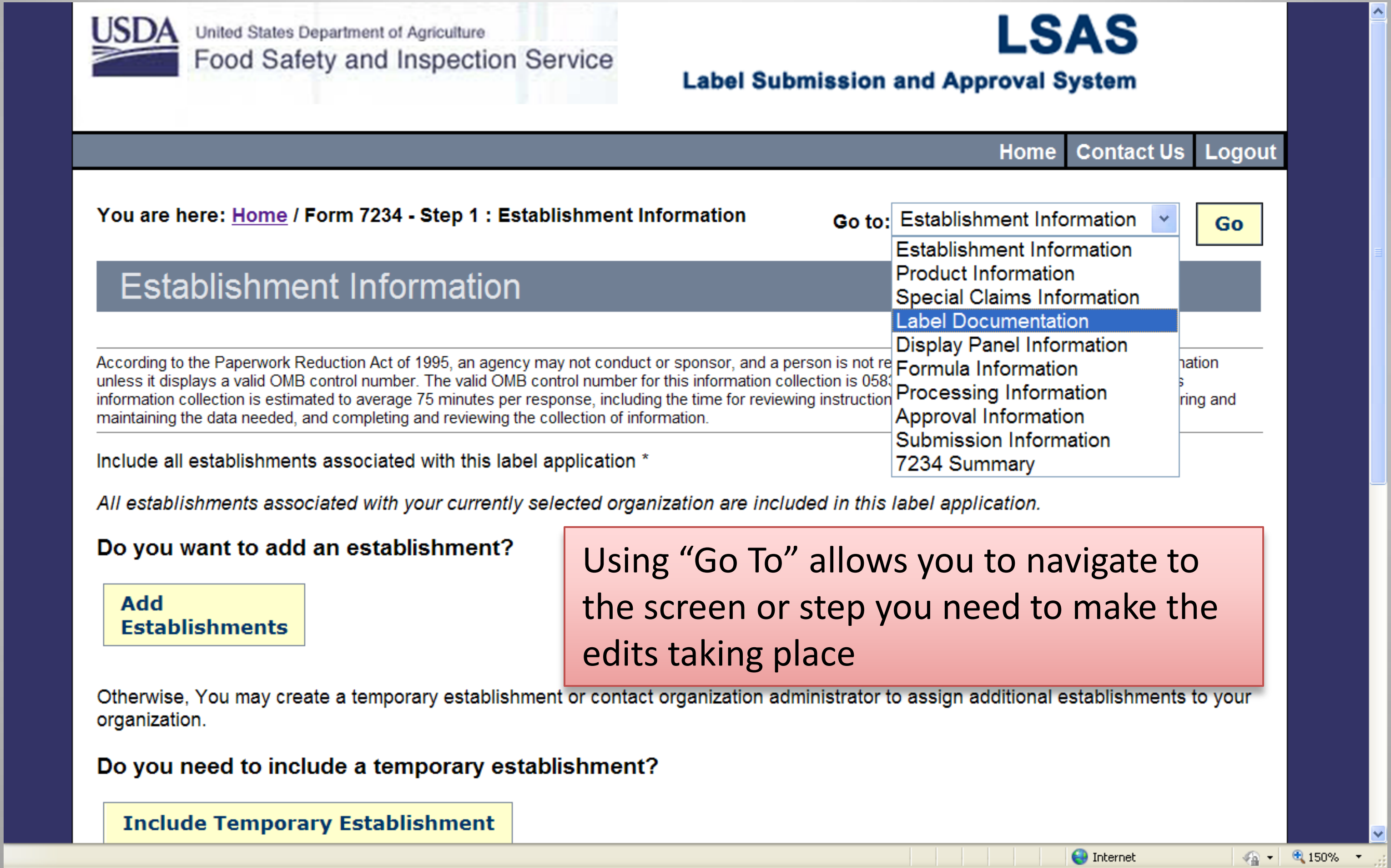
**Label Application Summary**

| | |
|---|---|
| Application Number / Barcode: | 91000315 |
| Name of the Product: | Pork Chops with Lemon Pepper |
| Submitted By: | Yoder Brothers Meat Processing |
| Current Status: | Returned |
| Current Status Set By: | DOWDELL, CATHY at 2/13/2013 9:26:21 AM |
| Submission Type: | Web |

**Available Actions:**

Select Edit from Available Actions

# Returned Application (Continued)



USDA
United States Department of Agriculture
Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home
Contact Us
Logout
Go to:
Establishment Information
Go
Establishment Information
Product Information
Special Claims Information
Label Documentation
Display Panel Information
Formula Information
Processing Information
Approval Information
Submission Information
7234 Summary
Add Establishments
Include Temporary Establishment
Internet
150%

**You are here:** Home / **Form 7234 - Step 1 : Establishment Information**

## Establishment Information

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not re … nation
unless it displays a valid OMB control number. The valid OMB control number for this information collection is 058 … s
information collection is estimated to average 75 minutes per response, including the time for reviewing instruction … ring and
maintaining the data needed, and completing and reviewing the collection of information.

Include all establishments associated with this label application *

*All establishments associated with your currently selected organization are included in this label application.*

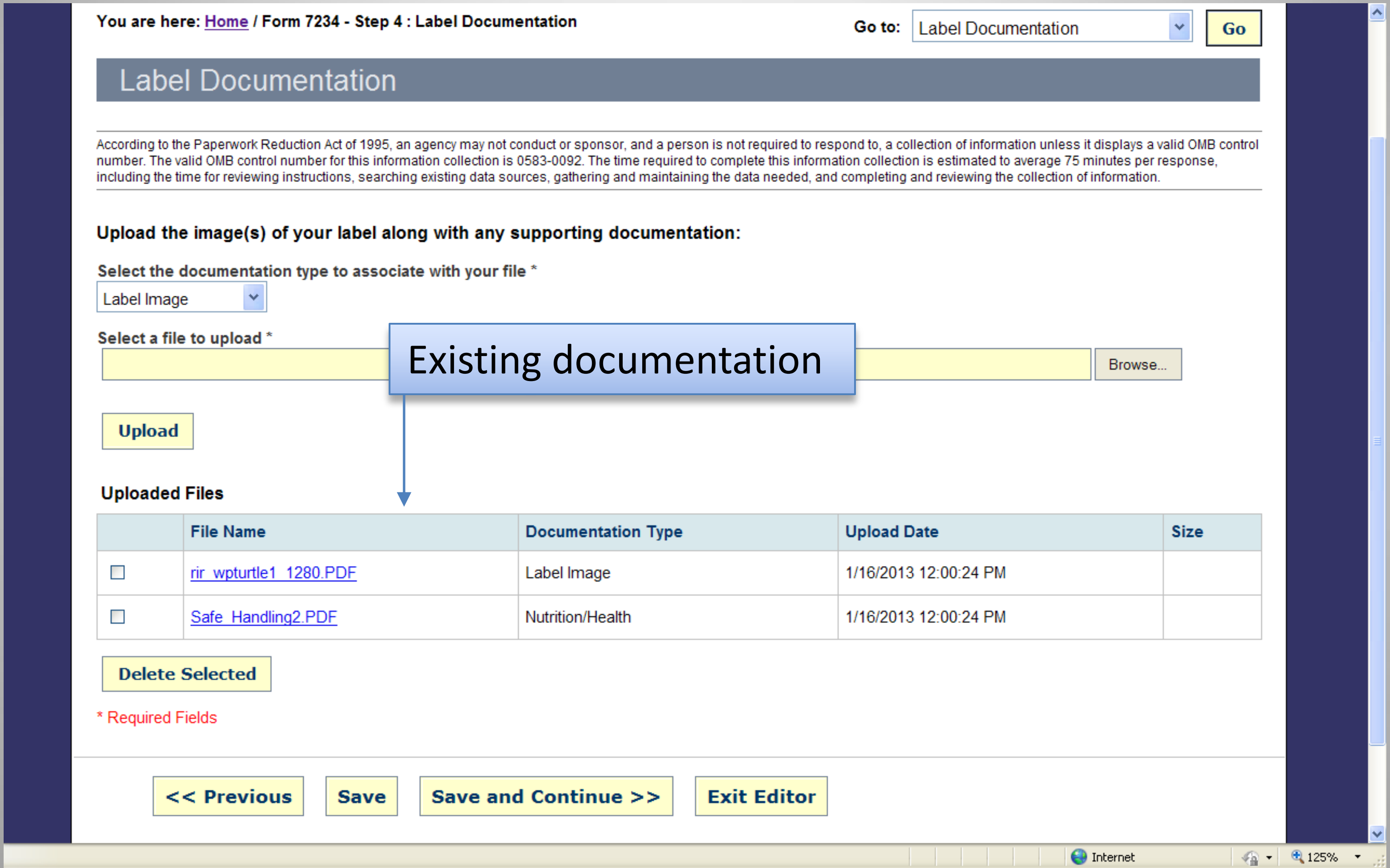
**Do you want to add an establishment?**

Otherwise, You may create a temporary establishment or contact organization administrator to assign additional establishments to your organization.

**Do you need to include a temporary establishment?**

Using "Go To" allows you to navigate to the screen or step you need to make the edits taking place

# Returned Application – (Continued)



You are here: Home / Form 7234 - Step 4 : Label Documentation

## Label Documentation

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0583-0092. The time required to complete this information collection is estimated to average 75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**Upload the image(s) of your label along with any supporting documentation:**

Select the documentation type to associate with your file *: Label Image

Select a file to upload *

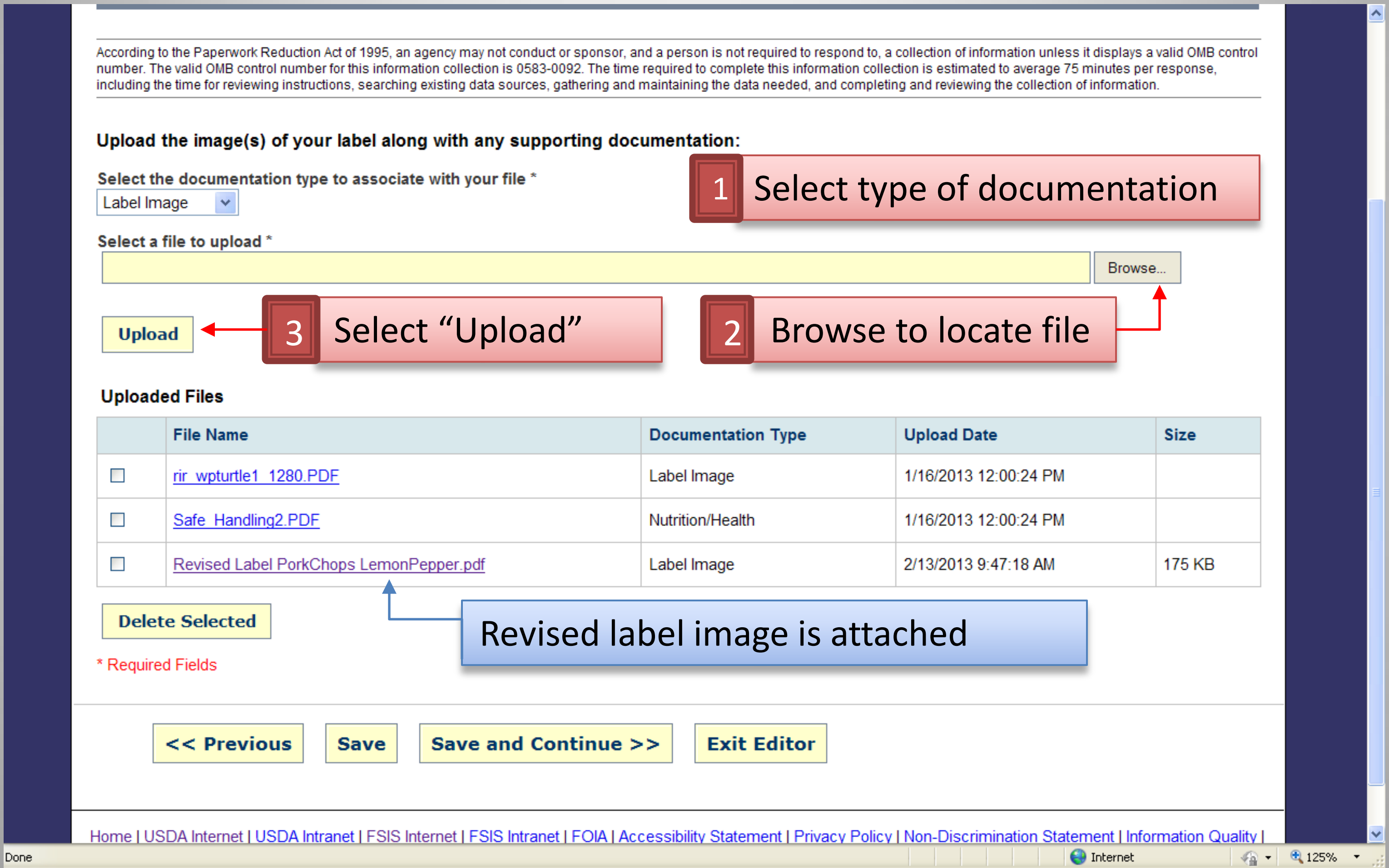
Existing documentation

**Uploaded Files**

| | File Name | Documentation Type | Upload Date | Size |
|---|---|---|---|---|
| ☐ | rir_wpturtle1_1280.PDF | Label Image | 1/16/2013 12:00:24 PM | |
| ☐ | Safe_Handling2.PDF | Nutrition/Health | 1/16/2013 12:00:24 PM | |

* Required Fields

# Returned Application – Adding New Documentation



According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0583-0092. The time required to complete this information collection is estimated to average 75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**Upload the image(s) of your label along with any supporting documentation:**

**Select the documentation type to associate with your file** *

Label Image

1 Select type of documentation

**Select a file to upload** *

2 Browse to locate file

3 Select "Upload"

**Uploaded Files**

| | File Name | Documentation Type | Upload Date | Size |
|---|---|---|---|---|
| ☐ | rir_wpturtle1_1280.PDF | Label Image | 1/16/2013 12:00:24 PM | |
| ☐ | Safe_Handling2.PDF | Nutrition/Health | 1/16/2013 12:00:24 PM | |
| ☐ | Revised Label PorkChops LemonPepper.pdf | Label Image | 2/13/2013 9:47:18 AM | 175 KB |

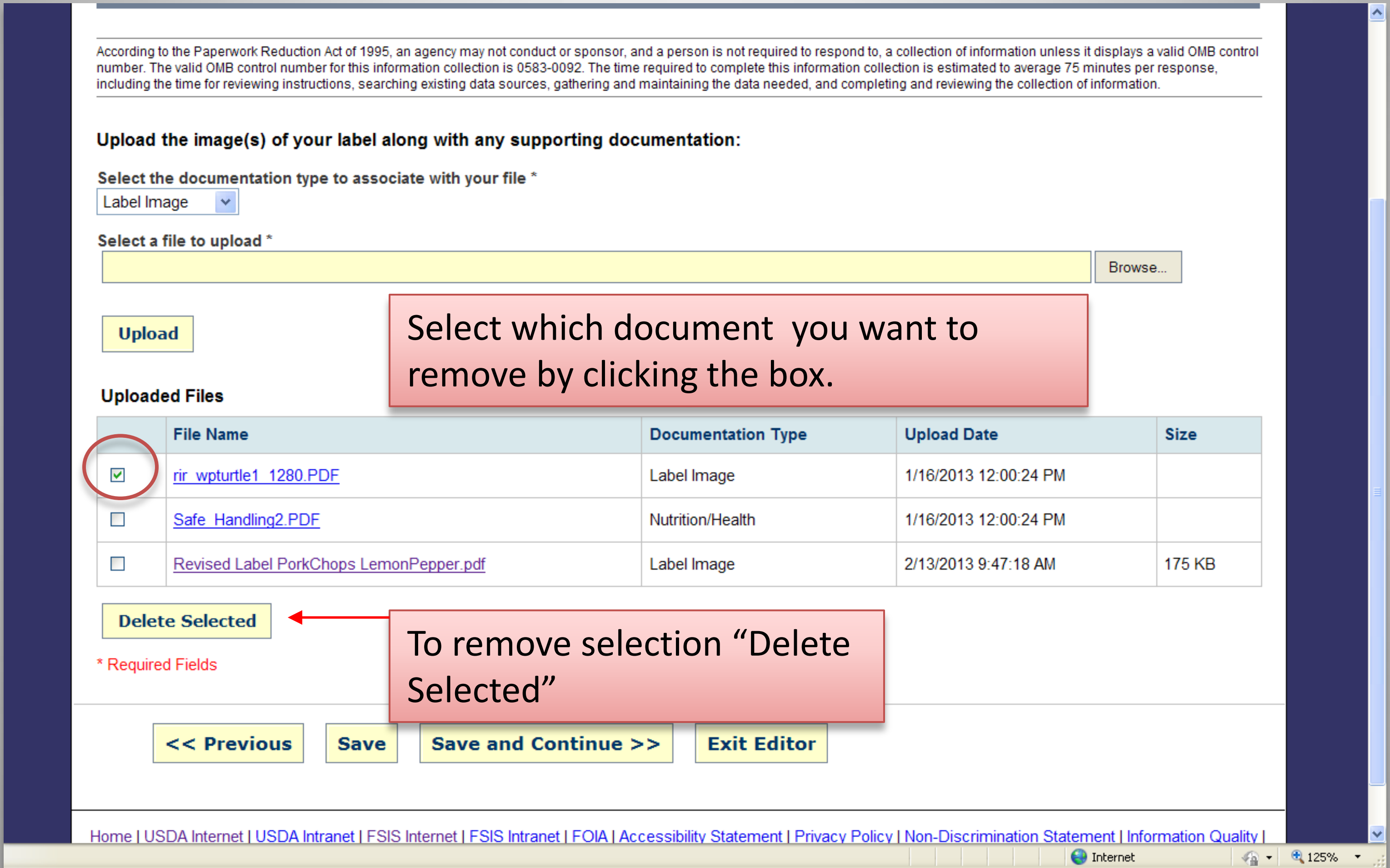
Delete Selected

Revised label image is attached

* Required Fields

<< Previous
Save
Save and Continue >>
Exit Editor
Home | USDA Internet | USDA Intranet | FSIS Internet | FSIS Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality |
Done
Internet
125%

# Returned Application – Removing Incorrect Documentation



According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0583-0092. The time required to complete this information collection is estimated to average 75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**Upload the image(s) of your label along with any supporting documentation:**

Select the documentation type to associate with your file *
Label Image

Select a file to upload *

Browse...
Upload

Select which document you want to remove by clicking the box.

**Uploaded Files**

| | File Name | Documentation Type | Upload Date | Size |
|---|---|---|---|---|
| ☑ | rir wpturtle1 1280.PDF | Label Image | 1/16/2013 12:00:24 PM | |
| ☐ | Safe Handling2.PDF | Nutrition/Health | 1/16/2013 12:00:24 PM | |
| ☐ | Revised Label PorkChops LemonPepper.pdf | Label Image | 2/13/2013 9:47:18 AM | 175 KB |

Delete Selected

To remove selection "Delete Selected"

* Required Fields

<< Previous
Save
Save and Continue >>
Exit Editor
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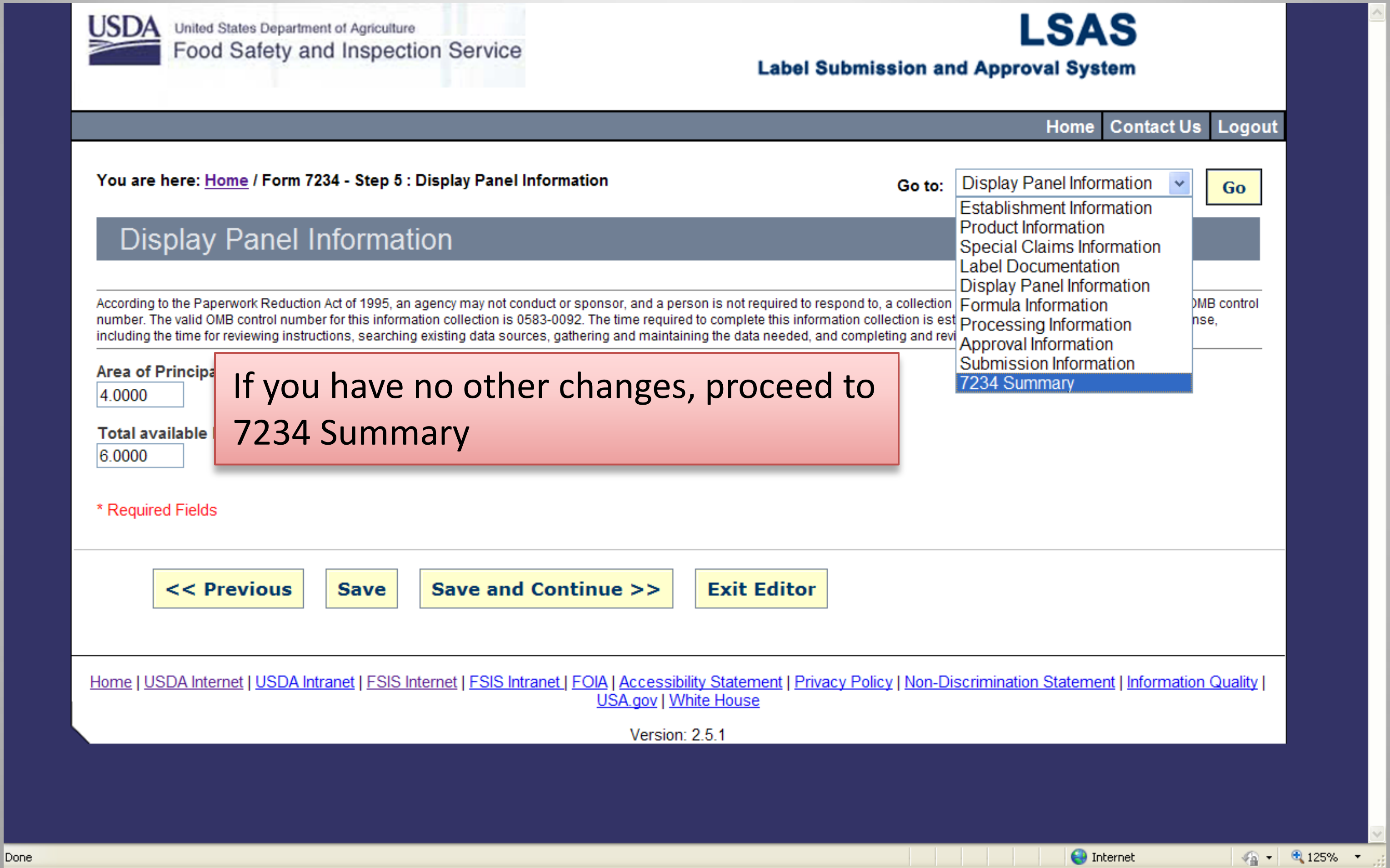
Internet
125%

# 7234 Summary in preparation of Submitting



If you have no other changes, proceed to 7234 Summary

You are here: Home / Form 7234 - Step 5 : Display Panel Information

## Display Panel Information

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection … OMB control number. The valid OMB control number for this information collection is 0583-0092. The time required to complete this information collection is est… nse, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and revi…

Area of Principa… 4.0000

Total available … 6.0000

* Required Fields

Version: 2.5.1

USDA
United States Department of Agriculture
Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home
Contact Us
Logout
Go to:
Display Panel Information
Go
Establishment Information
Product Information
Special Claims Information
Label Documentation
Display Panel Information
Formula Information
Processing Information
Approval Information
Submission Information
7234 Summary
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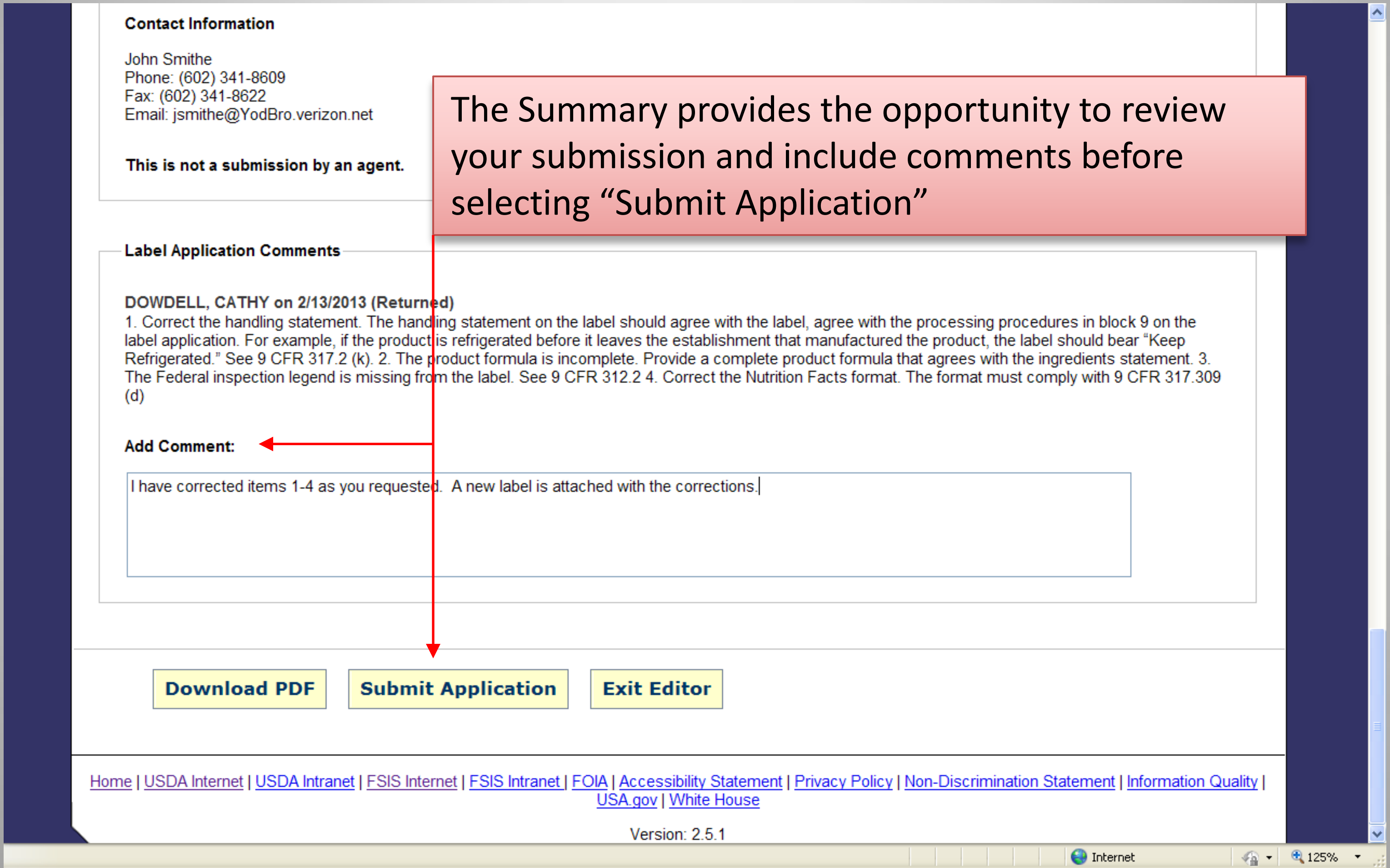
# 7234 Summary



**Contact Information**

John Smithe
Phone: (602) 341-8609
Fax: (602) 341-8622
Email: jsmithe@YodBro.verizon.net

**This is not a submission by an agent.**

**Label Application Comments**

**DOWDELL, CATHY on 2/13/2013 (Returned)**
1. Correct the handling statement. The handling statement on the label should agree with the label, agree with the processing procedures in block 9 on the label application. For example, if the product is refrigerated before it leaves the establishment that manufactured the product, the label should bear "Keep Refrigerated." See 9 CFR 317.2 (k). 2. The product formula is incomplete. Provide a complete product formula that agrees with the ingredients statement. 3. The Federal inspection legend is missing from the label. See 9 CFR 312.2 4. Correct the Nutrition Facts format. The format must comply with 9 CFR 317.309 (d)

**Add Comment:**

I have corrected items 1-4 as you requested. A new label is attached with the corrections.

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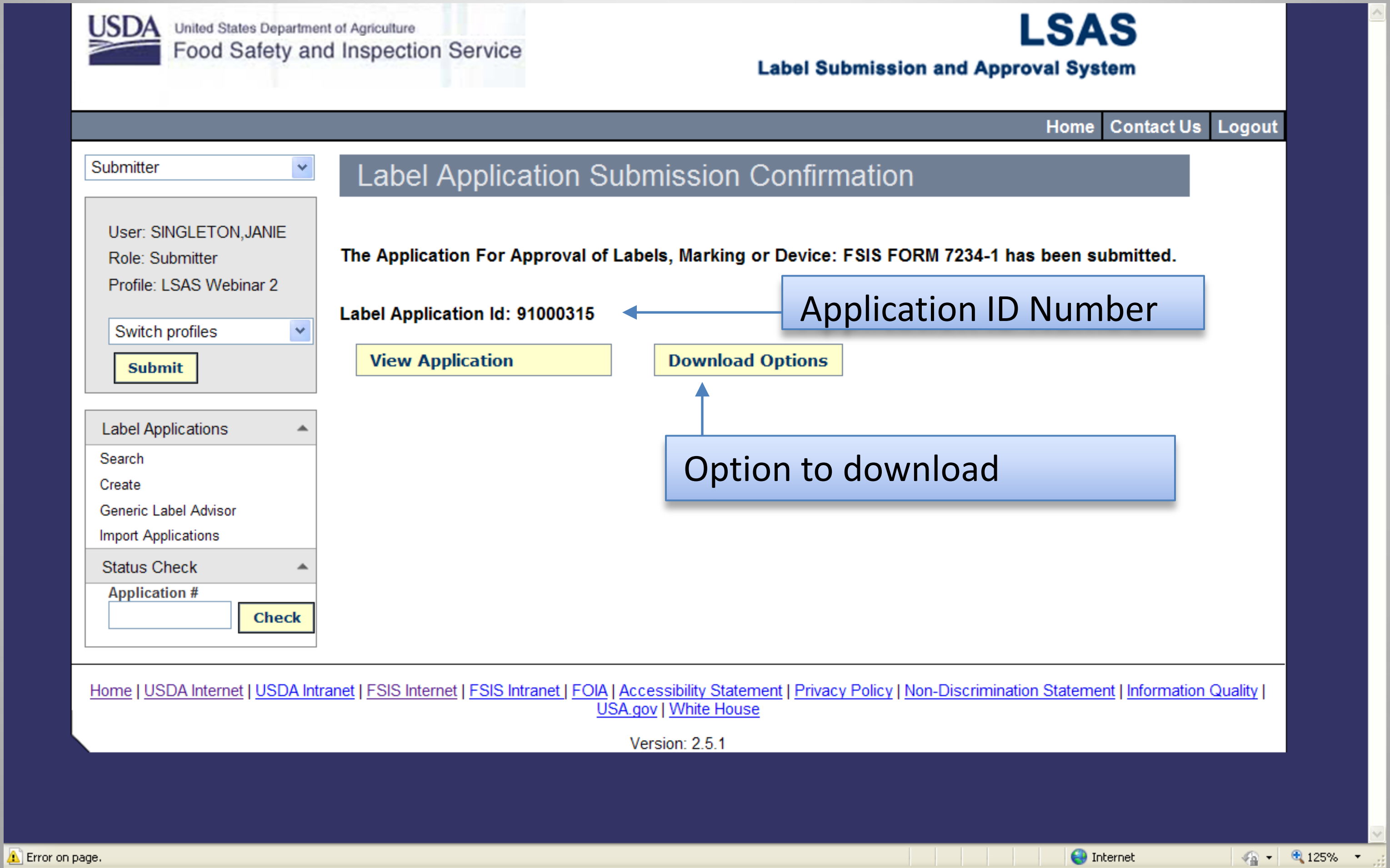
The Summary provides the opportunity to review your submission and include comments before selecting "Submit Application"

# Submit Application - Confirmation



USDA United States Department of Agriculture
Food Safety and Inspection Service
LSAS
Label Submission and Approval System
Home
Contact Us
Logout
Submitter
Switch profiles
Submit
Label Applications
Search
Create
Generic Label Advisor
Import Applications
Status Check
Application #
Check
View Application
Download Options
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User: SINGLETON,JANIE
Role: Submitter
Profile: LSAS Webinar 2

Label Application Submission Confirmation

**The Application For Approval of Labels, Marking or Device: FSIS FORM 7234-1 has been submitted.**

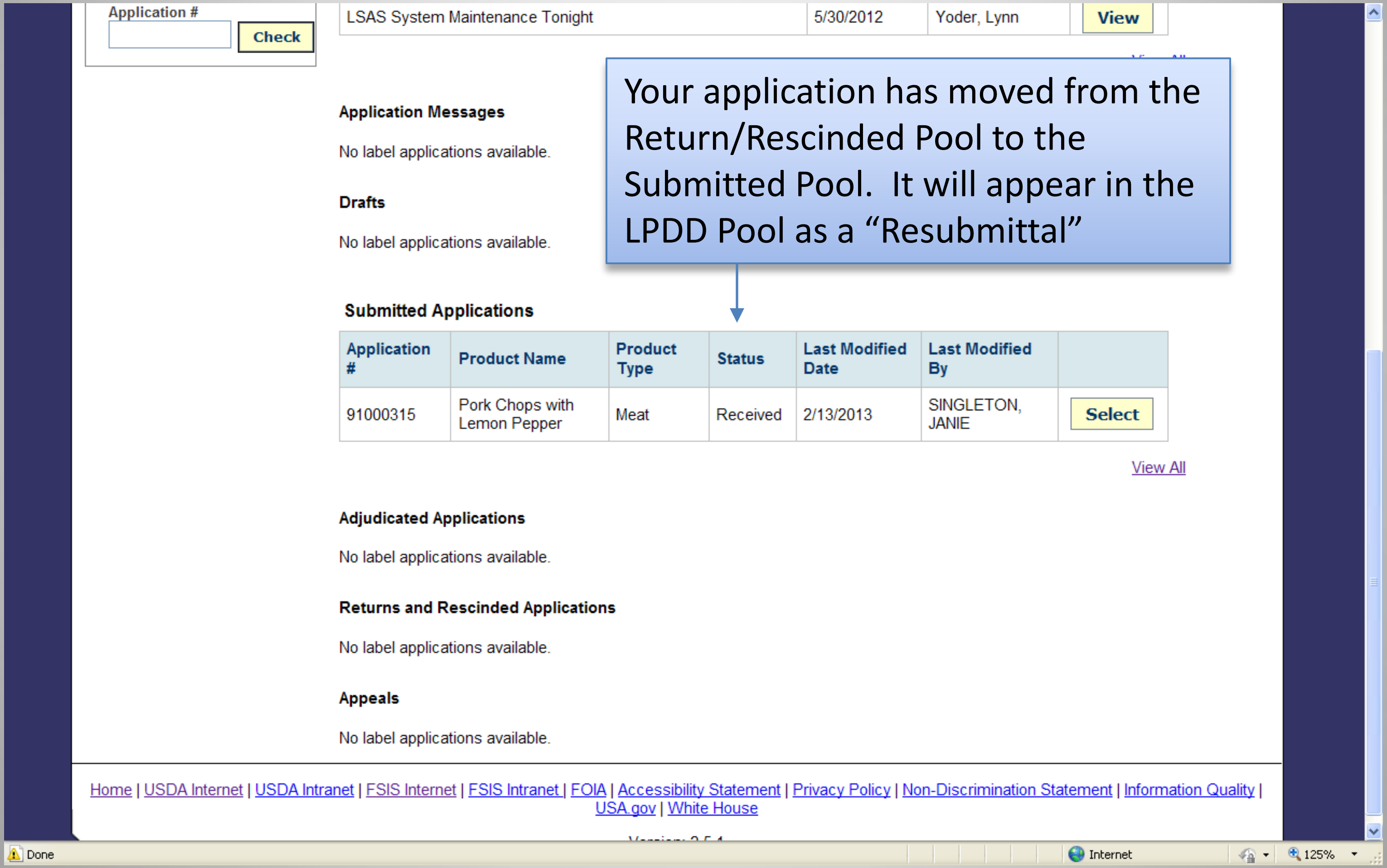
**Label Application Id: 91000315**

Version: 2.5.1

Application ID Number

Option to download

# Dashboard Shows Submitted Application Pool



Application #

| | | | |
|---|---|---|---|
| LSAS System Maintenance Tonight | 5/30/2012 | Yoder, Lynn | View |

**Application Messages**

No label applications available.

**Drafts**

No label applications available.

**Submitted Applications**

| Application # | Product Name | Product Type | Status | Last Modified Date | Last Modified By | |
|---|---|---|---|---|---|---|
| 91000315 | Pork Chops with Lemon Pepper | Meat | Received | 2/13/2013 | SINGLETON, JANIE | Select |

View All

**Adjudicated Applications**

No label applications available.

**Returns and Rescinded Applications**

No label applications available.

**Appeals**

No label applications available.

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Your application has moved from the Return/Rescinded Pool to the Submitted Pool. It will appear in the LPDD Pool as a “Resubmittal”

FORMULA EXAMPLES

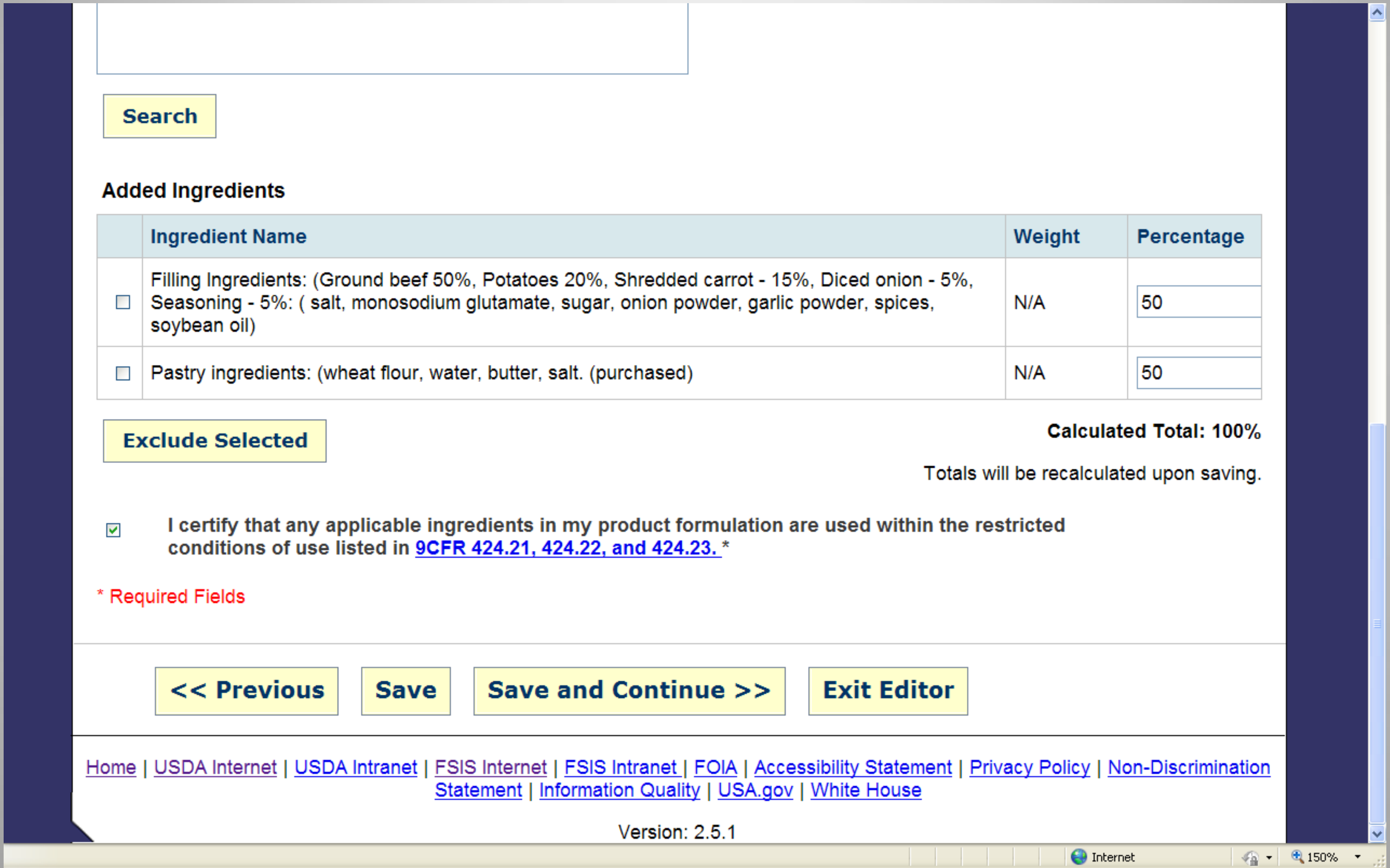
APPEALS

# HELPFUL TIPS

Miscellaneous Tips

Claims & Supporting Documents

# Formula Examples
# Component Formula



**Added Ingredients**

| | Ingredient Name | Weight | Percentage |
|---|---|---|---|
| ☐ | Filling Ingredients: (Ground beef 50%, Potatoes 20%, Shredded carrot - 15%, Diced onion - 5%, Seasoning - 5%: ( salt, monosodium glutamate, sugar, onion powder, garlic powder, spices, soybean oil) | N/A | 50 |
| ☐ | Pastry ingredients: (wheat flour, water, butter, salt. (purchased) | N/A | 50 |

**Calculated Total: 100%**

Totals will be recalculated upon saving.

☑ **I certify that any applicable ingredients in my product formulation are used within the restricted conditions of use listed in 9CFR 424.21, 424.22, and 424.23.** *

* Required Fields

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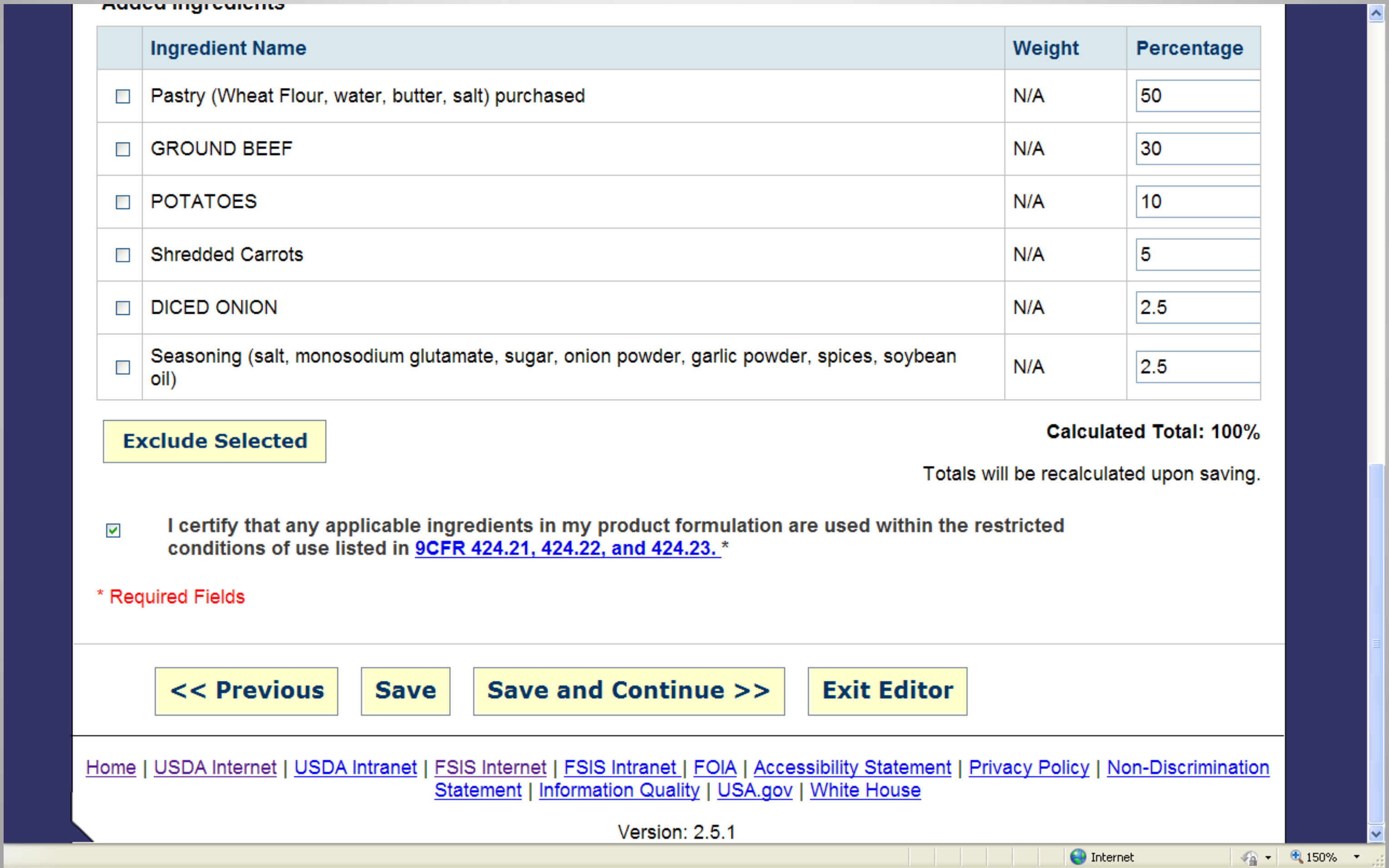
# Formula Examples (Continued)
# Composite Formula



| | Ingredient Name | Weight | Percentage |
|---|---|---|---|
| ☐ | Pastry (Wheat Flour, water, butter, salt) purchased | N/A | 50 |
| ☐ | GROUND BEEF | N/A | 30 |
| ☐ | POTATOES | N/A | 10 |
| ☐ | Shredded Carrots | N/A | 5 |
| ☐ | DICED ONION | N/A | 2.5 |
| ☐ | Seasoning (salt, monosodium glutamate, sugar, onion powder, garlic powder, spices, soybean oil) | N/A | 2.5 |

**Calculated Total: 100%**

Totals will be recalculated upon saving.

☑ **I certify that any applicable ingredients in my product formulation are used within the restricted conditions of use listed in 9CFR 424.21, 424.22, and 424.23.** *

* Required Fields

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Version: 2.5.1

# Formula Tips

- When listing your ingredients, DO NOT include bullets, special characters, or numbered listing, (e.g.,  # cheddar cheese, 109. Ham, **Parsley,

  - -Tomato paste, etc.).

- List all ingredients first.  Perform search and reconcile error message.  Then indicate the percentage or weight amounts.

# Claims & Supporting Documentation

- **Which claims need supporting documents?**
- **What specific documentation is required?**

**The following chart provides some general guidance.**

***Note: This chart is not all inclusive and should not be relied upon solely.***

# Claims & Supporting Documentation

| Claims, Guarantees, Foreign Language | Documentation Required | What to Provide |
|---|---|---|
| **Allergen Statements** | Depends on the claim | See the Compliance Policy Guide on Voluntary Allergen at:<br>www.fsis.usda.gov/Regulations_&_Policies/Labeling_Allergens/index.asp |
| **Animal Production/Breed/Raising** | Yes | Detailed written protocol explaining controls for assuring the production claim from birth to harvest. If purchased, include protocol information from the supplier;<br>A signed affidavit declaring the specifics of the animal production claim(s) and that the claims are not false or misleading;<br>Product tracing and segregation mechanism from time of slaughter through further processing for wholesale or retail distribution;<br>A protocol for the identification, control, and segregation of non-conforming animals/product;<br>A complete, current feed formulation using common and usual language or copies of the feed tags; |
| **Certified/Verified** | Yes | Third party certifies/verifies a claim, a current copy of certification/verification needs to be provided |

# Claims & Supporting Documentation (Continued)

| Claims, Guarantees, Foreign Language | Documentation Required | What to Provide |
|---|---|---|
| **Environmental/Green** | Yes | **Green Claims:** have been approved on product regarding the packaging material used to hold the product.<br>**Environmental Claims**: All environmental claims need to be substantiated. They should be specific as to what part of the packaging they apply to, if not the entire package, and they should be sufficiently clear and understandable to prevent deception. Below is what we mean by "substantiation."<br>Substantiation: Any party making an express or implied claim that presents an objective assertion about the environmental attribute of a product, package or service must, at the time the claim is made, possess and rely upon a reasonable basis substantiating the claim. A reasonable basis consists of competent and reliable evidence, e.g. scientific evidence, such as tests, analyses, research, studies or other evidence based on the expertise of professionals in the relevant area. Evidence to substantiate claims will be evaluated on a case by case basis and should be submitted with each application for sketch approval. |
| **Export Only Labels w/deviations from Domestic Requirements** | Yes | Documentation from the importing country that verifies the labeling deviation is in compliance with the laws of the importing country. A government document or letter from the importer (on company letterhead) usually is sufficient. Refer to 9 CFR 317.7 and 381.128. |
| **Foreign Language** | No | Translation information needs to be included on the label application; e.g., foreign language equals English |

# Claims & Supporting Documentation (Continued)

| Claims, Guarantees, Foreign Language | Documentation Required | What to Provide |
|---|---|---|
| **Geographical/Undefined Style** | Yes | When terms for new geographic styles (not in the Policy Book) are used on labeling, for example, "Laos Style," the geographic style would need documentation by a third-party authority. The third-party authority documentation should:<br>• Indicate the type of product as identified with and peculiar to the area represented by the geographical term;<br>• Indicate the particular characteristics of the X style in a manner that is quick and easy to understand. It may be a method of preparation and/or certain ingredients that are used;<br>• Have characteristics that are unique to the geographical style for which the documentation is being provided; and<br>• Should provide the credentials of the person who is claiming to be the third party authority.<br>Further, unless, the new style is documented in the Policy Book, the company needs to submit the documentation for each new label submittal. |
| **Grading Terms** | No | No documentation needed - the label application needs to validate the grade term in the product formula; e.g., USDA choice beef |
| **Guarantees** | No | No documentation needed. |
| **Natural/Organic** | Yes | **Natural:** No documentation needed. However, the definition, "minimally processed, no artificial ingredients" has to be connected to the claim by a symbol, such as an asterisk, or it has to be adjacent to the claim. See the specific criteria in the Policy Book.<br>**Organic:** A "current" or "up-to-date" organic certificate. These are required to be current as of a year. For additional information, see Agricultural Marketing Service, National Organic Program at: www.ams.usda.gov/AMSv1.0/nop |

# Claims & Supporting Documentation (Continued)

| Claims, Guarantees, Foreign Language | Documentation Required | What to Provide |
|---|---|---|
| **Nutrition/Health** | Depends on the claim. | If the claim is defined in the regulations, no documentation is need.<br>If the claim is not defined in the regulation, submit the following:<br>**Nutrition – comparative nutrition claims (**less, fewer, reduced, light): For a comparative claim when compared to your own regular product, we need to see a label of your regular product. When compared to USDA data, we need a copy of the page from the USDA website to ensure it is appropriate. For the market leader, top 3 or market basket, we need a current market basket survey (less than 1 year old) based on the volume of product and the labels of the products for comparison. |
| **Religious Exemptions** | No | Refer to Religious Exemption For The Slaughter And Processing Of Poultry, FSIS Directive 6030.1 |
| **Other Claims** | Depends on the claim.<br>May need to contact the office for more information. | **Whole Grain:** Whole grain documentation is needed when whole grain references appear in the product name, the labeling includes a factual statement of the grams of whole grains, or when the labeling makes any type of statement about whole grain in the product outside of the ingredients statement. (Note, if the only reference to whole grain on the labeling is in the ingredients statement, no special documentation is required.) Always provide a calculation showing how the grams of whole grain per serving of product is obtained. The calculation should correspond to the formula provided and with any supplier documentation. It is not sufficient to just provide the grams of whole grain per serving. One serving is defined as the serving size in the nutrition facts panel. If there is no nutrition facts panel on the label, then the appropriate RACC as defined in 9 CFR 317.312 or 381.412 should be used as the serving size basis. In cases where a specific component is identified in the product name as whole grain, for example, whole grain tortilla, then a second calculation is required to show that the whole grain is at least 51 percent of the total grain component (excluding non-grain components).<br>**Omega 3 Fatty Acids:** For a factual statement , we need to see at least one piece of analytical data to support the information. |

# Difference in Appeal vs. Return

- Selection of an appeal **is not** a means to “resubmit” a returned application, Example: reviewer request a legible copy of label. Use “Edit” under available actions to address reviewer’s comments.

- The “appeal” function should only be used if an establishment disagrees with a specific modification or reason for rejection.

- Written arguments supporting the basis for the appeal must be enclosed with the appeal. In addition, all uncontested modifications to labeling must be made **prior** to the submission of an appeal.

- When prior approvals are mentioned in your argument, provide complete legible copies of the prior approval. If multiple prior approvals are involved, provide a listing.

# Miscellaneous Tips

- **Never share** your e-Authentication credentials with anyone. This account is specific to you as an individual.

- If you are using a temporary establishment number, (example: LSAS_Temp123) be sure that you update your establishment profile with the correct establishment number and address. This is particularly important, once you receive your final grant of approval, as it ensure that LPDD can provide effective reporting.

- If you have requested an Extraordinary Circumstance (EC), and your submission remains in Draft, be sure you have uploaded your supporting documentation .

- If you permanently leave your company or establishment, contact the LSAS Administrator immediately to ensure that your account is properly closed. If other employees in your company will need access to your labels, instructions will be provided.

# Additional Resources

- Label System and Approval System (LSAS):

  http://www.fsis.usda.gov/Regulations_&_Policies/Label_Submission_Approval_System/index.asp

- LSAS Industry Webinar: January 23, 2013:
  http://www.fsis.usda.gov/PDF/LSAS_Industry_Webinar_012313.pdf

- Industry User Guide:

  http://www.fsis.usda.gov/PDF/LSAS_Industry_User_Guide_052112.pdf

- LPDD Labeling Guidance:
  http://www.fsis.usda.gov/About_FSIS/labeling_&_consumer_protection/index.asp

- Child Nutrition (CN) Labeling Program:

  http://www.fns.usda.gov/cnd/cnlabeling/default.htm

- Generic Labeling:

  http://www.fsis.usda.gov/Regulations_&_Policies/Generic_Labeling/index.asp

# Additional Resources (Continued)

- LSAS Administrator:

  LSAS@fsis.usda.gov or lynn.yoder@fsis.usda.gov

  or call: (301) 504-0837

- askFSIS:

  http://askfsis.custhelp.com/

- Labeling and Program Delivery Division:

  Office: (301) 504-0878