



**United States  
Department of  
Agriculture**

# **USER GUIDE FOR INDUSTRY USERS**

**V1.25 SEP 6, 2019**

***Label Submission and Approval System (LSAS)  
Application Version: 2.12.0***

## Contact Information

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# 1 Introduction

## ***Primary Business Function***

The Label Submission and Approval System (LSAS) is a web-based software application that integrates and implements an electronic label application process for establishments to submit label applications. LSAS allows LPDS personnel to view, evaluate, and adjudicate all electronically submitted Label Application Packages (LAPs) and Appeal Packages (APs) efficiently and accurately. Industry users will be able to check on the status of their application via their web browser without calling LPDS. Also, the submitter can utilize the Generic Label Advisor to determine whether an application can be generically approved.

Industry users that will be accessing LSAS include establishments, expeditors, label consultants, and small businesses. To use LSAS, all users are required to have an eAuthentication (eAuth) user ID and password. Users of LSAS will be required to have a USDA Level 2 eAuthentication account to access the system. USDA eAuth is the system used by USDA agencies to enable FSIS staff, customers, and contractors to obtain accounts that will allow them to access USDA web applications and services via the Internet.

## ***Purpose and Scope***

This document describes the features and capabilities of the United States Department of Agriculture's (USDA) Food Safety and Inspection Service (FSIS) Office of the Labeling and Program Delivery Staff (LPDS) Label Submission and Approval System (LSAS).

The *LSAS User Guide for Industry Users* provides detailed, role-based step-by-step instructions for performing all industry tasks within LSAS. Personnel who use LSAS are highly trained and experienced in their jobs, and as such, this resource does not provide instruction on job requirements other than those directly involving entering data and working directly with LSAS. This document does provide detailed instructions on the use of LSAS.

## ***Audience***

The *LSAS User Guide for Industry Users* is designed for all food safety industry members who support the USDA FSIS staff in the management of food safety. Users include preparers, plant managers, agents, and label consultants.

## Organization of the User Manual

This guide is separated into sections that describe the major available functionalities and their necessary requirements for system use. A general description of each section is listed in Table 1-1.

**Table 1-1: User Guide Section Overviews**

Section	Name	Contents
1	Introduction	A high-level brief overview of the system, general information, and conventions used in this user guide
2	System Capabilities	A brief overview of the system and its capabilities. This section describes the purpose of the application and provides an overview of the system’s capabilities, functions, and operation
3	System Requirements, Login, and User Profile	Login instructions and a general overview of the home page
4	User Interface	General introduction of the LSAS user interface
5	Menus and Functions	General description and instructions on using common functionalities in LSAS
6	Generic Label Advisor (GLA)	A description and instruction for using the Generic Label Advisor (GLA)
7	Submit a Label Application	A description of the submission process
8	Edit a Draft Application	Steps for editing an existing label application
9	View & Download Adjudicated Applications	Steps to view and download a label application that has been adjudicated by LPDS
10	Handle a Returned Label Application	Steps to manage a label application that was returned by LPDS
11	Manage an Appeal	Steps to create and manage an appeal for a previously adjudicated label application
12	Search for Label Applications	A description of the LSAS search functionalities
13	Import an Application via XML Format	Steps to create a label application using the Import XML function
Appendix A	Glossary of Common Terms	Glossary of LSAS common terms
Appendix B	Instructions for preparation of FSIS Form 7234	Instructions for preparation of FSIS Form 7234
Appendix C	Instructions for preparation of FSIS Form 8822-4	Instructions for preparation of FSIS Form 8822-4 (Appeal form)
Appendix D	LSAS Tips	Tips for using the LSAS system. These tips also appear in the Announcements pool on the dashboard.
Appendix E	LSAS Links	URL links for FSIS labeling, Title 9, and other general links
Appendix F	FAQs	Frequently asked questions regarding the LSAS application and their answers.

## Document Conventions

The following conventions are used in this guide:

Convention	Examples
<b><i>Bold and Italic</i></b> text indicates the main navigation menus and their associated menu options.	<ul style="list-style-type: none"> <li>From the <b><i>Label Applications</i></b> menu, select the <b><i>Search</i></b> option.</li> <li>From the <b><i>Administration</i></b> menu, select the <b><i>Ingredients</i></b> option.</li> </ul>
<i>Italic</i> text indicates pool names, screen names, and screen section names.	<ul style="list-style-type: none"> <li>LSAS displays the label application in the <i>Appeals</i> pool.</li> <li>LSAS displays the <i>Label Application Search</i> screen.</li> <li>LSAS displays the agent's name, address, and contact information in the <i>Agent Information</i> section of the <i>Submission Information</i> screen.</li> </ul>
<b>Bold</b> text indicates links and buttons.	<ul style="list-style-type: none"> <li>Click the <b>Save and Continue</b> button.</li> <li>Click the <b>Home</b> link.</li> <li>Click the <b>Submit</b> button.</li> </ul>
Font enclosed in quotes indicates text for you to type verbatim or the specific value you should select.	<ul style="list-style-type: none"> <li>Enter "ACME Foods" in the textbox.</li> <li>Select "View" from the Available Actions drop-down.</li> </ul>

## Notes, Tips, and Warnings

**Notes** provide additional clarification or explanation.

---

**NOTE:** Note text appears between two blue lines.

---

**Tips** provide ideas or hints that help you through a data entry form or process.

---

**TIP:** Tip text appears between two yellow lines.

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**Warnings** represent a potential problem or a serious issue. The information in warnings will help you prevent the loss or damage of data, processes, software, or hardware.

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**WARNING:** Warning text appears between two red lines.

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## Recommendations

- Avoid using your browser's buttons to navigate within LSAS. It is recommended that you use LSAS's buttons to navigate between screens.
- Save your work periodically. Safeguards, put in place by USDA, close applications and log you out of them after a period of inactivity.
- LSAS makes use of messaging and comments fields for communications between LPDS and external industry users.

## Acronyms and Abbreviations

This section provides a glossary of acronyms that may be used in this user guide.

Table 1-2: Acronym List

Acronym	Definition
AMS	Agriculture Marketing Service
AP	Appeal Package
CFR	Code Of Federal Regulations
CN	Child Nutrition
CSI	Consumer Safety Inspector
DU	Distribution Unit
EC	Extraordinary Circumstances
FSIS	Food Safety Inspection Service
GLA	Generic Label Advisor
HACCP	Hazard Analysis & Critical Control Points
IIC	Inspector In Charge
LAP	Label Application Package
LPDD	Labeling and Program Delivery Division ( <i>former division name</i> )
LPDS	Labeling and Program Delivery Staff
LSAS	Label Submission and Approval System
OCIO	Office of the Chief Information Officer
OPPD	Office of Policy and Program Development
OPEER	Office of Program Evaluation, Enforcement and Review
PHIS	Public Health Information System
USDA	United States Department of Agriculture
XML	Extensible Markup Language

## ***Notes***

Throughout this guide, there will be many label application examples used. The author has gone through great effort to minimize the possibility of using branded names, establishment numbers, approval numbers, and any other relevant FSIS Label Application Form 7234 information. If such match should occur, then it was purely coincidental.

## 2 System Capabilities

The USDA FSIS LPDS develops and provides labeling guidance, policies, and inspection methods, and it administers programs to protect consumers from misbranded and economically adulterated meat, poultry, and egg products to 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 an electronic label application process for establishments to submit label applications and appeals. Through LSAS, LPDS personnel will view, evaluate, and adjudicate all electronically submitted LAPs and APs efficiently and accurately. An adjudicated LAP's results and status will appear on the user's home page. Using LSAS, LPDS will be able to process label applications more efficiently.

The required functionalities for this system include submitting label applications via the web, querying for a label application's status and information, downloading LAPs and supporting documents to a portable format, and exporting search results to a spreadsheet of submitted LAPs. The LSAS application serves as a searchable database when seeking information about products or establishments. Label information includes product identification, special claims, processes, geographical origin claims, guarantees, net weight, ingredient list, species identification, and nutritional information. LSAS provides a central tracking system for establishments and LPDS leadership. To a certain extent, LSAS replaces almost all paper- and email-based processes.

### ***Purpose***

The LSAS application provides the following benefits:

- Establishments can submit applications and supporting materials via the Internet.
- The Generic Label Advisor can be utilized for previously approved labels.
- Establishments and LPDS can check on an electronically submitted LAP's or AP's status via the Internet.
- Data from the FSIS 7234 label application form is stored in a central electronic database that can be electronically queried and reported. The information that can be queried includes ingredients, processes, special claims, and other specific label-related information.

This guide provides detailed instructions for performing label application submission tasks and others, as listed above.

### ***Roles***

LSAS is a role-based system. User authentication (login and logout) is the foundation of LSAS's role-based access. Each user's screen display, privileges, and the scope of functionality is based on his or her specific work assignments, responsibilities, and role within LSAS.

There are various classes of users who will interact with LSAS. Factors that define a user class include responsibilities, skill level, work activities, and mode of interaction with the system. The role that you are associated with in LSAS determines the permissions that you have in LSAS. The options available on the left side navigation panel of LSAS's home page and the functions you can access vary based on your LSAS role. LSAS provides a "Submitter" role for Industry users.

### **Assumption**

Users of LSAS will be required to have a USDA Level 2 eAuthentication (eAuth) account to access the system, depending on the type of access required. USDA eAuth is the system used by USDA agencies to enable FSIS staff, customers, and contractors to obtain accounts that will allow them to access USDA web applications and services via the Internet. eAuth confirms a person's identity and authorization identifies the person's user permissions. The LSAS application will leverage the USDA eAuthentication Service.

## 3 System Requirements, Login, and User Profile

### ***System Access Requirements***

Verify you have, or obtain these items prior to using LSAS:

- User access rights to LSAS
- High-speed Internet connection
- Adobe Acrobat Reader
- Microsoft Internet Explorer (version 10 or higher), or Mozilla Firefox
- Monitor resolution of at least 1024 X 768

The LSAS web application does not require you to install or download any tools in order to use it. LSAS resides on the FSIS network.

You can open LSAS by pointing your web browser to: <https://lsas.fsis.usda.gov>.

## Log In to LSAS

Access to LSAS is controlled by the USDA's eAuth web service. To access LSAS, direct your browser to <https://lsas.fsis.usda.gov>. Your browser will be re-directed to eAuth and the *eAuthentication Warning* screen will appear (Figure 3-1).



Figure 3-1: eAuthentication Warning Screen

When the user clicks the **I Agree** button, the *eAuthentication Login* screen is presented (Figure 3-2).



**Figure 3-2: eAuthentication Login Screen**

---

**NOTE:** It is important that you maintain your eAuth password in a secure location and that you NOT share it with others; it is unique to you as an individual.

---

The user must provide an eAuth User ID and password, and then click the **Login** button.

For each user login, LSAS retrieves a list of LSAS-specific roles and permissions from FSIS. If no FSIS account is found, then the user must submit an FSIS Enrollment request.

### ***LSAS Enrollment Process***

If not already enrolled, then the user must go through the enrollment process.

If the user is already enrolled, he can proceed to the steps in the *Log In After Enrollment is Complete* section of this document (page 16).

The information in this section will help guide you through the enrollment process to activate your account and create a User Profile. The enrollment process is required to be completed only once to activate your account for the first time.

Next, you will be presented with the FSIS Welcome screen and enrollment option (Figure 3-3).

---

**NOTE:** It is important that you follow the instructions specific for LSAS selections when completing the enrollment process.

---

FSIS Enrollment Welcome Screen: **Select Submit Enrollment Request**

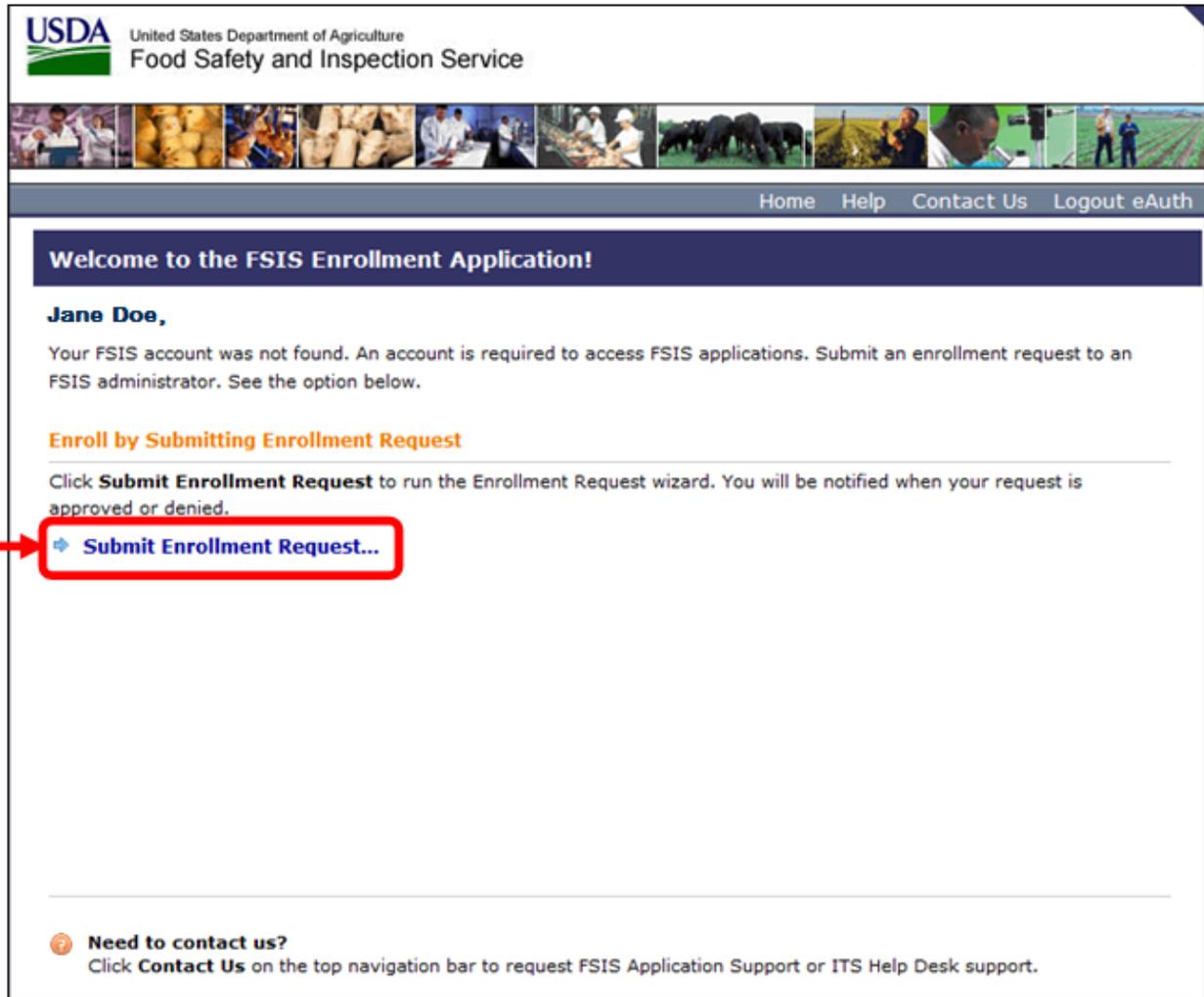


Figure 3-3: Welcome to FSIS – Enrollment Screen

**FSIS Enrollment Request Wizard: Click Next**

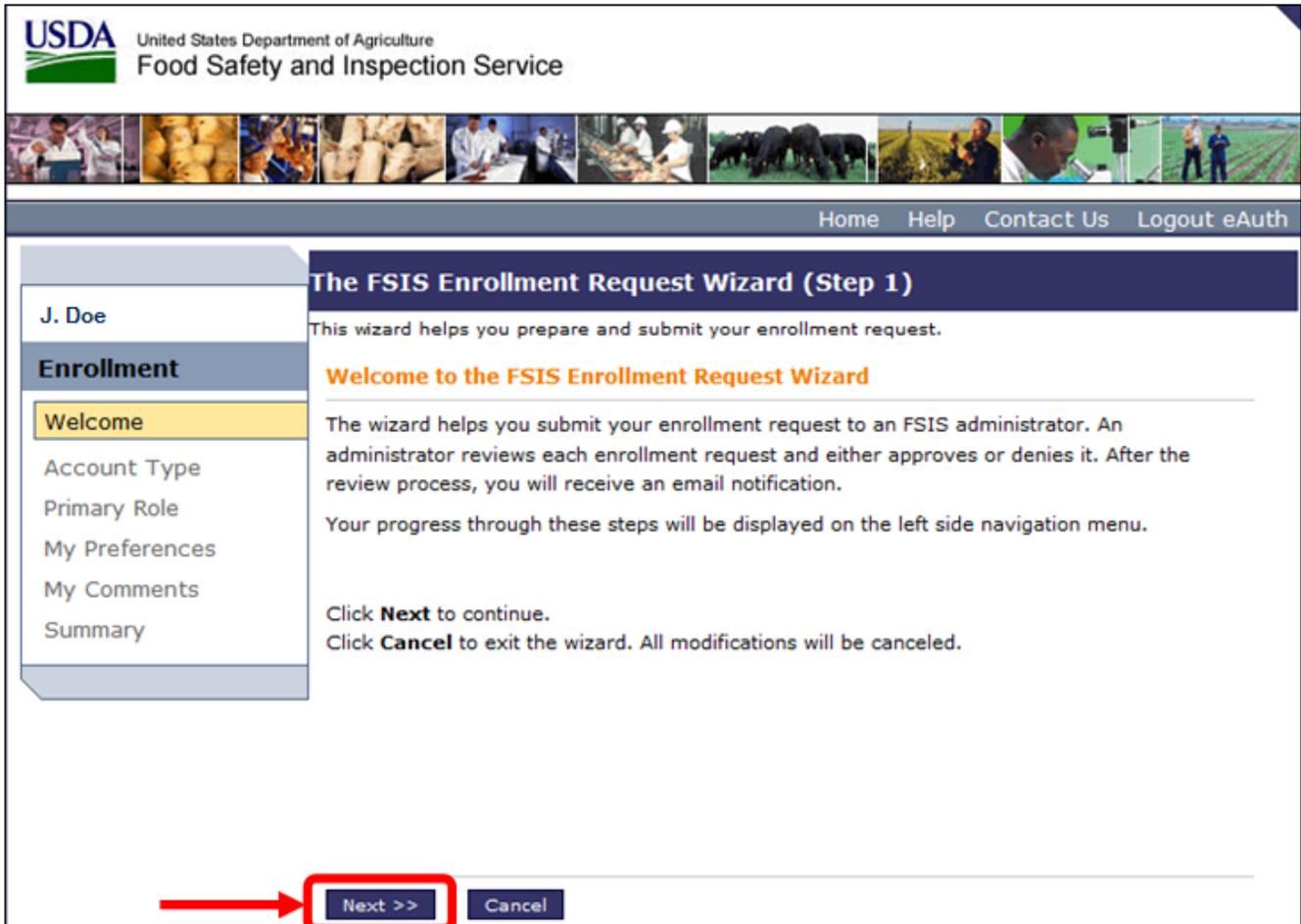


Figure 3-4: FSIS Enrollment Request Wizard (Step 1)

**Account Type:** Select "LSAS Submitter" from the drop-down.

The screenshot shows the 'The FSIS Enrollment Request Wizard (Step 2)' interface. On the left is a navigation menu for user 'J. Doe' with options: Enrollment, Welcome, Account Type (highlighted), Primary Role, My Preferences, My Comments, and Summary. The main content area is titled 'The FSIS Enrollment Request Wizard (Step 2)' and includes the text 'This wizard helps you prepare and submit your enrollment request.' Below this is the section 'Select Your Account Type' with the instruction 'Select your account type.' A dropdown menu for '\* Account Type:' is open, showing options: -- Select --, Domestic, Non FSIS Federal Employee, Foreign Country, LSAS Submitter (highlighted with a red box and a red arrow pointing to it), Export, Corporate, and Brokers And Traders. The 'Description:' field contains the text 'Select LSAS Submitter for your Account Type if you are an industry user (include...'. At the bottom are three buttons: '<< Previous', 'Next >>', and 'Cancel'.

Figure 3-5: FSIS Enrollment Request Wizard (Step 2)

**Click Next.**

This screenshot shows the same 'The FSIS Enrollment Request Wizard (Step 2)' interface as Figure 3-5. The 'Account Type' dropdown is now closed, and the 'Description:' field contains the text 'Select LSAS Submitter for your Account Type if you are an industry user (include...'. At the bottom, the 'Next >>' button is highlighted with a red box, and a red arrow points down to it. The other elements of the interface, including the navigation menu and the '<< Previous' and 'Cancel' buttons, remain the same.

**LSAS User Orientation: Click Finish to Complete Your Enrollment**

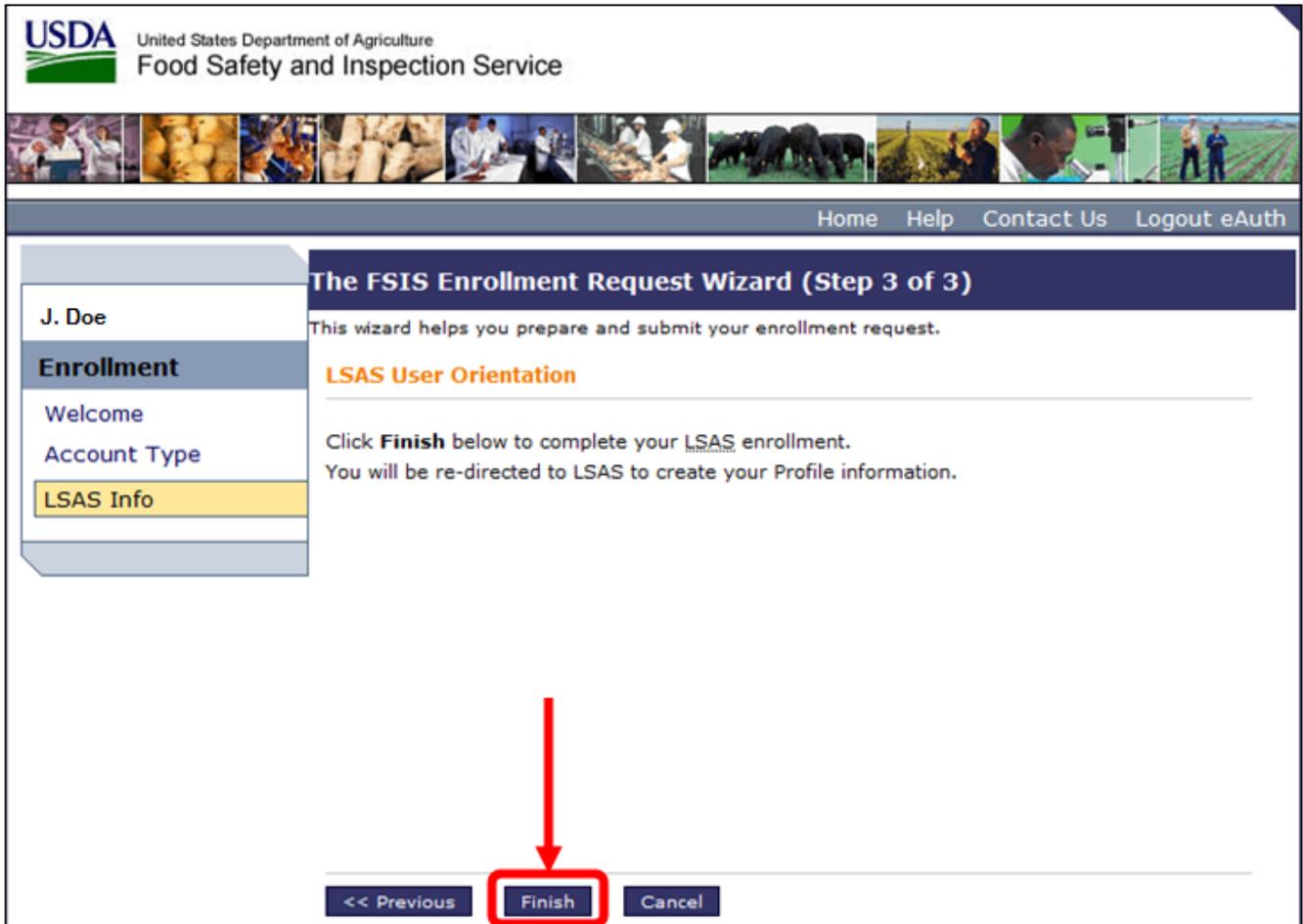


Figure 3-6: FSIS Enrollment Request Wizard (Step 3)

## Welcome to LSAS: Set Up Your Profile in LSAS as a Submitter

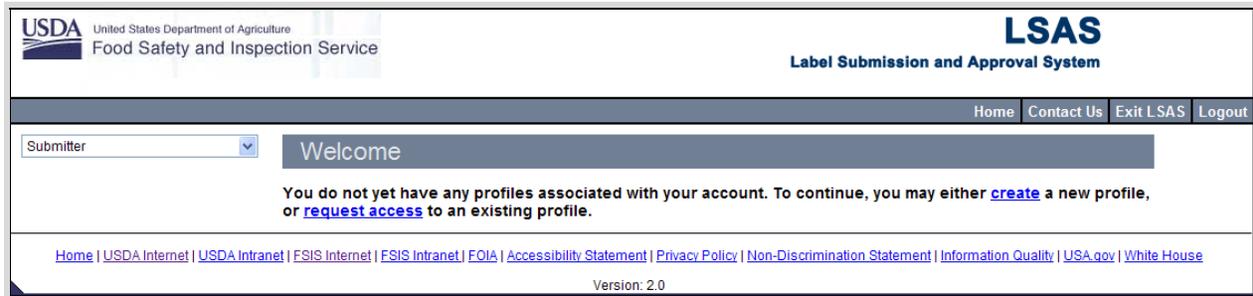


Figure 3-7: LSAS Welcome Screen – Create New User Profile

Please refer to the *Create a New Profile* section on page 20.

For assistance or questions concerning the LSAS enrollment process, you may email the administrator at [LSAS@fsis.usda.gov](mailto:LSAS@fsis.usda.gov) or call 301-504-0837.

### Log In After Enrollment is Complete

The user must provide an eAuth User ID and password, and then click the **Login** button. After the user is authenticated by eAuth and authorized by FSIS Security, the user is directed to the LSAS application.

LSAS retrieves a list of LSAS-specific roles and permissions from FSIS. For each user login, LSAS is provided with the user's roles, permissions, and privileges and caches this information.

LSAS also performs concurrency checks to make sure that two users are not editing an application simultaneously or attempting to modify an application's status simultaneously. LSAS will not allow users to access or modify label applications that belong to profiles to which they have no access permission.

## Log Out of LSAS

Close LSAS by clicking the 'X' button (  ) on your browser window or by clicking the **Logout** button on LSAS's home page.



## Automatic Session Termination

**WARNING:** LSAS will terminate a user session after 30 minutes of inactivity. This is a security function provided by LSAS.

Two minutes prior to the 30-minute deadline, LSAS will display a warning message (Figure 3-8). The warning message includes a timer that shows a real-time countdown (in minutes and seconds) until session termination. When this message appears, the user can choose either to continue using the application or to log out.

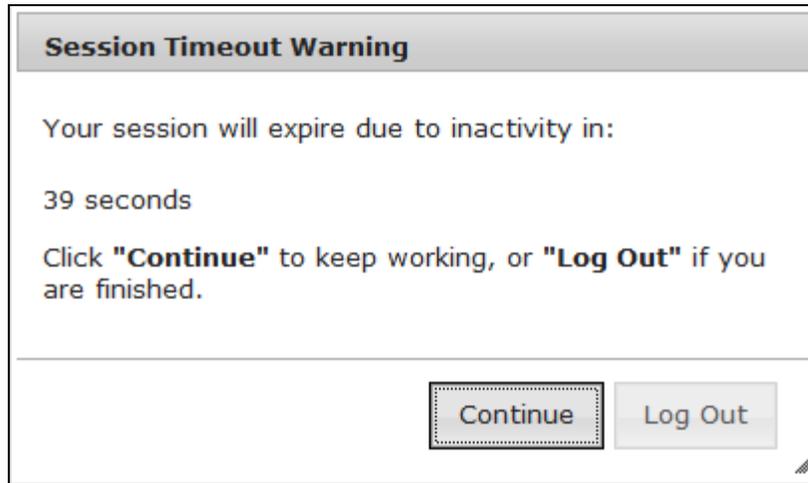


Figure 3-8: Session Timeout Warning

If the countdown completes before the user chooses either to continue or to log out, LSAS will close the warning message and display the *Session Timed Out* screen (Figure 3-9).



Figure 3-9: Session Timed Out

If the user clicks the **Close Browser** button, LSAS will close the browser and end the user's LSAS session.

**NOTE:** The **Close Browser** button will not function in Firefox. If you are using Firefox, you must close the browser using the icon located at the top right of the browser window:



## LSAS User Profiles

Once a user is granted access to LSAS, LSAS requests the user to select his or her Profile. Figure 3-10 illustrates the *Select a Profile* screen.

Profiles can be created by the user. All that is required is a name for the organization or establishment. Organizational profiles are essentially label application containers. A user will always be logged in under a particular profile, and any label applications he or she submits while logged in under that profile belong to that profile. It is possible to have more than one profile.

As a general rule, a single profile should not be used for multiple establishments that are for different organizations. A new profile should be created for each establishment. However, a single profile *can* have multiple establishments, but this should be limited to cases in which all of the establishments fall under the same parent organization.

In order to continue to the LSAS home page, you must select a profile from the list. Select the desired profile, and then click the **Submit** button. Next, confirm your selection.

Select a Profile

Please select a profile from the list below. You may also [request access](#) to a different profile, or [create](#) a new profile.

If you have any other LSAS browser windows or tabs open with a different profile selected, PLEASE CLOSE THEM. Those windows or tabs will NO LONGER BE VALID after selecting a new profile.

XXXXXXXXXXXXXXXXXXXX  
LSAS Training 1  
LSAS Training 2  
LSAS Training 3  
LSAS Training 4

Submit

Figure 3-10: Select a Profile Screen

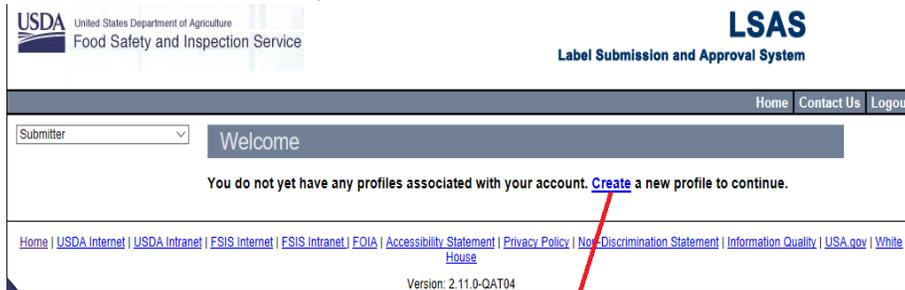
After selecting a profile, LSAS displays the LSAS home page, aka the *Dashboard* screen. This is the user interface from which you will initiate your day-to-day activities in LSAS.

### Create a New Profile

If there are no user profiles to choose, then LSAS will prompt you to create a new profile. This usually occurs only the first time you log into LSAS. Then, each subsequent time you log into LSAS you will have a profile to select.

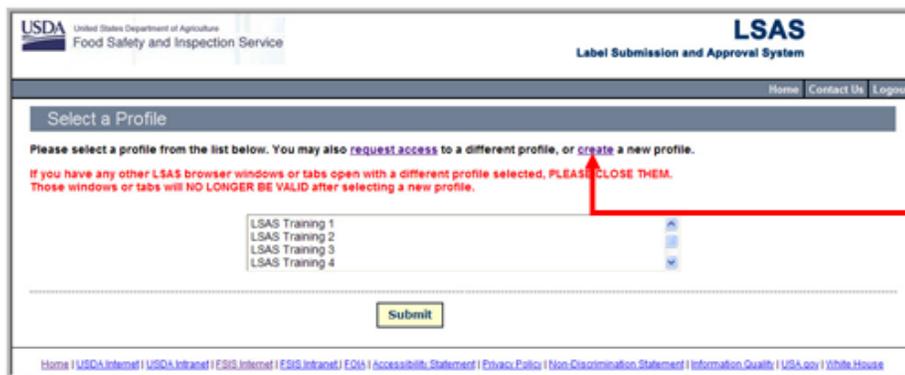
1. Access the *Create a Profile* screen using one of the following methods:

- From the *Welcome* screen, click the **create** link.



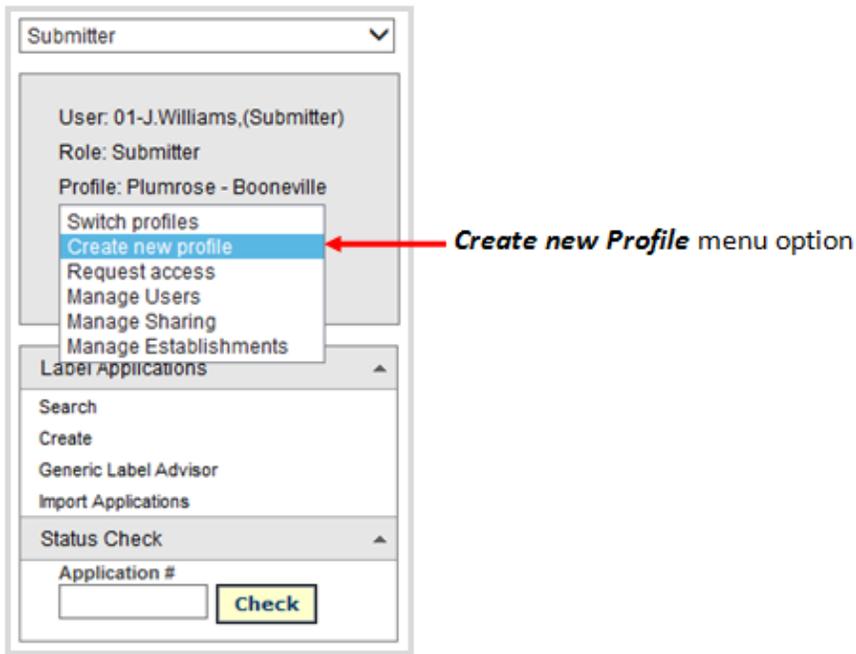
The **Create** link appears within the statement at the top of the screen

- From the *Select a Profile* screen, click the **create** link.



The **create** link appears within the statement at the top of the screen.

- From the home page (*Dashboard* screen), select the **Create new Profile** menu option from the drop-down list on the left-hand side of the home page.



LSAS displays the *Create Profile* screen (Figure 3-11).



The screenshot shows a web form titled "Create Profile". At the top, the title "Create Profile" is displayed in a dark blue header. Below the header, the text "Profile Name \*" is followed by a white text input field. Underneath the input field, the text "\* Required Fields" is shown in red. A horizontal dotted line is positioned below the text. At the bottom center of the form is a yellow button with the word "Submit" in black text.

**Figure 3-11: Create Profile Screen**

All that is required to create a profile is to enter a name for the organization or establishment.

2. Enter the name of the organization (e.g., company or establishment name) or other identifiable name, in the Profile Name field.

It is recommended to create a generic name that includes the company or establishment name you represent with a suffix that is identifiable to you, instead of a given name; e.g., Jane Doe. All profile names will be listed and visible to the public for selection to request access to a profile (see next section topic).

3. Click the **Submit** button.
4. Click the **Confirm** button to submit and save the profile name.

LSAS confirms the creation of the new profile by displaying a *Submission Successful* message. You are prompted to click the created profile's dashboard link to continue to your home page. The first time you access the home page under a newly created profile, all pools on the dashboard will be empty.

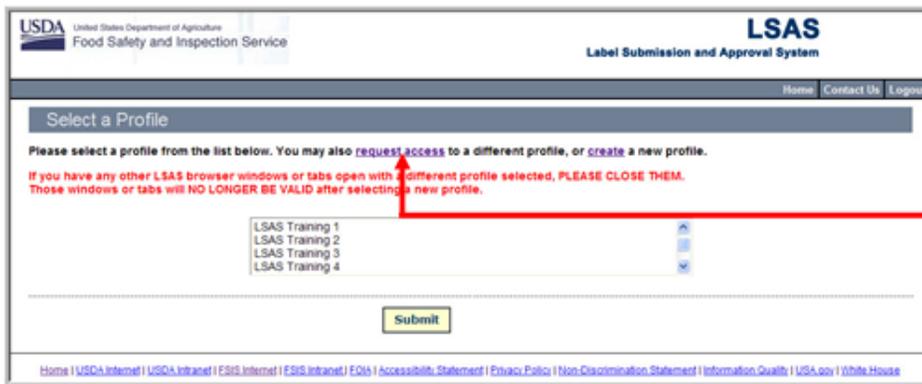
## Request Access to a Different Profile

A submitted entity, such as an expeditor or corporation, can create as many user profiles as necessary to represent the various user groups within its establishment(s). An organization’s main contact person or corporate administrator will typically create all necessary user profiles for the organization. The same person will also assign the user profiles to the appropriate establishments (subsidiaries) associated with the parent corporation.

**NOTE:** Every LSAS user must have an LSAS user profile before he can log on to the application. A user will not be able to request access to another user profile unless he already has an existing profile, because he must log on and use the Request Profile Access function within LSAS.

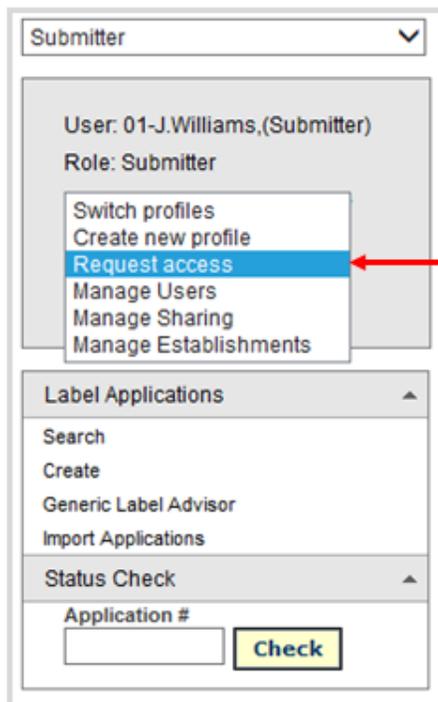
1. Access the *Request Profile Access* screen using one of the following methods:

- From the *Select a Profile* screen, click the **request access** link.



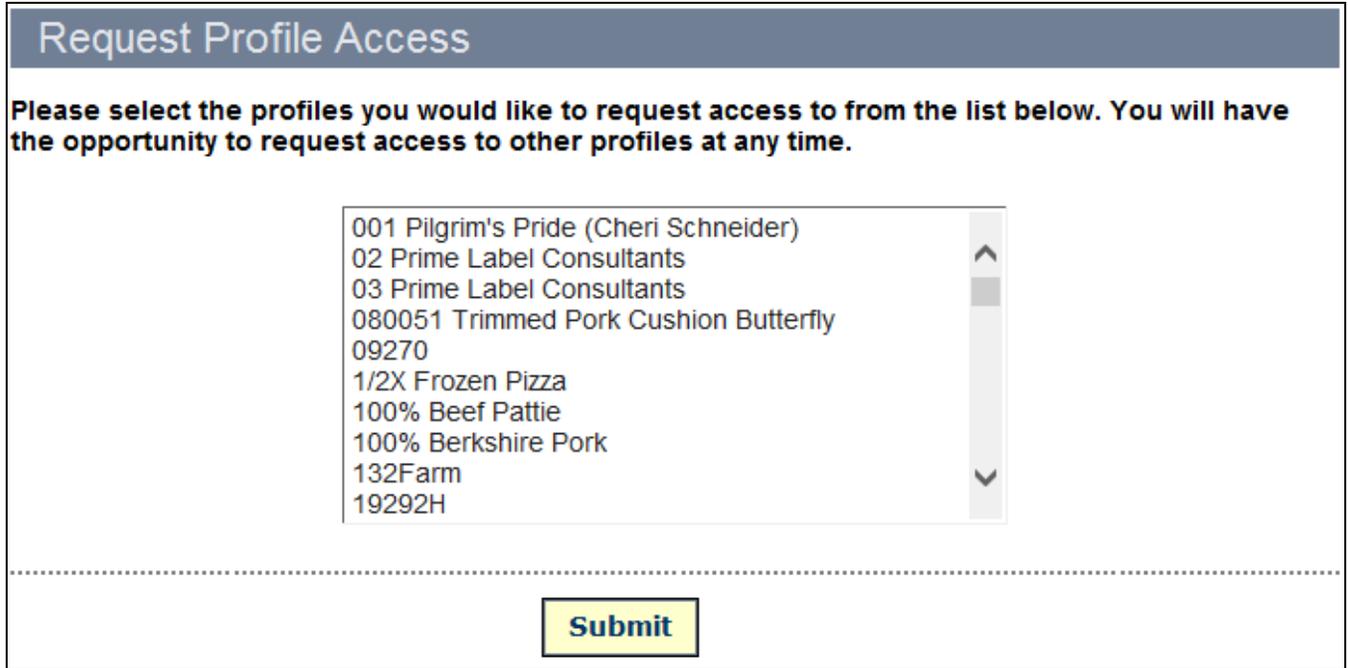
The **request access** link appears within the statement at the top of the screen.

- From the home page (*Dashboard* screen), select the **Request access** menu option from the drop-down list on the left-hand side of the home page.



**Request access** menu option

LSAS displays the *Request Profile Access* screen (Figure 3-12).



**Request Profile Access**

Please select the profiles you would like to request access to from the list below. You will have the opportunity to request access to other profiles at any time.

- 001 Pilgrim's Pride (Cheri Schneider)
- 02 Prime Label Consultants
- 03 Prime Label Consultants
- 080051 Trimmed Pork Cushion Butterfly 09270
- 1/2X Frozen Pizza
- 100% Beef Pattie
- 100% Berkshire Pork
- 132Farm
- 19292H

**Submit**

Figure 3-12: Request Profile Access Screen

2. Select (highlight) the profile and then click the **Submit** button.
3. Click the **Confirm** button to accept your selection. LSAS displays the *Submission Successful* screen.

When you request access to a profile, you will not have immediate access to it until the profile owner grants approval. The owner will approve or deny the request through the Manage Users function accessed from the **Profile** menu. The profile owner can grant approval as an administrator or associate. Once approved, you will see the new profile, but only after your next login.

Once your request has been approved, your profile will become available on the *Select a Profile* screen, as shown in Figure 3-10.

## Profile Users, Sharing, and Establishments

On the home page, the user has additional options to manage users, sharing, and establishments, as illustrated in Figure 3-13.

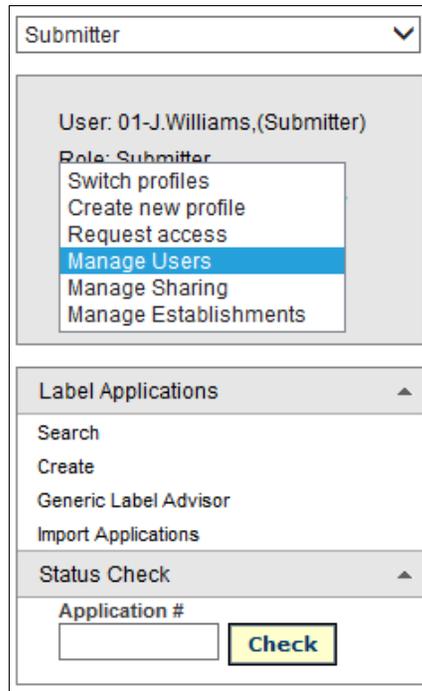


Figure 3-13: User's Profile Options

The **Manage Users** option is especially valuable when an establishment wants to delegate additional resources for submitting or managing a label application. An establishment's first LSAS user will generally be the initial contact person. This person will likely be the administrator of any profiles associated with the establishment. It will be the establishment's responsibility to manage all users associated with that establishment, independently of LPDS.

Through LSAS's profile management function, the establishment's newly assigned administrator can easily add/assign other establishment resources as LSAS users. These users will be assigned an LSAS role as associates within the establishment. Additionally, in the situation where the establishment farms out its label application process, the establishment's administrator, using LSAS's profile tool, can create user profiles for agents/expeditors. Then, the establishment can share certain label applications with a designated agent/expeditor. Also, its LSAS privileges may have limited functionality.

The **Manage Sharing** option allows a user to share his applications with another user. As mentioned in the preceding paragraph, an establishment can share specific applications with its agent once the agent has permission to access LSAS.

The **Manage Establishments** option allows a user to add establishments to his profile. For example, a major corporation will have multiple subsidiaries, so there will be a need to create a separate profile for each of the subsidiaries. This option provides the establishment a way to include its establishment numbers and allows LSAS to easily associate a user with his establishment's number and address. The establishment number and address is a required field in the Form 7234. LSAS provides a tool to import establishment information directly from PHIS.

## Manage Users

A user can request access to a specific user profile. The requestor uses the **Request Access** function to ask for access privileges to a LAP.

If a user has requested access, his username will appear on the *Profile Users* screen (Figure 3-14) of the user who currently has access to the profile (the requestee). The requestee will then have the option to approve or deny the request.

Using the **Manage Users** option, the user receiving the request (the requestee) will approve or deny the request. Figure 3-14 shows the *Profile Users* screen with profile access requests from two other Submitter users. These new requests will appear in green text with a status of “Pending” until the requestee either approves or denies the request.

Profile Users		
<i>Profile access requests are prefixed with a "+" character and shown in green and at the top of the list below.</i>		
+	Pending	AbouTaleb, Heather Ayesha      Email unavailable
+	Pending	Abramczyk, Mary      Email unavailable
Administrator	Williams, Jennifer	Email unavailable
<input type="button" value="Submit"/>		

Figure 3-14: Profile Users Screen

If approved, the requestor can be assigned as an Administrator or Associate.

<b>Associate</b>	An associate is an LSAS user assigned by his organization’s administrator to perform label submission tasks, including checking label status and viewing LAPs.
<b>Administrator</b>	An administrator is the main contact person representing a company or establishment. The main role of the administrator is to grant access to LSAS to users within his organization, in addition to all of the associate’s tasks.

Select the appropriate value (Associate, Administrator, or Denied) using the drop-down list associated with each request for access:

Profile Users		
<i>Profile access requests are prefixed with a "+" character and shown in green and at the top of the list below.</i>		
+	Associate	AbouTaleb, Heather Ayesha      Email unavailable
+	Denied	Abramczyk, Mary      Email unavailable
Administrator	Williams, Jennifer	Email unavailable
<input type="button" value="Submit"/>		

Figure 3-15: Profile Users Screen – Select “Associate” Option

### ***What to Do If a User Is Leaving or Has Already Left an Establishment***

If you are leaving an establishment or firm, send an email notification to the LSAS Administrator: [lsas@fsis.usda.gov](mailto:lsas@fsis.usda.gov). Specify whether you are leaving your current position permanently; or, if you will be employed as a Submitter for the new establishment or firm.

At a minimum, provide your name, establishment name and number, user profile name (located on the upper left of the main LSAS screen in the left navigation menu), phone number, and—if applicable and known—the name of the person who will assume responsibility for the establishment's label applications in LSAS. The LSAS Administrator will set your account accordingly.

**To deactivate your LSAS account**, send an email or letter (dated and signed on official letterhead) to the LSAS Administrator, providing the following information:

1. First Name, Last Name (as registered with eAuth)
2. Profile name(s) as established in LSAS (located on the left navigation panel of your dashboard)
3. Establishment Name and Number
4. Reason for deactivation
5. Effective Date
6. Contact information (phone and email address)

**To request access to another user's profile for a user who is no longer with the establishment or firm**, send an email or letter (dated and signed on official letterhead) to the LSAS Administrator providing the following Information:

1. First and last name of the previous user (original submitter) whose profile you need to access
2. The previous user's User Profile name(s) as established in LSAS
3. Confirmation that the previous user account should be deactivated
4. The reason(s) the previous user's account should be deactivated
5. A listing of the previous user's application/approval number(s), product names, and establishment number(s)
6. Your first and last name
7. The relationship you hold with the previous user
8. Your User Profile name as established in LSAS (located on the left navigation panel of your dashboard)
9. Contact information for all parties involved (phone and email address)

Letters may be mailed via UPS or FedEx to:

Attention: Lynn G. Yoder  
USDA, FSIS, OPPD, LPDS  
Labeling Distribution Unit  
Patriots Plaza III, 9-171A  
355 E. Street, SW  
Washington, DC 20024-3221

Contact the LSAS Administrator:

Email: [lsas@fsis.usda.gov](mailto:lsas@fsis.usda.gov)

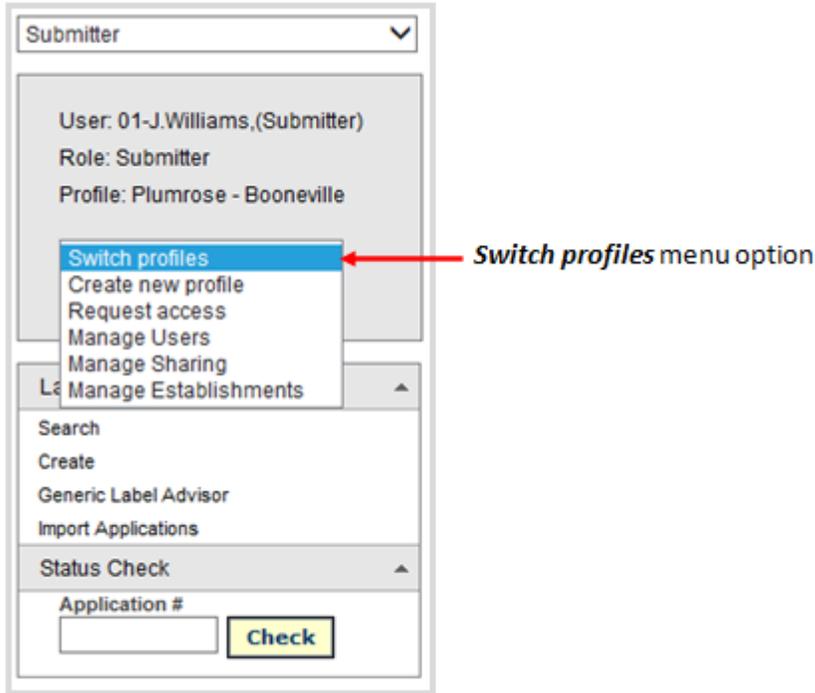
Phone: (301) 504-0878

**Note: Your eAuth password is unique to you as an individual. Do NOT share it with others.**

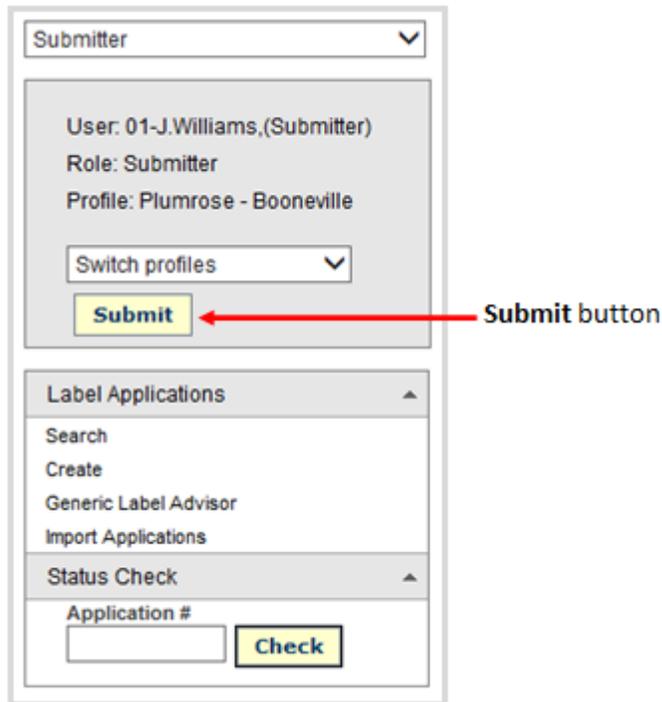
## Switch Profiles

If you have access to multiple profiles, then you can switch between them. If you want to switch from one profile to another, then you must save your work before moving on to the other profile. Otherwise, you will lose your updates in your current profile. Follow the steps below to switch profiles:

1. Select the **Switch profiles** menu option from the left-hand drop-down menu.



2. Click the **Submit** button that appears below the menu.



LSAS displays the *Select a Profile* screen (Figure 3-10).

3. Select a profile from the list and then click the **Submit** button.
4. Click the **Confirm** button to accept your selection. LSAS displays the *Submission Successful* screen.

## Manage Sharing

LSAS allows the current user to associate label applications with another user.

Select the **Manage Sharing** option from the **Switch profiles** drop-down menu (Figure 3-16), then click the **Submit** button.

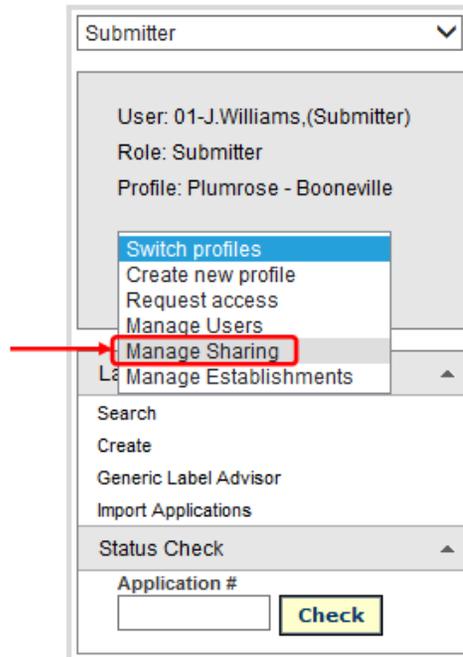


Figure 3-16: Manage Sharing Menu Option

LSAS opens the *Profile Associations* screen (Figure 3-17). Currently, there are no associated profiles shown.



Figure 3-17: Profile Associations Screen

Click the **Add** button on the *Profile Associations* screen to open a list of all profiles created within the establishment. LSAS will display the *Add Profile Association* screen (Figure 3-18).

The *Add Profile Association* screen displays the list of available profiles with which the user can be associated.

**Add Profile Association**

Label applications belonging to this profile may be individually shared by users of this profile with the users of any associated profiles. You may add a new profile using the form below.

LSAS Training Profile 1  
 Also assign access to all existing label applications

LSAS Training Profile 2  
 Also assign access to all existing label applications

LSAS Training Profile 3  
 Also assign access to all existing label applications

LSAS Training Profile 4  
 Also assign access to all existing label applications

**Submit**

Figure 3-18: Add Profile Association Screen

The user selects the checkbox for each desired profile. There is also the option to assign all existing applications to a requested profile.

**Add Profile Association**

Label applications belonging to this profile may be individually shared by users of this profile with the users of any associated profiles. You may add a new profile using the form below.

LSAS Training Profile 1  
 Also assign access to all existing label applications

LSAS Training Profile 2  
 Also assign access to all existing label applications

LSAS Training Profile 3  
 Also assign access to all existing label applications

LSAS Training Profile 4  
 Also assign access to all existing label applications

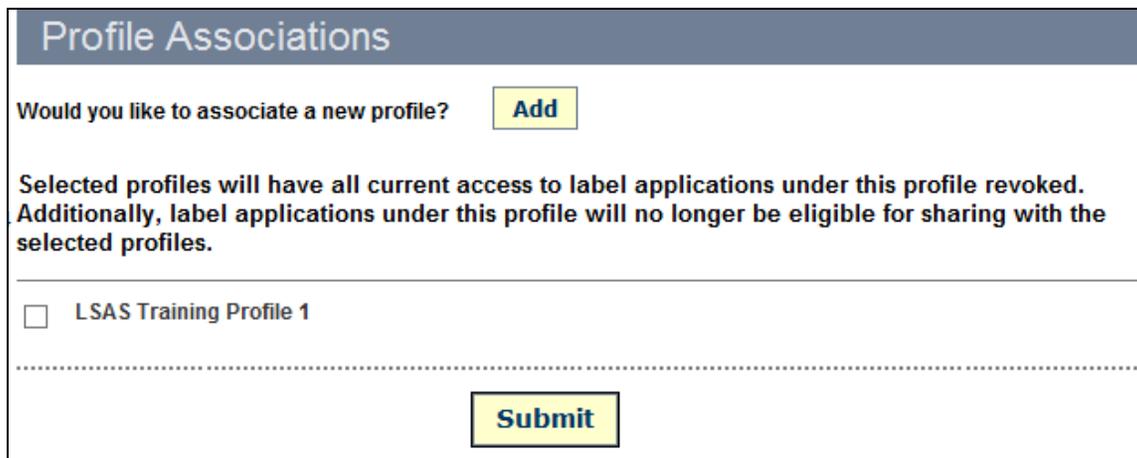
**Submit**

To complete the Sharing function, click the **Submit** button and then the **Confirm** button.

LSAS will display a Submission Successful message that states the selected profile association(s) have been saved and LAPs can now be shared with the newly associated profile(s).



If the user then selects the **Manage Sharing** option from the drop-down list on the Dashboard, the *Profile Associations* screen will display the newly associated profile.



## Manage Establishments

LSAS allows users to add, update, or remove establishment data. An establishment can add other establishments, e.g. subsidiaries, to LSAS independently of LPDS. Hence, an establishment can have full control of its users' access to LSAS.

The Manage Establishments functionality can be accessed via the left-hand drop-down menu on the home page (Figure 3-19).

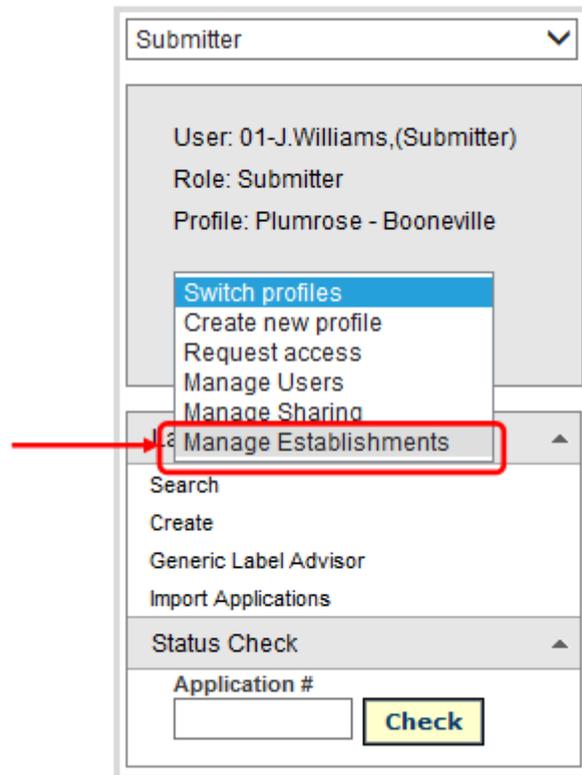


Figure 3-19: Manage Establishments Menu Option

**Add an Establishment**

If you select the **Manage Establishments** menu option (Figure 3-19), LSAS will display the *Establishments* screen (Figure 3-20). The establishments in this screen are listed in alphabetical order by Establishment Name. Establishment Names that begin with numbers will appear at the top of the list.

**NOTE:** The *Establishments* screen can also be accessed during the creation of a new label application by clicking the **Add Establishment** button on the *Establishment Information* screen.

**NOTE:** The *Establishments* screen will be blank the first time the user logs in to LSAS (no establishments will be listed).

Establishments			
Would you like to add a new establishment?			
	<b>Add Domestic</b>	<b>Add Non-Domestic</b>	
333 Meat Corporation	528	<b>Update</b>	<b>Remove</b>
701 Foods, Inc.	M34814+P34814	<b>Update</b>	<b>Remove</b>
Global Egg Corporation	691	<b>Update</b>	<b>Remove</b>
Hayters Turkey Products Inc.	85	<b>Update</b>	<b>Remove</b>
Marshall Egg Products Company	G1612+V1612	<b>Update</b>	<b>Remove</b>
Quality Beef Company	M5070+P5070	<b>Update</b>	<b>Remove</b>
Stanbroke Beef Pty Ltd.	203	<b>Update</b>	<b>Remove</b>
Turkey Valley Farms LLC	P7669	<b>Update</b>	<b>Remove</b>

Figure 3-20: Establishments Screen

The *Establishments* screen provides separate functions to add either a domestic or a non-domestic establishment.

1. Click the **Add Domestic** or **Add Non-Domestic** button, as appropriate, to open the *Add Establishment* screen (Figure 3-21).



Figure 3-21: Add Establishment Screen

2. Click the **Add Establishment from PHIS** button.

LSAS will display the *Search Establishment* screen (Figure 3-22).

**Search Establishment**

*Search by Establishment Name or by Establishment Number. If searching by Establishment Number, enter only the numeric value; do not enter alpha characters.*

Establishment Name

Establishment Number

---

**Search**

Figure 3-22: Search Establishment Screen

3. Type in either the establishment name or the establishment number.

---

**NOTE:** For the Establishment Number field, enter only the number without the accompanying letter designation. Only one number is allowed for each search. You can enter partial names in the Establishment Name field.

---

Example: Search for all establishments that contain the word “Egg” in the Establishment Name:

**Search Establishment**

*Search by Establishment Name or by Establishment Number. If searching by Establishment Number, enter only the numeric value; do not enter alpha characters.*

Establishment Name

Establishment Number

---

**Search**

- Click the **Search** button.

LSAS will display the matching establishment(s) in a table format at the bottom of the screen (Figure 3-23).

**Search Establishment**

*Search by Establishment Name or by Establishment Number. If searching by Establishment Number, enter only the numeric value; do not enter alpha characters.*

**Establishment Name**

**Establishment Number**

---

**Search**

Select Establishment	Establishment Name	Number	City	State
<a href="#">Select</a>	Papetti's Hygrade Egg Products Inc.	G1028	Elizabeth	New Jersey
<a href="#">Select</a>	Shanghai Egg Rolls Co.	M19212+P19212	Beckley	West Virginia
<a href="#">Select</a>	Reggio's Pizza, Inc.	M18349+P18349	Chicago	Illinois

**Figure 3-23: Search Establishment Screen – Results**

**NOTE:** If PHIS is currently unavailable, the *Add Establishment* screen will display a notification message indicating that LSAS failed to establish a connection. Please wait and try again later.

- From the results table, locate the establishment that you would like to add to your User Profile and click on its associated **Select** link.

Select Establishment	Establishment Name	Number	City	State
<a href="#">Select</a>	Papetti's Hygrade Egg Products Inc.	G1028	Elizabeth	New Jersey
<a href="#">Select</a>	Shanghai Egg Rolls Co.	M19212+P19212	Beckley	West Virginia
<a href="#">Select</a>	Reggio's Pizza, Inc.	M18349+P18349	Chicago	Illinois
<a href="#">Select</a>	Heggies Pizza, LLC	M15816+P15816	Milaca	Minnesota
<a href="#">Select</a>	Lincoln Poultry & Egg Co	P5585		
<a href="#">Select</a>	Gammon Brothers Poultry & Eggs	P8216		



LSAS will display the *Add Establishment* screen. The establishment information from PHIS will be auto-populated into the *Add Establishment* screen fields in LSAS. In the example used here, the establishment did not have any address information in PHIS, and so these fields appear blank on the screen in LSAS (Figure 3-24).

**Add Establishment**

**Add Establishment from PHIS**

(Click on the above button to get Establishment data from PHIS)

**Establishment Name \***  
Lincoln Poultry & Egg Co

**Establishment Number \***  
P5585

**Address \***

**City \***

**State \***  
--Please Select--

**ZipCode \***

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

\* Required Fields

**Submit**

Figure 3-24: Add Establishment Screen – Auto Populated With PHIS Data

If the establishment information from PHIS is incorrect, notify your District Office.

The Establishment Name and Establishment Number fields will be populated with read-only data. You cannot edit or delete this information. You can, however, edit the remaining contact and address information fields.

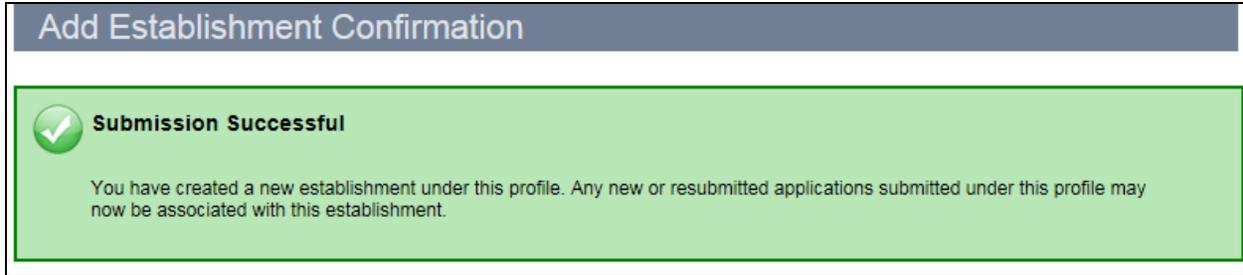
---

**NOTE:** It is strongly recommended that you do not edit the pre-populated information from PHIS unless it is absolutely necessary. PHIS is the official system of record for establishment information and therefore, the information that is pulled from PHIS into LSAS should be the correct, most current information.

---

6. Ensure that all required fields have data. For example, PHIS does not auto-populate phone information for establishment records. You must enter this information manually.

7. Click the **Submit** button.
8. Click the **Confirm** button. LSAS will display the *Add Establishment Confirmation* screen which indicates that the new establishment record was successfully created.



### Update an Establishment

Follow the process description in this section to update the establishment information for an establishment that is already associated with your User Profile.

Select the **Manage Establishments** menu option (Figure 3-19). LSAS will display the *Establishments* screen.

From the *Establishments* screen, click the **Update** button for an existing establishment.

Establishments			
Would you like to add a new establishment?		<a href="#">Add Domestic</a>	<a href="#">Add Non-Domestic</a>
333 Meat Corporation	528	<a href="#">Update</a>	<a href="#">Remove</a>
701 Foods, Inc.	M34814+P34814	<a href="#">Update</a>	<a href="#">Remove</a>
Global Egg Corporation	691	 <a href="#">Update</a>	<a href="#">Remove</a>

LSAS will display the *Update Establishment* screen for the selected establishment (Figure 3-25).

### Update Establishment

**Add Establishment from PHIS**

*(Click on the above button to get Establishment data from PHIS)*

**Establishment Name \***

**Establishment Number \***

**Address \***

**City \***

**Country \***

**Postal Code \***

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

---

Figure 3-25: Update Establishment Screen

The *Update Establishment* screen has all the same features and requirements as the *Add Establishment* screen for new establishments. Please refer to the *Add an Establishment* section on page 34 for descriptions of the available fields and functions.

**Remove an Establishment**

From the *Establishments* screen, you can remove an establishment from your User Profile. The establishment information will still exist in PHIS for other label applications, if needed.

You can delete an establishment only if the establishment is not associated with a label application, even if the application is only a draft that has not yet been submitted to LPDS.

*Exception:* If you discard a draft application, then you can delete the establishment associated with the discarded draft (as long as the establishment is not associated with any other label applications).

1. Click the **Remove** button that is associated with the establishment you wish to delete.

Establishments			
Would you like to add a new establishment?	<a href="#">Add Domestic</a>	<a href="#">Add Non-Domestic</a>	
333 Meat Corporation	528	<a href="#">Update</a>	<a href="#">Remove</a>
701 Foods, Inc.	M34814+P34814	<a href="#">Update</a>	<a href="#">Remove</a>
Global Egg Corporation	691	<a href="#">Update</a>	 <a href="#">Remove</a>

LSAS will display the *Remove Establishment* screen for the selected establishment:

### Remove Establishment

**Establishment Name:** Global Egg Corporation

**Establishment Number:** 691

**Phone:** 1234567890

**Address:**

1234 Winding Way  
Toronto M8Y 2D2  
CANADA

---

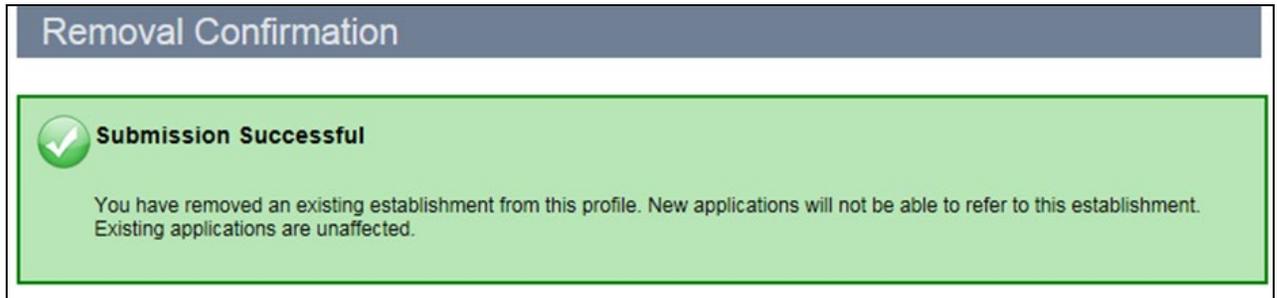
[Submit](#)

Figure 3-26: Remove Establishment Screen

2. Click the **Submit** button. LSAS will prompt you to confirm the removal.

3. Click the **Confirm** button.

LSAS will display the *Removal Confirmation* screen. This screen indicates the establishment was successfully removed.



---

**NOTE:** If you attempt to remove an establishment that is associated with a label application, LSAS will prevent you from deleting the establishment and display an error message.



### ***Identify an Establishment as Temporary***

Refer to the *Temporary Establishments* section on page 132 for details on how to mark an establishment as Temporary.

## 4 User Interface

This section provides information on LSAS’s graphical user interface (GUI). It is based on USDA’s standard GUI requirements and should look familiar to industry users.

The LSAS GUI utilizes the standard layout illustrated in Figure 4-1. It incorporates many features that are standard across most LSAS screens. Several of these features are standard on all USDA websites and enhance the intuitiveness and usability of LSAS.

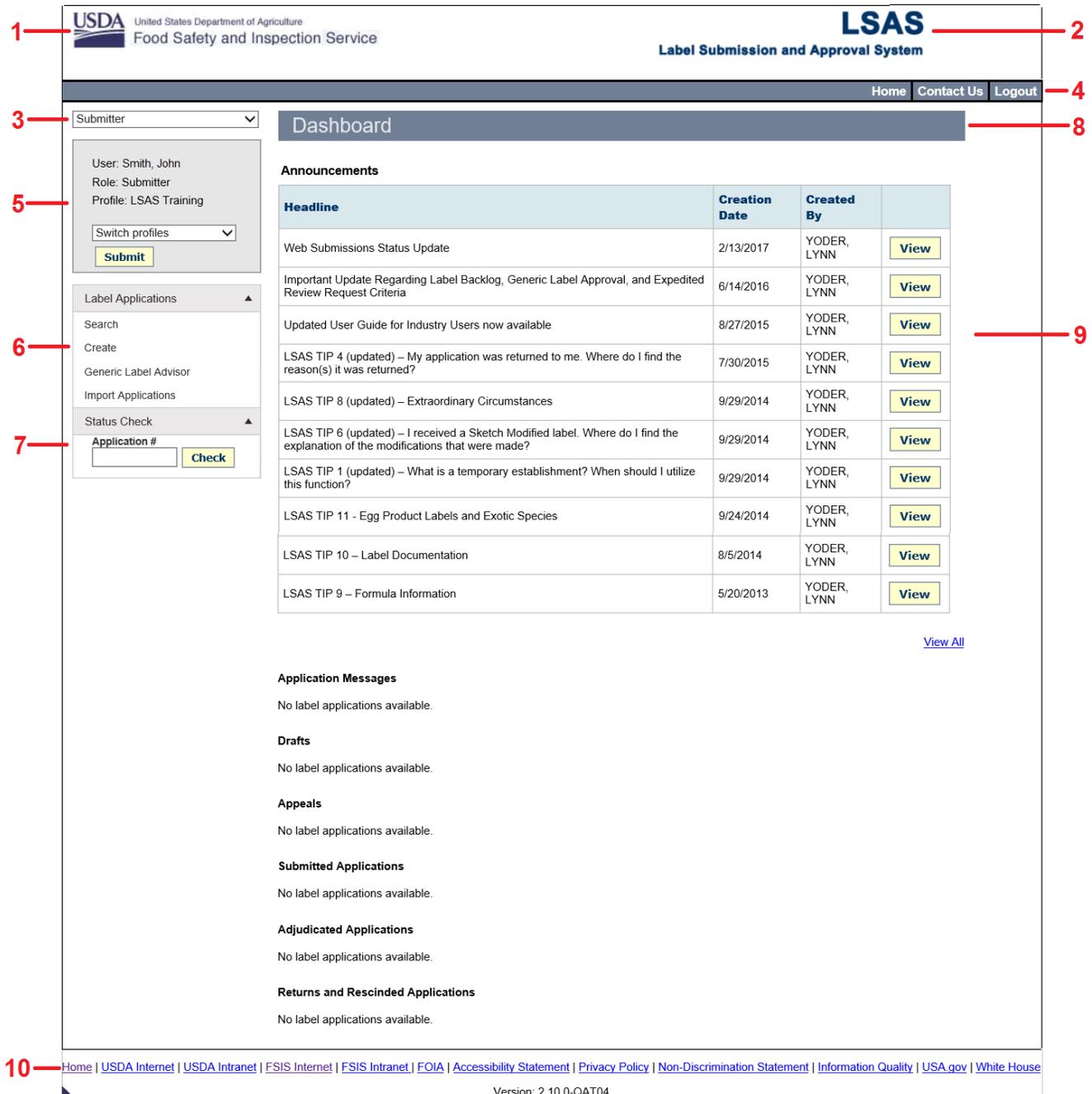


Figure 4-1: LSAS User Interface

Table 4-1 on the next page describes the LSAS GUI features, as numbered in Figure 4-1 above.

Table 4-1: LSAS User Interface Elements

Item	Name	Notes
1	Banner	With the exception of the LSAS logo, this banner appears on all USDA web pages.
2	LSAS logo	Appears on all screens within LSAS
3	Role	Displays the user's current role; Certain users may be assigned multiple roles and can select a role by using the drop-down list.
4	Navigation bar	<p><b>Navigation Bar Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Home:</b> Navigates to the home page (<i>Dashboard</i> screen)</li> <li>• <b>Contact Us:</b> Provides point of contact information for the LSAS administration team and a messaging interface</li> <li>• <b>Logout:</b> Logs the user out of the eAuth Security portal; In order for the user to access LSAS again, the user will need to log back into eAuth.</li> </ul>
5	Profile information	<p>Identifies the currently logged-in user's name, role, and profile.</p> <p><b>Switch Profiles</b> menu: Allows a user to change his role, share applications, and manage establishments.</p>
6	<b>Label Applications</b> menu	Appears on the left-hand panel of many LSAS screens; menu options depend upon user role.
7	<b>Status Check</b> menu	Allows the user to enter the Application Number for a specific label application in order to locate and access the application quickly.
8	Header / Screen title	Appears on every LSAS screen; describes the functionality in the content 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.
10	Quick links	Appears at the bottom of every screen; displays links to additional resources; displays the current application version.

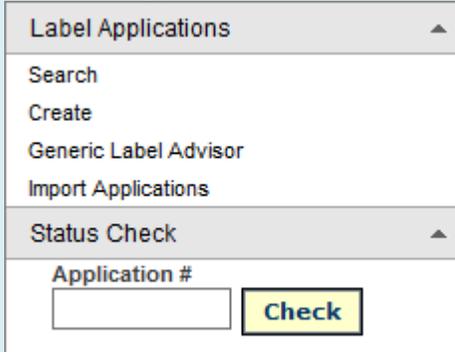
## The Label Applications and Status Check Menus

The **Label Applications** menu is the primary tool to access the LSAS functionality. It is customized based on the user’s role; the user sees only those navigation links that are appropriate to the user’s role.

Note: The Label Applications and Status Check menus are expanded by default. You can click the arrow to collapse the menus, if desired.

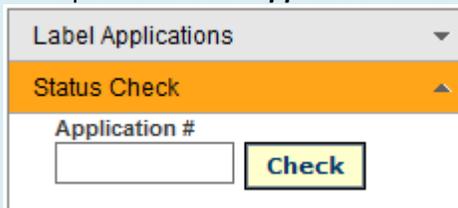
### Example:

The **Label Applications** and **Status Check** menus are expanded by default to show their menu options:

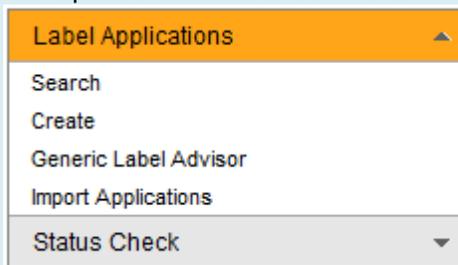


The user can click the “Up arrow” (  ) to collapse these menus, if desired.

The user collapsed the **Label Applications** menu:



The user collapsed the **Status Check** menu:



## Site Map

Figure 4-2 graphically depicts screen navigation within LSAS.

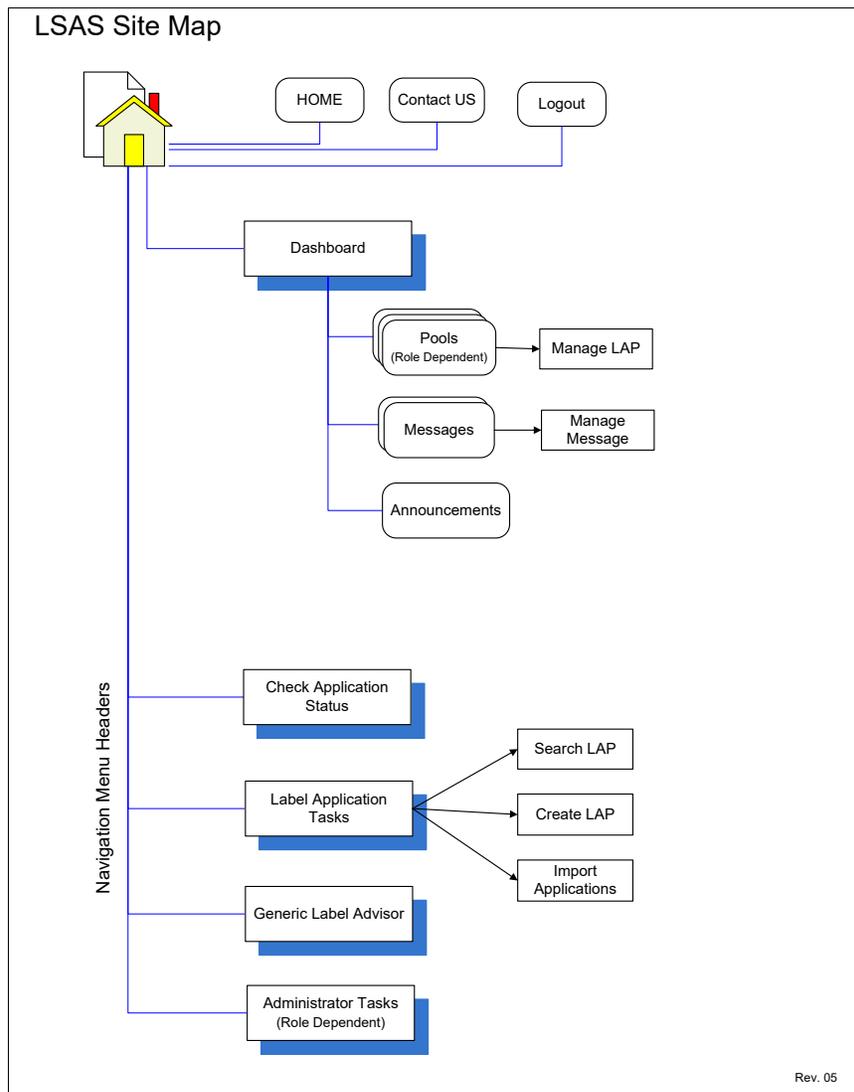


Figure 4-2: Site Map

## Home Page

The LSAS home page, aka the *Dashboard* screen, provides a point of entry to LSAS. The home page is customized so each user sees information that is relevant to the user’s role and responsibilities.

The home page consists of profile management, a tasks menu, and pools. For a submitter, the pools are *Announcements*, *Application Messages*, *Drafts*, *Submitted Applications*, *Adjudicated Applications*, *Returns and Rescinded Applications*, and *Appeals*.

## Dashboard Pools

Depending on the user’s role, the *Dashboard* screen will display specific pools from which the user can access label applications. Some pools are common for all user roles, such as the *Announcements* and *Application Messages* pools. Figure 4-3 illustrates a typical Submitter’s *Dashboard* screen pools.

The screenshot shows a dashboard with the following sections and data:

Announcements			
Headline	Creation Date	Created By	
STATUS UPDATE FOR WEB SUBMISSIONS	1/14/2014	04-L.Yoder, (Administrator)	<a href="#">View</a>

Application Messages				
Application #	Product Name	Creation Date	Created By	Message
91000411	HAM WATER ADDED	7/6/2012	09-J.Canavan, (Sr Technical Staff)	I added the expiration date to the label. Jeff

Drafts					
Application #	Product Name	Product Type	Status	Last Modified Date	Last Modified By
91018400	OP_OIW	Meat	Draft	4/29/2014	01-J.Williams, (Submitter)

Submitted Applications					
Application #	Product Name	Product Type	Status	Last Modified Date	Last Modified By
91018401	mm upload test1	Meat	Pending	4/29/2014	04-L.Yoder, (Administrator)

Adjudicated Applications					
Application #	Product Name	Product Type	Status	Last Modified Date	Last Modified By
91018369	test.png	Meat	Temporary	4/27/2014	04-L.Yoder, (Administrator)

Returns and Rescinded Applications					
Application #	Product Name	Product Type	Status	Last Modified Date	Last Modified By
91018163	dev test 2	Meat	Returned	4/11/2014	04-L.Yoder, (Administrator)

Appeals					
Application #	Product Name	Product Type	Application Status	Appeal Status	Last Modified Date
91018397	testfile	Poultry	Returned	Under Appeal	4/29/2014

Figure 4-3: LSAS Dashboard

## Announcements

LSAS management can post/broadcast general notifications (e.g., system maintenance) which are then displayed in the *Announcements* pool. This pool is visible to all users, regardless of their user role in LSAS.

Announcements			
Headline	Creation Date	Created By	
Web Submissions Status Update	8/5/2014	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 10 – Label Documentation	8/5/2014	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 9 – Formula Information	5/20/2013	04-L.Yoder, (Administrator)	<a href="#">View</a>
Webinar Presentations	4/17/2013	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 8 – Extraordinary Circumstances	4/17/2013	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 7 – Appeal	3/7/2013	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 6 – I received a Sketch Modified label. Where do I find the explanation of the modifications that were made?	9/20/2012	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 3 – How to Print An Adjudicated Label with Annotations (Stamps, Modifications, etc.)	9/20/2012	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 2 – Label Image Resolution	9/20/2012	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 1 – How To Avoid Selecting A Temporary Establishment: LSAS_Temp##	9/20/2012	04-L.Yoder, (Administrator)	<a href="#">View</a>

[View All](#)

Figure 4-4: Announcements Pool

## Application Messages

Using LSAS Messages, LPDS technical staff can communicate with industry users regarding any issues for a particular label application. The *Application Messages* pool on the *Dashboard* screen will display the most recently created message for each of your label applications (Figure 4-5). This pool is visible to all users, regardless of their user role in LSAS. LPDS will see and respond to any messages you create for your label applications.

Application Messages					
Application #	Product Name	Creation Date	Created By	Message	
91047407	Crispy Breaded Chicken Nuggets	6/10/2016	01-J.Williams, (Submitter)	This submission is for a new label for a brand new product. We will most likely be changing the label soon, though. We submitted this as "Sketch" but we are not sure if it should have been sent as "Temporary"? Please let us know. Thank you!	<a href="#">View</a>
91047401	Turkey Tetrazinni	6/9/2016	09-J.Canavan, (Sr.Technical Staff)	This LAP is being returned because the text entered for the "Processing Procedures" section included the wrong type of info. (The Submitter entered ingredient information rather than processing information.) Please correct and resubmit the application.	<a href="#">View</a>

[View All](#)

Figure 4-5: Application Messages Pool

For submitters, the *Application Messages* pool displays the following types of records:

- **Messages:** The most recent message for a label application will appear in the pool. If a label application has multiple associated messages, only the latest message for the label application will appear in the pool. Messages that were created more than 15 days ago will not appear in the *Application Messages* pool on the dashboard; however, they can still be viewed on the *Messages* screen that is accessed via the Available Actions menu, as discussed in the *Messages* section on page 83.
- **Vet EC comments:** If an EC application has been vetted by an EC Gatekeeper, any comment that the EC Gatekeeper entered will appear in the pool.

If you click the **View** button for an application in the *Application Messages* pool (Figure 4-5), LSAS will display all of that application's messages in a new window. For example, if the user clicks the **View** button for the second message shown in the image above, LSAS will display the *Label Application Message* screen for the associated label application (see Figure 4-6 on the next page); this screen shows all the messages that currently exist for the label application.

**Label Application Message**

---

**Label Application Summary**

Application Number / Barcode: 91047401  
 Name of Product: Turkey Tetrazinni  
 Submitted By: ACME Foods International - US SW  
 Current Status: Returned  
 Current Status Set By: 06-M.WHEELER, (Technical Staff) at 6/9/2016 3:31:43 PM  
 Submission Type: Web  
 Appeal Status: Under Appeal

[Manage this application](#)

---

**Message**

This LAP is being returned because the text entered for the "Processing Procedures" section included the wrong type of info. (The Submitter entered ingredient information rather than processing information.) Please correct and resubmit the application.

**Published To**

Publish To Internal Users and Submitter

Application #	Product Name	Creation Date	Created By	Message
91047401	Turkey Tetrazinni	6/9/2016	09-J.Canavan, (Sr.Technical Staff)	This LAP is being returned because the text entered for the "Processing Procedures" section included the wrong type of info. (The Submitter entered ingredient information rather than processing information.) Please correct and resubmit the application.
91047401	Turkey Tetrazinni	6/9/2016	01-J.Williams, (Submitter)	We are seeking temporary approval for our remaining labels until new labels are made. LPDS's earliest response would be much appreciated!

(Page 1 of 1)

[Return to Dashboard](#)

Figure 4-6: Label Application Message Screen

On this screen, you can view the messages that exist for the label application. If you wish to create a new message or delete a message that you created, use the Available Actions "Messages" action to access a different screen where you can create or delete messages. This screen is discussed in detail in the *Messages* section on page 83.

### ***Application Messages – View All***

The “View All” screen for the *Application Messages* pool is accessed by clicking the **View All** link at the bottom of the pool on the dashboard screen. Messages on the View All screen are grouped into sets of 100 messages per page.

The “View All” screen for the *Application Messages* pool includes the following paging elements:

- Page number of the currently displayed page (read only)
- Total number of pages (read only)
- Input field (numeric): The user can enter a specific, desired page of messages.
- **Go** button: When clicked, LSAS will display the specified page.



The screenshot shows a rectangular box containing the following elements: the text "(Page 1 of 2)" in blue, a yellow "Next" button, the text "Enter Page No:" in blue, a white input field, a yellow "Go" button, and a yellow "Return to Dashboard" button.

NOTE: These paging options will appear on the View All screen only if there are more than 100 messages.

Messages that were created more than 15 days ago will not appear in the *View All* screen for the *Application Messages* pool; however, they can still be viewed on the *Messages* screen that is accessed via the Available Actions menu, as discussed in the *Messages* section on page 83.

## Drafts

The *Drafts* pool lists the following applications:

- Applications that have been created, but which have not yet been submitted to LPDS for evaluation; These applications may be in a partially completed state pending further information.
- Applications that have been withdrawn

Drafts					
Application #	Product Name	Product Type	Status	Last Modified Date	
91093438	Sweet & Tangy Texas BBQ	Meat	Draft	12/6/2018	<a href="#">Select</a>
91093384	Macaroni Casserole with Ham & Bacon	Meat	Draft	12/5/2018	<a href="#">Select</a>
91093426	Corn Chowder with Ham	Meat	Withdrawn	12/5/2018	<a href="#">Select</a>
91093427	Family Size Vegetable Beef Stew	Meat	Withdrawn	12/5/2018	<a href="#">Select</a>
91093377	Spaghetti with Meatballs in Traditional Sauce	Meat	Withdrawn	12/3/2018	<a href="#">Select</a>
91093378	Hearty Turkey Noodle Soup	Poultry	Withdrawn	12/3/2018	<a href="#">Select</a>
91093379	Tasty Chicken Noodle Soup	Poultry	Withdrawn	12/3/2018	<a href="#">Select</a>
91093380	Meatball Hero Sub Sandwich	Meat	Draft	11/27/2018	<a href="#">Select</a>
91092324	Thanksgiving Turkey & Dressing Dinner 32 OZ	Poultry	Draft	11/13/2018	<a href="#">Select</a>
91092238	Cheesy Ham & Egg Breakfast Scramble	Egg	Withdrawn	11/13/2018	<a href="#">Select</a>

[View All](#)

Figure 4-7: Drafts Pool

Inactive draft applications (never submitted to LPDS) will be deleted after 30 days. LSAS will send a warning notification email on the 25th day indicating, “The system has not detected any activity in the draft <application number>, and it will be removed after five days.” Exception: LSAS will not send a notification for any deleted draft label application that has neither a Firm nor an Agent email address indicated. Nevertheless, LSAS will delete the inactive draft application. If a submitter wishes to keep the inactive draft application from being deleted because he intends to submit it at a later time, then he must update the draft label application.

## Submitted Applications

The *Submitted Applications* pool includes applications that were submitted and which have not yet been reviewed and adjudicated by LPDS. This pool contains both first-time submissions and resubmissions.

Submitted Applications						
Application #	Product Name	Product Type	Status	Last Modified Date	Last Modified By	
91023874	Meatballs in Tomato Basil Sauce	Meat	Pending	4/1/2015	04-L.Yoder, (Administrator)	<a href="#">Select</a>
91023982	Chicken Parmesan	Poultry	Received	3/30/2015	01-J.Williams, (Submitter)	<a href="#">Select</a>
91023863	Hearth Favorites Chicken Pot Pie	Poultry	Pending	3/27/2015	06-M.WHEELER, (Technical Staff)	<a href="#">Select</a>
91023967	Jameson's Hearty Beef Stew	Meat	Pending	3/16/2015	04-L.Yoder, (Administrator)	<a href="#">Select</a>
91023977	Turkey and Cheese Pita Pockets	Poultry	Received	3/3/2015	01-J.Williams, (Submitter)	<a href="#">Select</a>
91023975	Egg & Cheese Breakfast Croissant	Egg	Received	2/12/2015	01-J.Williams, (Submitter)	<a href="#">Select</a>
91023964	Chicken Pot Pie	Poultry	Pending	1/27/2015	02-G.Holcomb, (AMS Adjudicator)	<a href="#">Select</a>
91023879	Heartland's All-Beef Frankfurters	Meat	Received	11/20/2014	01-J.Williams, (Submitter)	<a href="#">Select</a>
91023877	Hearty Beef Stew	Meat	Pending	11/19/2014	04-L.Yoder, (Administrator)	<a href="#">Select</a>
91023873	Dee-Lite Zesty Chicken Cheese & Spinach Bites	Poultry	Pending	11/17/2014	04-L.Yoder, (Administrator)	<a href="#">Select</a>

[View All](#)

Figure 4-8: Submitted Applications Pool

## Adjudicated Applications

The *Adjudicated Applications* pool includes applications that have been reviewed and adjudicated (approved) by LPDS.

Adjudicated Applications						
Application #	Product Name	Product Type	Status	Last Modified Date	Last Modified By	
91023777	Master's Chicken Marsala	Poultry	Sketch	3/27/2015	04-L.Yoder, (Administrator)	<a href="#">Select</a>
91023978	Just Like Mom's Chicken Pot Pie	Poultry	Temporary	3/6/2015	04-L.Yoder, (Administrator)	<a href="#">Select</a>
91023966	Tender Turkey Medallions	Poultry	Sketch	1/29/2015	04-L.Yoder, (Administrator)	<a href="#">Select</a>
91023875	Savory Chicken and Rice	Poultry	Sketch	11/19/2014	04-L.Yoder, (Administrator)	<a href="#">Select</a>
91023778	Tex-Mex Chili Supreme	Meat	Sketch	10/6/2014	09-J.Canavan, (Sr.Technical Staff)	<a href="#">Select</a>
91009824	Lower Sodium Ham Water Added	Meat	Sketch	7/18/2013	05-S.JONES, (EC Gatekeeper)	<a href="#">Select</a>
91009875	Ham Water Added	Meat	Temporary	7/8/2013	09-J.Canavan, (Sr.Technical Staff)	<a href="#">Select</a>
91009808	Turkey Breast	Poultry	Sketch	7/1/2013	HARRINGTON, TAWANA	<a href="#">Select</a>
91009786	Cooked Ham Water Added	Meat	Sketch	7/1/2013	09-J.Canavan, (Sr.Technical Staff)	<a href="#">Select</a>
91009783	Country Ham Biscuits	Meat	Sketch	7/1/2013	09-J.Canavan, (Sr.Technical Staff)	<a href="#">Select</a>

[View All](#)

Figure 4-9: Adjudicated Applications Pool

## Returns and Rescinded Applications

The *Returns and Rescinded Applications* pool includes:

- Returns: Applications that LPDS returned to the submitter for additional information or correction. A returned application can be resubmitted once the submitter adds the requested information or performs the requested corrections.
- Rescinded applications: Applications that were previously adjudicated (approved) by LPDS, and for which LPDS subsequently revoked the approval

Returns and Rescinded Applications						
Application #	Product Name	Product Type	Status	Last Modified Date	Last Modified By	
91023876	Corned Beef Hash	Meat	Returned	11/19/2014	04-L.Yoder, (Administrator)	Select
91023741	Beef Brisket	Meat	Returned	11/19/2014	06-M.WHEELER, (Technical Staff)	Select
91023745	Spinach & Feta Quiche	Egg	Returned	8/26/2014	04-L.Yoder, (Administrator)	Select
91023742	Tomato and Onion Quiche	Egg	Returned	8/26/2014	04-L.Yoder, (Administrator)	Select
91023728	Mini Cheeseburger Sliders	Meat	Returned	8/25/2014	06-M.WHEELER, (Technical Staff)	Select
91023686	Sirloin Beef Tips in Gravy	Meat	Returned	8/21/2014	06-M.WHEELER, (Technical Staff)	Select

[View All](#)

Figure 4-10: Returns and Rescinded Applications Pool

## Appeals

The *Appeals* pool includes appeals for applications that were previously adjudicated (approved) or rejected by LPDS.

Appeals					
Application #	Product Name	Product Type	Application Status	Appeal Status	Last Modified Date
91047401	Turkey Tetrazinni	Poultry	Returned	Under Appeal	6/10/2016

[View All](#)

Figure 4-11: Appeals Pool

UI Label	Description
Application #	The application number
Product Name	The name of the product
Product Type	Meat, Poultry, Egg, etc.
Application Status	Displays the Application Status of the label application associated with the appeal.
Appeal Status	Displays the Appeal Adjudication Status. <ul style="list-style-type: none"> <li>• If LPDS has received, but not yet adjudicated the appeal, the value will be "Under Appeal"</li> <li>• If LPDS has adjudicated the appeal, the value will be either "Appeal Approved" or "Appeal Denied"</li> </ul>
Last Modified Date	Displays either the appeal adjudication date or the submission date (whichever occurred most recently). <ul style="list-style-type: none"> <li>• If LPDS has received, but not yet adjudicated the appeal, then this is the submission date.</li> <li>• If LPDS has adjudicated the appeal, then this is the adjudication date.</li> </ul>

## View All Applications in a Pool

Over time, the *Dashboard* screen will fill up, so LSAS will abbreviate lists within each pool. At the bottom of an abbreviated list, you will find a **View All** link (Figure 4-12).

Submitted Applications						
Application #	Product Name	Product Type	Status	Last Modified Date	Last Modified By	
91023874	Meatballs in Tomato Basil Sauce	Meat	Pending	4/1/2015	04-L.Yoder, (Administrator)	<a href="#">Select</a>
91023982	Chicken Parmesan	Poultry	Received	3/30/2015	01-J.Williams, (Submitter)	<a href="#">Select</a>
91023863	Hearth Favorites Chicken Pot Pie	Poultry	Pending	3/27/2015	06-M.WHEELER, (Technical Staff)	<a href="#">Select</a>
91023967	Jameson's Hearty Beef Stew	Meat	Pending	3/16/2015	04-L.Yoder, (Administrator)	<a href="#">Select</a>
91023977	Turkey and Cheese Pita Pockets	Poultry	Received	3/3/2015	01-J.Williams, (Submitter)	<a href="#">Select</a>
91023975	Egg & Cheese Breakfast Croissant	Egg	Received	2/12/2015	01-J.Williams, (Submitter)	<a href="#">Select</a>
91023964	Chicken Pot Pie	Poultry	Pending	1/27/2015	02-G.Holcomb, (AMS Adjudicator)	<a href="#">Select</a>
91023879	Heartland's All-Beef Frankfurters	Meat	Received	11/20/2014	01-J.Williams, (Submitter)	<a href="#">Select</a>
91023877	Hearty Beef Stew	Meat	Pending	11/19/2014	04-L.Yoder, (Administrator)	<a href="#">Select</a>
91023873	Dee-Lite Zesty Chicken Cheese & Spinach Bites	Poultry	Pending	11/17/2014	04-L.Yoder, (Administrator)	<a href="#">Select</a>

[View All](#)

Figure 4-12: Submitted Applications Pool – ‘View All’ Link

Click the **View All** link to display the complete list of applications for the pool. LSAS will display the selected pool's contents in a new window (Figure 4-13).

Submitted Applications						
Application #	Product Name	Product Type	Status	Last Modified Date	Last Modified By	
91023874	Meatballs in Tomato Basil Sauce	Meat	Pending	4/1/2015	04-L.Yoder, (Administrator)	<a href="#">Select</a>
91023982	Chicken Parmesan	Poultry	Received	3/30/2015	01-J.Williams, (Submitter)	<a href="#">Select</a>
91023863	Hearth Favorites Chicken Pot Pie	Poultry	Pending	3/27/2015	06-M.WHEELER, (Technical Staff)	<a href="#">Select</a>
91023967	Jameson's Hearty Beef Stew	Meat	Pending	3/16/2015	04-L.Yoder, (Administrator)	<a href="#">Select</a>
91023977	Turkey and Cheese Pita Pockets	Poultry	Received	3/3/2015	01-J.Williams, (Submitter)	<a href="#">Select</a>
91023975	Egg & Cheese Breakfast Croissant	Egg	Received	2/12/2015	01-J.Williams, (Submitter)	<a href="#">Select</a>
91023964	Chicken Pot Pie	Poultry	Pending	1/27/2015	02-G.Holcomb, (AMS Adjudicator)	<a href="#">Select</a>
91023879	Heartland's All-Beef Frankfurters	Meat	Received	11/20/2014	01-J.Williams, (Submitter)	<a href="#">Select</a>
91023877	Hearty Beef Stew	Meat	Pending	11/19/2014	04-L.Yoder, (Administrator)	<a href="#">Select</a>
91023873	Dee-Lite Zesty Chicken Cheese & Spinach Bites	Poultry	Pending	11/17/2014	04-L.Yoder, (Administrator)	<a href="#">Select</a>
91023645	Friendly's Fried Chicken	Poultry	Received	8/8/2014	01-J.Williams, (Submitter)	<a href="#">Select</a>
91023642	Bentley's Breakfast Scramble	Egg	Pending	8/8/2014	04-L.Yoder, (Administrator)	<a href="#">Select</a>
91023639	Tasty Chicken Surprise	Poultry	Received	8/8/2014	01-J.Williams, (Submitter)	<a href="#">Select</a>

(Page 1 of 1)

[Return to Dashboard](#)

Figure 4-13: Submitted Applications Screen – Accessed Via the ‘View All’ Link on the Dashboard

## Label Submission and Approval System (LSAS) Industry User Guide

If there are more applications than can be displayed on the View All screen, then a **Next** button will be displayed at the bottom of the screen that you can click to access the next page of applications for the pool.

NOTE: Paging options will appear on the View All screen only if there are more than 100 records for the selected pool.

At the bottom of the screen, a **Next** button will appear if there are additional pages for the list.



91018140	ABC TEST	Meat	Received	4/26/2014	01-J.Williams, (Submitter)	Select
91018365	CNapp5	Poultry	Pending	4/26/2014	02-G.Holcomb, (AMS Adjudicator)	Select

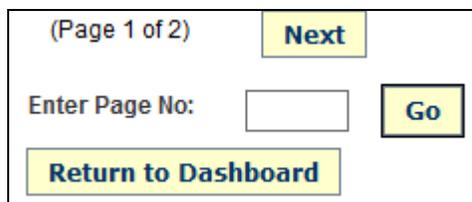
(Page 1 of 3) **Next**

**Return to Dashboard**

Click the **Return to Dashboard** button to go back to the main *Dashboard* screen and view all the available pools.

Most of the View All screens include two additional pagination options to allow the user to go directly to a specified page:

UI Label	Description
Enter Page No.	Input field (numeric): The user can enter a specific, desired page of records.
<b>Go</b>	Button: When clicked, LSAS will display the page specified in the Enter Page No. textbox.



(Page 1 of 2) **Next**

Enter Page No:  **Go**

**Return to Dashboard**

## 5 Menus and Functions

### View Home Page and Dashboard

The LSAS home page, aka the *Dashboard* screen, provides a point of entry to LSAS. The dashboard takes up most of the screen and is customized so that each user sees information that is relevant to the user’s role and assignments. The left-hand navigation panel provides access to user-specific features and functions.

Regardless of user role, the *Dashboard* screen will always include the following pools:

- *Announcements*
- *Application Messages*

Figure 5-1 is a typical dashboard as seen by a user with the Submitter role. Other typical pools appearing on the dashboard for a Submitter are *Drafts*, *Submitted Applications*, *Adjudicated Applications*, and other pools, as previously described.

The screenshot shows the LSAS dashboard for a user with the role of Submitter. The user's profile information is displayed on the left: User: 01-J.Williams (Submitter), Role: Submitter, Profile: Plumrose - Booneville. The dashboard is divided into two main sections: Announcements and Application Messages.

**Announcements Table:**

Headline	Creation Date	Created By	
Web Submissions Status Update	4/21/2015	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 8 (updated) – Extraordinary Circumstances	9/29/2014	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 6 (updated) – I received a Sketch Modified label. Where do I find the explanation of the modifications that were made?	9/29/2014	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 1 (updated) – What is a temporary establishment? When should I utilize this function?	9/29/2014	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 11 - Egg Product Labels and Exotic Species	9/24/2014	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 10 – Label Documentation	8/5/2014	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 9 – Formula Information	5/20/2013	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 7 – Appeal	3/7/2013	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 3 – How to Print An Adjudicated Label with Annotations (Stamps, Modifications, etc.)	9/20/2012	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 2 – Label Image Resolution	9/20/2012	04-L.Yoder, (Administrator)	<a href="#">View</a>

[View All](#)

**Application Messages Table:**

Application #	Product Name	Creation Date	Created By	Message	
91032744	test EC application	9/25/2015	05-S.JONES, (EC Gatekeeper)	test	<a href="#">View</a>
91032742	test EC sorting9/23	9/22/2015	05-S.JONES, (EC Gatekeeper)	testing grouping	<a href="#">View</a>
91032741	test EC grouping	9/22/2015	05-S.JONES, (EC Gatekeeper)	testing the regrouping	<a href="#">View</a>
91032737	Buddy's All-Beef Hotdogs	9/18/2015	08-M.WHEELER, (Technical Staff)	testing to see if CSI see the message or not on their dashboard.	<a href="#">View</a>
91032734	EC app2 9/18	9/17/2015	05-S.JONES, (EC Gatekeeper)	testing Ec application group in the lppd pool 9/18. This application should be place at the bottom of the pool . Since EC is Denied.	<a href="#">View</a>
91032733	EC9/18	9/17/2015	05-S.JONES, (EC Gatekeeper)	testing grouping of EC application 9-18	<a href="#">View</a>
91032729	test EC9/11	9/15/2015	05-S.JONES, (EC Gatekeeper)	testing Ec application	<a href="#">View</a>
91032728	Arnold's All Beef Hotdogs	9/14/2015	05-S.JONES, (EC Gatekeeper)	EC request DENIED	<a href="#">View</a>
91032727	Roast Chicken Dinner	9/14/2015	05-S.JONES, (EC Gatekeeper)	EC request CONFIRMED	<a href="#">View</a>
91032723	Jerk Chicken	9/14/2015	05-S.JONES, (EC Gatekeeper)	EC request DENIED	<a href="#">View</a>

[View All](#)

## Label Submission and Approval System (LSAS) Industry User Guide

### Drafts

Application #	Product Name	Product Type	Status	Last Modified Date	
91032752	Chris Test Alignment - 4	Poultry	Draft	9/30/2015	Select
91032751	Chris Test Alignment - 3	Poultry	Draft	9/30/2015	Select
91032750	Chris Test Alignment (As Submitter) - 2	Poultry	Draft	9/30/2015	Select
91032749	Chris Test Alignment (As Submitter)	Poultry	Draft	9/30/2015	Select
91032747	Cyrano's Famous Beef & Onion Pizza	Meat	Draft	9/29/2015	Select
91032746	Cyrano's Famous Meat Lover's Pizza	Meat	Draft	9/29/2015	Select
91032583	VR Test D 05-15	Poultry	Withdrawn	5/15/2015	Select

[View All](#)

### Submitted Applications

Application #	Product Name	Product Type	Status	Last Modified Date	
91032745	Cassie's Chicken Parmesan	Poultry	Pending	9/28/2015	Select
91032743	testing nonEC app grouping	Meat	Received	9/25/2015	Select
91032744	test EC application	Poultry	Received	9/25/2015	Select
91032741	test EC grouping	Meat	Pending	9/22/2015	Select
91032740	test grouping and sorting	Meat	Received	9/22/2015	Select
91032734	EC app2 9/18	Poultry	Received	9/17/2015	Select
91032733	EC9/18	Poultry	Received	9/17/2015	Select
91032735	non EC	Meat	Received	9/17/2015	Select
91032730	test temp app	Poultry	Pending	9/15/2015	Select
91032729	test EC9/11	Meat	Received	9/15/2015	Select

[View All](#)

### Adjudicated Applications

Application #	Product Name	Product Type	Status	Last Modified Date	
91032742	test EC sorting9/23	Poultry	Sketch Modified	9/24/2015	Select
91032737	Buddy's All-Beef Hotdogs	Meat	Sketch Modified	9/17/2015	Select
91032715	testing 123456	Poultry	Sketch	9/3/2015	Select
91032716	christest090315	Poultry	Temporary	9/3/2015	Select
91032714	layered file	Meat	Sketch	9/2/2015	Select
91032682	test inspector	Poultry	Sketch	7/30/2015	Select
91032606	ec app7-20	Meat	Sketch	7/20/2015	Select
91032603	New Gen Chicken Corn Dog	Egg	Sketch	7/17/2015	Select
91032593	Purple 2 - RESUBMISSION	Poultry	Sketch	6/23/2015	Select
91032594	Purple 3	Poultry	Sketch	6/22/2015	Select

[View All](#)

### Returns and Rescinded Applications

Application #	Product Name	Product Type	Status	Last Modified Date	
91032736	Turkey & Swiss Pita Pockets	Poultry	Returned	9/17/2015	Select
91032684	inspector tyson45102	Meat	Returned	7/30/2015	Select
91032642	temp3	Poultry	Returned	7/29/2015	Select
91032613	reg app	Meat	Returned	7/21/2015	Select
91032609	EC/1/721	Poultry	Returned	7/21/2015	Select
91032587	Lynn VR2	Meat	Returned	6/30/2015	Select
91032590	testdownload annotation for submitter	Poultry	Returned	6/25/2015	Select
91032595	Purple 4 - RESUBMISSION	Poultry	Returned	6/23/2015	Select
91032582	VR Test C 05-15	Poultry	Returned	5/15/2015	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](#)

Version: 2.6.0

**Figure 5-1: Typical LSAS Dashboard for Submitter**

The Submitter can navigate LSAS using the navigation menus or directly via the pools. Typical tasks include searching for, selecting, and viewing applications from the available pools. The left navigation panel includes menu options for the **Search** and **Status Check** functions. More importantly, the **Create** menu option is the tool that the submitter will utilize to create and submit an application in LSAS for evaluation and adjudication. See Chapter 7, *Submit a Label Application*, for the label application submission process.

## Application Messages

### View a Message/Announcement

1. Click the **View** button for an application in the *Application Messages* pool.

Application Messages					
Application #	Product Name	Creation Date	Created By	Message	
91047407	Crispy Breaded Chicken Nuggets	7/26/2016	09-J.Canavan, (Sr.Technical Staff)	Please contact FSIS regarding this label application.	<a href="#">View</a>

2. The *Label Application Message* screen displays all the messages that are associated with the selected application (Figure 5-2).

**Label Application Message**

---

**Label Application Summary**

Application Number / Barcode: 91047407  
 Name of Product: Crispy Breaded Chicken Nuggets  
 Submitted By: ACME Foods International - US SW  
 Current Status: Sketch Modified  
 Current Status Set By: 06-M.WHEELER, (Technical Staff) at 7/26/2016 2:14:25 PM  
 Submission Type: Web

[Manage this application](#)

**Message**

Please contact FSIS regarding this label application.

**Published To**

Publish To Internal Users and Submitter

Application #	Product Name	Creation Date	Created By	Message
91047407	Crispy Breaded Chicken Nuggets	7/26/2016	09-J.Canavan, (Sr.Technical Staff)	Please contact FSIS regarding this label application.
91047407	Crispy Breaded Chicken Nuggets	6/10/2016	01-J.Williams, (Submitter)	This submission is for a new label for a brand new product. We will most likely be changing the label soon, though. We submitted this as "Sketch" but we are not sure if it should have been sent as "Temporary"? Please let us know. Thank you!

(Page 1 of 1)

[Return to Dashboard](#)

Figure 5-2: Label Application Message Screen

Label application message details include summary information for the label application, including the application’s current status.

3. If a response to the message is desired, click the **Manage this application** button. For additional information, see the *Messages* section on page 83.
4. Click the **Home** link in the navigation bar to return to the *Dashboard* screen.

**View All Messages**

The *Applications Messages* pool (as with the other pools on the Dashboard) can only display an abbreviated list. The **View All** option allows you to display the complete list of messages.

1. Click the **View All** link for the *Application Messages* pool.

Application Messages						
Application #	Product Name	Creation Date	Created By	Reviewer	Message	
91079069	White Bean Turkey Chili	9/11/2017	05-WHITE, (Administrator)		I am denying the adjudication decision of "Sketch Modified" made by Gail Smith because there was no indication that the reviewer made any modifications to the values that the Submitter provided for the original submission.	<a href="#">View</a>
91079068	Turkey Lasagna	9/11/2017	08-S.JONES, (EC Gatekeeper)		Your EC request has been approved. Thank you! -- S. Jones (LSAS LPDS EC Gatekeeper)	<a href="#">View</a>
91079008	Steak & Egg Breakfast Burrito	9/11/2017	105-Abadir, (Administrator)	05-WHITE, (Administrator)	This label application was adjudicated as "Temporary" because you indicated you only had 5,000 labels left and would only be using the remaining labels for the next 30 days.	<a href="#">View</a>
91079067	Turkey & Stuffing, Family Size	9/11/2017	Bechtold, Christina	105-Abadir, (Administrator)	We need to submit another similar label application that only has one slight change to the label. Can we attach it to this current application so that they stay associated within the LSAS system?	<a href="#">View</a>

[View All](#)

LSAS displays the *Application Messages* screen (Figure 5-3).

Application Messages						
Application #	Product Name	Creation Date	Created By	Reviewer	Message	
91079069	White Bean Turkey Chili	9/11/2017	05-WHITE, (Administrator)		I am denying the adjudication decision of "Sketch Modified" made by Gail Smith because there was no indication that the reviewer made any modifications to the values that the Submitter provided for the original submission.	<a href="#">View</a>
91079068	Turkey Lasagna	9/11/2017	08-S.JONES, (EC Gatekeeper)		Your EC request has been approved. Thank you! -- S. Jones (LSAS LPDS EC Gatekeeper)	<a href="#">View</a>
91079008	Steak & Egg Breakfast Burrito	9/11/2017	105-Abadir, (Administrator)	05-WHITE, (Administrator)	This label application was adjudicated as "Temporary" because you indicated you only had 5,000 labels left and would only be using the remaining labels for the next 30 days.	<a href="#">View</a>
91079067	Turkey & Stuffing, Family Size	9/11/2017	Bechtold, Christina	105-Abadir, (Administrator)	We need to submit another similar label application that only has one slight change to the label. Can we attach it to this current application so that they stay associated within the LSAS system?	<a href="#">View</a>

(Page 1 of 1)

[Return to Dashboard](#)

Figure 5-3: Application Messages Screen - View All Results

2. Click the **Return to Dashboard** button to return to the *Dashboard* screen.

Please also refer to the following section for more information on managing messages: *Messages*, page 83

## Select a Label Application

The pools on the *Dashboard* screen are the primary tools that the submitter will use to access all label applications, whether they are drafts, returns, appeals, or resubmissions. All label applications are sorted by date. The LAPs with the oldest submission dates will be sorted to the top of the pool lists.

In this section, as an example, we will pull a LAP from a pool.

1. Click the **Select** button for a label application in a pool.



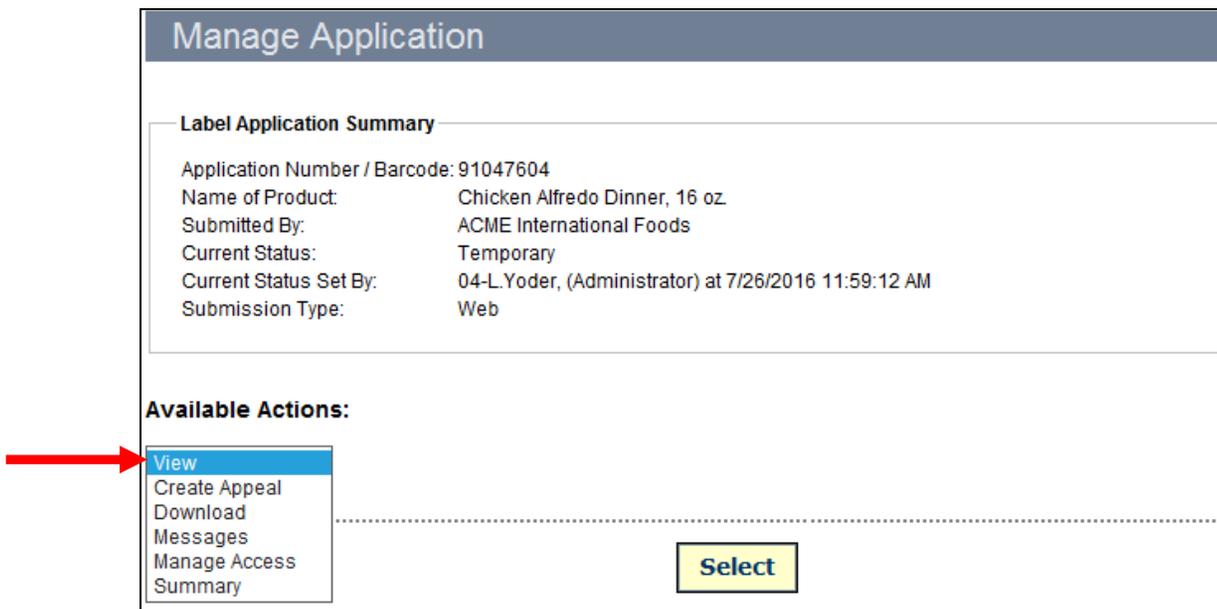
The screenshot shows a table titled "Submitted Applications" with the following data:

Application #	Product Name	Product Type	Status	Last Modified Date	Last Modified By	
91018293	PDF Test 012	Meat	Received	4/21/2014	01-J.Williams, (Submitter)	Select
91018299	TestECapp_5	Poultry	Received	4/21/2014	01-J.Williams, (Submitter)	Select
91018298	ECapp_4	Poultry	Received	4/21/2014	01-J.Williams, (Submitter)	Select

Figure 5-4: Select a Label Application from a Pool

The *Manage Application* screen opens (Figure 5-5). This screen provides summary information about the application, including its current status.

2. Click the Available Actions drop-down arrow (  ) to select an action. The available actions will be role-specific.
3. Select "View" from the Available Actions drop-down list to perform actions needed to review the label's Form 7234.



The screenshot shows the "Manage Application" screen. It includes a "Label Application Summary" section with the following details:

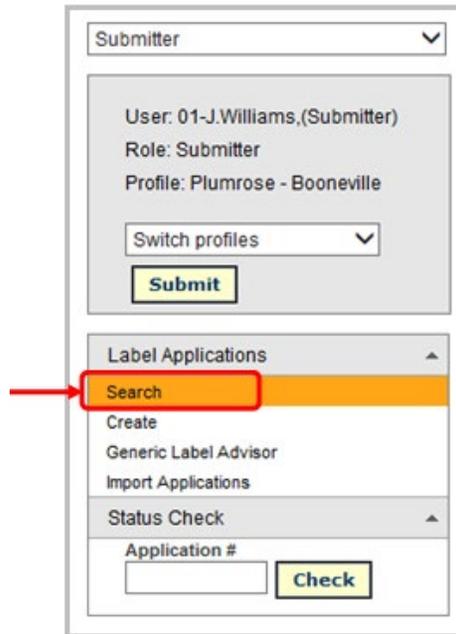
- Application Number / Barcode: 91047604
- Name of Product: Chicken Alfredo Dinner, 16 oz.
- Submitted By: ACME International Foods
- Current Status: Temporary
- Current Status Set By: 04-L.Yoder, (Administrator) at 7/26/2016 11:59:12 AM
- Submission Type: Web

Below the summary is the "Available Actions:" section, which has a dropdown menu open. The "View" option is highlighted, and a red arrow points to it. Other options in the menu include "Create Appeal", "Download", "Messages", "Manage Access", and "Summary". A "Select" button is located to the right of the dropdown menu.

Figure 5-5: Manage Application Screen – Available Actions Drop-down Options

### Search for a LAP or AP

1. If the navigation panel is not displayed, click the **Home** link in the menu bar.
2. Select the **Search** menu option on the left navigation panel.



LSAS displays the *Label Application Search* screen (Figure 5-6).

#### Label Application Search

*Note: All date searches are inclusive of the specified dates.*

**Establishment Number**

**Application Status**

Any

Draft

Extension of Temporary

Pending

Received

Rescinded

Returned

Sketch

Sketch Modified

Temporary

**Earliest Submission Date**      **Latest Submission Date**  
                                     

**Earliest Status Date**                      **Latest Status Date**  
   

**Earliest Expiration Date**                      **Latest Expiration Date**  
   

**Approval Number**

**Figure 5-6: Label Application Search Screen**

3. On the *Label Application Search* screen, enter your criteria in one or more of the fields. The search fields available on the *Label Application Search* screen include the following fields. Refer to the Glossary in Appendix A for a description of the search fields.

### Date Fields

- Earliest Submission Date ; Latest Submission Date
- Earliest Status Date ; Latest Status Date
- Earliest Expiration Date ; Latest Expiration Date
- Earliest Appeal Adjudication Date ; Latest Appeal Adjudication Date

### Textbox Fields

Textbox fields allow a maximum of 30 characters.

- Establishment Number
- Approval Number
- Name of Product
- Name and Address of Firm

Users can enter the percent symbol (%) as a wildcard in textbox fields to perform searches on partial text strings. Some examples of wildcard searches in the Name of Product field include:

- %hot dog - All label names ending in “hot dog” will be found.
- hot dog% - All label names beginning with “hot dog” will be found.
- %hot%dog% - All label names that contain the words “hot” and “dog” will be found.
- hot dog - Only label names with the exact name of “hot dog” will be found.

### Drop-down List Fields

Drop-down list fields allow you to select a single value from a list. Click the downward facing arrow to the right of the field label name to display the complete list, then click the desired value.

- Appeal Status
- Resubmission

### Listbox Fields

Listbox fields allow you to select one or multiple values simultaneously. To select multiple values, press and hold down the Ctrl key while you click on each of the desired values.

- Application Status
- Approval Request Type
- Type of Product

## Label Submission and Approval System (LSAS) Industry User Guide

4. Click the **Search** button. LSAS displays the *Label Application Search Results* screen (Figure 5-7) which lists all the label applications that met the search criteria.

Label Application Search Results														
													Items per page: 50 <input type="button" value="Go"/>	
App#	Appr.#	Est.#	Status	Status Date	Sub. Date	Resub	Name of Product	Type	Approval Request Type	Expiration Date	Appeal Status	Appeal Status Date	Agent Info	Firm Info
<a href="#">91023967</a>		EST. 26A	Pending	03/16/2015	02/09/2015	Yes	Jameson's Hearty Beef Stew	Meat	Sketch					Acme Foods International- 1200 Corporate Blvd, Suite 300-A, Reston, Virginia, 20191, UNITED STATES, 8005551212,
<a href="#">91023841</a>		M10808	Pending	10/29/2014	10/29/2014	No	Retest 12479 Beef Stew	Meat	Sketch					Kruse Meats- 888 West 22nd Street, , Little Rock, Arkansas, 38001, UNITED STATES, 3015040878,
<a href="#">91023875</a>		M2646 + P2646	Pending	09/17/2014	08/19/2014	Yes	All-Beef Hot Dogs	Meat	Sketch					John Ham Company- 1st Line Address, , Tyler, Texas, 40771, UNITED STATES, 8793221239,
<a href="#">91001264</a>	537	EST. 26A	Sketch	08/20/2012	08/16/2012	Yes	ROAST BEEF	Meat	Sketch					Plumrose USA, Inc.- 100 Plumrose Drive, , Booneville, Mississippi, 38829, UNITED STATES, (662) 720-2815,
<a href="#">91000387</a>	105	EST. 26A	Temporary	07/03/2012	06/08/2012	No	Corned Beef	Meat	Temporary	1/1/2013				Plumrose USA, Inc.- 100 Plumrose Drive, , Booneville, Mississippi, 38829, UNITED STATES, (662) 720-2815,

(Page 1 of 1)      Records: 5

**Figure 5-7: Label Application Search Results Screen**

### Open a Label Application From the Search Results List

From the resulting list of LAPs, locate the LAP that you want to edit or to view. Click the application's associated **App#** link from the leftmost column to open the *Manage Application* screen.

Label Application Search Results														
													Items per page: 10 <input type="button" value="Go"/>	
App#	Appr.#	Est.#	Status	Status Date	Sub. Date	Resub	Name of Product	Type	Approval Request Type	Expiration Date	Appeal Status	Appeal Status Date	Agent Info	Firm Info
<a href="#">91009875</a>	7009	EST. 20722	Temporary	07/08/2013	07/08/2013	Yes	Ham Water Added	Meat	Temporary	10/15/2013				

Continue to the *Manage Application Actions* section on page 67 for complete details on the *Manage Application* screen.

## Use the 'Status Check' Function to Open a Specific LAP

If you know the application number of the label application you wish to view, you can use the **Status Check** function to open the application directly, rather than having to search for it in the dashboard pools.

The screenshot shows the LSAS dashboard interface. On the left, there is a user profile for 'User: 01-J.Williams, (Submitter)' with a role of 'Submitter' and profile 'Plumrose - Booneville'. Below this is a 'Label Applications' menu with options like 'Search', 'Create', 'Generic Label Advisor', 'Import Applications', and 'Status Check'. The 'Status Check' option is highlighted with a red box, and a red arrow points to the 'Application #' input field and the 'Check' button. The main content area is titled 'Dashboard' and contains an 'Announcements' table with columns for 'Headline', 'Creation Date', 'Created By', and 'View' buttons.

Headline	Creation Date	Created By	
Web Submissions Status Update	8/5/2014	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 10 – Label Documentation	8/5/2014	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 9 – Formula Information	5/20/2013	04-L.Yoder, (Administrator)	<a href="#">View</a>
Webinar Presentations	4/17/2013	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 8 – Extraordinary Circumstances	4/17/2013	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 7 – Appeal	3/7/2013	04-L.Yoder, (Administrator)	<a href="#">View</a>
LSAS TIP 6 – I received a Sketch Modified label. Where do I find the explanation of the modifications that were made?	9/20/2012	04-L.Yoder, (Administrator)	<a href="#">View</a>

In order to use this feature, simply type the application number into the textbox, then click the **Check** button.

A close-up of the 'Status Check' form. It features a dropdown menu labeled 'Status Check' and an input field for 'Application #' containing the number '91023984'. To the right of the input field is a yellow 'Check' button.

LSAS will display the *Label Application Status Check* screen for the selected label application (Figure 5-8):

The screenshot shows the 'Label Application Status Check' screen. It has a title bar and a section titled 'Label Application Summary' with the following details:

- Application Number / Barcode: 91023984
- Name of the Product: Tasty Turkey Tenders
- Submitted By: Acme Foods International
- Current Status: Pending
- Current Status Set By: 04-L.Yoder, (Administrator) at 4/3/2015 12:46:13 PM
- Submission Type: Web

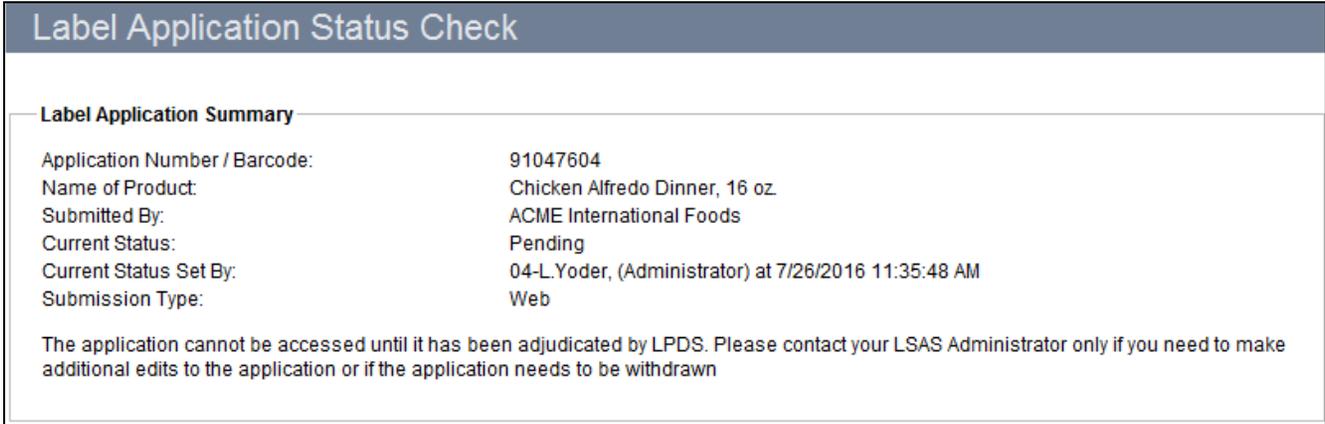
At the bottom of the summary section is a yellow button labeled 'Manage this application'.

Figure 5-8: Label Application Status Check Screen

## Pending Applications

When a label application is submitted to LPDS via LSAS, the submission is originally assigned a status of “Received”. LPDS will change the status from “Received” to “Pending” in order to evaluate the application. After you submit an application, you can open it via LSAS to view its details up until the point that LPDS changes the status to “Pending”. LSAS prevents the Submitter from opening or viewing a label application that is currently in Pending status, and the label application will continue to be inaccessible to the Submitter until it has been adjudicated by LPDS.

If a Submitter tries to access the *Manage Application* screen for an application that LPDS has already changed from Received to Pending, then LSAS will display a message (Figure 5-9) that indicates the application cannot be accessed until it has been adjudicated by LPDS, and to please contact the LSAS Administrator only if you need to make additional edits to the application or if the application needs to be withdrawn.



The screenshot shows a window titled "Label Application Status Check". Inside, there is a section for "Label Application Summary" with the following details:

Application Number / Barcode:	91047604
Name of Product:	Chicken Alfredo Dinner, 16 oz.
Submitted By:	ACME International Foods
Current Status:	Pending
Current Status Set By:	04-L.Yoder, (Administrator) at 7/26/2016 11:35:48 AM
Submission Type:	Web

Below the summary, a message states: "The application cannot be accessed until it has been adjudicated by LPDS. Please contact your LSAS Administrator only if you need to make additional edits to the application or if the application needs to be withdrawn".

Figure 5-9: Label Application Status Check – “Pending” Application Cannot be Accessed by Submitter

## Manage Application Actions

From the *Manage Application* screen, you can select one of the Available Actions to view, edit, or take another appropriate action.

The screenshot shows the 'Manage Application' interface. At the top is a header bar with the title 'Manage Application'. Below this is a section titled 'Label Application Summary' containing the following details:

- Application Number / Barcode: 91047604
- Name of Product: Chicken Alfredo Dinner, 16 oz.
- Submitted By: ACME International Foods
- Current Status: Temporary
- Current Status Set By: 04-L.Yoder, (Administrator) at 7/26/2016 11:59:12 AM
- Submission Type: Web

Below the summary is a section titled 'Available Actions:' which contains a drop-down menu with the following options: View, Create Appeal, Download, Messages, Manage Access, and Summary. To the right of the drop-down menu is a yellow 'Select' button.

Figure 5-10: Manage Application Screen

Not only does the *Manage Application* screen provide status information, but it also provides the Submitter the tools required to edit, submit, and resubmit LAPs. The submitter has privileges to perform any one of the actions listed in the Available Actions drop-down list. Depending on the selected label application's current status, the Available Actions options will vary.

The Available Actions drop-down menu options for the Submitter role are:

- **View**
- **Edit**
- **Withdraw**
- **Create Appeal**
- **Download**
- **Messages**
- **Manage Access**
- **Summary**

Two menu options will be available and accessible only under certain conditions:

- **Create Appeal:** This option is available only for label applications that have an Application Status of "Sketch Modified," "Returned," "Temporary," or "Extension of Temporary" and only if the allowed number of appeals has not been exhausted.
- **Withdraw:** This option is available only for label applications that have an Application Status of "Received"

## View

The “View” option opens a web-based viewer that displays the label application Form 7234 and any other supporting documentation that was uploaded by the submitter.

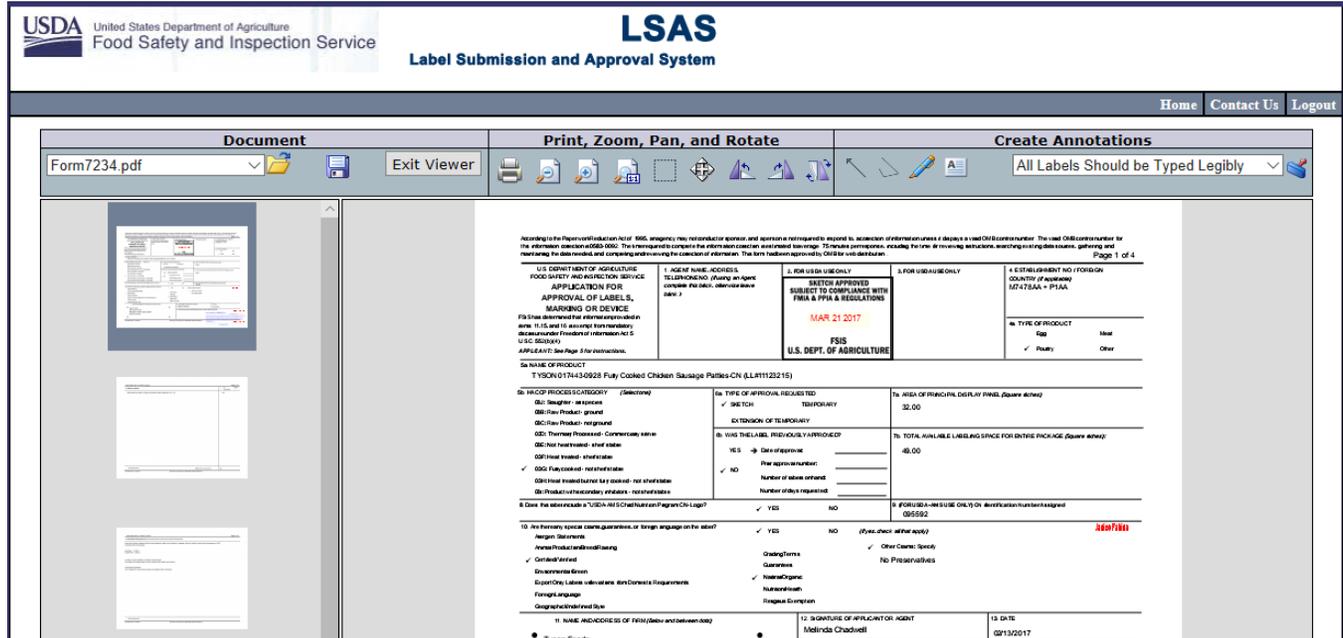
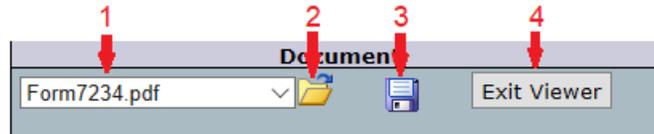


Figure 5-11: Label Application Viewer Screen

The Submitter can select a label image and any other documentation uploaded by the Submitter. By default, the Viewer opens with the image of Form 7234.

### Select Uploaded Documentation



1	Document drop-down selection list
2	Open/View the selected document
3	Save the change
4	Close/exit the viewer

By default, the viewer will display the LAP’s Form 7234. To view a different document, perform the following steps:

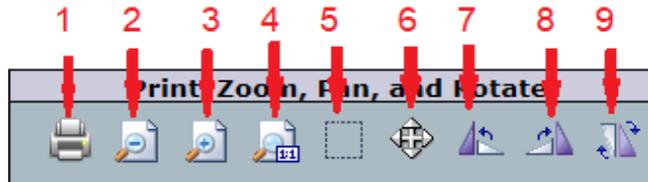
1. Click the down arrow at the right of the Document drop-down selection list (1). The drop-down list will expand to display all the supporting documents that are currently associated with the LAP.
2. Select/highlight a document from the drop-down.
3. Click the open folder icon (2). LSAS will display the selected document in the viewer.

- Click the Save button to save any changes

To return to the *Manage Application* screen, click the **Exit Viewer** button (4).

### Print, Zoom, Pan, and Rotate Operations

The print icon enables you to print. To zoom in or out or to pan right or left in the document, click the appropriate icon.



1	Print
2	Zoom Out
3	Zoom In
4	View Image Full Size
5	Zoom in to the selected rectangle
6	Pan on drag
7	Rotate the selected image 90 degrees counter-clockwise
8	Rotate the selected image 90 degrees clockwise
9	Rotate the selected image 180 degrees (flip the image vertically)

### Edit

Select the “Edit” option to open a text editor for the 7234 label application information and make additions, deletions, changes, or corrections as appropriate.

**NOTE:** The Edit option will appear in the Available Actions drop-down only if the application is either in “Draft” status (the application has not yet been submitted) or in “Returned” status (the application was returned to the submitter by FSIS).

All changes can be saved when the **Save** button is selected.

Once in the editor, the submitter can quickly navigate to the desired information or screen by using the **Go to** drop-down list (Figure 5-12).

- Click the down arrow () on the Go to drop-down list. The list opens displaying ten screens to select. Scroll to the desired screen and select/highlight the desired screen.
- Click the **Go** button (). LSAS will display the selected screen. Make the appropriate changes and save them using the **Save** button at the bottom of the screen.

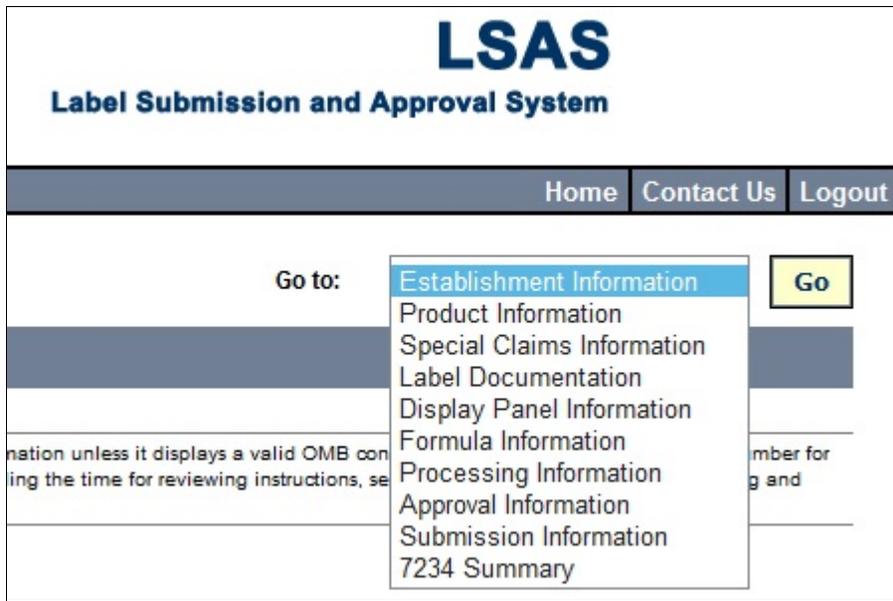


Figure 5-12: Go To Drop-down List

3. To return to the *Manage Application* screen, click the **Exit Editor** button at the bottom of the screen.

## Create Appeal

This function allows the submitter to appeal an LPDS decision. The submitter may appeal a Sketch Modified label application. Normally, a returned label application is resubmitted.

**Manage Application**

---

**Label Application Summary**

Application Number / Barcode: 91079050  
 Name of Product: Turkey Pot Pie  
 Submitted By: ACME Foods International  
 Current Status: Returned  
 Current Status Set By: Honea, Wendy at 10/23/2017 11:00:56 AM  
 Submission Type: Web

---

**Available Actions:**

View

Edit

Create Appeal

Download

Messages

Manage Access

Summary

**Select**

You can create an appeal for a label application only if LPDS has adjudicated the application to one of the following statuses: “Sketch Modified,” “Return,” “Temporary,” or “Extension of Temporary.” An appeal cannot be created for a label application that LPDS adjudicated as “Sketch.”

The “Create Appeal” action does not appear in the Available Actions drop-down list if you have already used up all of the appeal requests (Appeal Levels 1, 2, and 3) for the selected label application.

You can create an appeal for a returned application only if the application includes the same, unedited data as the original submission. If LPDS returns a label application, and then you edit the returned application, you will not be able to create an appeal for the edited application. If you edit a returned application, you can resubmit the application with the updated information, but you cannot create an appeal.

Once submitted, the appeal is evaluated by an Appeals Handler, a senior level LPDS personnel member. Each appeal will be reviewed to determine whether the reason submitted by the submitter is valid. The Appeal Handler has the option to approve the appeal. Alternatively, the handler can reject the appeal and send the label application back to the submitter. The submitter, upon reviewing the new decision, has the option to re-appeal this decision. When a subsequent appeal is submitted, it is escalated to a higher priority/level and will be reviewed by a higher authority in LPDS.

If an appealed LAP is approved, then LPDS will change the status to “Approved”. LPDS’s decision will appear in the submitter’s Dashboard.

The steps in the remainder of this section illustrate an example of the creation of an appeal for a returned application.

1. From the *Returns and Rescinded Applications* pool, select the returned application that you wish to appeal.

Returns and Rescinded Applications					
Application #	Product Name	Product Type	Status	Last Modified Date	
91079050	Turkey Pot Pie	Poultry	Returned	10/23/2017	Select

[View All](#)

2. LSAS will display the *Manage Application* screen for the selected application.

### Manage Application

---

**Label Application Summary**

Application Number / Barcode: 91079050  
 Name of Product: Turkey Pot Pie  
 Submitted By: ACME Foods International  
 Current Status: Returned  
 Current Status Set By: Honea, Wendy at 10/23/2017 11:00:56 AM  
 Submission Type: Web

---

**Available Actions:**

View ▼

---

**Select**

3. Select the “Create Appeal” option from the Available Actions drop-down list.

**Available Actions:**

- View
- Edit
- Create Appeal
- Download
- Messages
- Manage Access
- Summary

LSAS will display the *Appeal Label Application Adjudication* screen.

### Appeal Label Application Adjudication

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 2 hours 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.

---

#### Label Application Summary

Application Number / Barcode: 91079050  
Name of Product: Turkey Pot Pie  
Submitted By: ACME Foods International  
Current Status: Returned  
Current Status Set By: Honea, Wendy at 10/23/2017 11:00:56 AM  
Submission Type: Web

[Manage this application](#)

---

#### Label Application Information

**Product Name:**  
Turkey Pot Pie

**Establishment Number/Foreign Country:**  
358

**Application Number / Barcode:**  
91079050



- 6. Skip the Reviewer's Reason for Disapproval or Modification. This is a read-only field. Only LPDS can enter data in this field.

Reviewer's Reason for Disapproval or Modification

- 7. Select a value for the Approval Type Requested field. This is a required field.

Approval Type Requested\*

Sketch

Temporary

- 8. In the *Supporting Documents* section, upload all of the files and supporting documentation related to the appeal.

LSAS displays all documents that were uploaded for all previous submissions of the label application and all previous appeals (if any) in the *Previously Uploaded Files* list which appears at the top of the *Supporting Documents* section. The filenames and dates of these previously uploaded files are displayed for reference purposes only.

Supporting Documents

Previously Uploaded Files

File Name	Upload Date
Label Image.jpg	4/26/2017 8:26:33 AM
Organic Certification.doc	4/26/2017 8:36:34 AM
Ingredient List.doc	4/26/2017 8:36:34 AM
Nutrition Data - Detailed.doc	4/27/2017 10:43:13 AM

Do not upload files that contain layers, comments, bookmarks, or hidden text, or which are password-protected. Files that are created in Adobe Illustrator--or similar imaging applications--must be flattened before being uploaded to LSAS.

Select a file to upload\*

## Label Submission and Approval System (LSAS) Industry User Guide

Click the **Browse** button to locate a file that you wish to attach to the current appeal, then click the **Upload** button to upload the file to LSAS. All files that you upload for the current appeal will appear in the *Uploaded Files* list.

**Previously Uploaded Files**

File Name	Upload Date
Label Image.jpg	4/26/2017 8:26:33 AM
Organic Certification.doc	4/26/2017 8:36:34 AM
Ingredient List.doc	4/26/2017 8:36:34 AM
Nutrition Data - Detailed.doc	4/27/2017 10:43:13 AM

**Do not upload files that contain layers, comments, bookmarks, or hidden text, or which are password-protected. Files that are created in Adobe Illustrator--or similar imaging applications--must be flattened before being uploaded to LSAS.**

Select a file to upload\*

**Uploaded Files**

Document	File Name	Upload Date	Size
<input type="checkbox"/>	<a href="#">Appeal Request.docx</a>	5/5/2017 11:02:16 AM	13 KB

If you uploaded a file in error, you can remove it from the appeal by selecting its associated checkbox and then clicking the **Remove Selected** button. You can only remove files that were uploaded for the current appeal; you cannot remove any files that were uploaded for a previous submission or a prior appeal of the label application.

9. After you have selected the desired values and uploaded all necessary documents, click the **Submit** button.
10. Click the **Confirm** button.

## Withdraw

This function allows the Submitter to withdraw a label application.

**NOTE:** The Withdraw function is not available to the Submitter if the LAP’s status is “Pending”; an application can be withdrawn only if it is in “Received” status.

Perform the following steps to withdraw an application:

1. Locate the label application in the *Submitted Applications* pool.

Submitted Applications					
Application #	Product Name	Product Type	Status	Last Modified Date	
91047598	Seasoned Organic Turkey Burgers	Poultry	Received	7/20/2016	Select
91047597	Chicken & Vegetables Stir Fry Mix	Poultry	Received	7/20/2016	Select
91047596	Breaded Chicken Breast Cutlets	Poultry	Received	7/20/2016	Select
91047595	Cheesy Chicken Pot Pie	Poultry	Received	7/20/2016	Select
91047407	Crispy Breaded Chicken Nuggets	Poultry	Pending	6/23/2016	Select
91047418	Turkey Pot Pie - Reduced Sodium	Poultry	Received	6/13/2016	Select
91047406	Barbeque Chicken Wings	Poultry	Received	6/10/2016	Select
91047405	Turkey Dots for Tots	Poultry	Received	6/9/2016	Select
91047404	Tempting Turkey Tortellini	Poultry	Received	6/9/2016	Select
91047403	Spicy Turkey Meatballs	Poultry	Received	6/9/2016	Select

[View All](#)

2. Click the application’s associated **Select** button. LSAS will display the *Manage Application* screen for the selected application.

### Manage Application

**Label Application Summary**

Application Number / Barcode: 91047403  
 Name of Product: Spicy Turkey Meatballs  
 Submitted By: ACME Foods International - US SW  
 Current Status: Received  
 Current Status Set By: 01-J.Williams, (Submitter) at 6/9/2016 3:38:09 PM  
 Submission Type: Web

**Available Actions:**

View ▼

---

Select

3. Select “Withdraw” from the Available Actions drop-down list.



4. Click the **Select** button. LSAS will display the *Withdraw Application* screen (Figure 5-13).

The *Withdraw Application* screen displays a message asking the user to confirm the withdraw action. The message notifies the user that withdrawn applications lose their position in LPDS’s review queue; if a withdrawn application is submitted at a later time, then it will be treated as a brand new application and placed at the bottom of the review queue.

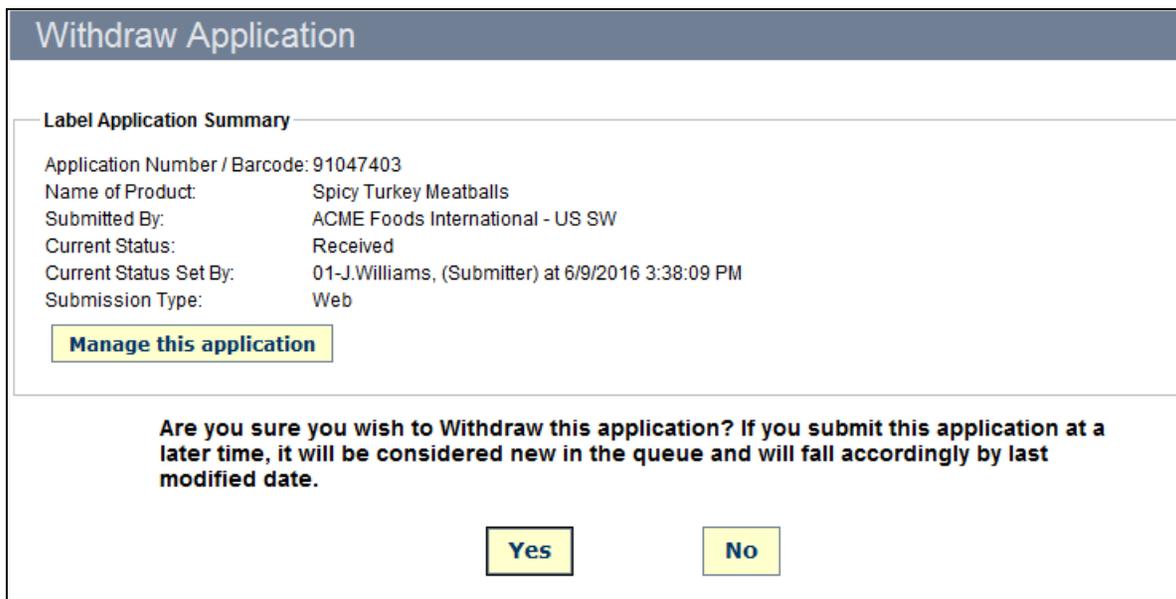


Figure 5-13: Withdraw Application Screen

5. Click the **Yes** button to proceed with the withdrawal.

The *Withdraw Application* screen displays a Status Change Comment textbox.

**Withdraw Application**

**Label Application Summary**

Application Number / Barcode: 91047403  
Name of Product: Spicy Turkey Meatballs  
Submitted By: ACME Foods International - US SW  
Current Status: Received  
Current Status Set By: 01-J.Williams, (Submitter) at 6/9/2016 3:38:09 PM  
Submission Type: Web

**Manage this application**

**Status Change Comment \***

**Submit**

\* Required Fields

6. Enter a comment in the Status Change Comment field. A comment is required.
7. Click the **Submit** button.

The bottom of the *Withdraw Application* screen displays a message indicating that you must confirm the action to complete the withdrawal.

**Please review your data/selections and click "Confirm" to submit this form and save any changes.**

**Confirm**

8. Click the **Confirm** button.

LSAS displays the *Withdrawal Confirmation* screen.

## Withdrawal Confirmation

---

### Label Application Summary

Application Number / Barcode: 91047403  
Name of Product: Spicy Turkey Meatballs  
Submitted By: ACME Foods International - US SW  
Current Status: Withdrawn  
Current Status Set By: 01-J.Williams, (Submitter) at 7/26/2016 2:00:13 PM  
Submission Type: Web

[Manage this application](#)

---

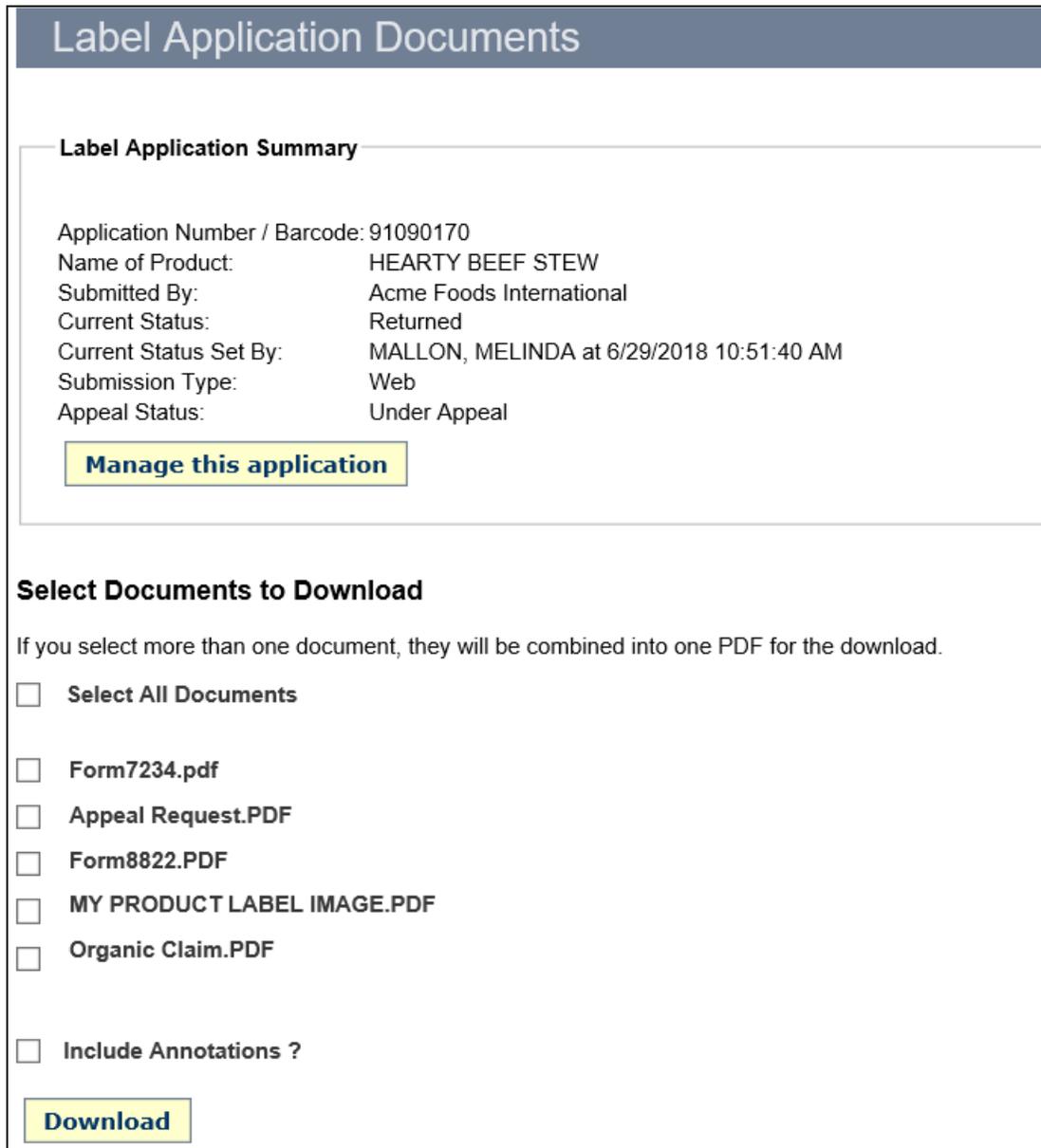
 **Submission Successful**  
The label application has been withdrawn.

The withdrawn LAP will appear in the submitter's *Drafts* pool and be sorted to the top of the list.

## Download

The “Download” option allows the submitter to select one or more uploaded documents, convert them into a single PDF, and open the PDF for review.

Select the “Download” option from the Available Actions drop-down to display the *Label Application Documents* screen (Figure 5-14).



The screenshot shows a web interface titled "Label Application Documents". It features a "Label Application Summary" section with the following details:

Application Number / Barcode:	91090170
Name of Product:	HEARTY BEEF STEW
Submitted By:	Acme Foods International
Current Status:	Returned
Current Status Set By:	MALLON, MELINDA at 6/29/2018 10:51:40 AM
Submission Type:	Web
Appeal Status:	Under Appeal

Below the summary is a button labeled "Manage this application".

The "Select Documents to Download" section includes the instruction: "If you select more than one document, they will be combined into one PDF for the download." It lists several documents with checkboxes:

- Select All Documents
- Form7234.pdf
- Appeal Request.PDF
- Form8822.PDF
- MY PRODUCT LABEL IMAGE.PDF
- Organic Claim.PDF

There is also an option for "Include Annotations ?" with an unchecked checkbox. At the bottom of this section is a "Download" button.

Figure 5-14: Label Application Documents Screen – Select Documents to Download

The *Select Documents to Download* section of this screen lists all of the files that are associated with the label application.

**Select Documents to Download**

If you select more than one document, they will be combined into one PDF for the download.

**Select All Documents**

**Form7234.pdf**

**Appeal Request.PDF**

**Form8822.PDF**

**MY PRODUCT LABEL IMAGE.PDF**

**Organic Claim.PDF**

**Include Annotations ?**

**Download**

Screen Element	Description
Select All Documents checkbox	Select this checkbox if you would like to select all of the documents associated with the label application. This option will automatically select all the checkboxes except for the Include Annotations? checkbox.
Include Annotations? checkbox	Select this checkbox if you would like to include LPDS's annotations in the downloaded PDF.
<b>Download</b> button	Click this button to generate the PDF and display a prompt from which you can choose to either open or save the file.
Download Sort Order	Download sort order should be: 7234 Form, Label image and supporting document(s).  If Appeal then download sort order should be: 7234 Form, Label image, supporting document(s) from original, Appeal Form, Supporting Documents for Appeal.

## Messages

The submitter can publish messages to or review messages from LPDS for assistance on a LAP.

Select “Messages” from the Available Actions drop-down to display the *Messages* screen (Figure 5-15) for the selected application.

The screenshot shows the 'Messages' interface for a specific application. At the top, there is a 'Label Application Summary' section with the following details:

- Application Number / Barcode: 91079087
- Name of Product: Turkey & Stuffing, Family Size
- Submitted By: ACME Foods International
- Current Status: Temporary
- Current Status Set By: 105-Abadir, (Administrator) at 9/11/2017 11:37:21 AM
- Submission Type: Web

Below the summary is a 'Manage this application' button. The main area is titled 'Would you like to create a new message?' and contains a 'Create' button. There is also a checkbox for 'Select All Messages' and a 'Delete All Selected Messages' button. The message list contains three entries, each with a checkbox on the left:

- Thank you for fixing the status of this application to be "Temporary". This is what we meant to do with the original submission.  
Created By: Bechtold, Christina on 9/11/2017  
Publish To Internal Users and Submitter
- LPDS received your message and reviewed the label application. LPDS believes this application should have been submitted as a "Temporary" application rather than a "Sketch" application. We have approved the application as "Temporary". Please call LPDS if this was not your intention.  
Created By: 105-Abadir, (Administrator) on 9/11/2017  
Publish To Internal Users and Submitter
- Please review this application ASAP because we are almost out of labels and will be submitting a new label application as soon as the current labels run out. Thank you!  
Created By: Bechtold, Christina on 9/11/2017  
Publish To Internal Users and Submitter

Figure 5-15: Messages Screen

The *Messages* screen displays messages in the order they were created, from the most recent to the oldest.

Note: This screen is slightly different from the *Messages* screen that is accessed from the dashboard. If accessed from the dashboard, you can only view messages, and, if desired, delete the most recently created message for the label application. In contrast, the *Messages* screen accessed from the Available Actions allows you to delete **any** message you created for the label application, as well as create new messages.

### Create a Message

To create a message, click the **Create** button.

The screenshot displays the 'Messages' section of the LSAS interface. At the top, there is a 'Label Application Summary' box containing the following details:

- Application Number / Barcode: 91079087
- Name of Product: Turkey & Stuffing, Family Size
- Submitted By: ACME Foods International
- Current Status: Temporary
- Current Status Set By: 105-Abadir, (Administrator) at 9/11/2017 11:37:21 AM
- Submission Type: Web

Below the summary is a yellow button labeled 'Manage this application'. Underneath, the text asks 'Would you like to create a new message?'. A red arrow points to a yellow 'Create' button. Below this is a checkbox for 'Select All Messages' and a yellow button labeled 'Delete All Selected Messages'. The main area contains three message cards, each with a checkbox in the top left corner:

- Message 1:** Thank you for fixing the status of this application to be "Temporary". This is what we meant to do with the original submission. Created By: Bechtold, Christina on 8/11/2017. Publish To Internal Users and Submitter.
- Message 2:** LPDS received your message and reviewed the label application. LPDS believes this application should have been submitted as a "Temporary" application rather than a "Sketch" application. We have approved the application as "Temporary". Please call LPDS if this was not your intention. Created By: 105-Abadir, (Administrator) on 8/11/2017. Publish To Internal Users and Submitter.
- Message 3:** Please review this application ASAP because we are almost out of labels and will be submitting a new label application as soon as the current labels run out. Thank you! Created By: Bechtold, Christina on 8/11/2017. Publish To Internal Users and Submitter.

LSAS will display the *Create Message* screen (Figure 5-16).

**Create Message**

**Label Application Summary**

Application Number / Barcode: 91079067  
Name of Product: Turkey & Stuffing, Family Size  
Submitted By: ACME Foods International  
Current Status: Temporary  
Current Status Set By: 105-Abadir, (Administrator) at 9/11/2017 11:37:21 AM  
Submission Type: Web

**Manage this application**

**Message**

**Submit**

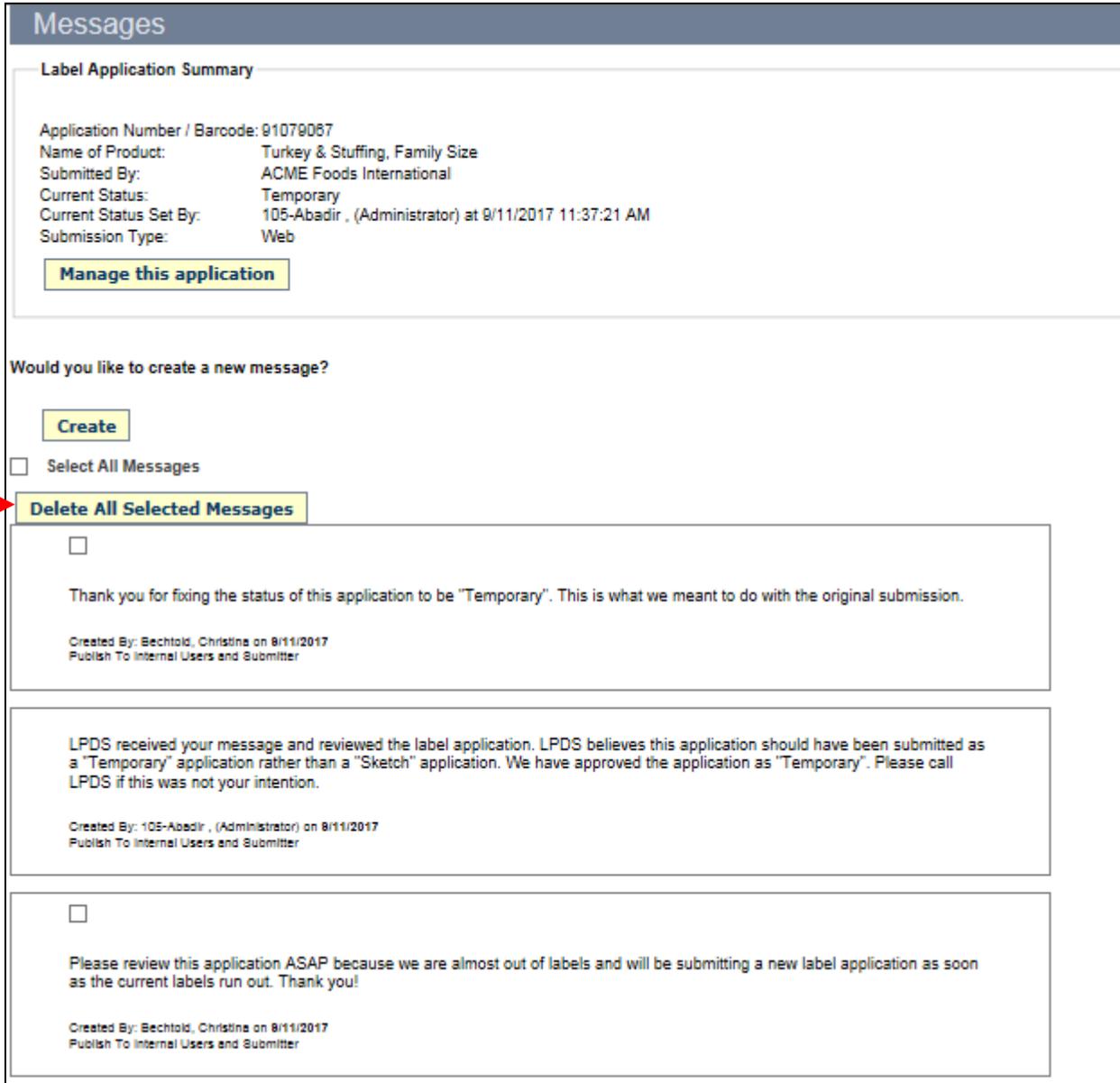
**Figure 5-16: Create Message Screen**

1. Enter your message in the textbox provided.
2. Click the **Submit** button. LSAS will prompt you to confirm the creation of the new message.
3. Click the **Confirm** button. LSAS will display the *Message Submission Confirmation* screen which indicates that the message was successfully created.

Because this is the most recently created message for the label application, it will appear in the *Messages* pool on the dashboard.

### Delete a Message

To delete a message, select its associated checkbox and then click the **Delete All Selected Messages** button. If desired, you can select multiple checkboxes and delete all the selected messages simultaneously. If you would like to delete all of the messages associated with a label application, select the checkbox beside the “Select All Messages” option and then click the **Delete All Selected Messages** button.



The screenshot displays the 'Messages' section of the LSAS interface. At the top, there is a 'Label Application Summary' box containing details such as 'Application Number / Barcode: 91079087', 'Name of Product: Turkey & Stuffing, Family Size', 'Submitted By: ACME Foods International', 'Current Status: Temporary', 'Current Status Set By: 105-Abadir, (Administrator) at 9/11/2017 11:37:21 AM', and 'Submission Type: Web'. Below this is a 'Manage this application' button. The main area is titled 'Would you like to create a new message?' and includes a 'Create' button, a 'Select All Messages' checkbox, and a 'Delete All Selected Messages' button. A red arrow points to the 'Delete All Selected Messages' button. Below these options is a list of three messages, each with a checkbox and a text description. The first message says 'Thank you for fixing the status of this application to be "Temporary". This is what we meant to do with the original submission.' The second message says 'LPDS received your message and reviewed the label application. LPDS believes this application should have been submitted as a "Temporary" application rather than a "Sketch" application. We have approved the application as "Temporary". Please call LPDS if this was not your intention.' The third message says 'Please review this application ASAP because we are almost out of labels and will be submitting a new label application as soon as the current labels run out. Thank you!'.

Note: Submitters will see checkboxes only for the messages that they created. Submitters will not see checkboxes for any messages that LPDS created; Submitters cannot select or delete messages that were created by LPDS users.

LSAS will prompt you to confirm the deletion. Click **Submit** and then **Confirm** to complete the deletion.

## Manage Access

This function allows the current submitter to assign a LAP to another profile.

1. On the *Manage Application* screen, select “Manage Access” from the Available Actions drop-down.

The screenshot shows the 'Manage Application' interface. At the top is a header 'Manage Application'. Below it is a section titled 'Label Application Summary' containing the following details:

- Application Number / Barcode: 91047604
- Name of Product: Chicken Alfredo Dinner, 16 oz.
- Submitted By: ACME International Foods
- Current Status: Temporary
- Current Status Set By: 04-L.Yoder, (Administrator) at 7/26/2016 11:59:12 AM
- Submission Type: Web

Below the summary is a section titled 'Available Actions:' with a dropdown menu. The menu items are: View, Create Appeal, Download, Messages, Manage Access (highlighted), and Summary. To the right of the dropdown is a yellow 'Select' button.

LSAS will display the *Label Application Access* screen for the label application (Figure 5-17).

The screenshot shows the 'Label Application Access' interface. At the top is a header 'Label Application Access'. Below it is a section titled 'Label Application Summary' containing the same details as the previous screen:

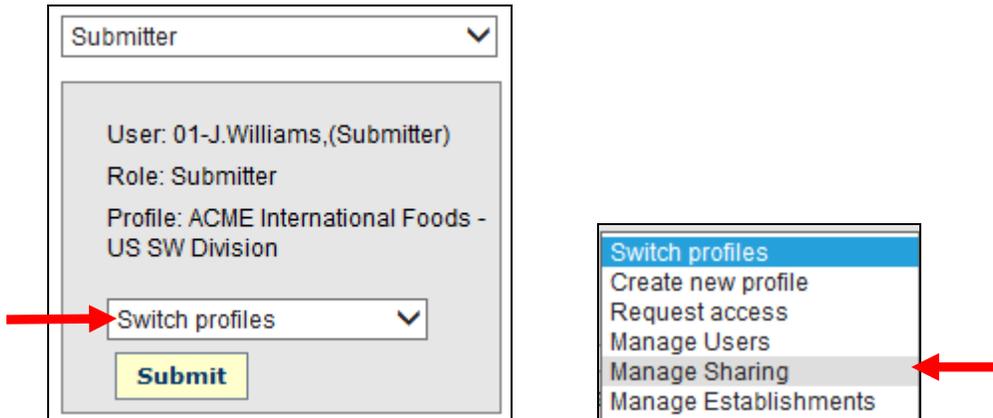
- Application Number / Barcode: 91047604
- Name of Product: Chicken Alfredo Dinner, 16 oz.
- Submitted By: ACME International Foods
- Current Status: Temporary
- Current Status Set By: 04-L.Yoder, (Administrator) at 7/26/2016 11:59:12 AM
- Submission Type: Web

Below the summary is a yellow button labeled 'Manage this application'. Further down is a question: 'Would you like to assign another profile access to this label application?' with a yellow 'Assign' button to its right. At the bottom is a blue information box with an 'i' icon and the text: 'There are no profiles with which this label application is currently shared.'

Figure 5-17: Label Application Access Screen – From the ‘Manage Access’ Available Action

If the label application is currently shared with other user profiles, then those profiles will be listed on the *Label Application Access* screen. The user can select one or more of the profiles, and then click the **Assign** button, in order to share the label application with them.

If there are no user profiles to select, then the current user will utilize the **Manage Sharing** function in the **Profile** area of the *Dashboard* screen.



## Summary

The Summary option allows the submitter to view the 7234 application information, including supporting documentation, messages, and comments. This view displays all the label information entered by the submitter, whereas only a portion of the information appears on the Form 7234.

The screenshot shows a web interface with a dark blue header containing the text "Application For Approval of Labels, Marking or Device". Below the header, there are two main sections. The first section is titled "Label Application Summary" and contains the following text: "Application Number / Barcode: 12345678", "Application Status: Sketch", "Submission Date: 12/5/2018", and "Submission Type: WEB". The second section is titled "Label Application Adjudication Information" and contains the following text: "Approval Number: 12345678", "Adjudication Date: 12/5/2018", "Approval Status: Sketch", and "Adjudicated By: Bond, James".

Figure 5-18: Application For Approval of Labels, Marking or Device Screen (aka “Summary screen”)

The information on this screen is organized into sections as follows:

### Label Application Summary

- Application Number / Barcode
- Application Status
- Submission Date
- Submission Type (WEB, MAIL, FAX, COURIER, or EXPRESS)

### Label Application Adjudication Information

*NOTE: This section will be displayed on the screen only if the label application has been adjudicated. It will not appear for applications that have a status of Draft, Received, or Pending.*

- Approval Number
- Adjudication Date
- Approval Status
- Adjudicated By

**Establishment Information**

Establishment Information			
Included Establishment			
Establishment Number	Establishment Name	Establishment Type	Organization Detail
479	XYZ Meat Corporation	International	88 Ashley Boulevard Toronto M1V 1V3 CANADA

- Establishment Number
- Establishment Name
- Establishment Type
- Organization Detail (Establishment address)

**Product Information**

Product Information
<b>Name of Product:</b> Vegetable Beef Soup
<b>HACCP Process Category:</b> 03B: Raw Product - ground
<b>Include a 'USDA-AMS Child Nutrition Program CN-Logo':</b> No
<b>CN Identification Number Assigned:</b>
<b>Type of Product:</b> Meat
<b>Voluntary Review of a Submission which can be generically approved:</b> No
<b>Extraordinary Circumstances:</b> Yes. I certify this label meets the FSIS extraordinary circumstances requirements
<b>EC GateKeeper Vetting Decision:</b> Approved
<b>EC GateKeeper's comments:</b> Vet EC decision is 'Confirm'

- Name of Product
- HACCP Process Category
- Include a 'USDA-AMS Child Nutrition Program CN-Logo' (Yes/No)
  - CN Identification Number Assigned (This will be blank if no CN number was provided.)
- Type of Product
- Voluntary Review of a Submission which can be generically approved (Yes/No)
- Extraordinary Circumstances: (Yes/No) certification - label meets FSIS's EC requirements
- Special Claims Information

**Special Claims Information**

Special Claims Information

- Special Claims Information (This section will be blank if the Submitter did not include any Special Claims.)

**Label Documentation Information**

Label Documentation Information

Document Name	Documentation Type	Upload Date	Uploaded by	Size
<a href="#">MY PRODUCT LABEL IMAGE.PDF</a>	Label Image *	12/5/2018 10:59:53 AM	KENT, CLARK	71 KB
<a href="#">Extraordinary Circumstance Claim.PDF</a>	Extraordinary Circumstances *	12/5/2018 10:59:54 AM	KENT, CLARK	13 KB

- Document Name
- Documentation Type
- Upload Date
- Uploaded by
- Size

**Principal Display Panel Information**

Principal Display Panel Information

Area of Principal Display Panel: 8.0000 (sq.Inches)

Total available labeling space for entire package: 20.0000 (sq.Inches)

- Area of Principal Display Panel
- Total available labeling space for entire package

**Formula Information**

**Formula Information**

Unit Type: Percent

**Added Ingredients**

Ingredient Name	Percentage
WATER	40
BEEF	20
POTATOES	15
CARROTS	10
CELERY	10
ONION	5

**Calculated Total: 100%**

- Unit Type (Percent or Weight)
- Added Ingredients table:
  - Ingredient Name
  - Percentage or Weight (depending on Submitter’s selection for the Unit Type)
- Calculated Total (For ingredient formulas that use percentages, this value must be 100% in order to submit the label application.)

**Processing Information**

**Processing Information**

**Processing Procedures**

All ingredients are prepared in the same commercial-size stainless steel containers in large batches. Product is fully cooked, then portioned and vacuum-sealed in plastic packaging. The portioned product is individually boxed using lightly waxed, heavy card stock paper to protect the product, retain freshness. Wax paper also improves integrity of box in wet conditions. Product is frozen and stored on premises until delivery / sale.

- Processing Procedures

## Approval Information

Approval Information
Type of Approval requested: Sketch
<b>Previously Approved Label Information</b>
Prior Approval Number:
Approval Date:
Number of Labels on Hand:
Number of Days Requested:

- Type of Approval requested: (Sketch, Sketch Modified, Temporary, Extension of Temporary)  
If Temporary:
  - Conditions for Temporary Applications
  - Reason why the label application is submitted for Temporary Approval
  - (Yes/No) certification - user followed instructions for a Temporary Application request.
- Previously Approved Label Information: Prior Approval Number, Approval Date
- Number of Labels on Hand
- Number of Days Requested

## Submission Information

Submission Information
Firm Name: XYZ Corporation
Contact Name: Clark Kent
Address: 333 Aubergine Road Suite 5A
City: Austin
State: Texas
ZipCode: 12345
Country: UNITED STATES
Phone: 8885551111
Fax:
Email: c.kent@xyzfoods.org
This is not a submission by an Agent.

- Firm Name
- Contact Name
- Address, City, State, Zip Code, Country
- Phone, Fax, Email
- Submission by an Agent (Yes/No)

**Label Application Versions**

Label Application Versions	
<b>Previous Versions</b>	
Version Date	Version by
<a href="#">12/5/2018</a>	External

- Previous Versions table:
  - Version Date
  - Version by

**Label Application Comments**

Label Application Comments	
Created By: <a href="#">Bond, James</a> Application Status: <a href="#">Sketch</a> Comment: <a href="#">Adjudication decision - Changing Returned to Sketch</a>	12/5/2018 11:24:18 AM

If the label has been adjudicated, the submitter can view any comments entered by the LPDS. Each comment will include the following data:

- Created By
- Date and time the comment was created
- Application Status
- Comment

**Buttons:**



**Manage this application** Return to the *Manage Application* screen.

**Download Summary** Download a PDF version of the information that is displayed on this screen. Note: The PDF obtained from this *Summary* screen is not the same as the one obtained via the *Download* screen, which includes the actual label image, form, and supporting documentation. See the *Download* section on page 81 for details.

## 6 Generic Label Advisor

Prior to creating a label application, an establishment may want to check whether the label can be generically approved. Effective January 6, 2014, FSIS regulation 9 CFR 412.2 streamlined the label approval process and allowed establishments more flexibility. The generic approval category was expanded so that establishments could use certain labeling without prior FSIS approval. LSAS has incorporated the regulations into a wizard, the Generic Label Advisor, to allow the submitter to determine if a label can be generically approved.

The following conditions prohibit a label application from being considered for generic approval:

- The product was produced under a religious exemption.
- The label is for export only with deviations from domestic requirements.
- The label is for temporary approval.
- The label bears a special statement or claim that was not previously approved.
- Product Type is "Egg/Other".
- The Product Type is an exotic species under voluntary inspection.

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**NOTE:** The Product Type "Egg/Other" includes exotic species.

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If the Generic Label Advisor (GLA) determines that a label can be generically approved, LSAS will generate a certificate for the establishment to file with its labeling records.

If the wizard determines that the label cannot be generically approved, it will display a message stating so. The wizard will also display a **Go To Label Application** button that you can click to open the LSAS label application screens for the normal submission process.

1. To start the GLA, click the **Generic Label Advisor** menu option in the left navigation panel.

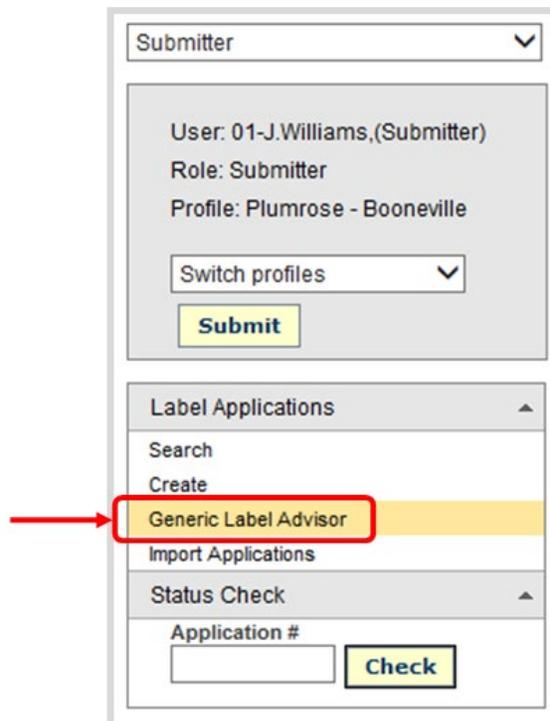


Figure 6-1: Generic Label Advisor

2. LSAS displays a series of questions. Based on the submitter’s responses, LSAS may display additional questions to obtain more details.

**NOTE:** The opening window of the wizard includes a link to the regulations, 9 CFR Part 317.2 and 9 CFR Part 381, SubPart N, for reference. Throughout the wizard, the user will find links to specific regulations for easy access.

The first question in the wizard asks whether the label is for meat, poultry, or egg/other (Figure 6-2).

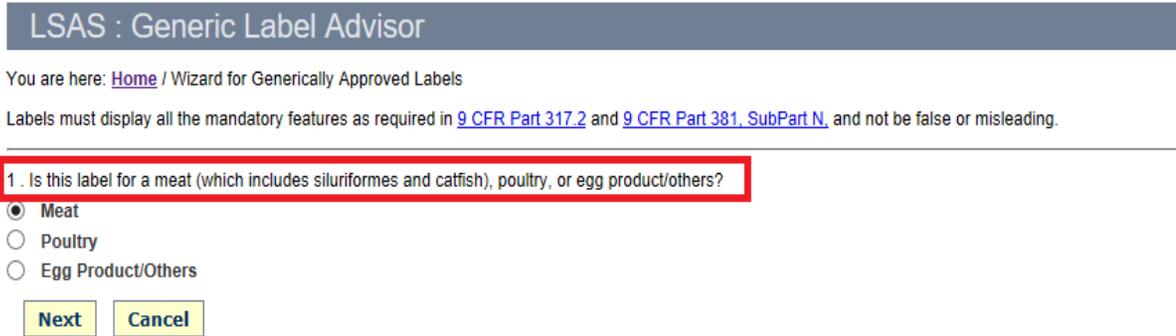
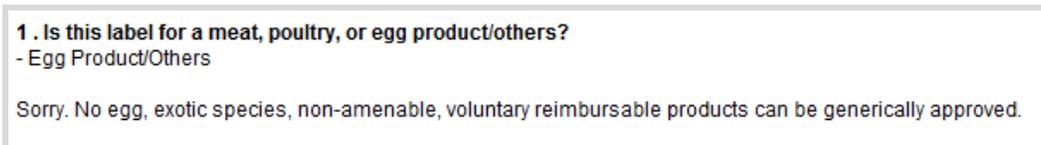


Figure 6-2: Generic Label Advisor Wizard – Question 1

3. Select the appropriate product type, then click the **Next** button.
  - If your answer to Question 1 was “Egg Product/Others” then LSAS will display a message indicating that you cannot submit the application for generic review.



- If your answer to Question 1 was “Meat” or “Poultry” then the wizard will proceed to ask Question 2 to determine whether the label falls under one or more categories (Figure 6-3).

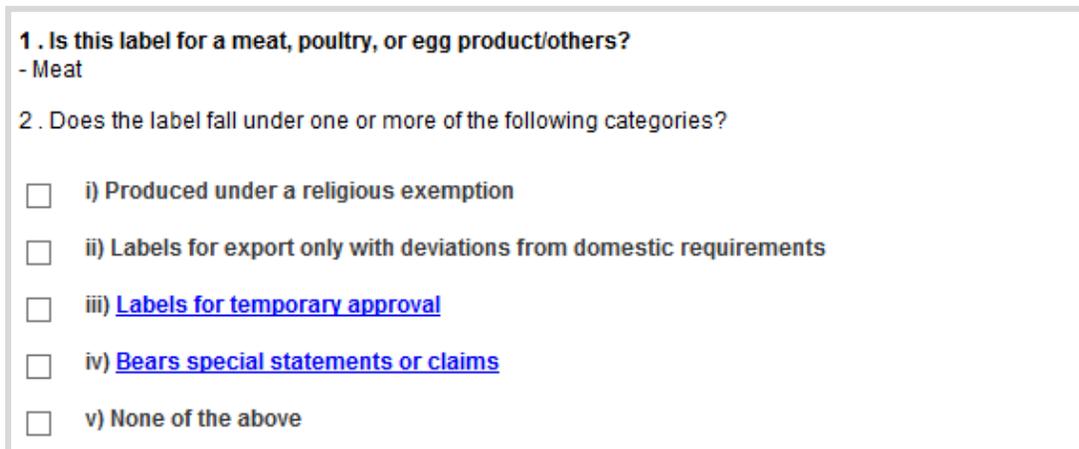


Figure 6-3: Generic Label Advisor Wizard – Question 2

- For categories i, ii, iii, and iv, you can select one category, none, or multiple.
- If you select “v) None of the above” then you cannot select any other category.

- Select the appropriate category or categories, then click the **Next** button.

Based on your answer to Question 2, the wizard will respond accordingly:

- If “v) None of the above” was selected, then the wizard will display a confirmation message indicating that you can submit the application for generic review. The wizard will display an *Additional Information* section for you to enter the required information for the label application. Proceed to Step 7.

**2 . Does the label fall under one or more of the following categories?**  
- v) None of the above

Based on your responses, your new label is in a category that allows for a generically approved label. Please provide us the Product Name and Establishment Number (or Temporary Establishment number) before creating a generically approved labeling completion record.

**NOTE:** It is the establishment's responsibility to prepare final labeling in accordance with applicable regulations/policies, and to create and maintain records of final labeling, otherwise known as generic. For further information, access the [Labeling and Establishment Responsibilities](#) on FSIS public site.

- If category i, ii, and/or iii was selected, then the wizard will display the screen below indicating that you will need to submit for label approval through the labeling and program delivery staff

## LSAS : Generic Label Advisor

You are here: [Home](#) / Wizard for Generically Approved Labels

Labels must display all the mandatory features as required in [9 CFR Part 317.2](#) and [9 CFR Part 381, SubPart N](#), and not be false or misleading.

**1 . Is this label for a meat (which includes siluriformes and catfish), poultry, or egg product/others?**

- Meat

**2 . Does the label fall under one or more of the following categories?**

- ii) Labels for export only with deviations from domestic requirements

Based on your response, you need to submit for label approval through the Labeling and Program Delivery Staff.



**NOTE:** If you select category iv in addition to category i, ii, and/or iii, then this same message will be displayed.

**2 . Does the label fall under one or more of the following categories?**  
- i) Produced under a religious exemption

Based on your response, you need to submit for label approval through the Labeling and Program Delivery Staff.

- If “iv) Bears special statements or claims” was selected, **and no other category was selected**, then the wizard proceeds to ask the next question (Question 3) to determine whether the label was previously approved with that statement or claim (Figure 6-4).

**1 . Is this label for a meat, poultry, or egg product/others?**  
- Meat

**2 . Does the label fall under one or more of the following categories?**  
- iv) [Bears special statements or claims](#)

**3 . Was the label previously approved with the special statement or Claim?**

Yes

No

Figure 6-4: Generic Label Advisor Wizard – Question 3

5. Select “Yes” or “No” as appropriate, then click the **Next** button.

Based on your answer to Question 3, the wizard will respond accordingly:

- If “No” was selected, then the wizard will display a confirmation message indicating that you can submit the application for generic review. The wizard will display an *Additional Information* section for you to enter the required information for the label application. Proceed to Step 7.

**3 . Was the label previously approved with the special statement or Claim?**  
- No

Based on your response, you need to submit for label approval through the Labeling and Program Delivery Staff.

- If “Yes” was selected, then the wizard proceeds to ask the next question (Question 4) to determine whether you are making a change related to the previously approved special statement or claim.

**4 . Are you making a change related to the previously approved special statement or claim (e.g., making a formulation change to a product labeled with “no preservatives”) or adding a new special statement or claim?**

Yes

No

Figure 6-5: Generic Label Advisor Wizard – Question 4

6. Select “Yes” or “No” as appropriate, then click the **Next** button.

Based on your answer to Question 4, the wizard will respond accordingly:

- If “Yes” was selected, then the wizard will display a message indicating that you cannot submit the application for generic review, and that you must submit the application for the normal LPDS review process.

**4 . Are you making a change related to the previously approved special statement or claim (e.g., making a formulation change to a product labeled with “no preservatives”) or adding a new special statement or claim?**  
- Yes

Based on your response, you need to submit for label approval through the Labeling and Program Delivery Staff.

## Label Submission and Approval System (LSAS) Industry User Guide

- If “No” was selected, then the wizard will display a confirmation message indicating that you can submit the application for generic review. The wizard will display an *Additional Information* section for you to enter the required information for the label application. Proceed to Step 7.
7. Enter the information for each of the fields in the *Additional Information* section (Figure 6-6). All fields in this section are required.

**Additional Information**

**Product Name\*:**

**Establishment Number\*:**

**Establishment Name\*:**

**Establishment Address\*:**

**Country \*:**  
UNITED STATES

**City\*:**

**State\*:**  
--Please Select--

**ZipCode\*:**

**Contact Name\*:**  
NOTE: Include both firstname and lastname

**Telephone Number\*:**  
NOTE: Do not include dashes, enter only digits

**Submit** **Cancel**

Figure 6-6: Generic Label Advisor Wizard – Additional Information Section

8. Click the **Submit** button. LSAS displays the *Generic Label Application Confirmation* screen (Figure 6-7). A certificate number is generated and displayed in the confirmation message.
9. To obtain the certificate, click the **Download Certificate** button.

**Generic Label Application Confirmation**

Please download your generically approved label confirmation certificate.

Certificate number: 3869

**Download Certificate**

Figure 6-7: GLA Confirmation Message

LSAS displays the *File Download* screen. The submitter can either save the certificate to a dedicated directory or open it.

**NOTE:** Certificates are not stored in LSAS, so it is suggested you save your certificate.

10. Click **Open** file. LSAS will take a few moments to generate the certificate as a portable formatted file and display it on screen (Figure 6-8).



United States Department of Agriculture  
Food Safety and Inspection Service

**LSAS**  
Label Submission and Approval System

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**Certificate of Compliance for Generically Approved Labels**

Date Issued:	26-Sep-2015
Certificate ID Number:	8885
Establishment Number:	4455P
Establishment Name :	Heritage Farms of Virginia
Establishment Address :	9000 Farmland Road Harrisonburg, Virginia 20172 UNITED STATES
Contact Name and Phone:	John Davis, 800-555-1212
Product Name:	Farmer's Pride Turkey Medallions

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For information on labeling and establishment responsibility and what needs to be included in the labeling record, refer to the website address:  
[http://www.fsis.usda.gov/wps/portal/food/food\\_safety/topics/regulatory-compliance/labeling/labeling-procedures/labeling-and-establishment-responsibilities/labeling-establishment-responsibilities](http://www.fsis.usda.gov/wps/portal/food/food_safety/topics/regulatory-compliance/labeling/labeling-procedures/labeling-and-establishment-responsibilities/labeling-establishment-responsibilities)

Disclaimer: This Certificate of Compliance for Generic Approved Label is being issued based on the information provided by the user as truthful and accurate. This certificate may be included as supporting documentation in your labeling record. However, this certificate should not be relied upon solely as an official endorsement or binding document by the Food Safety and Inspection Service (FSIS) of the U.S. Department of Agriculture (USDA), Labeling and Program Delivery Staff (LPDS) if false or misleading information has been provided or manipulated to generate a certificate.

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United States Department of Agriculture, Food Safety and Inspection Service,  
Office of Policy, Program & Development, Washington, DC 20024

Figure 6-8: Certificate for Generically Approved Labels

## 7 Submit a Label Application

### Label Application Submission Process

LSAS was designed to provide the submitter a step-by-step process for completing the 7234 application. The information requested is directly inherited from Form 7234. Some additional information is requested to streamline the submission process. A label application consists not only of the Form 7234, but also of a label image(s) and any supporting documentation. LSAS includes functionality to upload any label image and supporting document(s).

Once a label application has been submitted, LPDS personnel will review and evaluate it. It is important to include all relevant information and documentation, i.e., special claims, so as not to delay the process and have the LAP returned.

The actual application process consists of ten screens, as shown in Figure 7-1. As the Submitter completes all the required fields and saves each screen, LSAS will proceed to the next step (screen). If the submitter does not complete each screen in the process, LSAS will display an error message.



Figure 7-1: Go To Drop-down for Accessing the Form 7234 Screens

At the end of the process, the Submitter submits the application to LPDS. LSAS displays an acknowledgement that the submission was accepted and assigns an application number for future reference. LAPs will be neither evaluated nor adjudicated unless they are received by LPDS. Once received, LPDS will evaluate the label application and provide an adjudication decision. LSAS will send an email notification to the submitter’s specified Firm or Agent email address to alert them of LPDS’s adjudication decision.

**NOTE:** Email notifications of adjudication decisions will be provided only for those applications that were submitted electronically via LSAS.

The sections that follow guide the Submitter through the 7234 application process.

## Establishment Information

1. Click the **Create** menu option from the left-hand menu (Figure 7-2).

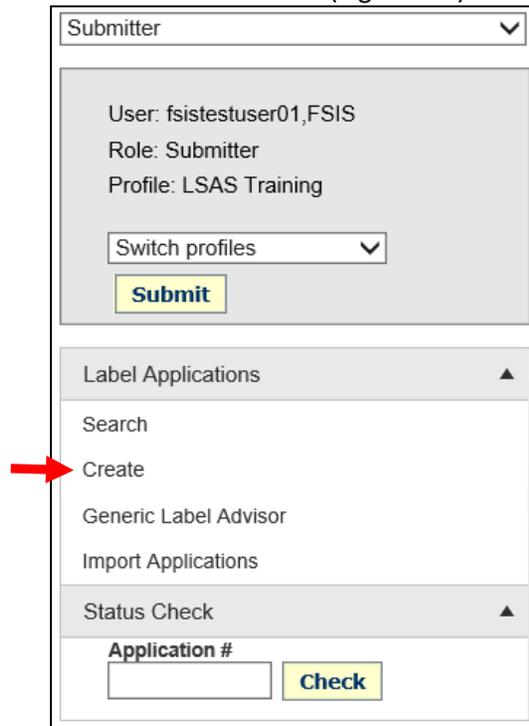


Figure 7-2: Create Label Application Menu Option

LSAS will display the *Establishment Information* screen (Figure 7-3).

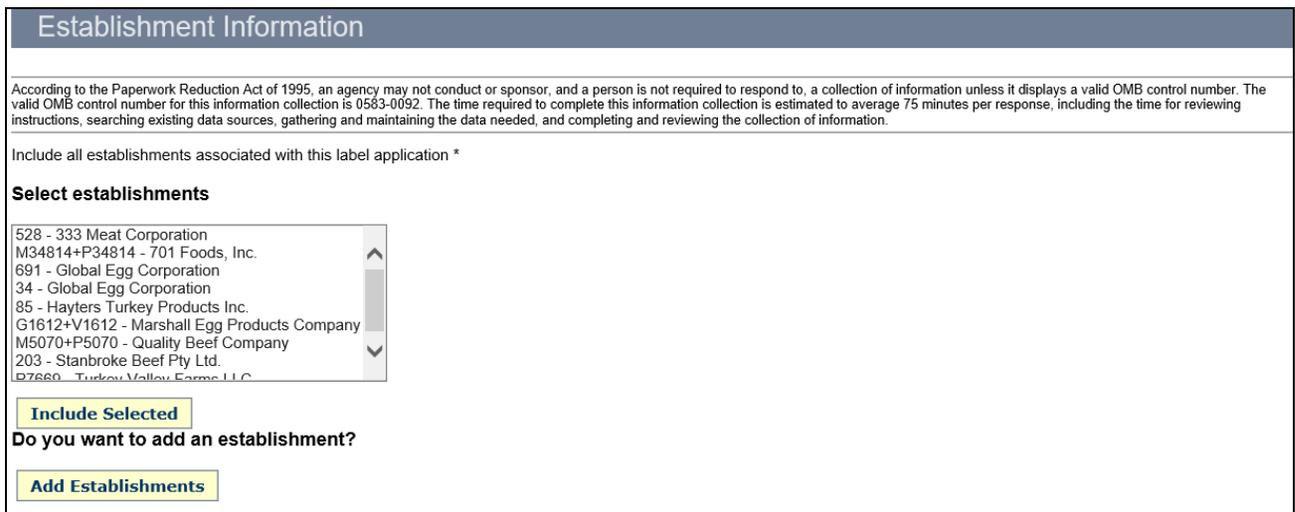


Figure 7-3: Establishment Information Screen

The 'Select establishments' list box displays all establishments that are currently associated with your User Profile. The establishments are sorted in alphabetical order by Establishment Name. Establishment Names that begin with a number appear at the top of the list.

- Select/highlight each establishment that you wish to associate with the label application,

**Select establishments**

528 - 333 Meat Corporation
M34814+P34814 - 701 Foods, Inc.
691 - Global Egg Corporation
34 - Global Egg Corporation
85 - Hayters Turkey Products Inc.
G1612+V1612 - Marshall Egg Products Company
M5070+P5070 - Quality Beef Company
203 - Stanbroke Beef Pty Ltd.
P7660 - Turkey Valley Farms LLC

**Include Selected**

**NOTE:** If the establishment that you wish to associate with the label application is not displayed in the “*Select establishments*” list box, then you have the option of adding a new establishment. Please refer to the *Add an Establishment* section on page 34.

- Click the **Include Selected** button.

LSAS adds the selected establishment(s) to the Included Establishments table (Figure 7-4) that appears at the bottom of the *Establishment Information* screen.

**Included Establishments**

	Establishment Number	Establishment Name	Organization Detail
<input type="checkbox"/>	691	Global Egg Corporation	283 Horner Avenue Toronto M8Z 4Y4 CANADA
<input type="checkbox"/>	34	Global Egg Corporation	115 Bonnie Crescent Elmira N3B 3G2 CANADA

**Exclude Selected**

\* Required Fields

Save
Save and Continue >>
Exit Editor

Figure 7-4: Establishment Information Screen – Included Establishments

If you wish to remove an establishment from the table, select its associated checkbox then click the **Exclude Selected** button. Every label application must be associated with at least one establishment.

**NOTE:** If the establishment does not have an official establishment number from FSIS yet, it can be assigned a temporary number. Refer to the *Temporary Establishments* section on page 132 for details on how to identify an establishment number as temporary.

- To continue to the next screen, click the **Save and Continue** button. LSAS opens the *Product Information* screen (Figure 7-5).

## 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 Product \***

**HACCP Process Category \***

**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 \***

**(If Egg Product) Prior Egg Approval Number**

**Are you requesting a Voluntary Review of a Submission which can be [generically approved](#)? \***

Yes     No

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

Figure 7-5: Product Information Screen

5. Complete the required information:

- Enter the product name in the Name of Product field.
- Select the HACCP Process Category.
- Select “Yes” or “No” to the Child Nutrition question: Does this label include a USDA-AMS Child Nutrition Program CN-Logo?
  - If “Yes” then you must enter the CN number.
  - If “No” then you must leave the CN number field empty/blank.

- **Type of Product** – Select the appropriate option from the drop-down list.

Type of Product *
Egg
Poultry
Meat
Other- Non-Amenable
Other- Reimbursable
Other- Voluntary
Other
Other- Antelope
Other- Buffalo/Bison
Other- Cattalo
Other- Deer/Venison
Other- Elk
Other- Migratory Water Fowl
Other- Pigeon
Other- Quail
Other- Reindeer
Other- Water Buffalo

- **Note:** If the selected Type of Product is “Egg” and the application was previously approved, then the prior egg approval number should be provided using the number on the previously approved Egg Label Notice (PY Form 221).

Product Information
<small>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.</small>
Name of Product * Danny's Sunshine Scrambled Eggs
HACCP Process Category * 03B: Raw Product - ground
Does this label include a USDA-AMS Child Nutrition Program CN-Logo ? * <input type="radio"/> Yes <input checked="" type="radio"/> No
Child Nutrition Number Assigned Enter your 6-digit CN number: <input type="text"/>
Type of Product * Egg
(If Egg Product) Prior Egg Approval Number T043

**Additional Information Specific to Egg Products:**

When the submitter checks the status of the application and it is approved, then the attached PY Form 221 (Egg Label Notice) will also be available for reference. The submitter can view the form and see the egg approval number. If the application is ever resubmitted, then the submitter can enter this number as the “prior egg approval number” if it is still appropriate for the new application.

The prior egg approval number is provided on the Egg Label Notice if the label application was approved”

- **Voluntary Review** – If you believe your label application does not require review by FSIS because it complies with generic labeling requirements, then select “Yes” for the question: “Are you requesting a Voluntary Review of a submission which can be generically approved?”
  - You cannot answer “Yes” to the Voluntary Review question if your label application is for an egg product.
  - You cannot answer “Yes” to the Voluntary Review question if you selected the Extraordinary Circumstances checkbox.

If you are not sure whether your label application meets the minimum requirements to be considered for voluntary review, you can use the Generic Label Advisor Wizard to help you determine whether your label is a valid candidate. For complete details on the GLA Wizard, please see the *Generic Label Advisor* section on page 95.

- **Extraordinary Circumstances** – If you believe your label application merits expedited evaluation by FSIS, select the Extraordinary Circumstances checkbox. The blue, underlined text is a hyperlink to FSIS’s extraordinary circumstances policy. If you are unsure whether your application qualifies for extraordinary circumstances, click the link to access the policy information to aid you in your decision. All label applications designated as having extraordinary circumstances will be vetted to validate the request. See the *Extraordinary Circumstances* section on page 129 for more information.

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](#).

The Extraordinary Circumstances checkbox can only be selected on the first (original) submission of a label application. If you select this checkbox on an original submission, then you cannot un-check the checkbox on any subsequent resubmission of the same label application. Likewise, if you did not select the EC checkbox on the original submission, then you cannot select it for a resubmission of the same label application. The same vetting decision that LPDS applied to the original submission will automatically be applied to any resubmission.

- You cannot select the Extraordinary Circumstances checkbox if you answered “Yes” to the Voluntary Review question.
6. To continue to the next screen, click the **Save and Continue** button. LSAS opens the *Special Claims Information* screen (Figure 7-6).

## Special Claims

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 Claims (Indicate specific claim(s) in the space provided below in the Other Claim Description box)

Other Claim Description:

<< Previous
Save
Save and Continue >>
Exit Editor

Figure 7-6: Special Claims Information Screen

- Mark the appropriate selections if any special claims, guarantees, or foreign language appears on the label or the paper Form 7234.

A text field is available for entering other claims, e.g., “gluten free”. Select the Other Claims checkbox, then enter text to describe the claim in the Other Claim Description textbox.

If you select the Other Claims checkbox, then the Other Claim Description textbox is a required entry field. Likewise, if you enter text in the Other Claim Description textbox, then LSAS will require you to select the Other Claims checkbox.

- To continue to the next screen, click the **Save and Continue** button. LSAS opens the *Label Documentation* screen (Figure 7-7).

## Label Documentation

### Label Documentation

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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.

---

**Do not upload files that contain layers, comments, bookmarks, or hidden text, or which are password-protected. Files that are created in Adobe Illustrator--or similar imaging applications--must be flattened before being uploaded to LSAS.**

**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

\* Required Fields

---

<< Previous

Save

Save and Continue >>

Exit Editor

Discard

Figure 7-7: Label Documentation Screen

A label image is required for every label application. Other documentation may be required, depending on your selections on the previous screens. Additional documents can be uploaded, if needed.

Do not upload files that contain layers, comments, bookmarks, or hidden text, or which are password-protected. Files that are created in Adobe Illustrator—or similar imaging applications—must be flattened before being uploaded to LSAS. Failure to follow these instructions may result in your inability to download the label application from LSAS after LPDS has annotated and adjudicated the application.

Please read and understand all of the following notes regarding the uploading of documents to LSAS before attempting to upload any files.

**Important Notes for Uploading Documents**

Please read and understand all of the notes in this section before uploading any documents.

- ◆ Any required piece of supporting documentation will be marked with an asterisk (\*) in the drop-down. For example, if you selected the checkbox for Extraordinary Circumstances on the *Product Information* screen, then the associated Extraordinary Circumstances option in the drop-down on the *Label Documentation* screen will appear with an asterisk.

- ◆ The filenames of all documents uploaded to the same label application must be unique, even if they have different file formats. LSAS does not recognize differences in uppercase versus lowercase in the names of uploaded files.

Example: The filenames for label images and supporting documents cannot be duplicated, even if they are for different file types.

<p><b>Acceptable</b> <b>Name is different; extension is the same</b> Chicken_Nuggets_Image.jpg Chicken_Nuggets_Claim.jpg</p>	<p><b>Unacceptable</b> <b>Name is the same; extension is different</b> Chicken_Nuggets.jpg Chicken_Nuggets.doc chicken_nuggets.pdf</p> <p>This scenario is unacceptable because when LSAS converts the files to PDFs, they will have the exact same name and extension.</p>
--	---

- ◆ LSAS limits file size to no greater than 5 MB.

- ◆ Do **not** upload password-secured documents.

- ◆ Do not upload an image file that has existing annotations or comments. This will prevent you from being able to see LPDS’s annotations, if any exist.

- ◆ Printer-ready labels are composed of multiple layers of information. In some cases, a layer consisting of a clear mask or “varnish” overlays all underlying layers. It is important that this layer is disabled or turned off when uploading the image to LSAS. This “varnish” layer will mask all underlying layers, and the LPDS reviewer will not be able to view the label and will adjudicate the application as Returned.

- ◆ The allowed file types for uploaded documents are:  
.pdf, .doc, .docx, .jpg, .jpeg, .png, .gif, .tiff

Perform the following steps to upload the label image:

- From the drop-down list under “Select the documentation type to associate with your file”, ensure that the selected documentation type is “Label Image” (this is the default value).
- Click the **Browse** button.
- Navigate to and select the image file, then click **Open**. LSAS will display a pop-up dialog box so that you can confirm the correct file was selected.

The screenshot shows the 'Label Documentation' web form. At the top, there is a header 'Label Documentation' and a paragraph of text regarding the Paperwork Reduction Act of 1995. Below this, a red warning message states: 'Do not upload files that contain layers, comments, bookmarks, or hidden text, or w Adobe Illustrator--or similar imaging applications--must be flattened before being u'. The main section is titled 'Upload the image(s) of your label along with any supporting docume'. It contains a dropdown menu for 'Select the documentation type to associate with your file \*' with 'Label Image \*' selected. Below that is a text input field for 'Select a file to upload \*' containing the path 'C:\Users\johnwhita\Desktop\MY PRODUCT LABEL IMAGE.doc' and a 'Browse...' button. An 'Upload' button is located below the file path. At the bottom of the form are buttons for '<< Previous', 'Save', 'Save and Continue >>', 'Exit Editor', and 'Discard'. A red asterisk indicates '\* Required Fields'. A 'Message from webpage' dialog box is overlaid on the form, asking 'Is this the correct file to upload?' with the filename 'MY PRODUCT LABEL IMAGE.doc' and 'OK' and 'Cancel' buttons.

### Screen Differences Based On Type of Browser Used:

- Using Internet Explorer, LSAS displays the full path to the file and the filename of the selected file on the screen as display-only text.
- Using Firefox, LSAS displays the filename of the selected file on the screen as display-only text. It does not display the full path to the file.

- If the correct file was selected, click the **OK** button. Otherwise, click the **Cancel** button and repeat Steps 9 to 11.
- Click the **Upload** button.

An Uploaded Files table appears with the file that you just uploaded (Figure 7-8).

**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**

**Uploaded Files**

Document	File Name	Documentation Type	Upload Date	Uploaded by	Size
<input type="checkbox"/>	<a href="#">MY PRODUCT LABEL IMAGE.doc</a>	Label Image *	12/14/2017 11:24:56 AM	SINGLETON, JANIE	71 KB

**Delete Selected**

\* Required Fields

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

Figure 7-8: Label Documentation Screen – Upload Steps

Every supporting document must be associated with a document type by using the drop-down list under the label “Select the documentation type to associate with your file”. If the desired selection is not available, go to the previous screen and mark the appropriate special claims checkbox. Remember to save the change.

- To upload additional supporting documentation, i.e., special claims, select the appropriate documentation type from the drop-down, then repeat steps 10-12.

To delete a file from the table, select its associated checkbox and click the **Delete Selected** button.

- To continue to the next screen, click the **Save and Continue** button. LSAS opens the *Display Panel Information* screen (Figure 7-9).

## 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 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.

Area of Principal Display Panel (sq.Inches) \*  
4

Total available labeling space for entire package (sq.Inches) \*  
5

\* Required Fields

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

Figure 7-9: Display Panel Information Screen

16. Enter the dimensional values in both fields. These values are requested in Box 7a & 7b on Form 7234. Decimal values are permitted. The system only allows 2 digits after the decimal point or an error message is displayed.
17. To continue to the next screen, click the **Save and Continue** button. LSAS opens the *Product Formula* screen (Figure 7-10).

## Product (Ingredient) Formula

**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

Search

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

Figure 7-10: Product Formula Screen

The purpose of this screen is to add the product formula or ingredients and the values.

Ingredients can be entered either by percentage or by weight. By default, LSAS uses percentages for ingredients. If you wish to change from percentage to weight, click the **Change to Weight** button. The *Product Formula* screen will display a Weight Type drop-down list from which you can select the appropriate weight type (grams, ounces, pounds, or kilograms).

The *Product Formula* screen includes a textbox to add ingredients.

18. Type the ingredient names in the textbox, one ingredient per line.

When listing your ingredients for Step 6-Formula Information, do **not** include special characters, bullets, numbered listings, etc. Simply list the ingredient name. This ensures that ingredients can easily be added to the database.

**Incorrect:**

# Cheddar cheese  
109. Ham  
\*\*Parsley  
--Tomato Paste

**Correct:**

Cheddar cheese  
Ham  
Parsley  
Tomato Paste

If an ingredient is composed of several sub-ingredients, then, as above, each major ingredient should be on a separate line, and the sub-ingredients should be listed in parentheses on the same line as the main ingredient. Please refer to the example shown in Figure 7-11.

**Search Ingredient \***

Enter or paste ingredients list, one ingredient per line

Cheddar cheese (cheddar cheese [pasteurized milk, cheese culture, salt, enzymes], water, salt, annatto [color])  
Modified dry milk  
Modified food starch  
Salt

Search

Figure 7-11: Product Formula – Enter Ingredient Names

Note that “Cheddar cheese” is composed of several ingredients enclosed by brackets or parentheses. Similar to single ingredients, it should be on a separate line just like the modified dry milk, modified food starch, and salt.

**TIP:** If you already have a list of ingredients saved in digital format, you can use the universal Copy and Paste functions to add a list of multiple ingredients.

19. Click the **Search** button.

LSAS will then search in its Master Ingredient List for the entered ingredient(s). After you have entered all the ingredient names, click the **Search** button.

- If an ingredient is found, then the *Product Formula* screen displays a new table with the ingredient included.
- If an ingredient is not found in the Master list, then a message will be displayed, as shown in Figure 7-12. LSAS will display three possible options for the ingredient: **Make Corrections**, **Discard**, and **Add Anyway**.

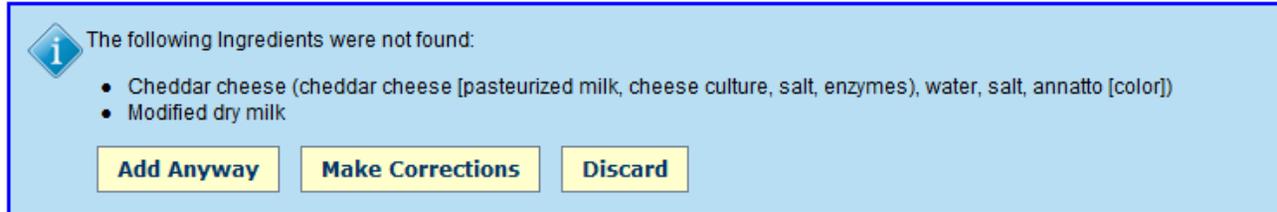


Figure 7-12: Ingredients Not Found Message

20. Make the appropriate selection for each ingredient that was not found in the Master list:
- If the ingredient is correctly spelled, then click the **Add Anyway** button. LSAS adds the new ingredient(s) to the list.
  - If you need to make corrections to the spelling of an ingredient name, click the **Make Corrections** button. You will then be given an opportunity to re-enter the ingredient name.
  - If you wish to remove the ingredient, click the **Discard** button.

In Figure 7-13 below, the submitter chose to add the ingredients that were not found in the master list. Any ingredient that was found in the master list is displayed in all capital letters. Any ingredient that was not found in the master list will be in lowercase.

Added Ingredients			
	Ingredient Name	Weight	Percentage
<input type="checkbox"/>	MODIFIED FOOD STARCH	N/A	0
<input type="checkbox"/>	SALT	N/A	0
<input type="checkbox"/>	Modified dry milk	N/A	0
<input type="checkbox"/>	Cheddar cheese (cheddar cheese [pasteurized milk, cheese culture, salt, enzymes] water, salt annatto [color])	N/A	0

**Exclude Selected** Calculated Total: 0%

Totals will be recalculated upon saving.

Figure 7-13: Ingredients – Add Anyway

21. For each ingredient, enter either the ingredient weight or percentage in the right-most column.

Ingredient values must be positive numbers. Values of "0" are not allowed. Decimal values are permitted.

Added Ingredients			
	Ingredient Name	Weight	Percentage
<input type="checkbox"/>	MODIFIED FOOD STARCH	N/A	<input type="text" value="6"/>
<input type="checkbox"/>	SALT	N/A	<input type="text" value="4"/>
<input type="checkbox"/>	Cheddar cheese (cheddar cheese [pasteurized milk, cheese culture, salt, enzymes), water, salt, annatto [color])	N/A	<input type="text" value="80"/>
<input type="checkbox"/>	Modified dry milk	N/A	<input type="text" value="10"/>

Calculated Total: 0%

Totals will be recalculated upon saving.

Figure 7-14: Ingredients – Enter Weights or Percentages

**NOTE:** If you selected “Percentage” as the Unit Type, then the Weight column will automatically display “N/A” for each ingredient. If you selected “Weight” as the Unit Type, then the Percentage column will display “N/A” for each ingredient.

**NOTE:** for an ingredient formula that uses percentages, if you enter values such that the calculated total percentage is under or over one hundred percent (100%), then LSAS will display a validation error when you attempt to save the values. You will have to correct your entries so that the Calculated Total is exactly 100%.

22. Select the checkbox to confirm the associated statement: “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. \*” You can Save the ingredient information, but you can’t Save & Continue without the box being checked. Additionally, the box must be checked before submitting the application.
23. Click the **Save** button to update the ingredient list. LSAS calculates the total of the weights or percentages for the entered ingredients. The calculated total will display in the lower right-hand corner of the list (Figure 7-15).

Added Ingredients			
	Ingredient Name	Weight	Percentage
<input type="checkbox"/>	Cheddar cheese (cheddar cheese [pasteurized milk, cheese culture, salt, enzymes) water, salt annato [color])	N/A	<input type="text" value="80"/>
<input type="checkbox"/>	Modified dry milk	N/A	<input type="text" value="10"/>
<input type="checkbox"/>	MODIFIED FOOD STARCH	N/A	<input type="text" value="6"/>
<input type="checkbox"/>	SALT	N/A	<input type="text" value="4"/>

Calculated Total: 100%

Totals will be recalculated upon saving.

Figure 7-15: Ingredients – Calculated Total

After saving, if you change the unit type, the weight type, the values for any of the ingredients, or add or remove any ingredients, then you must click the **Save** button again to see the updated Calculated Total and units.

**Example:**

For the ingredients in Figure 7-15, the user clicks the **Change to Weight** button.

**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

**Search**

Added Ingredients

	Ingredient Name	Weight	Percentage
<input type="checkbox"/>	Cheddar cheese (cheddar cheese [pasteurized milk, cheese culture, salt, enzymes] water, salt annato [color])	N/A	<input type="text" value="80"/>
<input type="checkbox"/>	Modified dry milk	N/A	<input type="text" value="10"/>
<input type="checkbox"/>	MODIFIED FOOD STARCH	N/A	<input type="text" value="8"/>
<input type="checkbox"/>	SALT	N/A	<input type="text" value="4"/>

**Exclude Selected**

**Calculated Total: 100%**  
Totals will be recalculated upon saving.

The Unit Type field will now show a value of “Weight” and the screen will display a Weight Type drop-down list.

Unit Type \*: Weight

**Change to Percent**

Weight Type\*

Grams ▾

The user selects the desired Weight Type from the drop-down. In this example, the user will select “Ounces”.

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The Added Ingredients table changes to show “N/A” for all cells in the Percentage column and blank cells for the Weight column. The Calculated Total is reset to “0” (zero).

Added Ingredients		Weight	Percentage
<input type="checkbox"/>	Cheddar cheese (cheddar cheese [pasteurized milk, cheese culture, salt, enzymes] water, salt annato [color])		N/A
<input type="checkbox"/>	Modified dry milk		N/A
<input type="checkbox"/>	MODIFIED FOOD STARCH		N/A
<input type="checkbox"/>	SALT		N/A

**Exclude Selected**

Calculated Total: 0

Totals will be recalculated upon saving.

The user enters the desired weight value for each ingredient and then clicks the **Save** button. When the user clicks **Save**, LSAS calculates the total and displays it below the table, along with the user’s selected weight unit type.

Added Ingredients		Weight	Percentage
<input type="checkbox"/>	Cheddar cheese (cheddar cheese [pasteurized milk, cheese culture, salt, enzymes] water, salt annato [color])	80	N/A
<input type="checkbox"/>	Modified dry milk	10	N/A
<input type="checkbox"/>	MODIFIED FOOD STARCH	6	N/A
<input type="checkbox"/>	SALT	4	N/A

**Exclude Selected**

Calculated Total: 100 Ounces

Totals will be recalculated upon saving.

24. To continue to the next screen, click the **Save and Continue** button. LSAS opens the *Processing Information* screen (Figure 7-16).

### Processing Information

The *Processing Information* screen allows you to enter the procedures that were used to prepare the product with a max limit of 2000 characters.

Processing 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.

Processing Procedures (Approval of the sketch does not convey approval of the processing procedures) \*  
(Maximum limit is 2000 characters)

\* Required Fields

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

**Figure 7-16: Processing Information Screen**

As indicated by the asterisk (\*), processing information is required.

25. Either type the processing information into the textbox provided, or copy and paste the information into the field.
26. To continue to the next screen, click the **Save and Continue** button. LSAS opens the *Approval Information* screen (Figure 7-17).

## Approval Information

The *Approval Information* screen is used to specify the type of approval requested.

**Approval 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.

**Type of Approval Requested \***  
 Sketch

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

Prior Approval Number

Date of Approval

Number of Labels On Hand

Number of Days Requested

\* Required Fields

 
 
 
 
>

Figure 7-17: Approval Information Screen

Type of Approval Requested is a required field for all label applications. The three choices are “Sketch”, “Temporary”, and “Extension of Temporary”. The default value is “Sketch”.

27. Select the appropriate Type of Approval Requested.

28. Click the **Select** button.

- If you selected “Sketch”, you will then continue to enter the information requested at the bottom of the screen (Prior Approval Number, Date of Approval, Number of Labels, and Number of Days).
- If you selected “Temporary” or “Extension of Temporary”, then the *Approval Information* screen changes to display the required entry fields for temporary applications (Figure 7-18).

Approval 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.

Type of Approval Requested \*  
Temporary Select

**Conditions for Temporary Applications**

Provide the specific reason why the label application is submitted for Temporary Approval? \*

(What are the reasons for seeking temporary approval?  
 What ingredients have changed?  
 What is in the product that is not on the label?  
 What process has changed?)

Maximum limit is 2000 characters.

I verify that I have followed the [instructions](#) for completing this Temporary Application request.\*

Figure 7-18: Approval Information Screen – Temporary Application

The large textbox that takes up most of the screen is where you will enter a response to the question “Provide a specific reason why the label application is submitted for Temporary Approval?” Directly above the entry textbox, the screen displays four examples of the type of information that should be entered:

- What are the reasons for seeking temporary approval?
- What ingredients have changed?
- What is in the product that is not on the label?
- What process has changed?

29. Select the checkbox for the statement “I verify that I have followed the instructions for completing this Temporary Application request.” This checkbox must be selected for all temporary applications.

---

**IMPORTANT:** You can verify that you have followed the instructions for completing the temporary application request by clicking on the **instructions** link in the checkbox statement to open the USDA website on the Conditions for Temporary Applications.

---

For temporary applications, in addition to the required condition text, two of the previously approved label information fields are also required: Number of Labels On Hand and Number of Days Requested. These fields are not required for “Sketch” applications.

The screenshot shows a form titled "Previously Approved Label Information (if applicable)". It contains four input fields: "Prior Approval Number", "Date of Approval", "Number of Labels On Hand \*", and "Number of Days Requested \*". The asterisks on the last two fields are highlighted with red arrows pointing to a text box on the right. The text box explains that if "Temporary" or "Extension of Temporary" was selected, LSAS will display an asterisk beside these two fields to indicate they are required. At the bottom left of the form, there is a red asterisk followed by the text "\* Required Fields".

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

Prior Approval Number

Date of Approval

Number of Labels On Hand \* ← If “Temporary” or “Extension of Temporary” was selected, then LSAS will display an asterisk beside these two fields to indicate that they are required.

Number of Days Requested \* ←

\* Required Fields

30. To continue to the next screen, click the **Save and Continue** button. LSAS opens the *Submission Information* screen (Figure 7-19).

## Submission Information

The *Submission Information* screen allows you to enter the firm/establishment information and the agent's information (if used).

**Submission 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 control number. The time required to complete this information collection is estimated to average 15 minutes, including the time for reviewing the collection of information, collecting the data, reviewing and completing the collection of information, and completing and reviewing the collection of information.

---

**Firm Information**

**Firm Name \***

**Address \***

**City \***

**State \***

**ZipCode \***

**Country \***

**Contact Name \***

**Phone \***  
(Ex: for [202-111-3333](#), enter 2021113333 and for [1-800-256-5678](#) enter 18002565678)

**Fax**

**Email \***

Figure 7-19: Submission Information Screen

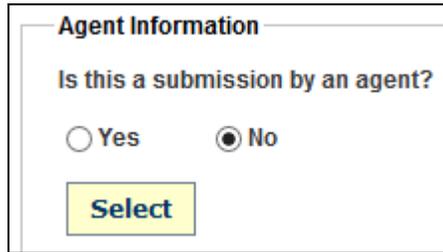
31. Enter the firm name, address, and contact information in the appropriate fields. Fields marked with asterisks are required.

**Format of Phone Number:**

Enter digits only. Do not enter any hyphens, spaces, parentheses, or any characters other than the digits of the phone number.

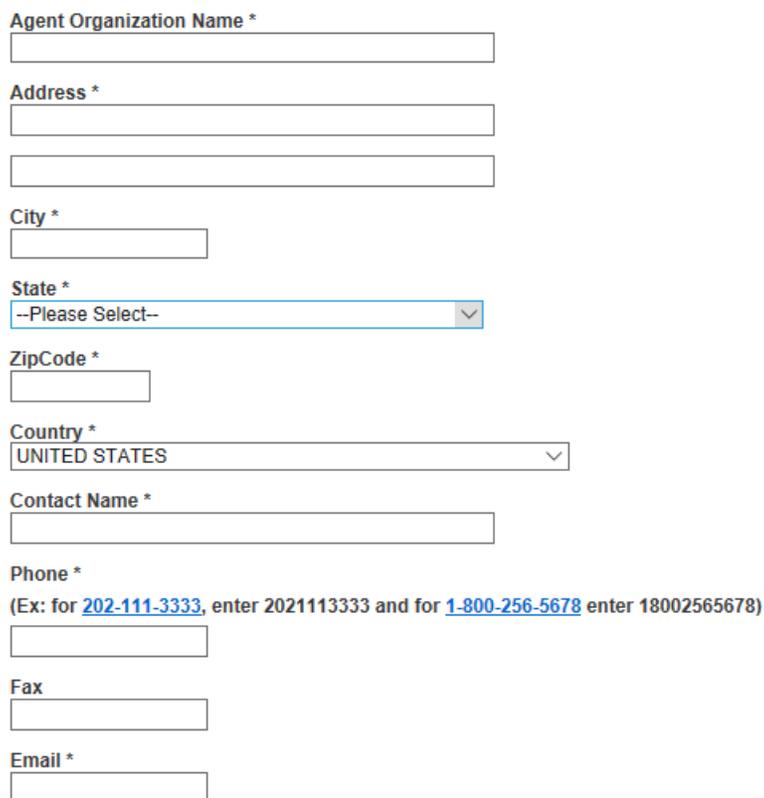
**Agent Fields:**

If your establishment is using an agent or label consultant, then the agent’s information must be entered. Select “Yes” and then click the **Select** button to display the agent information entry fields.



The image shows a dialog box titled "Agent Information". Inside the dialog, the question "Is this a submission by an agent?" is displayed. Below the question are two radio buttons: "Yes" (which is unselected) and "No" (which is selected). At the bottom of the dialog is a yellow button labeled "Select".

The agent information fields will appear at the bottom of the screen (Figure 7-20). They are similar to the entry fields for the firm information. All fields marked with an asterisk are required.



The image shows a form for entering agent information. The fields are as follows:

- Agent Organization Name \* (text input)
- Address \* (two stacked text input fields)
- City \* (text input)
- State \* (dropdown menu with "--Please Select--" selected)
- ZipCode \* (text input)
- Country \* (dropdown menu with "UNITED STATES" selected)
- Contact Name \* (text input)
- Phone \* (text input) with a note: (Ex: for 202-111-3333, enter 2021113333 and for 1-800-256-5678 enter 18002565678)
- Fax (text input)
- Email \* (text input)

**Figure 7-20: Submission Information Screen – Agent Information**

---

**NOTE:** If Agent information is provided, then LSAS will send all email notifications regarding this label application to the specified Agent email address. Otherwise, LSAS will send all email notifications regarding this label application to the specified Firm email address.

---

32. To continue to the next screen, click the **Save and Continue** button. LSAS will display the *Summary* screen (Figure 7-21).

## Summary

The *Summary* screen allows you to review the data entered for the LAP one final time prior to submitting the application. The *Summary* screen is organized into sections that correspond to the previous entry screens.

Note: If the user accesses the *Summary* screen via the Go To dropdown, the screen will display blanks for any required fields that have not yet been entered on the previous Create Label Application entry screens.

The application can be submitted into the adjudication process by clicking on the **Submit Application** button located at the bottom of the screen.

**Summary**

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.

**Establishment Information**

Establishment Number	Establishment Name	Establishment Type	Organization Detail
M10828+P10828	Hillside Turkey Farm	Domestic	30 Elm Street Thurmont Maryland 21788

**Product Information**

Name of Product: Southwest Turkey Burgers

HACCP Process Category: 03B: Raw Product - ground

Include a \*USDA-AMS Child Nutrition Program CN-Logo\*: No

CN Identification Number Assigned:

Type of Product: Poultry

Voluntary Review of a Submission which can be generically approved: No

Figure 7-21: Summary Screen

33. Review the application information for completeness and accuracy. Use the vertical scroll bar to view the whole screen.
34. To make changes or corrections, use the **Go To** drop-down list, as described in the beginning of the chapter (Figure 7-1).

There are four buttons at the bottom of the *Summary* screen:

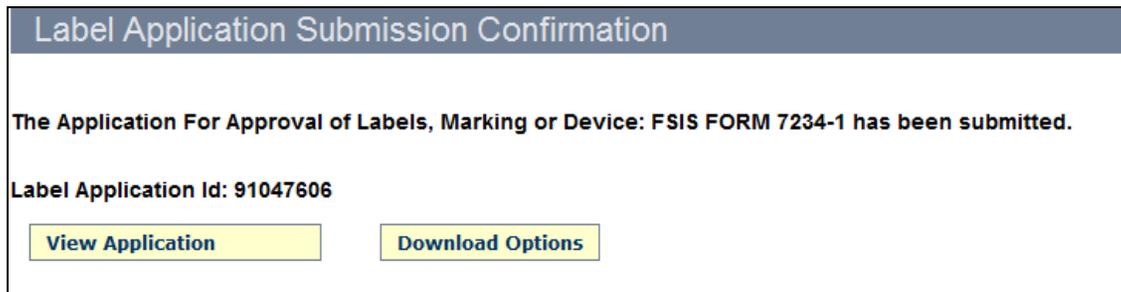
<b>Download PDF</b>	Generates a portable format of the completed 7234 application and its supporting documentation; You can open the Form 7234 for viewing or save the file for archiving purposes.
<b>Submit Application</b>	Submits the application to LPDS for review and adjudication
<b>Exit Editor</b>	Closes the <i>Summary</i> screen and saves the application as “Draft”; Click this button if you do not wish to submit the application at this time. A draft of the application will be saved and appear in the <i>Drafts</i> pool in the dashboard.
<b>Discard</b>	Closes the <i>Summary</i> screen and completely removes the label application

35. To complete the submission process, click the **Submit Application** button.

If any information is invalid or if any required fields are missing values, LSAS will display validation error messages to alert you of items that must be corrected before you can submit the label application.

LSAS displays a confirmation message that the application has been submitted (Figure 7-22). The message includes the label application’s identification number.

### Label Application Submission Confirmation



**Figure 7-22: Label Application Submission Confirmation Message**

The *Label Application Submission Confirmation* screen includes two buttons:

<b>View Application</b>	View the application summary.
<b>Download Options</b>	Open the <i>Label Application Documents</i> screen (Figure 7-23). This screen allows you to download any or all documents that were attached to the application.

If you click the **Download Options** button, LSAS will displays the *Label Application Documents* screen for the label application (Figure 7-23). The downloaded files will be displayed in this order 7234 Form, Label image, supporting document(s) from original, Appeal Form, Supporting Documents for Appeal

Figure 7-23: Label Application Documents Screen

You have completed the application process. The LAP will be electronically distributed to LPDS for evaluation and adjudication by the LPDS technical staff.

Your label is now an electronic label application that will be permanently stored within LPDS’s database and be easily accessible for future queries.

To return to the *Dashboard* screen, click the **Home** link in the top navigation bar. The application that was just submitted now appears in the *Submitted Applications* pool (Figure 7-24) with a Status of “Received”.

Submitted Applications					
Application #	Product Name	Product Type	Status	Last Modified Date	
91047606	Southwest Turkey Burgers	Poultry	Received	7/26/2016	Select
91047598	Seasoned Organic Turkey Burgers	Poultry	Received	7/20/2016	Select
91047418	Turkey Pot Pie - Reduced Sodium	Poultry	Received	6/13/2016	Select

[View All](#)

Figure 7-24: Submitted Applications Pool

To submit another label application, repeat the above process.

## Label Applications That Require Special Handling

### Child Nutrition (CN) Labels

This section will highlight LSAS's functions specific to child nutrition labels.

When a CN label is submitted, specific information provided by the submitter will flag LSAS to redirect the label application to AMS instead of LPDS. Specifically, on the *Product Information* screen, the submitter will select the "Yes" option for the question "Does this label include a USDA-AMS Child Nutrition Program CN-Logo?" and will enter the 6-digit CN Number.

**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 Product \*

HACCP Process Category \*

03B: Raw Product - 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 \*

(If Egg Product) Prior Egg Approval Number

Are you requesting a Voluntary Review of a Submission which can be [generically approved](#)? \*

Yes  No

Figure 7-25: Product Information Screen – Child Nutrition (CN) Fields

AMS will evaluate the CN label and adjudicate it either as "Returned" or "AMS Approved".

#### AMS Returned Status

If AMS denies approval for the LAP or requests more information, then AMS will adjudicate the label application as "Returned". A draft label will be returned to the submitter/establishment.

All AMS Returned labels will be put into the submitter's *Returns and Rescinded Applications* pool. The submitter has the option to resubmit the CN label to AMS via LSAS.

#### AMS Approved (Final)

If AMS approves the label application, then AMS will designate its adjudication decision as "AMS Approved". For the expiration date field, the default expiration date is five (5) years.

All AMS Approved labels will be forwarded to LPDS for evaluation and adjudication.

## Extraordinary Circumstances

Current LPDS process provides establishments with a special service called Extraordinary Circumstance (EC). The EC service alerts LPDS that an establishment requests expedited attention on a label application. The *Product Information* screen provides a checkbox for the submitter to indicate this request (Figure 7-26).

**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 Product \*

HACCP Process Category \*

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

Child Nutrition Number Assigned

Type of Product \*

(If Egg Product) Prior Egg Approval Number

Are you requesting a Voluntary Review of a Submission which can be [generically approved](#)? \*

**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](#).

Figure 7-26: Product Information Screen – EC Checkbox

If a submitter selects the EC checkbox on the *Product Information* screen, then documentation to support the EC claim must be attached to the application. The *Label Documentation* screen will display an additional “Extraordinary Circumstances” value in the documentation type drop-down, and the value will be shown with an asterisk to indicate that it is required (Figure 7-27).

**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:**

**Do not upload files that contain layers, comments, bookmarks, or hidden text, or which are password-protected. Files that are created in Adobe Illustrator--or similar imaging applications--must be flattened before being uploaded to LSAS.**

Select the documentation type to associate with your file \*

Label Image \*

Extraordinary Circumstances \*

Other

Browse...

Upload

Figure 7-27: Label Documentation Screen – Required EC Documentation

### ***LPDS Vetting Process for EC Applications***

LPDS has a vetting process to determine the legitimacy of each EC request. The vetting stage occurs prior to the evaluation and adjudication process. The purpose of the vetting process is to evaluate whether the circumstance is truly valid.

Selection of “Extraordinary Circumstances” is not a means to “resubmit” a returned application. The selection of “Extraordinary Circumstances” should only be chosen if the product has been retained (“tagged”) by program personnel at official establishments or when there is some other unforeseeable impediment to movement of the product, and a temporary label approval would remove the impediment.

For complete policy guidance, see the FSIS website:

<http://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/labeling/labeling-procedures/procedures-evaluating-labeling>

See Tip 5 posted in the *Announcements* pool on how to resubmit a returned application to LPDD.

When a submitter specifies that an application is an EC application by checking the extraordinary circumstances checkbox, LSAS will redirect the application to the EC Gatekeeper. The EC Gatekeeper confirms or denies the submitter’s EC request. Any requests that are confirmed will be given priority review.

### **Notes on Resubmitted EC Applications:**

The system shall allow a submitter to identify a label application as an EC application only on the original submission.

- If the submitter did not select the EC checkbox on the original submission, then LSAS will not allow the Submitter to select the EC checkbox for any subsequent resubmission
- If an EC request was approved for an original submission, then the submitter will not be allowed to uncheck the EC checkbox for any subsequent resubmission.
- If an EC request was denied for an original submission, then the submitter will not be allowed to check the EC checkbox for any subsequent resubmission.

## Special Claims

Some label applications have special claims that require approval before they can appear on a product label. A submitter can enter any special claims on the *Special Claims Information* screen. For more information, see the *Special Claims* section on page 107.

If a submitter enters any special claims for a label application on the *Special Claims Information* screen, then documentation supporting the special claim(s) should be attached to the application. The *Label Documentation* screen will display the submitter’s special claim selections in the documentation type drop-down to indicate that this documentation should be included with the application.

**Example:** A submitter selected the “Certified/Verified” and “Natural/Organic” claims on the *Special Claims Information* screen.

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 Claims

Other Claim Description:

The *Label Documentation* screen displays the selected claims in the documentation type drop-down.

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:

**Do not upload files that contain layers, comments, bookmarks, or hidden text, or which are password-protected. Files that are created in Adobe Illustrator--or similar imaging applications--must be flattened before being uploaded to LSAS.**

Select the documentation type to associate with your file \*

- Label Image \*
- Other
- Certified/Verified \*
- Natural/Organic

Browse...

Upload

## Temporary Establishments

If the submitter does not yet have an establishment number for the establishment he is associating to a label application, then he can have LSAS generate a temporary establishment number until the official number is assigned.

The submitter would perform the following steps to indicate that an establishment number is temporary:

1. Click the **Include Temporary Establishment** button on the *Establishment Information* screen.

The screenshot shows the 'Establishment Information' screen. At the top, there is a header 'Establishment Information' and a disclaimer about the Paperwork Reduction Act of 1995. Below this, a section titled 'Include all establishments associated with this label application \*' contains a 'Select establishments' dropdown menu with a list of establishment names. Below the dropdown are two buttons: 'Include Selected' and 'Add Establishments'. A question 'Do you want to add an establishment?' is followed by the 'Add Establishments' button. Another question 'Otherwise, You may create a temporary establishment or contact organization administrator to assign additional establishments to your organization.' is followed by 'Do you need to include a temporary establishment?'. The 'Include Temporary Establishment' button is highlighted with a red box and a red arrow points to it. At the bottom, there are three buttons: 'Save', 'Save and Continue >>', and 'Exit Editor'. A red asterisk indicates required fields.

LSAS will display the *Establishment Information* screen for the temporary establishment.

The screenshot shows the 'Establishment Information' screen for creating a new establishment profile. The title is 'Create Establishment Profile'. The first question is 'Is the establishment a domestic or international?' with radio buttons for 'Domestic' (selected) and 'International'. Below this is a 'Select' button. The form includes several required fields: 'Name \*', 'Address \*', 'City \*', 'State' (a dropdown menu with 'Alabama' selected), and 'ZipCode \*'. At the bottom, there are two buttons: 'Create and Include' and 'Cancel'. A red asterisk indicates required fields.

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2. Select “Domestic” or “International,” as appropriate, and enter all required field information.
3. Click the **Create and Include** button.

LSAS will generate the temporary number and display it in the Included Establishments table on the *Establishment Information* screen.

**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**

- EST. 26A - Plumrose USA, Inc. - Booneville
- EST. 20722 - Plumrose USA, Inc. - Council Bluffs
- P-423 - Plumrose USA, Inc. - Booneville
- P-20722 - Plumrose USA, Inc. - Council Bluffs
- 123456 - Est-Local
- test - April
- HYD1234 - Test

**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**

**Included Establishments**

	Establishment Number	Establishment Name	Organization Detail
<input type="checkbox"/>	LSAS_TEMP366	Friendly Foods, Inc.	1234 Winding Way Reston Virginia 20191

**Exclude Selected**

**Note:** In order to keep establishment data consistent among label applications, it is important that you select the actual establishment information from PHIS. The LSAS Temporary Establishment number should no longer be used once the establishment’s information is included in PHIS. Submitters should follow the instructions to add an Establishment from PHIS for any new submissions. Please refer to the *Add an Establishment* section on page 34.

## 8 Edit a Draft Application

There may be times when you have one or several LAPs not yet completed and submitted. These unsubmitted LAPs reside in the *Drafts* pool. The Submitter can open a LAP from the *Drafts* pool to complete and submit it by clicking its associated **Select** button.

1. To open a LAP in the *Drafts* pool, click on its **Select** button.

Drafts						
Application #	Product Name	Product Type	Status	Last Modified Date		
91093378	Hearty Turkey Noodle Soup	Poultry	Withdrawn	12/3/2018	<a href="#">Select</a>	
91093379	Tasty Chicken Noodle Soup	Poultry	Withdrawn	12/3/2018	<a href="#">Select</a>	
91093380	Meatball Hero Sub Sandwich	Meat	Draft	11/27/2018	<a href="#">Select</a>	
91092324	Thanksgiving Turkey & Dressing Dinner 32 OZ	Poultry	Draft	11/13/2018	<a href="#">Select</a>	
91092238	Cheesy Ham & Egg Breakfast Scramble	Egg	Withdrawn	11/13/2018	<a href="#">Select</a>	

[View All](#)

Figure 8-1: Drafts Pool

LSAS will open the *Manage Application* screen.

Manage Application

---

**Label Application Summary**

Application Number / Barcode: 91047600  
 Name of Product: Breaded Chicken Tenders with Honey Mustard Sauce  
 Submitted By:  
 Current Status: Draft  
 Current Status Set By: 01-J.Williams, (Submitter) at 7/22/2016 9:53:56 AM  
 Submission Type: Web

---

**Available Actions:**

Edit ▼

---

[Select](#)

Figure 8-2: Manage Application Screen – Draft Application

2. Select the “Edit” option from the Available Actions drop-down list. (“Edit” is the default option.)
3. Click the **Select** button.

LSAS displays the entry screens for the label application in “edit” mode. The Submitter can proceed to make additions, deletions, changes, or corrections to the application information. All changes can be saved when the **Save** button is selected. To exit the application, click the **Exit Editor** button.

**NOTE:** LSAS may display an *Application Locked* screen when a user attempts to open a LAP. This occurs whenever another user is currently editing the application, or for reasons indicated in the informational panel. If this screen appears and you wish to continue opening the application, click the **Submit** button. Then click the **Confirm** button to continue.

### Application Locked

---

**Label Application Summary**

Application Number / Barcode: 91047600  
Name of Product: Breaded Chicken Tenders with Honey Mustard Sauce  
Submitted By:  
Current Status: Draft  
Current Status Set By: 01-J.Williams, (Submitter) at 7/22/2016 9:53:56 AM  
Submission Type: Web

[Manage this application](#)

---

**Lock Information**

Locking User: 01-J.Williams, (Submitter)  
Last Accessed At: 7/22/2016 9:58:27 AM

You already have a lock on this label application. This can occur if your browser or computer crashed, or if you have the application open for editing in a different window, tab, browser, or computer. By submitting this form you may release this lock. CAUTION: You will no longer be able to commit any unsaved information in any of these other locations and must re-open the label application for editing.

---

[Submit](#)

Figure 8-3: Application Locked Screen

## 9 View & Download Adjudicated Applications

When a label application has been adjudicated, the submitter can locate the label application in either the *Adjudicated Applications* pool or the *Returns and Rescinded Applications* pool.

If the submitter wishes to view the adjudication details, he can select “Summary” from the Available Actions drop-down. Scroll to the bottom to view comments entered by the LPDS.

If the submitter wishes to download a copy of the approved label, select “Download” from the Available Actions drop-down (see Figure 5-5). The *Label Documentation* screen opens and allows the submitter to download all documents associated with the label, including annotations made by LPDS. During the download, the submitter can save them to his local machine.

### **How to Print An Adjudicated Label with Annotations (Stamps, Modifications, etc.)**

Select all the documents that you want to include in the download. Be sure to check the “Include Annotations” checkbox. After downloading, in the Adobe Reader window, from the Print menu under “Comments & Forms”, select “Document and Markups”. Then proceed to print.

### **My application was returned to me. Where do I find the reason(s) it was returned?**

You will find the reason(s) for the returned submission by viewing the Label Application Comment field located at the bottom of the Summary. Select your returned application from the *Returns and Rescinded Applications* pool. Then, from the *Manage Application* screen, select “Summary” from the Available Actions drop-down. On the *Summary* screen, scroll to the bottom of the page to view the Label Application’s comments.

### **I received a Sketch Modified label. Where do I find the explanation of the modifications that were made?**

Reason(s) for the modifications can be located on the annotated label image, application form, and/or in the Comment field section of the *Summary* screen.

## 10 Handle a Returned Label Application

When a label application is adjudicated as Returned, the reasons are usually due to insufficient information or the submitted information is not readable. The submitter should view the label application's Summary screen to see the reason(s) LPDS returned the application.

### How do I resubmit my returned application to LPDS?

Select your returned application from the *Returns and Rescinded Applications* pool. Then, from the Manage Application screen, select "Edit" from the Available Actions drop-down. The Edit function allows you to make corrections, additions, deletions, etc. You can navigate to the specific area of the application by using the Go To function in the upper right corner of the dashboard. Be sure to save your changes. Finally, using the Go To function, select "7234 Summary". On the Summary screen, review and submit your application. When the application is resubmitted, it will appear in the *LPDD Pool* as a resubmittal.

---

**NOTE:** If you need to replace documents in a returned application, first remove the documents that were included in the original submission, and then upload the new/corrected documents.

---



## 11 Manage an Appeal

The purpose of the appeals process is to allow the submitter to appeal an LPDS decision, modification, or denial. The “Appeal” function should be used only if the establishment disagrees with a specific modification or reason for rejection. The creation of an appeal is not a means to “resubmit” a returned application. For example, if an LPDS reviewer returns a label application because the label image is not legible, the Submitter should not appeal this decision, but should instead resubmit the label application with an updated, legible label image. See Tip 5 posted in the Announcements.

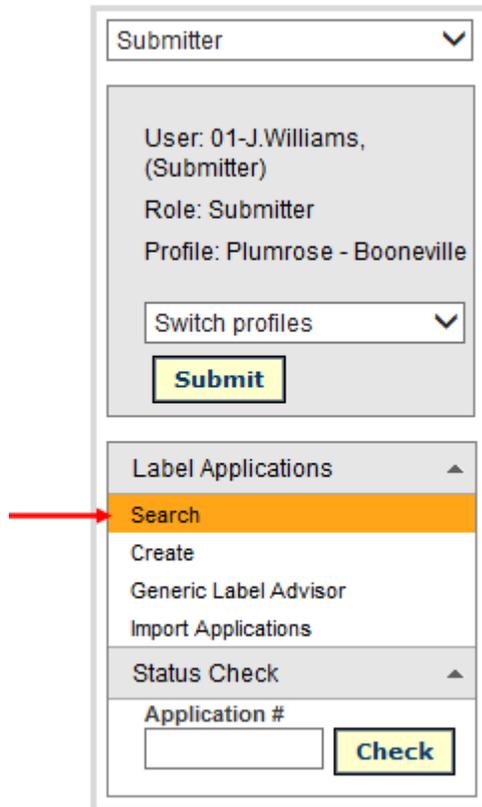
LSAS provides a means for the submitter to appeal LAPs via the “Create Appeal” action in the Available Actions drop-down on the *Manage Application* screen. This action is discussed in complete detail in the *Create Appeal* section on page 71.

For additional guidance, see the instruction page for Form 8822-4 in Appendix C on page 172.

## 12 Search for Label Applications

The LAP **Search** function, accessible from the left navigation menu, allows you to search the LSAS database for labels based on the criteria entered in the search fields.

To access the *Label Application Search* screen, click the **Search** menu option from the **Label Applications** menu on the left side of the home page.



The *Label Application Search* screen, illustrated in Figure 12-1, is the interface used to search the LSAS database for all LAPs associated with the establishment(s) of the logged-in user.

The screenshot shows the 'Label Application Search' interface. At the top, there is a title bar and a note: 'Note: All date searches are inclusive of the specified dates.' Below this, the form contains several sections of search criteria:

- Establishment Number:** A text input field.
- Application Status:** A dropdown menu with options: Any, Draft, Extension of Temporary, Pending, Received, Rescinded, Returned, Sketch, Sketch Modified, and Temporary.
- Submission Dates:** Two pairs of date input fields: 'Earliest Submission Date' and 'Latest Submission Date', and 'Earliest Status Date' and 'Latest Status Date'.
- Expiration Dates:** Two date input fields: 'Earliest Expiration Date' and 'Latest Expiration Date'.
- Approval Number:** A text input field.
- Approval Request Type:** A dropdown menu with options: Any, Extension of Temporary, Sketch, and Temporary.
- Name of Product:** A text input field.
- Type of Product:** A dropdown menu with options: Any, Egg, Poultry, Meat, Other- Non-Amenable, Other- Reimbursable, Other- Voluntary, Other, Other- Antelope, and Other- Buffalo/Bison.
- Name of Firm:** A text input field.
- Appeal Status:** A dropdown menu with the option: Any.
- Appeal Dates:** Two date input fields: 'Earliest Appeal Adjudication Date' and 'Latest Appeal Adjudication Date'.
- Resubmission:** A dropdown menu with the option: Any.

At the bottom left of the form is a yellow 'Search' button.

Figure 12-1: Label Application Search Screen

## Search Fields

The search fields available on the *Label Application Search* screen include the following fields. A short description of these fields can be found in Appendix A.

**Date Fields:** Enter desired date(s) or date ranges using the calendar icon () to select date entries from a calendar, or by entering them manually in the mm/dd/yyyy format.

- Earliest Submission Date ; Latest Submission Date
- Earliest Status Date ; Latest Status Date
- Earliest Expiration Date ; Latest Expiration Date
- Earliest Appeal Adjudication Date ; Latest Appeal Adjudication Date

**Textbox Fields:** Textbox fields allow a maximum of 30 characters.

- Establishment Number (see NOTE below)
- Approval Number
- Name of Product
- Name of Firm

Users can enter the percent symbol (%) as a wildcard in textbox fields to perform searches on partial text strings. Examples of wildcard searches in the Name of Product field include:

- %hot dog - All label names ending in “hot dog” will be found.
- hot dog% - All label names beginning with “hot dog” will be found
- %hot%dog% - All label names that contain the words “hot” and “dog” will be found
- hot dog - Only label names with the exact name of “hot dog” will be found

---

**NOTE:** Although the Establishment Number field is a textbox, it is not necessary to use the % character to perform searches on partial values. For example, if you know the number starts with “M15”, you can enter just those three characters and the search results will include all label applications that are associated with an establishment that has “M15” anywhere within the Establishment Number. The characters could appear at the beginning, the end, or anywhere within the Establishment Number in the search results.

---

---

**NOTE:** The Approval Number is the bar code number. All labels in LSAS are identified using the Approval Number.

---

**Drop-down List Fields:** Drop-down list fields allow you to select a single value from a list. Click the downward facing arrow to the right of the field label name to display the complete list, then click the desired value.

- Appeal Status
- Resubmission

**Listbox Fields:** Listbox fields allow you to select one or multiple values simultaneously. To select multiple values, press and hold down the Shift key while you click on each of the desired values.

- Application Status
- Approval Request Type
- Type of Product

After entering or selecting your search criteria, click the **Search** button to initiate the search. (Alternatively, you can press the Enter key on your keyboard to initiate the search.)

## Search Results

Figure 12-2 shows the *Label Application Search* screen with search results that were retrieved based on the user's selected search field values. The screen displays all LAPs that meet the following search parameters:

- Application Status = "Temporary"
- Name of Product = "%ham%" (find all LAPs that have "ham" anywhere in the product name)
- Resubmission = "Yes"

Label Application Search Results															
													Items per page:	50	Go
App#	Appr.#	Est.#	Status	Status Date	Sub. Date	Resub	Name of Product	Type	Approval Request Type	Expiration Date	Appeal Status	Appeal Status Date	Agent Info	Firm Info	
<a href="#">91009875</a>	7009	EST. 20722	Temporary	07/08/2013	07/08/2013	Yes	Ham Water Added	Meat	Temporary	10/15/2013				Plumrose USA, Inc.- 100 Plumrose Drive, Booneville, Mississippi, 38829, UNITED STATES, (662) 720-2615.	
<a href="#">91004121</a>	2607	EST. 26A	Temporary	01/09/2013	01/09/2013	Yes	Baked Brown Sugar Ham and Water Product - 35% Added Ingredients	Meat	Temporary	7/15/2013				Plumrose USA, Inc.- 100 Plumrose Drive, Booneville, Mississippi, 38829, UNITED STATES, (662) 720-2615.	
<a href="#">91000557</a>	348	EST. 20722	Temporary	07/26/2012	07/25/2012	Yes	HONEY HAM WATER ADDED	Meat	Temporary	2/1/2013				Plumrose USA, Inc.- 100 Plumrose Drive, Booneville, Mississippi, 38829, UNITED STATES, (662) 720-2615.	

(Page 1 of 1)      Records: 3

[Search again](#)

Figure 12-2: Label Application Search Results Screen

The *Label Application Search Results* screen (Figure 8-2) contains features to sort search result data, and to view additional pages of search results.

<b>Search Again</b>	<p>Click <b>Search Again</b> to return to the <i>Label Application Search</i> screen to perform a new search.</p> <hr/> <p><b>NOTE:</b> If you are currently on the search results screen and would like to view your original search criteria, do not click the <b>Search Again</b> button, as this will clear your search criteria. Instead, click on your browser's <b>Back</b> button. LSAS will display the <i>Label Application Search</i> screen with your original search criteria.</p> <hr/>
<b>Records field</b>	Displays the total number of label applications found in the search request. For additional pages, click the <b>NEXT</b> button.
<b>Column Headers</b>	<p>Sort the search results list by a selected column. Click a column heading once to sort ascending, twice to sort descending.</p> <p>For example, if you wish to order the LAPs by their application numbers, click the <b>App#</b> column heading. The LAPs will be ordered from the lowest to the highest number. Click again, and the LAPs will be ordered from highest to lowest.</p>

If there are more search results than can be displayed on a single page, two additional options will appear below the results list:

<b>Next</b>	The <b>Next</b> button will be visible/available only if there are too many search results to display on a single page. Click the link of the desired page to open the associated page of search results.
<b>Items per Page</b>	Select a value from the drop-down list to adjust the number of search result items displayed per page (10, 25, 50, 75, or 100). The default is 50.

### View a LAP from Search Results

The search results screen (Figure 12-2) includes a feature that allows you to view a LAP in detail.

From the search results, click on an application number. LSAS displays the *Manage Application* screen for the selected application.

- To view the LAP's Form 7234, select "View" from the Available Actions drop-down, then click **Select**.
- To view the 7234 application data, select "Summary" from the Available Actions drop-down, then click **Select**.

Depending on your role in LSAS, the options that appear in the Available Actions drop-down will vary.

## 13 Import an Application via XML Format

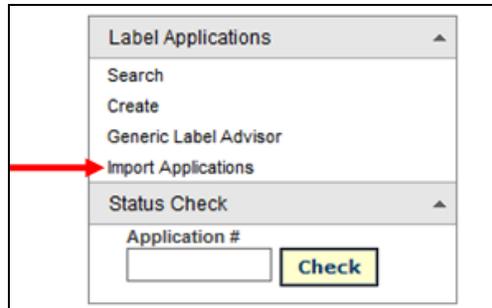
In some cases, the establishment may delegate the label submission task to an outside contractor, agent, or expeditor (aka an “Agent” in LSAS). In such cases, the Agent may use LSAS’s Import XML process to quickly create label applications in LSAS without having to enter the information manually on the multiple input screens discussed in Chapter 7 - *Submit a Label Application*.

The XML Import process is particularly useful when the establishment has an internal electronic data repository from which the raw data for a label application can be pulled and then inserted into an XML file. Once the XML file has been prepared, the Agent can initiate the import process which will read the XML file to automatically create an electronic label application in LSAS.

### **Download the Schema**

In order to create the XML file, the Agent must first obtain the schema which specifies the required format for the XML data fields and values. The schema is an .xsd file that is available for download within LSAS.

1. Select **Import Applications** from the **Label Applications** menu in the left panel.



2. LSAS will display the *Label Import* screen (Figure 13-1).

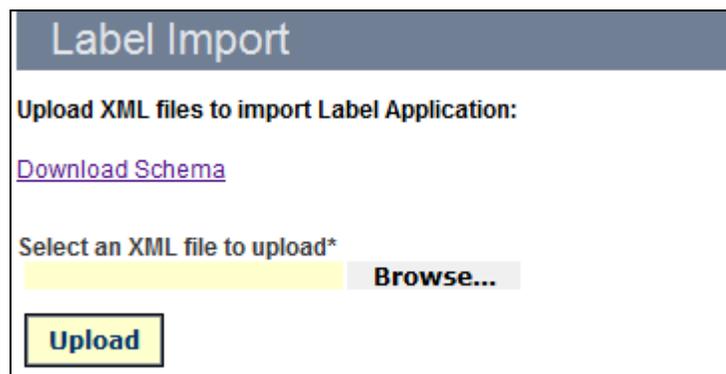


Figure 13-1: Label Import Screen

3. Click the **Download Schema** link.
4. You will be prompted to open or save the schema file. Select **Save** (or **Save As**) and save the file to your local machine.

## ***Create XML Import File from XSD Schema***

In order for the import to succeed, the XML data must be in a valid format accepted by LSAS. Refer to the next section, *LSAS XML Import Guidelines for Industry Users*, for complete details on the requirements for the values that must be included in the XML file for the import process to be successful. When the label data in the XML file is formatted per the LSAS schema, the agent can import the XML into LSAS to create a label application that can be submitted to LPDS for review and adjudication.

**Note:** If the Agent utilizes a separate software application for handling label applications, he must configure the in-house system to export label information using the XML schema so that it is readable by LSAS.

### **Recommended XSD-to-XML Conversion Tool:**

Multiple sites online offer free XSD-to-XML conversion tools. Different sites will generate differently-formatted XML files. The conversion tool at the following site has been tested and verified to generate the XML file in a format that is accepted by LSAS.

*Online XSD to XML generator XSD2XML website\**: <http://xsd2xml.com/>

**Note:** This conversion tool will only create the raw XML file in the appropriate format for LSAS; it does not enter the actual values required in the label application. You will need to edit this auto-generated XML file to include the label application data.

\*USDA-FSIS has no affiliation with this site and does not guarantee the site's performance or availability.

## LSAS XML Import Guidelines for Industry Users

### Default String Value for Text Fields

The default string value in the generated XML file will vary depending on how you convert the XSD schema to XML. For example, if you use the online tool from <http://xsd2xml.com>, then the default string in the XML file might be "str1234" while a different tool, located at <https://devutilsonline.com/xsd-xml/generate-xml-from-xsd>, might set all default string values to "string". This document will generally indicate "str1234" as the default XML string value. Please be aware that your particular XML file may have a different default string value, and adjust your steps accordingly.

### Required Fields

If the field description in this document indicates that a field value is required on the LSAS Web UI, but not required in the XML Import file, then you have the option of entering a value in the XML file or waiting to enter it via the UI. (LSAS will not prevent you from uploading the XML file if you did not enter a value for the field in the XML file.) If you did not enter a value for a field in the XML file, then, after importing the XML file, you **must** enter a value for it via the LSAS Web UI. LSAS will not allow you to save or submit the application via the UI until you have entered a value.

### Special Characters

In most cases, if you need to enter a special character into one of the text fields in the XML file, you can do so without having to add any special formatting in the XML file. However, there are five characters that require special formatting in the XML file in order for the import process to complete successfully. For these five characters, you can choose either of the methods shown in the table below (entity replacement or numeric replacement).

Original Character	XML Entity Replacement	XML Numeric Replacement
< (less than operator)	&lt;	&#60;
> (greater than operator)	&gt;	&#62;
" (double quotes)	&quot;	&#34;
& (ampersand)	&amp;	&#38;
' (apostrophe / single quotation mark)	&apos;	&#39;

## Field Descriptions – All Fields in the XML Import File

XSD File Field Order	XML Import File Field Name & Guidelines				
1	<p><b>NameOfProduct</b></p> <table border="1" data-bbox="261 375 821 447"> <tr> <td>Required in XML file?</td> <td>Yes</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Yes</td> </tr> </table> <p>Remove "str1234" from &lt;NameOfProduct&gt;str1234&lt;/NameOfProduct&gt; and replace it with the name of the product.</p>	Required in XML file?	Yes	Required via manual/web entry?	Yes
Required in XML file?	Yes				
Required via manual/web entry?	Yes				
2	<p><b>ProductType</b></p> <table border="1" data-bbox="261 611 751 682"> <tr> <td>Required in XML file?</td> <td>Yes</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Yes</td> </tr> </table> <p>Remove "NONE" from &lt;ProductType&gt;NONE&lt;/ProductType&gt; and replace it with any valid Product Type value.</p> <p>The selected ProductType must be entered exactly as it appears in the xsd schema file, including capitalization and underscores.</p> <p><b>Valid ProductType values include:</b></p> <ul style="list-style-type: none"> <li>Meat</li> <li>Poultry</li> <li>Egg</li> <li>Other_Voluntary</li> <li>Other_NonAmenable</li> <li>Other_Reimbursable</li> <li>Other_Buffalo_Bison</li> <li>Other_Water_Buffalo</li> <li>Other_Deer_Vension</li> <li>Other_Reindeer</li> <li>Other_Antelope</li> <li>Other_Elk</li> <li>Other_Cattalo</li> <li>Other_Quail</li> <li>Other_Pigeon</li> <li>Other_Migratory_Water_Fowl</li> </ul>	Required in XML file?	Yes	Required via manual/web entry?	Yes
Required in XML file?	Yes				
Required via manual/web entry?	Yes				

XSD File Field Order	XML Import File Field Name & Guidelines				
3	<p><b>HACCPProcessCategory</b></p> <table border="1" data-bbox="261 317 748 390"> <tr> <td><b>Required in XML file?</b></td> <td>Yes</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>Yes</td> </tr> </table> <p>Remove "NONE" from &lt;HACCPProcessCategory&gt; NONE&lt;/HACCPProcessCategory&gt; and replace it with the desired HACCP Process Category.</p> <p>The selected HACCP Process Category must be entered exactly as it appears in the xsd schema file, including capitalization and underscores.</p> <p><b>Valid HACCPProcessCategory values include:</b>                      PC_03J__Slaughter__all_species                      PC_03B__Raw_Product__ground                      PC_03C__Raw_Product__not_ground                      PC_03D__Thermally_Processed__commercially_sterile                      PC_03E__Not_heat_treated__shelf_stable                      PC_03F__Heat_treated__shelf_stable                      PC_03G__Fully_Cooked__not_shelf_stable                      PC_03H__Heat_treated_but_not_fully_cooked                      PC_03I__Product_with_secondary_inhibitors__not_shelf_stable</p>	<b>Required in XML file?</b>	Yes	<b>Required via manual/web entry?</b>	Yes
<b>Required in XML file?</b>	Yes				
<b>Required via manual/web entry?</b>	Yes				
4	<p><b>Include_USDA_AMS_Child_Nutrition_Program</b></p> <table border="1" data-bbox="261 1031 748 1104"> <tr> <td><b>Required in XML file?</b></td> <td>Yes</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>Yes</td> </tr> </table> <p>If the label application is for a product that is included in the Child Nutrition program, then remove "No" from &lt;Include_USDA_AMS_Child_Nutrition_Program&gt;No&lt;/Include_USDA_AMS_Child_Nutrition_Program&gt; and replace it with "Yes"; otherwise, leave the default value of "No"</p> <p>Note: The value in the XML Import file may include any of the following combinations of uppercase and lowercase characters: NO, No, no, YES, Yes, yes</p>	<b>Required in XML file?</b>	Yes	<b>Required via manual/web entry?</b>	Yes
<b>Required in XML file?</b>	Yes				
<b>Required via manual/web entry?</b>	Yes				
5	<p><b>CNIdentificationNumber</b></p> <table border="1" data-bbox="261 1409 1414 1482"> <tr> <td><b>Required in XML file?</b></td> <td>No</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>Required only if the answer to the CN-Logo question is "Yes"</td> </tr> </table> <ul style="list-style-type: none"> <li>If <b>Include_USDA_AMS_Child_Nutrition_Program</b> = "Yes" then remove "str1234" from &lt;CNIdentificationNumber&gt;str1234&lt;/CNIdentificationNumber&gt; and replace it with your 6 digit CN number.</li> <li>If <b>Include_USDA_AMS_Child_Nutrition_Program</b> = "No" then remove "str1234" from &lt;CNIdentificationNumber&gt;str1234&lt;/CNIdentificationNumber&gt;. (Leave the value blank.)</li> </ul>	<b>Required in XML file?</b>	No	<b>Required via manual/web entry?</b>	Required only if the answer to the CN-Logo question is "Yes"
<b>Required in XML file?</b>	No				
<b>Required via manual/web entry?</b>	Required only if the answer to the CN-Logo question is "Yes"				

XSD File Field Order	XML Import File Field Name & Guidelines				
6	<p><b>EggApprovalNumber</b></p> <table border="1" data-bbox="261 310 750 384"> <tr> <td>Required in XML file?</td> <td>No</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>No</td> </tr> </table> <p>If the selected Type of Product is “Egg” and the application was previously approved, then the prior egg approval number should be provided using the number on the previously approved Egg Label Notice (PY Form 221). The prior egg approval number is provided on the Egg Label Notice if the label application was approved.</p> <ul style="list-style-type: none"> <li>• If <b>ProductType</b> = "Egg" and you have a prior Egg Approval Number, then remove "str1234" from &lt;EggApprovalNumber&gt;str1234&lt;/EggApprovalNumber&gt; and replace it with the prior Egg Approval Number.</li> <li>• If <b>ProductType</b> = anything other than "Egg", then remove "str1234" from &lt;EggApprovalNumber&gt;str1234&lt;/EggApprovalNumber&gt;. (Leave the value blank.)</li> </ul>	Required in XML file?	No	Required via manual/web entry?	No
Required in XML file?	No				
Required via manual/web entry?	No				
7	<p><b>Label_Meets_FSYS_Extraordinary_Circumstances</b></p> <table border="1" data-bbox="342 819 850 892"> <tr> <td>Required in XML file?</td> <td>Yes</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Yes</td> </tr> </table> <p>If you wish to designate the label application as an extraordinary circumstance, remove "No" from &lt;Label_Meets_FSYS_Extraordinary_Circumstances&gt;No&lt;/Label_Meets_FSYS_Extraordinary_Circumstances&gt; and replace it with “Yes”; otherwise, leave the default value of “No”.</p> <p>If you are unsure whether your application qualifies for extraordinary circumstances, click on the following link to access the policy information to aid you in your decision:  <a href="http://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/labeling/labeling-procedures/procedures-evaluating-labeling">http://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/labeling/labeling-procedures/procedures-evaluating-labeling</a></p> <p>Using the manual entry process in LSAS, the Extraordinary Circumstances checkbox can only be selected on the first (original) submission of a label application. If you select this checkbox on an original submission, then you cannot un-check the checkbox on any subsequent resubmission of the same label application. Likewise, if you did not select the EC checkbox on the original submission, then you cannot select it for a resubmission of the same label application. The same vetting decision that LPDS applied to the original submission will automatically be applied to any resubmission. Likewise, using the XML Import process, LSAS will allow you to choose and enter either “Yes” or “No” for the first submission only. Any resubmitted application that is entered via the import process <b>must</b> have the same EC value as the original submission.</p>	Required in XML file?	Yes	Required via manual/web entry?	Yes
Required in XML file?	Yes				
Required via manual/web entry?	Yes				
8	<p><b>Is_Voluntary_Review</b></p> <table border="1" data-bbox="342 1549 850 1623"> <tr> <td>Required in XML file?</td> <td>Yes</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Yes</td> </tr> </table> <p>If you wish to designate the label application as one that meets the criteria for voluntary review, remove "No" from &lt;Is_Voluntary_Review&gt;No&lt;/Is_Voluntary_Review&gt; and replace it with “Yes”; otherwise, leave the default value of “No”.</p> <p>If you are not sure whether your label application meets the minimum requirements to be considered for voluntary review, you can use the Generic Label Advisor Wizard to help you determine whether your label is a valid candidate.</p>	Required in XML file?	Yes	Required via manual/web entry?	Yes
Required in XML file?	Yes				
Required via manual/web entry?	Yes				

XSD File Field Order	XML Import File Field Name & Guidelines				
9	<p><b>SpecialClaim</b></p> <table border="1" data-bbox="342 310 1495 449"> <tr> <td data-bbox="342 310 768 415"><b>Required in XML file?</b></td> <td data-bbox="768 310 1495 415">Yes. The value in the XML file cannot be blank. Leave the default value of "NONE" if the label application does not have any special claims.</td> </tr> <tr> <td data-bbox="342 415 768 449"><b>Required via manual/web entry?</b></td> <td data-bbox="768 415 1495 449">No</td> </tr> </table> <p>If you would like to enter a special claim, remove "NONE" from &lt;SpecialClaim&gt;NONE&lt;/SpecialClaim&gt; and replace it with the name of the desired Special Claim. The selected Special Claim must be entered exactly as it appears in the .xsd schema file, including capitalization and underscores.</p> <p><b>Valid Special Claim values include:</b>  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_Claims</p> <p><b>Notes for entering multiple Special Claims:</b>  You can enter multiple Special Claims, if desired. Only one Special Claim field is displayed in the xsd schema template. If you wish to enter more than one Special Claim, then add another line using the same format. For example, enter:  &lt;SpecialClaim&gt;Allergen_Statements&lt;/SpecialClaim&gt;  &lt;SpecialClaim&gt;Natural_Organic&lt;/SpecialClaim&gt;</p>	<b>Required in XML file?</b>	Yes. The value in the XML file cannot be blank. Leave the default value of "NONE" if the label application does not have any special claims.	<b>Required via manual/web entry?</b>	No
<b>Required in XML file?</b>	Yes. The value in the XML file cannot be blank. Leave the default value of "NONE" if the label application does not have any special claims.				
<b>Required via manual/web entry?</b>	No				
10	<p><b>OtherClaimDescription</b></p> <table border="1" data-bbox="342 1392 1474 1461"> <tr> <td data-bbox="342 1392 768 1428"><b>Required in XML file?</b></td> <td data-bbox="768 1392 1474 1428">No</td> </tr> <tr> <td data-bbox="342 1428 768 1461"><b>Required via manual/web entry?</b></td> <td data-bbox="768 1428 1474 1461">Required only if the "Other Claims" checkbox was selected</td> </tr> </table> <ul style="list-style-type: none"> <li>• If you have a <b>SpecialClaim</b> of "Other_Claims" then remove "str1234" from &lt;OtherClaimDescription&gt;str1234&lt;/OtherClaimDescription&gt; and replace it with your description of the "Other Claim"</li> <li>• If you do not have a <b>SpecialClaim</b> of "Other_Claims" then remove "str1234" from &lt;OtherClaimDescription&gt;str1234&lt;/OtherClaimDescription&gt;. (Leave the value blank.)</li> </ul>	<b>Required in XML file?</b>	No	<b>Required via manual/web entry?</b>	Required only if the "Other Claims" checkbox was selected
<b>Required in XML file?</b>	No				
<b>Required via manual/web entry?</b>	Required only if the "Other Claims" checkbox was selected				

XSD File Field Order	XML Import File Field Name & Guidelines				
11	<p><b>Area_Of_Principal_Display_Panel</b></p> <table border="1" data-bbox="342 310 852 384"> <tr> <td>Required in XML file?</td> <td>Yes</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Yes</td> </tr> </table> <p>Remove "3.1415926535" from &lt;Area_Of_Principal_Display_Panel&gt;3.1415926535&lt;/Area_Of_Principal_Display_Panel&gt; and replace it with the numeric value that represents the Area of Principal Display.</p> <p>The value of this field must be numeric. Decimal values are permitted. Other than the period symbol for a decimal point, no alpha characters or special characters are allowed.</p>	Required in XML file?	Yes	Required via manual/web entry?	Yes
Required in XML file?	Yes				
Required via manual/web entry?	Yes				
12	<p><b>Total_Available_Labeling_Space_For_Entire_Package</b></p> <table border="1" data-bbox="342 678 852 751"> <tr> <td>Required in XML file?</td> <td>Yes</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Yes</td> </tr> </table> <p>Remove "3.1415926535" from &lt;Total_Available_Labeling_Space_For_Entire_Package&gt;3.1415926535&lt;/Total_Available_Labeling_Space_For_Entire_Package&gt; and replace it with the numeric value that represents the Total Available Labeling Space.</p> <p>The value of this field must be numeric. Decimal values are permitted. Other than the period symbol for a decimal point, no alpha characters or special characters are allowed.</p>	Required in XML file?	Yes	Required via manual/web entry?	Yes
Required in XML file?	Yes				
Required via manual/web entry?	Yes				
13	<p><b>ProcessingProcedures</b></p> <table border="1" data-bbox="342 1045 852 1119"> <tr> <td>Required in XML file?</td> <td>No</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Yes</td> </tr> </table> <p>Remove "str1234" from &lt;ProcessingProcedures&gt;str1234&lt;/ProcessingProcedures&gt; and replace it with a text description of the processing procedures used on this product.</p> <p>This is a free text entry field. All alphanumeric and special characters are allowed.</p>	Required in XML file?	No	Required via manual/web entry?	Yes
Required in XML file?	No				
Required via manual/web entry?	Yes				
14	<p><b>ApprovalType</b></p> <table border="1" data-bbox="342 1344 852 1417"> <tr> <td>Required in XML file?</td> <td>No</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Yes</td> </tr> </table> <p>Remove "Sketch" from &lt;ApprovalType&gt;Sketch&lt;/ApprovalType&gt; and replace it with the desired Approval Type.</p> <p>The selected Approval Type must be entered exactly as it appears in the .xsd schema file, including capitalization and underscores.</p> <p><b>Valid Approval Type values include:</b>            Sketch            Temporary            Extension_of_Temporary</p>	Required in XML file?	No	Required via manual/web entry?	Yes
Required in XML file?	No				
Required via manual/web entry?	Yes				

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XSD File Field Order	XML Import File Field Name & Guidelines				
15	<p><b>Reasons_For_Seeking_Temporary_Approval</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Required in XML file?</b></td> <td>No</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>Required only if ApprovalType = "Temporary" or "Extension_of_Temporary"</td> </tr> </table> <p>Remove "str1234" from                      &lt;Reasons_For_Seeking_Temporary_Approval&gt;str1234&lt;/Reasons_For_Seeking_Temporary_Approval&gt; and replace it with a text description that provides justification for the "Temporary" or "Extension_of_Temporary" Approval Type.</p> <p>Max limit = 2000 characters</p>	<b>Required in XML file?</b>	No	<b>Required via manual/web entry?</b>	Required only if ApprovalType = "Temporary" or "Extension_of_Temporary"
<b>Required in XML file?</b>	No				
<b>Required via manual/web entry?</b>	Required only if ApprovalType = "Temporary" or "Extension_of_Temporary"				
16	<p><b>Prior_Approval_Number</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Required in XML file?</b></td> <td>No</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>No</td> </tr> </table> <ul style="list-style-type: none"> <li>If you have the previous application approval number, then remove "str1234" from &lt;Prior_Approval_Number&gt;str1234&lt;/Prior_Approval_Number&gt; and replace it with the previous application approval number.</li> <li>If you do not have a previous application approval number, then remove "str1234" from &lt;Prior_Approval_Number&gt;str1234&lt;/Prior_Approval_Number&gt;. (Leave the value blank.)</li> </ul>	<b>Required in XML file?</b>	No	<b>Required via manual/web entry?</b>	No
<b>Required in XML file?</b>	No				
<b>Required via manual/web entry?</b>	No				
17	<p><b>Date_Of_Approval</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Required in XML file?</b></td> <td>No</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>No</td> </tr> </table> <p>Remove "str1234" from &lt;Date_Of_Approval&gt;str1234&lt;/Date_Of_Approval&gt; and replace it with the date the label was previously approved (if one exists).</p> <p>The required entry format for this date in the XML Import file is YYYY-MM-DD. Example: 2016-05-08</p>	<b>Required in XML file?</b>	No	<b>Required via manual/web entry?</b>	No
<b>Required in XML file?</b>	No				
<b>Required via manual/web entry?</b>	No				
18	<p><b>Number_Of_Labels_On_Hand</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Required in XML file?</b></td> <td>Yes. The XML Import file requires the user to enter a value for this field, regardless of the selected <b>ApprovalType</b>. Leave the default value of "0" if you do not have a value for this field.</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>Required only if <b>Type of Approval Requested</b> is either "Temporary" or "Extension of Temporary"</td> </tr> </table> <p>If you would like to enter a value for this field, then remove "0" from                      &lt;Number_Of_Labels_On_Hand&gt;0&lt;/Number_Of_Labels_On_Hand&gt; and replace it with a numeric value that represents the number of labels you have on hand for this product.</p> <p>This field accepts a maximum of 10 digits; alpha characters are not allowed.</p>	<b>Required in XML file?</b>	Yes. The XML Import file requires the user to enter a value for this field, regardless of the selected <b>ApprovalType</b> . Leave the default value of "0" if you do not have a value for this field.	<b>Required via manual/web entry?</b>	Required only if <b>Type of Approval Requested</b> is either "Temporary" or "Extension of Temporary"
<b>Required in XML file?</b>	Yes. The XML Import file requires the user to enter a value for this field, regardless of the selected <b>ApprovalType</b> . Leave the default value of "0" if you do not have a value for this field.				
<b>Required via manual/web entry?</b>	Required only if <b>Type of Approval Requested</b> is either "Temporary" or "Extension of Temporary"				

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XSD File Field Order	XML Import File Field Name & Guidelines				
19	<p><b>Number_Of_Days_Required</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><b>Required in XML file?</b></td> <td>Yes. The XML Import file requires the user to enter a value for this field, regardless of the selected <b>ApprovalType</b>. Leave the default value of "0" if you do not have a value for this field.</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>Required only if <b>Type of Approval Requested</b> is either "Temporary" or "Extension of Temporary"</td> </tr> </table> <p>If you would like to enter a value for this field, then remove "0" from &lt;Number_Of_Days_Required&gt;0&lt;/Number_Of_Days_Required&gt; and replace it with a numeric value that represents the number of days the temporary label is required.</p> <p>This field accepts a maximum of 10 digits; alpha characters are not allowed.</p>	<b>Required in XML file?</b>	Yes. The XML Import file requires the user to enter a value for this field, regardless of the selected <b>ApprovalType</b> . Leave the default value of "0" if you do not have a value for this field.	<b>Required via manual/web entry?</b>	Required only if <b>Type of Approval Requested</b> is either "Temporary" or "Extension of Temporary"
<b>Required in XML file?</b>	Yes. The XML Import file requires the user to enter a value for this field, regardless of the selected <b>ApprovalType</b> . Leave the default value of "0" if you do not have a value for this field.				
<b>Required via manual/web entry?</b>	Required only if <b>Type of Approval Requested</b> is either "Temporary" or "Extension of Temporary"				
20	<p><b>Firm_Name</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><b>Required in XML file?</b></td> <td>Yes</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>Yes</td> </tr> </table> <p>Remove "str1234" from &lt;Firm_Name&gt;str1234&lt;/Firm_Name&gt; and replace it with the name of the Firm.</p>	<b>Required in XML file?</b>	Yes	<b>Required via manual/web entry?</b>	Yes
<b>Required in XML file?</b>	Yes				
<b>Required via manual/web entry?</b>	Yes				
21	<p><b>Firm_Address_Line1</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><b>Required in XML file?</b></td> <td>Yes</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>Yes</td> </tr> </table> <p>Remove "str1234" &lt;Firm_Address_Line1&gt;str1234&lt;/Firm_Address_Line1&gt; and replace it with the first line of the Firm's address.</p>	<b>Required in XML file?</b>	Yes	<b>Required via manual/web entry?</b>	Yes
<b>Required in XML file?</b>	Yes				
<b>Required via manual/web entry?</b>	Yes				
22	<p><b>Firm_Address_Line2</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><b>Required in XML file?</b></td> <td>No</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>No</td> </tr> </table> <p>Remove "str1234" &lt;Firm_Address_Line2&gt;str1234&lt;/Firm_Address_Line2&gt; and replace it with the second line of the Firm's address (if it exists).</p>	<b>Required in XML file?</b>	No	<b>Required via manual/web entry?</b>	No
<b>Required in XML file?</b>	No				
<b>Required via manual/web entry?</b>	No				
23	<p><b>Firm_City</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><b>Required in XML file?</b></td> <td>Yes</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>Yes</td> </tr> </table> <p>Remove "str1234" from &lt;Firm_City&gt;str1234&lt;/Firm_City&gt; and replace it with the Firm's city name.</p>	<b>Required in XML file?</b>	Yes	<b>Required via manual/web entry?</b>	Yes
<b>Required in XML file?</b>	Yes				
<b>Required via manual/web entry?</b>	Yes				
24	<p><b>Firm_State</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><b>Required in XML file?</b></td> <td>Yes</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>Yes</td> </tr> </table> <p>Remove "Alabama" from &lt;Firm_State&gt;Alabama&lt;/Firm_State&gt; and replace it with the Firm State.</p> <p>The selected State name must be entered exactly as it appears in the .xsd schema file, including capitalization and underscores. <b>Valid State values appear on Page 161.</b></p>	<b>Required in XML file?</b>	Yes	<b>Required via manual/web entry?</b>	Yes
<b>Required in XML file?</b>	Yes				
<b>Required via manual/web entry?</b>	Yes				

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XSD File Field Order	XML Import File Field Name & Guidelines				
25	<p><b>Firm_ZipCode</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Required in XML file?</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">Required via manual/web entry?</td> <td style="text-align: center;">Yes</td> </tr> </table> <p>Remove "str1234" from &lt;Firm_ZipCode&gt;str1234&lt;/Firm_ZipCode&gt; and replace it with the Firm's zip code.</p>	Required in XML file?	Yes	Required via manual/web entry?	Yes
Required in XML file?	Yes				
Required via manual/web entry?	Yes				
26	<p><b>Firm_ContactName</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Required in XML file?</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">Required via manual/web entry?</td> <td style="text-align: center;">Yes</td> </tr> </table> <p>Remove "str1234" from &lt;Firm_ContactName&gt;str1234&lt;/Firm_ContactName&gt; and replace it with the name of the contact person for the Firm.</p>	Required in XML file?	Yes	Required via manual/web entry?	Yes
Required in XML file?	Yes				
Required via manual/web entry?	Yes				
27	<p><b>Firm_Phone</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Required in XML file?</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">Required via manual/web entry?</td> <td style="text-align: center;">Yes</td> </tr> </table> <p>Remove "str1234" from &lt;Firm_Phone&gt;str1234&lt;/Firm_Phone&gt; and replace it with the phone number for the Firm.</p> <p>Valid format: 10 digits with no hyphens or spaces. Example: 8005551212</p> <p>Note: If you enter an invalid value for the phone number (for example, "ABCDE"), you will still be able to perform the import operation, and you will not receive an error message when the operation completes. However, you will not be allowed to submit the application via the LSAS UI until you have corrected the value so that it is a valid phone number.</p>	Required in XML file?	Yes	Required via manual/web entry?	Yes
Required in XML file?	Yes				
Required via manual/web entry?	Yes				
28	<p><b>Firm_Fax</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Required in XML file?</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">Required via manual/web entry?</td> <td style="text-align: center;">No</td> </tr> </table> <p>Remove "str1234" from &lt;Firm_Fax&gt;str1234&lt;/Firm_Fax&gt; and replace it with the Firm's Fax number.</p> <p>Valid format: 10 digits with no hyphens or spaces. Example: 8005551212</p> <p>Note: If you enter an invalid value for the fax number (for example, "ABCDE"), you will still be able to perform the import operation, and you will not receive an error message when the operation completes. However, you will not be allowed to submit the application via the LSAS UI until you have corrected the value so that it is a valid fax number.</p>	Required in XML file?	No	Required via manual/web entry?	No
Required in XML file?	No				
Required via manual/web entry?	No				
29	<p><b>Firm_Email</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Required in XML file?</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">Required via manual/web entry?</td> <td style="text-align: center;">Yes</td> </tr> </table> <p>Remove "str1234" from &lt;Firm_Email&gt;str1234&lt;/Firm_Email&gt; and replace it with the email address for the Firm.</p>	Required in XML file?	Yes	Required via manual/web entry?	Yes
Required in XML file?	Yes				
Required via manual/web entry?	Yes				

XSD File Field Order	XML Import File Field Name & Guidelines				
30	<p><b>Is_This_Submission_By_An_Agent</b></p> <table border="1" data-bbox="342 310 852 382"> <tr> <td>Required in XML file?</td> <td>No</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Yes</td> </tr> </table> <p>If this submission is being created by an agent, then remove "No" from <code>&lt;Is_This_Submission_By_An_Agent&gt;No&lt;/Is_This_Submission_By_An_Agent&gt;</code> and replace it with "Yes"; otherwise, leave the default value of "No".</p> <p>On the UI, the default value for this field is "No".</p> <p>If Agent information is provided, then LSAS will send all email notifications regarding this label application to the specified Agent email address. Otherwise, LSAS will send all email notifications regarding this label application to the specified Firm email address.</p>	Required in XML file?	No	Required via manual/web entry?	Yes
Required in XML file?	No				
Required via manual/web entry?	Yes				
31	<p><b>Agent_Name</b></p> <table border="1" data-bbox="342 779 1352 850"> <tr> <td>Required in XML file?</td> <td>No</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Required only if submission by an Agent = "Yes"</td> </tr> </table> <p>If <code>Is_This_Submission_By_An_Agent = "Yes"</code>, then remove "str1234" from <code>&lt;Agent_Name&gt;str1234&lt;/Agent_Name&gt;</code> and replace it with the name of the Agent.</p> <p>If <code>Is_This_Submission_By_An_Agent = "No"</code>, then remove "str1234" from <code>&lt;Agent_Name&gt;str1234&lt;/Agent_Name&gt;</code> and leave the field blank.</p>	Required in XML file?	No	Required via manual/web entry?	Required only if submission by an Agent = "Yes"
Required in XML file?	No				
Required via manual/web entry?	Required only if submission by an Agent = "Yes"				
32	<p><b>Agent_Address_Line1</b></p> <table border="1" data-bbox="342 1115 1352 1186"> <tr> <td>Required in XML file?</td> <td>No</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Required only if submission by an Agent = "Yes"</td> </tr> </table> <p>If <code>Is_This_Submission_By_An_Agent = "Yes"</code>, then remove "str1234" from <code>&lt;Agent_Address_Line1&gt;str1234&lt;/Agent_Address_Line1&gt;</code> and replace it with the first line of the Agent's address.</p> <p>If <code>Is_This_Submission_By_An_Agent = "No"</code>, then remove "str1234" from <code>&lt;Agent_Address_Line1&gt;str1234&lt;/Agent_Address_Line1&gt;</code> and leave the field blank.</p>	Required in XML file?	No	Required via manual/web entry?	Required only if submission by an Agent = "Yes"
Required in XML file?	No				
Required via manual/web entry?	Required only if submission by an Agent = "Yes"				
33	<p><b>Agent_Address_Line2</b></p> <table border="1" data-bbox="342 1482 846 1554"> <tr> <td>Required in XML file?</td> <td>No</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>No</td> </tr> </table> <p>If <code>Is_This_Submission_By_An_Agent = "Yes"</code>, then remove "str1234" from <code>&lt;Agent_Address_Line2&gt;str1234&lt;/Agent_Address_Line2&gt;</code> and replace it with second line of the Agent's address (if one exists).</p> <p>If <code>Is_This_Submission_By_An_Agent = "No"</code>, then remove "str1234" from <code>&lt;Agent_Address_Line2&gt;str1234&lt;/Agent_Address_Line2&gt;</code> and leave the field blank.</p>	Required in XML file?	No	Required via manual/web entry?	No
Required in XML file?	No				
Required via manual/web entry?	No				

XSD File Field Order	XML Import File Field Name & Guidelines				
34	<p><b>Agent_City</b></p> <table border="1" data-bbox="342 310 1446 384"> <tr> <td>Required in XML file?</td> <td>No</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Required only if submission by an Agent = "Yes"</td> </tr> </table> <p>If <b>Is_This_Submission_By_An_Agent</b> = "Yes", then remove "str1234" from &lt;Agent_City&gt;str1234&lt;/Agent_City&gt; and replace it with the Agent's City name.</p> <p>If <b>Is_This_Submission_By_An_Agent</b> = "No", then remove "str1234" from &lt;Agent_City&gt;str1234&lt;/Agent_City&gt; and leave the field blank.</p>	Required in XML file?	No	Required via manual/web entry?	Required only if submission by an Agent = "Yes"
Required in XML file?	No				
Required via manual/web entry?	Required only if submission by an Agent = "Yes"				
35	<p><b>Agent_State</b></p> <table border="1" data-bbox="342 646 1354 720"> <tr> <td>Required in XML file?</td> <td>Yes</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Required only if submission by an Agent = "Yes"</td> </tr> </table> <p>If <b>Is_This_Submission_By_An_Agent</b> = "Yes", then remove "Alabama" from &lt;Agent_State&gt;Alabama&lt;/Agent_State&gt; and replace it with the Agent's State name.</p> <p>The selected State name must be entered exactly as it appears in the .xsd schema file, including capitalization and underscores. <b>Valid State values appear on Page 161.</b></p> <p>If <b>Is_This_Submission_By_An_Agent</b> = "No", then remove "Alabama" from &lt;Agent_State&gt;Alabama&lt;/Agent_State&gt; and leave the field blank.</p>	Required in XML file?	Yes	Required via manual/web entry?	Required only if submission by an Agent = "Yes"
Required in XML file?	Yes				
Required via manual/web entry?	Required only if submission by an Agent = "Yes"				
36	<p><b>Agent_ZipCode</b></p> <table border="1" data-bbox="342 1081 1354 1155"> <tr> <td>Required in XML file?</td> <td>No</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Required only if submission by an Agent = "Yes"</td> </tr> </table> <p>If <b>Is_This_Submission_By_An_Agent</b> = "Yes", then remove "str1234" from &lt;Agent_ZipCode&gt;str1234&lt;/Agent_ZipCode&gt; and replace it with the Agent's zip code.</p> <p>If <b>Is_This_Submission_By_An_Agent</b> = "No", then remove "str1234" from &lt;Agent_ZipCode&gt;str1234&lt;/Agent_ZipCode&gt; and leave the field blank.</p>	Required in XML file?	No	Required via manual/web entry?	Required only if submission by an Agent = "Yes"
Required in XML file?	No				
Required via manual/web entry?	Required only if submission by an Agent = "Yes"				
37	<p><b>Agent_ContactName</b></p> <table border="1" data-bbox="342 1417 1354 1491"> <tr> <td>Required in XML file?</td> <td>No</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Required only if submission by an Agent = "Yes"</td> </tr> </table> <p>If <b>Is_This_Submission_By_An_Agent</b> = "Yes", then remove "str1234" from &lt;Agent_ContactName&gt;str1234&lt;/Agent_ContactName&gt; and replace it with the name of the contact person for the Agent.</p> <p>If <b>Is_This_Submission_By_An_Agent</b> = "No", then remove "str1234" from &lt;Agent_ContactName&gt;str1234&lt;/Agent_ContactName&gt; and leave the field blank.</p>	Required in XML file?	No	Required via manual/web entry?	Required only if submission by an Agent = "Yes"
Required in XML file?	No				
Required via manual/web entry?	Required only if submission by an Agent = "Yes"				

XSD File Field Order	XML Import File Field Name & Guidelines				
38	<p><b>Agent_Phone</b></p> <table border="1" data-bbox="342 310 1352 384"> <tr> <td><b>Required in XML file?</b></td> <td>No</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>Required only if submission by an Agent = "Yes"</td> </tr> </table> <p>If <b>Is_This_Submission_By_An_Agent</b> = "Yes", then remove "str1234" from &lt;Agent_Phone&gt;str1234&lt;/Agent_Phone&gt; and replace it with the phone number of the Agent.</p> <p>Valid format: 10 digits with no hyphens or spaces. Example: 8005551212</p> <p>Note: If you enter an invalid value for the phone number (for example, "ABCDE"), you will still be able to perform the import operation, and you will not receive an error message when the operation completes. However, you will not be allowed to submit the application via the LSAS UI until you have corrected the value so that it is a valid phone number.</p> <p>If <b>Is_This_Submission_By_An_Agent</b> = "No", then remove "str1234" from &lt;Agent_Phone&gt;str1234&lt;/Agent_Phone&gt; and leave the field blank.</p>	<b>Required in XML file?</b>	No	<b>Required via manual/web entry?</b>	Required only if submission by an Agent = "Yes"
<b>Required in XML file?</b>	No				
<b>Required via manual/web entry?</b>	Required only if submission by an Agent = "Yes"				
39	<p><b>Agent_Fax</b></p> <table border="1" data-bbox="342 884 1352 957"> <tr> <td><b>Required in XML file?</b></td> <td>No</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>Required only if submission by an Agent = "Yes"</td> </tr> </table> <p>If <b>Is_This_Submission_By_An_Agent</b> = "Yes", then remove "str1234" from &lt;Agent_Fax&gt;str1234&lt;/Agent_Fax&gt; and replace it with the fax number of the Agent.</p> <p>Valid format: 10 digits with no hyphens or spaces. Example: 8005551212</p> <p>Note: If you enter an invalid value for the fax number (for example, "ABCDE"), you will still be able to perform the import operation, and you will not receive an error message when the operation completes. However, you will not be allowed to submit the application via the LSAS UI until you have corrected the value so that it is a valid fax number.</p> <p>If <b>Is_This_Submission_By_An_Agent</b> = "No", then remove "str1234" from &lt;Agent_Fax&gt;str1234&lt;/Agent_Fax&gt; and leave the field blank.</p>	<b>Required in XML file?</b>	No	<b>Required via manual/web entry?</b>	Required only if submission by an Agent = "Yes"
<b>Required in XML file?</b>	No				
<b>Required via manual/web entry?</b>	Required only if submission by an Agent = "Yes"				
40	<p><b>Agent_Email</b></p> <table border="1" data-bbox="342 1457 1352 1530"> <tr> <td><b>Required in XML file?</b></td> <td>No</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>Required only if submission by an Agent = "Yes"</td> </tr> </table> <p>If <b>Is_This_Submission_By_An_Agent</b> = "Yes", then remove "str1234" from &lt;Agent_Email&gt;str1234&lt;/Agent_Email&gt; and replace it with the email address of the Agent.</p> <p>If <b>Is_This_Submission_By_An_Agent</b> = "No", then remove "str1234" from &lt;Agent_Email&gt;str1234&lt;/Agent_Email&gt; and leave the field blank.</p>	<b>Required in XML file?</b>	No	<b>Required via manual/web entry?</b>	Required only if submission by an Agent = "Yes"
<b>Required in XML file?</b>	No				
<b>Required via manual/web entry?</b>	Required only if submission by an Agent = "Yes"				

XSD File Field Order	XML Import File Field Name & Guidelines				
41	<p><b>UnitType</b></p> <table border="1" data-bbox="342 310 852 384"> <tr> <td>Required in XML file?</td> <td>Yes</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Yes</td> </tr> </table> <p>If the ingredient values will be given in weight units like grams or ounces, then remove "Percent" from &lt;UnitType&gt;Percent&lt;/UnitType&gt; and replace it with "Weight"; otherwise, if the values will be in percentages, then leave the default value of "Percent".</p>	Required in XML file?	Yes	Required via manual/web entry?	Yes
Required in XML file?	Yes				
Required via manual/web entry?	Yes				
42	<p><b>WeightType</b></p> <table border="1" data-bbox="342 575 1495 716"> <tr> <td>Required in XML file?</td> <td>Yes. This value cannot be blank in the XML Import file. If your selected <b>UnitType</b> is "P" for Percent, then leave the default value of "NONE" for the <b>WeightType</b> field.</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Required only if the Unit Type = "Weight"</td> </tr> </table> <p>If your selected <b>UnitType</b> is "W" for weight, then remove "NONE" from &lt;WeightType&gt;NONE&lt;/WeightType&gt; and replace it with the Weight Type.</p> <p>The selected Weight Type must be entered exactly as it appears in the .xsd schema file, including capitalization and underscores.</p> <p><b>Valid WeightType values include:</b>            Grams            Ounces            Pounds            Kilograms</p>	Required in XML file?	Yes. This value cannot be blank in the XML Import file. If your selected <b>UnitType</b> is "P" for Percent, then leave the default value of "NONE" for the <b>WeightType</b> field.	Required via manual/web entry?	Required only if the Unit Type = "Weight"
Required in XML file?	Yes. This value cannot be blank in the XML Import file. If your selected <b>UnitType</b> is "P" for Percent, then leave the default value of "NONE" for the <b>WeightType</b> field.				
Required via manual/web entry?	Required only if the Unit Type = "Weight"				
43	<p><b>IngredientName</b></p> <table border="1" data-bbox="342 1180 831 1253"> <tr> <td>Required in XML file?</td> <td>Yes</td> </tr> <tr> <td>Required via manual/web entry?</td> <td>Yes</td> </tr> </table> <p>Remove "str1234" from &lt;IngredientName&gt;str1234&lt;/IngredientName&gt; and replace it with the Ingredient Name.</p> <p>Enter multiple ingredients in the XML file using the format shown in the following example:</p> <pre data-bbox="258 1461 951 1797">&lt;Product_Formula&gt;   &lt;Product_Formula&gt;     &lt;IngredientName&gt;Sugar&lt;/IngredientName&gt;     &lt;UnitValue&gt;50&lt;/UnitValue&gt;   &lt;/Product_Formula&gt;   &lt;Product_Formula&gt;     &lt;IngredientName&gt;Milk&lt;/IngredientName&gt;     &lt;UnitValue&gt;50&lt;/UnitValue&gt;   &lt;/Product_Formula&gt; &lt;/Product_Formula&gt;</pre> <p>Note: Sometimes, the Import process will not capture all of the ingredients that are listed in the XML Import file. In this case, you will need to enter the remaining ingredient name and weight or percentage values via the LSAS GUI after the import process has completed.</p>	Required in XML file?	Yes	Required via manual/web entry?	Yes
Required in XML file?	Yes				
Required via manual/web entry?	Yes				

XSD File Field Order	XML Import File Field Name & Guidelines				
44	<p><b>UnitValue</b></p> <table border="1" data-bbox="342 310 829 384"> <tr> <td><b>Required in XML file?</b></td> <td>No</td> </tr> <tr> <td><b>Required via manual/web entry?</b></td> <td>Yes</td> </tr> </table> <p>Remove "3.1415926535" from &lt;UnitValue&gt;3.1415926535&lt;/UnitValue&gt; and replace it with the weight or percentage value for the associated ingredient.</p>	<b>Required in XML file?</b>	No	<b>Required via manual/web entry?</b>	Yes
<b>Required in XML file?</b>	No				
<b>Required via manual/web entry?</b>	Yes				

**State Values**

Alabama	Nebraska
Alaska	Nevada
American_Samoa	New_Hampshire
Arizona	New_Jersey
Arkansas	New_Mexico
Armed_Forces_Africa_Canada_Europe_Middle_East	New_York
Armed_Forces_Americas_except_Canada	North_Carolina
Armed_Forces_Pacific	North_Dakota
California	Northern_Mariana_Islands
Colorado	Ohio
Connecticut	Oklahoma
Delaware	Oregon
District_Of_Columbia	Palau
Federated_States_Of_Micronesia	Pennsylvania
Florida	Puerto_Rico
Georgia	Rhode_Island
Guam	South_Carolina
Hawaii	South_Dakota
Idaho	Tennessee
Illinois	Texas
Indiana	Utah
Iowa	Vermont
Kansas	Virgin_Islands
Kentucky	Virginia
Louisiana	Washington
Maine	West_Virginia
Marshall_Islands	Wisconsin
Maryland	Wyoming
Massachusetts	
Michigan	
Minnesota	
Mississippi	
Missouri	
Montana	

**Country Values**

(Additional valid Country names appear on the next two pages.)

Abkhazia	Cape_Verde
Afghanistan	Cayman_Islands
Aland	Central_African_Republic
Albania	Chad
Algeria	Chile
American_Samoa	China
Andorra	China_Republic_of_Taiwan
Angola	Christmas_Island
Anguilla	Clipperton_Island
Antigua_and_Barbuda	Cocos_Keeling_Islands
Argentina	Colombia
Armenia	Comoros
Aruba	Congo
Ascension	Congo_Congo_Brazzaville
Ashmore_and_Cartier_Islands	Cook_Islands
Australia	Coral_Sea_Islands
Australian_Antarctic_Territory	Costa_Rica
Austria	Croatia
Azerbaijan	Cuba
Bahamas_The	Cyprus
Bahrain	Czech_Republic
Baker_Island	Denmark
Bangladesh	Djibouti
Barbados	Dominica
Belarus	Dominican_Republic
Belgium	Ecuador
Belize	Egypt
Benin	El_Salvador
Bermuda	Equatorial_Guinea
Bhutan	Eritrea
Bolivia	Estonia
Bosnia_and_Herzegovina	Ethiopia
Botswana	Falkland_Islands_Islas_Malvinas
Bouvet_Island	Faroe_Islands
Brazil	Fiji
British_Antarctic_Territory	Finland
British_Indian_Ocean_Territory	France
British_Sovereign_Base_Areas	French_Guiana
British_Virgin_Islands	French_Southern_and_Antarctic_Lands
Brunei	Gabon
Bulgaria	Gambia_The
Burkina_Faso	Georgia
Burundi	Germany
Cambodia	Ghana
Cameroon	Gibraltar
Canada	Greece

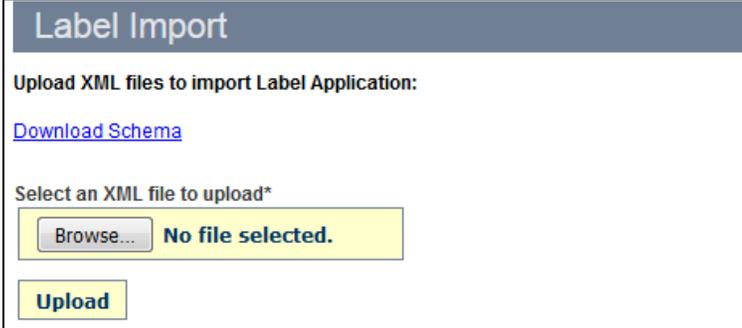
Greenland	Macau
Grenada	Macedonia
Guadeloupe	Madagascar
Guam	Malawi
Guatemala	Malaysia
Guernsey	Maldives
Guinea	Mali
GuineaBissau	Malta
Guyana	Marshall_Islands
Haiti	Martinique
Heard_Island_and_McDonald_Islands	Mauritania
Honduras	Mauritius
Hong_Kong	Mayotte
Howland_Island	Mexico
Hungary	Micronesia
Iceland	Midway_Islands
India	Moldova
Indonesia	Monaco
Iran	Mongolia
Iraq	Montenegro
Ireland	Montserrat
Isle_of_Man	Morocco
Israel	Mozambique
Italy	Myanmar_Burma
Ivory_Coast	NagornoKarabakh
Jamaica	Namibia
Japan	Nauru
Jarvis_Island	Navassa_Island
Jersey	Nepal
Johnston_Atoll	Netherlands
Jordan	Netherlands_Antilles
Kazakhstan	New_Caledonia
Kenya	New_Zealand
Kingman_Reef	Nicaragua
Kiribati	Niger
Korea_North	Nigeria
Korea_South	Niue
Kuwait	Norfolk_Island
Kyrgyzstan	Northern_Cyprus
Laos	Northern_Mariana_Islands
Latvia	Norway
Lebanon	Oman
Lesotho	Pakistan
Liberia	Palau
Libya	Palmyra_Atoll
Liechtenstein	Panama
Lithuania	Papua_New_Guinea
Luxembourg	Paraguay

Peru Peter_I_Island Philippines Pitcairn_Islands Poland Polynesia Portugal Pridnestrovie_Transnistria Puerto_Rico Qatar Queen_Maud_Land Reunion Romania Ross_Dependency Russia Rwanda Saint_Barthelemy Saint_Helena Saint_Kitts_and_Nevis Saint_Lucia Saint_Martin Saint_Pierre_and_Miquelon Saint_Vincent_and_the_Grenadines Samoa San_Marino Sao_Tome_and_Principe Saudi_Arabia Senegal Serbia Seychelles Sierra_Leone Singapore Slovakia Slovenia Solomon_Islands Somalia Somaliland South_Africa South_Georgia_South_Sandwich_Islands South_Ossetia Spain Sri_Lanka Sudan Suriname Svalbard Swaziland Sweden Switzerland Syria	Tajikistan Tanzania Thailand TimorLeste_East_Timor Togo Tokelau Tonga Trinidad_and_Tobago Tristan_da_Cunha Tunisia Turkey Turkmenistan Turks_and_Caicos_Islands Tuvalu Uganda Ukraine United_Arab_Emirates United_Kingdom United_States Uruguay US_Virgin_Islands Uzbekistan Vanuatu Vatican_City Venezuela Vietnam Wake_Island Wallis_and_Futuna Yemen Zambia Zimbabwe
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## Upload an XML Import File

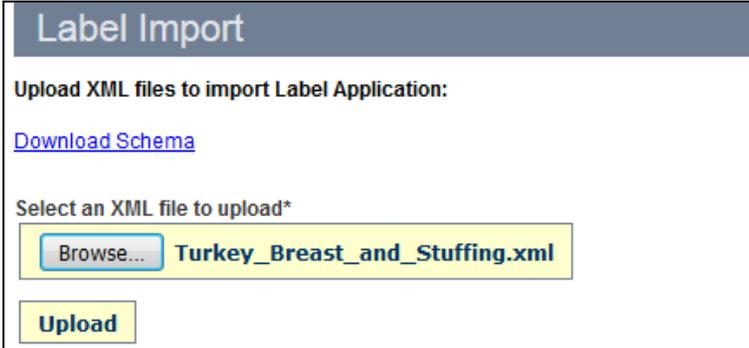
Before performing the steps in this section, configure the in-house system to export label information using the downloaded XML schema so that it is LSAS-readable.

1. Select **Import Applications** from the **Label Applications** menu in the left panel. LSAS will display the *Label Import* screen.



The screenshot shows the 'Label Import' interface. At the top, there is a header 'Label Import'. Below it, the text reads 'Upload XML files to import Label Application:'. There is a blue link for 'Download Schema'. Underneath, it says 'Select an XML file to upload\*'. A 'Browse...' button is present, followed by a yellow box containing the text 'No file selected.'. At the bottom, there is an 'Upload' button.

2. Click the **Browse** button to select the XML file containing the label information. After selecting the desired file, the screen will display the filename next to the **Browse** option.



This screenshot shows the 'Label Import' interface after a file has been selected. The 'Browse...' button is now highlighted in blue, and the text next to it has changed to 'Turkey\_Breast\_and\_Stuffing.xml'. The 'Upload' button remains at the bottom.

3. Click the **Upload** button to upload the XML file.

The screen will expand to display an *Uploaded Files* list that includes the newly uploaded file.

The screenshot shows the 'Label Import' interface. At the top, there is a header 'Label Import'. Below it, the text 'Upload XML files to import Label Application:' is followed by a blue link 'Download Schema'. Underneath, the instruction 'Select an XML file to upload\*' is shown above a 'Browse...' button and a yellow box containing 'No file selected.'. Below this is an 'Upload' button. The 'Uploaded Files' section contains a table with two columns: 'Select to Remove' and 'File Name'. The table has one row with a checkbox in the first column and the filename 'Turkey\_Breast\_and\_Stuffing.xml' in the second. Below the table are two buttons: 'Remove Selected' and 'Import All'.

Select to Remove	File Name
<input type="checkbox"/>	Turkey_Breast_and_Stuffing.xml

Repeat Steps 2 and 3 for each XML file that you wish to import.

### **XML File Upload Validation Rules**

- File extensions (.xml) are not case sensitive.
- LSAS will not allow you to upload a file that has the same filename as a previously uploaded file.

4.

This screenshot is similar to the previous one but shows two files in the 'Uploaded Files' table. The second row has a checkbox in the 'Select to Remove' column and the filename 'Turkey\_Meatballs\_Spaghetti.xml' in the 'File Name' column. The 'Remove Selected' and 'Import All' buttons are still present at the bottom.

Select to Remove	File Name
<input type="checkbox"/>	Turkey_Breast_and_Stuffing.xml
<input type="checkbox"/>	Turkey_Meatballs_Spaghetti.xml

5. OPTIONAL: If you would like to remove an uploaded file, select its associated checkbox and then click the **Remove Selected** button. You can remove one or multiple files simultaneously.

- After all desired XML files have been uploaded, click the **Import All** button. LSAS will import all of the XML files that appear in the *Uploaded Files* table. Each file will be converted into a draft label application that has all of the label information pre-populated using the values from the associated XML file.
- Select the label application from the *Drafts* pool on the dashboard to review the information.
- Using **Save and Continue** at the bottom of every entry screen, you can step through the field validations.

The Import XML process does not include all of the required information to create a label application. At a minimum, those who use the import process will still have to enter the following information manually:

- Establishments* screen – Enter the Establishment information.

Include all establishments associated with this label application \*

**Select establishments**

358 - Grand River Poultry Ltd.  
443 - Atlantic Beef Products Inc  
M4037+P4037 - Plymouth Beef Company, Inc.

**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**

- Label Documentation* screen – Upload the label image and relevant supporting documents.

**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 \*

**Upload**

\* Required Fields

## Label Submission and Approval System (LSAS) Industry User Guide

- *Product Formula* screen – Select the verification checkbox. You can Save the ingredient information, but you can't Save & Continue without the box being checked. Additionally, the box must be checked before submitting the application.

Added Ingredients			
Ingredient	Ingredient Name	Weight	Percentage
<input type="checkbox"/>	beef tenderloin medallions	N/A	40
<input type="checkbox"/>	POTATOES	N/A	20
<input type="checkbox"/>	CARROTS	N/A	15
<input type="checkbox"/>	ONION	N/A	10
<input type="checkbox"/>	WATER	N/A	10
<input type="checkbox"/>	SALT	N/A	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.](#)\*

Additionally, for Temporary and Extension of Temporary applications only), the following fields require entry or selection:

- *Approval Information* screen – Enter the reasons you are seeking temporary approval in the textbox provided and select the checkbox to confirm you have followed the instructions for completing a temporary application. This checkbox must be selected for all temporary applications.

**Conditions for Temporary Applications**

Provide the specific reason why the label application is submitted for Temporary Approval? \*

(What are the reasons for seeking temporary approval?  
What ingredients have changed?  
What is in the product that is not on the label?  
What process has changed?)

Maximum limit is 2000 characters.

I verify that I have followed the [instructions](#) for completing this Temporary Application request.\*

9. Navigate to the *7234 Summary* screen, review the label information, and click **Submit Application**.

## Appendix A: Glossary of Common Terms

**Administrator:** The term “Administrator” can apply to different types of LSAS users:

- LPDS Administrator (LSAS role = Administrator): An internal LPDS user who has authority to access all functions within the system.
- Organizational Administrator (LSAS role = Submitter): An Organization Administrator is the main contact person representing a company or establishment. The main role of the Organization Administrator is to add or remove users accessing LSAS within their organization, in addition to all of the associate’s tasks.

**Agent:** An individual or organization that acts on behalf of an establishment for the purpose of submitting a label application.

**Appeal Status:** An appeal may be Under Appeal, Appeal Approved, or Appeal Denied.

**Approval Number:** An Approval Number is assigned to a label application that has been adjudicated and approved. Prior to adjudication, the same number is used as the Application Number to uniquely identify the label application within LSAS. The Approval Number replaces the barcode number.

**Approval Request Type:** The submitter can request sketch, sketch modified, temporary, and extension of temporary.

**Application Status:** A label’s status in LSAS (Received, Pending, Returned, Sketch, or Sketch Modified)

**Area of Principal Display:** The size of the label on the product.

**Associate:** An associate will be an LSAS user assigned by the organization’s administrator to perform label submission tasks, including checking LAP status, viewing LAPs, withdrawing, etc.

**CN Product:** The label may be a product designated as a child nutrition product. The CN number must be obtained from AMS prior to submitting the label into LSAS.

**Consultant:** (see Agent)

**Earliest and Latest Submission Date:** The label’s submission date.

**Earliest and Latest Status Date:** The date the status of the label was changed.

**Earliest and Latest Expiration Date:** The date the label expired.

**Earliest and Latest Appeal Adjudication Date:** The date the label was adjudicated.

**Egg Approval Number:** Labels for use on egg products (frozen, dried, liquid), must be preapproved. A separate label approval number containing one letter and a three-digit number (e.g., M001) is assigned to each label that has been approved. The assigned USDA approval number must be printed within a rectangular box and needs to be no larger than the smallest printing on the label. Labels identifying imported egg products will contain a two-letter prefix, (e.g., CN001) and labels approved for identification of products for export only will have a one-letter code.

**Establishment Number:** An identification number assigned to an establishment.

**Establishment Type:** Identifies an establishment as either domestic or foreign.

**Firm:** The primary contact organization associated with a label application. The firm is usually, but not always, the same as the label application's establishment.

**HACCP Process Category:** The category the product falls under based on the processing operations at establishment.

**Ingredient Name:** An ingredient that is part of the product's formula.

**Name of Product:** The field name as displayed on Form 7234-1 (block 5a), the *Product Information* screen, the *Search* screen, the *Search Results* screen, the *Summary* screen, and the downloaded PDF of the Summary.

**Number of Days Requested:** For temporary approvals, the submitter provides the number of days he wants to use the existing labels.

**Number of Labels on Hand:** For temporary approvals, the submitter must provide the number of labels to use in the temporary period.

**Processing Procedures:** A description of the procedures or steps used to process the product.

**Profile:** A profile represents a company or establishment. A company may have one or more facilities or establishments. LSAS allows companies to assign profiles for each facility or establishment.

**Resubmission:** A label application that was submitted more than once.

**Specials Claims Type:** A label may have allergen, nutritional, and other specific attributes requiring additional documentation.

**Total Available Labeling Space:** The space available on the label.

**Type of Product:** Type of product can be meat, poultry, egg, or other.

# Appendix B: FSIS From 7234 (Label Application) Preparation Instructions

**NOTE:** Copy and mailing requirements not applicable for electronic submission.

## INSTRUCTIONS FOR PREPARATION OF FSIS FORM 7234-1

*Note: The following instructions should be typed unless otherwise noted.*

- |  |  |
|--|--|
| <p><b>A. PREPARATION OF APPLICATION</b><br/><i>Application must be typed or it will be returned without evaluation.</i><br/>Submit two copies for each label application.</p>  | <p>7b. Total available labeling space in square inches for entire package.</p>   |
| <p><b>B. TYPE OF APPROVAL REQUESTED</b><br/>Sketch: Self explanatory. (See 9 CFR 317.4 &amp; 381.132)<br/>Temporary and Extension of Temporary. Actual label or color litho take off to be used.</p>   | <p>8. USDA-AMS Child Nutrition Program Logo. Indicate if the product includes a USDA-AMS Child Nutrition Program Logo.</p> <p>9. Leave Blank. For USDA-AMS use only.</p>   |
| <p><b>C. FOREIGN LANGUAGE</b><br/>Labels printed in foreign languages must be accompanied by English language translation.</p>   | <p>10. Special claims, guarantees, or foreign language. Indicate if there are any special claims, guarantees, or foreign language on the label. Check all that apply. If Other Claims is selected, indicate specific claim(s) in space provided.</p>   |
| <p><b>D. ASSEMBLY OF APPLICATION</b><br/>Application Form, Product Formula, Processing Procedures, Continuation Sheet if applicable, Label, and any Supporting Documentation. Staple with one or as few staples as possible. (Do not use paper clips).</p> | <p>11. Name and Address of Firm. Insert Firm's name and mailing address. Use 2 letter symbol for State. Show postal zip code.</p> <p>12 &amp; 13. Signature and Date of Applicant or Agent. To be signed and dated by the applicant or agent representing the official establishment or plant.</p> |
| <p><b>E. MAIL COMPLETED APPLICATION TO:</b><br/>USDA, FSIS, OPPD, LPDD<br/>Labeling Distribution Unit<br/>Stop Code 3786, Patriots Plaza III, 8-168<br/>1400 Independence Avenue, SW<br/>Washington, DC 20250-3700</p>                                     | <p>14. Leave blank for USDA use only. Conditions Applying to Use of Label or Device. (Any condition, modification or remarks applied to the application when approved are conditions governing use of the approved devices.)</p>   |

*The following instructions relate to numbered items on form.*

- |   |   |
|---|---|
| <p>1. If using an Agent, provide the company name, address, and telephone number, otherwise leave blank.</p>  | <p>15. Product Formula. List the ingredients by percent or weight in order of their predominance. If product consists of several components, e.g., a frozen dinner, list each component separately and indicate the percentage or amount of each component in the product. If additional space is needed, check the box for "Continuation Sheet," and use the Continuation Sheet. Be sure to include the product name and number of the block item. Express all ingredients in the same units, i.e., do not list some in pounds and others in ounces.</p> |
| <p>2 &amp; 3. Leave blank, for USDA use only.</p>   | <p><i>Check whether weight or percent is used. It is preferred that percentages be used, and the total must equal 100 percent. If weights are used, show in pounds, kilograms or grams. (No gallons, pints, cups, teaspoons, etc.) The total must equal the weights of the individual units. (Example: Crust + Cheese + Sauce + Meat = Total new weight of unit)</i></p>  |
| <p>4. Establishment No./Foreign Country (if applicable) - Self Explanatory.</p>   | <p>DO NOT use fractions. Express as decimals carried to two places, Example: 1-1/4 lbs., show as 1.25 lbs. Example: 3/4 lbs., show as .75 lbs.</p>  |
| <p>4a. Type of Product. Select one product type: Egg, Meat, Poultry, or Other (i.e. Exotic Species, Non-Amenable, Voluntary, etc.)</p>  | <p>16. Processing Procedures. Poultry Products provide complete processing procedures as required in 9 CFR 381.134. Meat Products, provide complete processing procedures as required. Note: Approval of the sketch does not convey approval of the processing procedures. If additional space is needed, check the box for "Continuation Sheet," and use the Continuation Sheet. Be sure to include the product name and number of the block item.</p>   |
| <p>5a. Name of Product. Use common or descriptive product name, i.e., "Frankfurter, Cereal Added" or "Meat Patties in Gravy. (Do not use trade brand names or coined names, such as "Joe's Corn Dogs" or "Joe's Sloppy Joes.") If coined names such as "Corn Dogs" are used, also show true product name, such as "Batter Wrapped Wiener."</p>  |   |
| <p>5b. Provide HACCP process category for the product. See 9 CFR 417.2(b) (1), Example, Heat Treated - shelf stable, Not heat treated-shelf stable etc. Select one.</p>   |   |
| <p>6a &amp; b. Type of Approval Requested. If temporary approval or extension, insert number of days requested and number of labels on hand. If previous approval, attach copy of application and label. Include specific reason(s) why requesting a temporary or extension and include information required in 9 CFR 317.4(f) (1) or 381.132(f) (1) on the continuation sheet. Be sure to include product name and block item.</p> |   |
| <p>7a. Area of Principal Display Panel (PDP). The PDP is the entire side of the package to which the label is affixed. See 9 CFR 317.2 (d) and 381.116 (b).</p>   |   |

FSIS FORM 7234-1 (11/16/2011)

## Appendix C: FSIS Form 8822-4 (Appeal) Preparation Instructions

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**NOTE:** Copy and mailing requirements not applicable for electronic submission.

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FSIS Form 8822-4 is used to request label reconsideration from USDA, FSIS, Labeling and Program Delivery Staff (LPDS) for label applications (FSIS Form 7234-1) which have been modified or rejected.

### A. PREPARATION OF APPLICATION

Application must be typed, or it will be returned without evaluation.

### B. ASSEMBLY OF APPLICATION

Attach two copies of the completed FSIS Form 8822-4 along with two copies of the rejected or previously modified approval FSIS Form 7234-1 for which you are appealing. Include the rejection letter if applicable. Staple with one or as few staples as possible. Do not use paper clips.

### C. MAIL COMPLETED APPLICATION TO:

USDA, FSIS, OPPD, Labeling and Program Delivery Staff  
Labeling Distribution Unit - APPEAL  
Stop Code 3786, Patriots Plaza III, 8-168  
1400 Independence Avenue, SW  
Washington, DC 20250-3700

#### **Express Mail Only:**

USDA, FSIS, OPPD, Labeling and Program Delivery Staff  
Labeling Distribution Unit - APPEAL  
Patriots Plaza III, 8-168  
355 E. Street, SW  
Washington, DC 20024-3221

FAX: 301-504-0873 or 301-504-0875  
Telephone: 301-504-0883 (Distribution Unit)

#### **Instructions:**

Complete all sections of Page 1 on the FSIS Form 8822-4.

**COMPANY REASON(S) FOR REQUESTING LABEL RECONSIDERATION.** Provide a reason(s) why the label should not have been modified or rejected. This can be a simple statement. If additional space is needed, check the box for "Continuation Sheet" and use the Continuation Sheet provided.

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 approvals. If numerous prior approvals are involved, provide a listing of the approval numbers and a few legible copies of the prior approvals.

**REVIEWER'S REASON FOR DISAPPROVAL OR MODIFICATION.** Include the label reviewer's reason(s) for the rejection and/or modification. If unsure, leave blank.

## Appendix D: LSAS Tips

### **LSAS TIP 1 (updated) – What is a temporary establishment? When should I utilize this function?**

If a submitter does not yet have an establishment number for an establishment he is associating to a label application, then LSAS can generate a temporary establishment number until the official number is assigned. NOTE: If you know the establishment's name or number, then you must utilize the "Add Establishment from PHIS" button rather than using the temporary establishment function. This is to keep establishment data consistent in LSAS.

### **LSAS TIP 2 – Label Image Resolution**

When attaching your Label Image to your submission, we recommend the resolution be set at 300 dpi when scanned and orientation set to portrait.

### **LSAS TIP 3 – How to Print An Adjudicated Label with Annotations (Stamps, Modifications, etc.)**

Select all the documents that you want to include in the download. Be sure to check the "Include Annotations" checkbox. After downloading, in the Adobe Reader window, from the Print menu under "Comments & Forms", select "Document and Markups". Then proceed to print

### **LSAS TIP 4 (updated) – My application was returned to me. Where do I find the reason(s) it was returned?**

You will find the reason(s) for the returned submission by reviewing the Label Application Comments located at the bottom of the detailed Summary. Select your returned application from the Returned Pool. Select Manage Application, Select Summary from the Available Actions, and scroll to the bottom of the page to review the Label Application Comments entered by the technical reviewer.

### **LSAS TIP 5 – How do I resubmit my returned application to LPDD?**

Select your returned application from the Returned Pool, Manage Application, and Select Edit from Available Actions. This function allows you to make corrections, additions, deletions, etc. You can navigate to the specific area of the application by using the Go To function in the upper right corner of the dashboard. Be sure to save your changes. Finally, using the Go To function, Select 7234 Summary to review and submit your application. When the application is resubmitted, it will appear in the LPDD pool as a resubmittal.

### **LSAS TIP 6 (updated) – I received a Sketch Modified label. Where do I find the explanation of the modifications that were made?**

Reason(s) for the modifications can be located on the annotated label image, application form, and/or in the Comment field section of the Summary.

### **LSAS TIP 7 – Appeal**

The "appeal" function should only be used if an establishment disagrees with a specific modification or reason for rejection. For additional guidance see the instruction page for Form 8822-4. Selection of an appeal is not a means to "resubmit" a returned application, Example: reviewer request a legible copy of label. See Tip 5 posted in the Announcements.

### **LSAS TIP 8 (updated) – Extraordinary Circumstances**

The selection of an “Extraordinary Circumstances” should only be chosen if the product has been retained (“tagged”) by program personnel at official establishments or when there is some other unforeseeable impediment to movement of meat or poultry product, and a temporary label approval would remove the impediment. For complete policy guidance see the FSIS website:

<http://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/labeling/labeling-procedures/procedures-evaluating-labeling>

### **LSAS TIP 9 – Formula Information**

When listing your ingredients for Step 6-Formula Information, DO NOT include any special characters, bullets, numbered listings, etc. Simply list the ingredient name. This ensures that ingredients can easily be added to the database.

INCORRECT:

# Cheddar cheese  
109. Ham  
\*\*Parsley  
--Tomato Paste

CORRECT:

Cheddar cheese  
Ham Parsley  
Tomato Paste

### **LSAS TIP 10 – Label Documentation**

To avoid unnecessary delays during label review: Do not upload images or documents that contain layers, comments, bookmarks, hidden text, or which are Password-Protected, i.e., FSIS Form 7234-1. Files that are created in Adobe Illustrator—or similar imaging applications—must be flattened before being uploaded to LSAS. NOTE: Printer-ready labels are composed of multiple layers of information. In some cases, a layer consisting of a clear mask or “varnish” overlays all underlying layers. It is important that this layer be disabled or turned off before uploading the image to LSAS.

### **LSAS TIP 11 - Egg Product Labels and Exotic Species**

To avoid unnecessary delays, labels for egg products and exotic species are NOT eligible for generic approval and they must be submitted to LPDS for review and approval. Therefore, please select “no” to the question: “Are you requesting a voluntary review for a label that can be generically approved?”

## Appendix E: LSAS Links

### ***FSIS Labeling Links***

Labeling Guidance:

<http://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/labeling>

Label Submission and Approval System (LSAS):

<https://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/labeling/label-submission-and-approval-system>

Food Standards and Labeling Policy Book:

[http://www.fsis.usda.gov/wps/wcm/connect/7c48be3e-e516-4ccf-a2d5-b95a128f04ae/Labeling\\_Policy\\_Book\\_082005.pdf?MOD=AJPERES](http://www.fsis.usda.gov/wps/wcm/connect/7c48be3e-e516-4ccf-a2d5-b95a128f04ae/Labeling_Policy_Book_082005.pdf?MOD=AJPERES)

A Guide to Federal Food Labeling Requirements for Meat, Poultry, and Egg Products:

[http://www.fsis.usda.gov/wps/wcm/connect/f4af7c74-2b9f-4484-bb16-fd8f9820012d/Labeling\\_Requirements\\_Guide.pdf?MOD=AJPERES](http://www.fsis.usda.gov/wps/wcm/connect/f4af7c74-2b9f-4484-bb16-fd8f9820012d/Labeling_Requirements_Guide.pdf?MOD=AJPERES)

Child Nutrition (CN) Labeling Program:

<http://www.fns.usda.gov/cnlabeling/child-nutrition-cn-labeling-program>

To obtain a CN Number if you do not currently have an assigned CN number, email AMS at:

[cnlabeling@ams.usda.gov](mailto:cnlabeling@ams.usda.gov)

Labeling Areas of Specialization:

[http://www.fsis.usda.gov/wps/wcm/connect/386a393e-a650-4adb-876a-37b376b2600e/Labeling\\_Areas\\_of\\_Specialization.pdf?MOD=AJPERES](http://www.fsis.usda.gov/wps/wcm/connect/386a393e-a650-4adb-876a-37b376b2600e/Labeling_Areas_of_Specialization.pdf?MOD=AJPERES)

Temporary Approval – Required Information:

<http://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/labeling/labeling-procedures/requesting-temporary-approval/requesting-temporary-approval>

Special Statements or Claims:

<http://www.fsis.usda.gov/wps/wcm/connect/bf170761-33e3-4a2d-8f86-940c2698e2c5/Comp-Guide-Labeling-Evaluation-Approval.pdf?MOD=AJPERES>

Extraordinary Circumstances – Procedures for Evaluating Labeling:

<http://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/labeling/labeling-procedures/procedures-evaluating-labeling>

Code of Federal Regulations

<https://www.govinfo.gov/app/collection/cfr/>

Generic Label Approval:

<http://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/labeling/Labeling-Policies#Generic>

9 CFR Part 317.2:

<https://www.govinfo.gov/content/pkg/CFR-2019-title9-vol2/xml/CFR-2019-title9-vol2-sec317-2.xml>

9 CFR Part 381, SubPart N:

<https://www.govinfo.gov/content/pkg/CFR-2019-title9-vol2/xml/CFR-2019-title9-vol2-part381-subpartN.xml>

Ingredient Formula:

<https://www.govinfo.gov/content/pkg/CFR-2019-title9-vol2/xml/CFR-2019-title9-vol2-part424-subpartC.xml>

### ***FSIS General Links***

askFSIS:

<http://askfsis.custhelp.com>

Regulations, Directives, and Notices:

<https://www.fsis.usda.gov/wps/portal/fsis/topics/regulations>

Federal Grant of Inspection Guide:

<http://www.fsis.usda.gov/wps/portal/fsis/topics/inspection/apply-for-a-federal-grant-of-inspection>

## Appendix F: FAQs

### **Whom do I contact if I need assistance or have a technical issue concerning LSAS?**

The LSAS administrator will be your first contact. You may email the administrator at [LSAS@fsis.usda.gov](mailto:LSAS@fsis.usda.gov) or call 301-504-0878.

### **Whom do I contact if I need assistance or have a question concerning labeling, standards, product composition, generic labels, returned submissions, etc.?**

Contact LPDS at: (301) 504-0878 or submit a question through askFSIS: <http://askfsis.custhelp.com/>

### **Whom do I contact if I need help with my e-Authentication account?**

For assistance with your Level 2 e-Authentication account or password issues, you may contact the USDA eAuthentication Service Desk at 1-800-457-3642, Option 1, or [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov).

### **How do I log on to LSAS?**

You can log on to LSAS by visiting the following website:

<https://lsas.fsis.usda.gov>

### **Is there a User Manual?**

Yes, you can download the latest version of the LSAS User Manual by visiting the website:

[http://www.fsis.usda.gov/Regulations\\_&\\_Policies/Label\\_Submission\\_Approval\\_System/index.asp](http://www.fsis.usda.gov/Regulations_&_Policies/Label_Submission_Approval_System/index.asp)