

# **Label Submission and Approval System**

# **LSAS**

Webinar Presentation  
March 20, 2013

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

# Agenda

- **Introduction**
- **Prior Webinars Highlights**
- **Managing Establishment Information for LSAS Temp Numbers**
- **Helpful Tips**
- **Resources**
- **Questions**

# Highlights Covered in the January 23, 2013 Webinar

- **Submitter benefits**
- **LSAS account requirements**
- **FSIS Enrollment Wizard**
- **Establishing your profile name in LSAS**
- **Navigating your dashboard**
- **Managing establishments under your profile**
- **Creating a label submission**
- **Status check**
- **Generic Label Advisor**

# Highlights Covered in the February 20, 2013 Webinar

- **Review of creating a label submission**
- **How to respond to a return**
- **Formula Examples**
- **Claims and Supporting Document requirements**
- **Appeals**
- **Miscellaneous Tips (e-auth credentials, updating your establishment profile with corrections, Extraordinary Circumstances and Draft, and contacting the LSAS Administrator if you permanently leave)**

# Managing Establishment Information for LSAS Temp Numbers

- When creating a label submission in LSAS, establishment information should **ALWAYS** reflect a valid establishment number, name, and address. Utilize the selection of the PHIS button.
- In cases where an establishment is pending a Grant of Inspection, and a valid establishment number has not yet been assigned, LSAS allows the creation of a label submission by utilizing the feature: “Include Temporary Establishment.”
- Once, the Grant of Inspection has been approved and a permanent establishment number assigned, it is the submitter’s responsibility to update their establishment profile in LSAS to reflect the valid establishment information.
- If you find it necessary to include a temporary establishment number, the next several slides will demonstrate how to proceed. Additionally, you will see how to manage and update the establishment profile once a permanent establishment number has been assigned.

The importance of ensuring your establishment profile in LSAS is up-to-date, is the submitters responsibility.

# Include Temporary Establishment

The screenshot shows a web application interface for 'Form 7234 - Step 1 : Establishment Information'. At the top right, there are links for 'Home', 'Contact Us', and 'Logout'. Below these, a breadcrumb trail reads 'You are here: Home / Form 7234 - Step 1 : Establishment Information'. A search bar contains 'Establishment Information' and a 'Go' button. The main heading is 'Establishment Information'. A paragraph of text explains the Paperwork Reduction Act of 1995 and provides an OMB control number (0583-0092) and an estimated completion time of 75 minutes. Below this, a section asks 'Include all establishments associated with this label application \*'. A message states: 'There are no establishments associated with your current organization. Organizations with existing establishment numbers should enter that number in LSAS under the Manage Establishments option, or if you have not created an establishment number yet, you can do so below.' A question asks 'Do you want to add an establishment?' with an 'Add Establishments' button. Another message says: 'Otherwise, You may create a temporary establishment or contact organization administrator to assign additional establishments to your organization.' A second question asks 'Do you need to include a temporary establishment?' with an 'Include Temporary Establishment' button. A red callout box with a red arrow points to this button, containing the text: 'Select **ONLY** if you **DO NOT** have permanent Establishment Number (i.e., Pending Grant of Inspection)'. At the bottom, there are three buttons: 'Save', 'Save and Continue >>', and 'Exit Editor'. The browser's taskbar at the bottom shows 'Internet' and '125%' zoom.

Home | Contact Us | Logout

You are here: [Home](#) / Form 7234 - Step 1 : Establishment Information

Go to:

## 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 \*

There are no establishments associated with your current organization. Organizations with existing establishment numbers should enter that number in LSAS under the Manage Establishments option, or if you have not created an establishment number yet, you can do so below.

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

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

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

**Select **ONLY** if you **DO NOT** have permanent Establishment Number (i.e., Pending Grant of Inspection)**

\* Required Fields

# Creating Temporary Establishment Profile

You are here: [Home](#) / Form 7234 - Step 1 : Establishment Information Go to: Establishment Information

## 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.

### Create Establishment Profile

Is the establishment a domestic or international?

Domestic ← Select Domestic or International

International

**Name \***

**Address \***

**City \***

**State**

**ZipCode \***

\* Required Fields

Complete required fields

Select Create and Include

# Example of LSAS\_Temp Establishment

## 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**

LSAS has automatically assigned an LSAS\_Temp Establishment Number , allowing you start creating your label submission.

### Included Establishments

	Establishment Number	Establishment Name	Organization Detail
<input type="checkbox"/>	LSAS_TEMP48	Bill's Meat Market	1317 West Panola Road Carthage Texas 75633

**Exclude Selected**

\* Required Fields

**Save**

**Save and Continue >>**

**Exit Editor**

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Internet

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# Add New Establishment

USDA United States Department of Agriculture  
Food Safety and Inspection Service

LSAS  
Label Submission and Approval System

Home Contact Us Logout

Submitter

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

Switch profiles

Submit

Establishments

Would you like to add a new establishment?

Add Domestic Add Non-Domestic

Label Applications

Search  
Create  
Generic Label Advisor  
Import Applications

Status Check

Application #

Check

Once a valid/permanent establishment number has been assigned, use “Manage Establishments” to **Add** the new establishment information to your LSAS profile.

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Internet 125%

# Add New Establishment (Continued)

USDA United States Department of Agriculture  
Food Safety and Inspection Service

LSAS  
Label Submission and Approval System

Home Contact Us Logout

Submitter

User: SINGLETON, JANIE  
Role: Submitter  
Profile: LSAS Webinar  
Switch profiles  
Submit

Label Applications  
Search  
Create  
Generic Label Advisor  
Import Applications

Status Check  
Application #  
Check

### Add Establishment

Establishment Name \*

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

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

Address \*

City \*

State \*  
Alabama

ZipCode \*

Phone

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

\* Required Fields

Add Establishment from PHIS

Make use of “Add Establishment from PHIS” for consistency.

Done Internet 125%

# Add New Establishment (Continued)

**USDA** United States Department of Agriculture  
Food Safety and Inspection Service

**LSAS**  
Label Submission and Approval System

Home | Contact Us | Logout

Submitter

User: SINGLETON, JANIE  
Role: Submitter  
Profile: Webinar 3

Switch profiles

**Submit**

**Search Establishment**

Establishment Name

Establishment Number

Enter Search Criteria either by name or number

**Search**

Label Applications

Search  
Create  
Generic Label Advisor  
Import Applications

Status Check

Application #

**Check**

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# Add New Establishment (Continued)

The screenshot shows a web application interface for adding a new establishment. On the left, there is a sidebar with a 'Submitter' dropdown menu, user information (User: SINGLETON, JANIE, Role: Submitter, Profile: Webinar 3), a 'Switch profiles' dropdown, and a 'Submit' button. Below this is a 'Label Applications' section with a search input and a 'Check' button. The main area is titled 'Search Establishment' and contains two input fields: 'Establishment Name' (containing 'Bill') and 'Establishment Number'. Below the search fields is a blue callout box that says 'Results of Search:'. A table displays the search results with columns for Application #, Establishment Name, Number, City, and State. A red callout box with the text 'Select Valid Establishment' has a red arrow pointing to the 'Select' link in the first row of the table.

**Search Establishment**

Establishment Name:

Establishment Number:

**Results of Search:**

Application #	Establishment Name	Number	City	State
<a href="#">Select</a>	Billy C's Jerky LLC	M948	Westfield	Massachusetts
<a href="#">Select</a>	Hillbilly Smokehouse	M2217 + P2217		
<a href="#">Select</a>	Grabill Country Meats #1, Inc.	M5593 + P5593	Grabill	Indiana
<a href="#">Select</a>	Bill Newsomes Hams	M8038	Princeton	Kentucky
<a href="#">Select</a>	Bill Newsome Hams	M8038A	Princeton	Kentucky
<a href="#">Select</a>	Billings Meat & Processing	M20586		
<a href="#">Select</a>	Bill's Meat Market	M27462 + P27462	Carthage	Texas
<a href="#">Select</a>	Crabill's Retail & Wholesale Meats, LLC	M34381 + P34381	Toms Brook	Virginia
<a href="#">Select</a>	Jerky Bills Kick Ass Gourmet Beef Jerky, LLC	M40084	Grand Junction	Colorado

**Select Valid Establishment**

# Current Establishment(s) Under Your Profile

USDA United States Department of Agriculture  
Food Safety and Inspection Service

LSAS  
Label Submission and Approval System

Home Contact Us Logout

Submitter

User: SINGLETON, JANIE  
Role: Submitter  
Profile: Webinar 3

Switch profiles

Submit

Label Applications

Search  
Create  
Generic Label Advisor  
Import Applications

Status Check

Application #

Check

Establishments

Would you like to add a new establishment? **Add Domestic** **Add Non-Domestic**

Bill's Meat Market	LSAS_TEMP48	<b>Update</b>	<b>Remove</b>
Bill's Meat Market	M27462 + P27462	<b>Update</b>	<b>Remove</b>

This example shows the LSAS\_Temp originally created, and the official establishment information you just added using PHIS.

Select **“Remove”** to eliminate the LSAS\_Temp Establishment information from your profile.

**Note: You may not use “Update” to correct the Establishment Number on an LSAS\_TEMP number.**

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# Remove Establishment

**USDA** United States Department of Agriculture  
Food Safety and Inspection Service

**LSAS**  
Label Submission and Approval System

Home Contact Us Logout

Submitter

**Remove Establishment**

User: SINGLETON, JANIE  
Role: Submitter  
Profile: Webinar 3

Switch profiles

**Submit**

**Establishment Name:** Bill's Meat Market  
**Establishment Number:** LSAS\_TEMP48  
**Phone:**  
**Address:**  
1317 West Panola Road  
Carthage, Texas 75633

Select "Submit" to Remove the LSAS\_Temp Establishment from your profile

Label Applications

- Search
- Create
- Generic Label Advisor
- Import Applications

Status Check

Application #

**Check**

**Submit**

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# Removal Confirmation

The screenshot displays the LSAS web interface. At the top left is the USDA logo with the text "United States Department of Agriculture" and "Food Safety and Inspection Service". At the top right is the "LSAS" logo with the text "Label Submission and Approval System". A navigation bar contains links for "Home", "Contact Us", and "Logout".

The main content area is titled "Removal Confirmation". A green message box with a checkmark icon contains the text: "Submission Successful. You have removed an existing establishment from this profile. New applications will not be able to refer to this establishment. Existing applications are unaffected."

On the left side, there is a sidebar with a "Submitter" dropdown menu. Below it, user information is displayed: "User: SINGLETON, JANIE", "Role: Submitter", and "Profile: Webinar 3". There is a "Manage Establishments" dropdown menu and a "Submit" button. Below this is a "Label Applications" section with a search bar and a "Check" button. At the bottom of the page, there is a footer with various links and the text "Version: 2.5.1".

# Manage Establishments/Removal Confirmation

**USDA** United States Department of Agriculture  
Food Safety and Inspection Service

**LSAS**  
Label Submission and Approval System

Home Contact Us Logout

Submitter

User: SINGLETON, JANIE  
Role: Submitter  
Profile: Webinar 3

Switch profiles

Submit

Label Applications

- Search
- Create
- Generic Label Advisor
- Import Applications

Status Check

Application #  Check

## Establishments

Would you like to add a new establishment? [Add Domestic](#) [Add Non-Domestic](#)

Bill's Meat Market	M27462 + P27462	<a href="#">Update</a>	<a href="#">Remove</a>
--------------------	--------------------	------------------------	------------------------

Using "Manage Establishments" provides a visual confirmation of the removal of the LSAS\_Temp, and the correct establishment information.

Keep your Establishment information updated at all times. This ensures that you and LPDD can effectively utilize LSAS for searches and reports.

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FORMULA EXAMPLES

APPEALS

Temporary

RETURN

# HELPFUL TIPS

Extraordinary Circumstances

Miscellaneous Tips

Claims & Supporting Documents

# Formula Examples

## Component Formula

Search

**Added Ingredients**

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

Exclude Selected

**Calculated Total: 100%**

Totals will be recalculated upon saving.

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

\* Required Fields

<< Previous

Save

Save and Continue >>

Exit Editor

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# Formula Examples (Continued)

## Composite Formula

### Added Ingredients

	Ingredient Name	Weight	Percentage
<input type="checkbox"/>	Pastry (Wheat Flour, water, butter, salt) purchased	N/A	50
<input type="checkbox"/>	GROUND BEEF	N/A	30
<input type="checkbox"/>	POTATOES	N/A	10
<input type="checkbox"/>	Shredded Carrots	N/A	5
<input type="checkbox"/>	DICED ONION	N/A	2.5
<input type="checkbox"/>	Seasoning (salt, monosodium glutamate, sugar, onion powder, garlic powder, spices, soybean oil)	N/A	2.5

**Exclude Selected**

**Calculated Total: 100%**

Totals will be recalculated upon saving.

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

\* Required Fields

**<< Previous**

**Save**

**Save and Continue >>**

**Exit Editor**

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Internet

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# Formula Tips

- When listing your ingredients, DO NOT include bullets, special characters, or numbered listing, (e.g., # cheddar cheese, 109. Ham, \*\* Parsley, - -Tomato paste, etc.).
- List **all** ingredients first. Perform search and reconcile error message. Then indicate the percentage or weight amounts.
- Example of “Less than 2% Statement” in formula:

*My Made Up Sauce (vegetable oil [soybean, canola], vinegar, egg yolk, water, corn syrup, **Contains less than 2% of: salt, garlic, onion, dried portabella mushroom, natural smoke flavor, red bell peppers, maltodextrin, sugar, natural flavor**)*

# Formula Tips (Continued)

- For complex formulations, or difficulty with ingredient and OOP, do the following:
  - √ Remove all ingredients (deselect)
  - √ Type “See Attached” In the ingredients box
  - √ Search and “Accept Anyway”
  - √ Indicate 100 % or total weight
  - √ Be sure to upload formula on the “Label Documentation” page (select “other” for type)
  - √ Include a Comment that you have attached the formula as a separate document

# Claims & Supporting Documentation

- **Which claims need supporting documents and what specific documentation is required?**
  - See the February 20, 2013 [Label Approval Submission System](#) Webinar presentation (Slides 52-56) for requirements.

*Note: The chart included in the February 20, 2013 is not all inclusive and should not be relied upon solely. When in doubt, contact LPDD for further guidance.*

# Difference in Appeal vs. Return

- Selection of an appeal **is not** a means to “resubmit” a returned application, Example: reviewer request a legible copy of label. Use “Edit” under available actions to address reviewer’s comments.
- The “appeal” function should only be used if an establishment disagrees with a specific modification or reason for rejection.
- Written arguments supporting the basis for the appeal must be enclosed with the appeal. In addition, all uncontested modifications to labeling must be made **prior** to the submission of an appeal.
- When prior approvals are mentioned in your argument, provide complete legible copies of the prior approval. If multiple prior approvals are involved, provide a listing.

# Miscellaneous Tips

- **Never share** your e-Authentication credentials with anyone. This account is specific to you as an individual.
- If you ***permanently leave*** your company or establishment, contact the LSAS Administrator immediately to ensure that your account is properly closed. If other employees in your company will need access to your labels, instructions will be provided.
- Label image should be 300 dpi resolution to avoid having it returned as illegible
- If you are using a temporary establishment number, (example: LSAS\_Temp123) be sure that you update your establishment profile with the correct establishment number and address. This is particularly important as it ensures consistent information that both LPDD and the submitter can utilize while performing searches and reports.

# Miscellaneous Tips

- If you have requested an ***Extraordinary Circumstance (EC)***, and your submission remains in Draft, be sure you have uploaded your supporting documentation . The documentation should include why you are requesting an EC review; e.g., describing an economic hardship, or the product is on hold.
- If you have requested a ***Temporary Approval***, and your submission remains in Draft, be sure you have completed the prior approval information (prior approval number, date of prior approval, etc.). You may also attach documentation that includes the reason(s) for the temporary.
- ***Where is the Approval Number?*** Once a submission has been given an adjudicated status (Sketch, Sketch Modified, or Temporary), the label application number becomes the actual approval number. When you select Summary from Available Actions, you will observe this information as stated above. However, if you download the summary, it indicates a four digit number, which is incorrect. If you require a corrected copy of the Summary showing the correct approval number, send your request to the LSAS Administrator ([lynn.yoder@fsis.usda.gov](mailto:lynn.yoder@fsis.usda.gov) ) and a copy will be provided as time permits. Note: LPDD is working closely with our IT support to resolve this issue.

# Additional Resources

- Label System and Approval System (LSAS):

[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)

- Industry User Guide:

[http://www.fsis.usda.gov/PDF/LSAS\\_Industry\\_User\\_Guide\\_052112.pdf](http://www.fsis.usda.gov/PDF/LSAS_Industry_User_Guide_052112.pdf)

- LPDD Labeling Guidance:

[http://www.fsis.usda.gov/About\\_Fsis/labeling\\_&consumer\\_protection/index.asp](http://www.fsis.usda.gov/About_Fsis/labeling_&consumer_protection/index.asp)

- Child Nutrition (CN) Labeling Program:

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

- Generic Labeling:

[http://www.fsis.usda.gov/Regulations\\_&Policies/Generic\\_Labeling/index.asp](http://www.fsis.usda.gov/Regulations_&Policies/Generic_Labeling/index.asp)

# Additional Resources (Continued)

- LSAS Administrator:

[LSAS@fsis.usda.gov](mailto:LSAS@fsis.usda.gov)

(Use to report your issue only. Include your phone number. Please note that due to the volume of emails received, an email response may not always be provided).

[lynn.yoder@fsis.usda.gov](mailto:lynn.yoder@fsis.usda.gov) or call: (301) 504-0837

- askFSIS:

<http://askfsis.custhelp.com/>

- Labeling and Program Delivery Division:

Office: (301) 504-0878

