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 submitter’s responsibility.
Include Temporary Establishment

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

1. Select Domestic or International
2. Complete required fields
3. Select Create and Include
Example of LSAS_Temp Establishment

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

<table>
<thead>
<tr>
<th>Establishment Number</th>
<th>Establishment Name</th>
<th>Organization Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSAS_TEMP48</td>
<td>Bill's Meat Market</td>
<td>1317 West Panola Road Carthage Texas 75633</td>
</tr>
</tbody>
</table>

* Required Fields
Add New Establishment

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

Make use of “Add Establishment from PHIS” for consistency.
Add New Establishment (Continued)

Enter Search Criteria either by name or number
Add New Establishment (Continued)

Results of Search:

<table>
<thead>
<tr>
<th>Application #</th>
<th>Establishment Name</th>
<th>Number</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Billy C's Jerky LLC</td>
<td>M948</td>
<td>Westfield</td>
<td>Massachusetts</td>
</tr>
<tr>
<td>Select</td>
<td>Hillbilly Smokehouse</td>
<td>M2217 + P2217</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Grabill Country Meats #1, Inc.</td>
<td>M5593 + P5593</td>
<td>Grabill</td>
<td>Indiana</td>
</tr>
<tr>
<td>Select</td>
<td>Bill Newsones Hams</td>
<td>M8038</td>
<td>Princeton</td>
<td>Kentucky</td>
</tr>
<tr>
<td>Select</td>
<td>Bill Newsones Hams</td>
<td>M8038A</td>
<td>Princeton</td>
<td>Kentucky</td>
</tr>
<tr>
<td>Select</td>
<td>Billings Meat &amp; Processing</td>
<td>M20686</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Bill's Meat Market</td>
<td>M27462 + P27462</td>
<td>Carthage</td>
<td>Texas</td>
</tr>
<tr>
<td>Select</td>
<td>Crabbil's Retail &amp; Wholesale Meats, LLC</td>
<td>M34381 + P34381</td>
<td>Toms Brook</td>
<td>Virginia</td>
</tr>
<tr>
<td>Select</td>
<td>Jerky Bill Kick Ass Gourmet Beef Jerky, LLC</td>
<td>M40064</td>
<td>Grand Junction</td>
<td>Colorado</td>
</tr>
</tbody>
</table>
Current Establishment(s) Under Your Profile

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.
Remove Establishment

Select “Submit” to **Remove** the LSAS_Temp Establishment from your profile.
Removal Confirmation

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.
Manage Establishments/Removal Confirmation

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.
## Formula Examples
### Component Formula

<table>
<thead>
<tr>
<th>Ingredient Name</th>
<th>Weight</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
<td>N/A</td>
<td>50</td>
</tr>
<tr>
<td>Pastry ingredients: (wheat flour, water, butter, salt. (purchased)</td>
<td>N/A</td>
<td>50</td>
</tr>
</tbody>
</table>

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
# Formula Examples (Continued)

## Composite Formula

<table>
<thead>
<tr>
<th>Ingredient Name</th>
<th>Weight</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastry (Wheat Flour, water, butter, salt) purchased</td>
<td>N/A</td>
<td>50</td>
</tr>
<tr>
<td>GROUND BEEF</td>
<td>N/A</td>
<td>30</td>
</tr>
<tr>
<td>POTATOES</td>
<td>N/A</td>
<td>10</td>
</tr>
<tr>
<td>Shredded Carrots</td>
<td>N/A</td>
<td>5</td>
</tr>
<tr>
<td>DICED ONION</td>
<td>N/A</td>
<td>2.5</td>
</tr>
<tr>
<td>Seasoning (salt, monosodium glutamate, sugar, onion powder, garlic powder, spices, soybean oil)</td>
<td>N/A</td>
<td>2.5</td>
</tr>
</tbody>
</table>

**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
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.
• 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) 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):

• Industry User Guide:

• LPDD Labeling Guidance:

• Child Nutrition (CN) Labeling Program:
  http://www.fns.usda.gov/cnd/cnlabeling/default.htm

• Generic Labeling:
Additional Resources (Continued)

- LSAS Administrator:
  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 or call: (301) 504-0837

- askFSIS:
  http://askfsis.custhelp.com/

- Labeling and Program Delivery Division:
  Office: (301) 504-0878