Label Submission Approval System

LSAS

Webinar Presentation
January 23, 2013

Labeling and Program Delivery Division
USDA, FSIS, OPPD
Introduction and Background

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

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

LPDD launched the Label Submission Approval System (LSAS) on May 22, 2012.
Increased speed, accuracy, & efficiency

Improved service to constituents

Accountability for the public health mission of the Food Safety and Inspection Service (FSIS)
LSAS Submitter Benefits

- **Wizard** available to assist submitters with determining which labels can be submitted through the Generic Label submission process will reduce submission errors and questions to LPDD staff around generic approval.

- Application processing will be faster vs. paper submission.

- Realize cost and time savings vs. shipping via surface mail.

- Quick and ready online access to application status.

- Access via Level 2 eAuthentication.
LSAS: Submitter Benefits (Continued)

- **Storage and record keeping in an electronic environment** allowing establishments to save & re-submit standard documentation (e.g., documents that support claims; written protocols) vs. having to print and re-submit with each label application

- **Edit checks** in the system will check for formatting and submission errors, allowing for corrections in “real time” vs. correcting upon return from LPDD, reducing turnaround time for label review

- **Enhanced communication** mechanisms (e.g., messaging within LSAS), reducing initial time spent on first time application submission and re-submissions
Register for USDA Level 2 eAuthentication Account

Respond to email confirmation within 7 days

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

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

Create organizational or establishment profile name for LSAS
Account Requirements (Continued)

- Register for an Level 2 USDA eAuthentication: http://www.eauth.usda.gov/

- Local Registration Authority (LRA) locations: http://offices.sc.egov.usda.gov/locator/app?type=lra


- LSAS Login Access/Enrollment: https://lsas.fsis.usda.gov/
Logging In with eAuth

***************WARNING***************

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA’s Chief Information Officer.

***************WARNING***************

[Buttons: Cancel, I Agree]
Logging in with eAuth credentials

**Login with my User ID and Password**

User ID: ____________________________  
Forgot your User ID?  
Password: ____________________________  
Forgot your Password?  
Change My Password

Login

**Login with my USDA LincPass**

USDA employees & contractors may now use their LincPass to login.  
Instructions:

1. Please verify your LincPass is inserted into the card reader for your USDA computer.  
2. Click the yellow "Login with my LincPass" button above.  
3. A pop-up box "Choose a digital certificate" may appear.  
4. Select the first or second certificate with your name and click "OK".  
   - First time users:  
     - Try your first certificate.  
     - If your login fails then change your selection to your second certificate.  
   - The certificate (first or second) that works for you will be the same for future logins.  
5. Enter your LincPass PIN at pin prompt, if required.
LSAS Enrollment – First Time Only

Select “Submit Enrollment Request”
LSAS Enrollment (Continued)

Select "Next"

Your Name Will Appear Here
Select “LSAS Submitter” from the pull down selection
LSAS Enrollment (continued)

Review your selection before selecting “Finish”
Create Company/Establishment Profile Name (Continued)

Your Role in LSAS

Select “Create” a new profile
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. All profiles names will be listed and visible to the public for selection.
Dashboard of New User
Navigating Your Dashboard

1. User: SINGLETON, JANE
2. Role: Submitter
3. Profile: LSAS Webinar 2
4. Switch profiles
5. Dashboard
6. LSAS Tip #1 - Where do I find information on why my label was returned?
7. LSAS Web Submissions Status
8. Test Announcement 8-27
9. LSAS system maintenance
10. LSAS System Maintenance Tonight

Announcements

<table>
<thead>
<tr>
<th>Headline</th>
<th>Creation Date</th>
<th>Created By</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSAS Tip #1 - Where do I find information on why my label was returned?</td>
<td>1/15/2013</td>
<td>WHITE, VERNELL</td>
</tr>
<tr>
<td>LSAS Web Submissions Status</td>
<td>1/10/2013</td>
<td>WHITE, VERNELL</td>
</tr>
<tr>
<td>Test Announcement 8-27</td>
<td>8/27/2012</td>
<td>WHITE, VERNELL</td>
</tr>
<tr>
<td>LSAS system maintenance</td>
<td>8/18/2012</td>
<td>WHITE, VERNELL</td>
</tr>
<tr>
<td>LSAS System Maintenance Tonight</td>
<td>8/13/2012</td>
<td>WHITE, VERNELL</td>
</tr>
</tbody>
</table>

Application Messages

No label applications available.

Drafts
No label applications available.

Submitted Applications
No label applications available.

Adjudicated Applications
No label applications available.

Returns and Rescinded Applications
No label applications available.

Appeals
No label applications available.
## Navigating Your Dashboard (Continued)

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

The following slides will help guide you through creating a typical label submission.

Examples provided are for demonstration purposes only, and do not reflect any actual proprietary information or submissions to LSAS.
Profile Menu Options

Profile Menu Selections

Dashboard

Announcements

<table>
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<tr>
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<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Announcement 8:27</td>
<td>8/27/2012</td>
<td>WHITE, VERNELL</td>
<td>View</td>
</tr>
<tr>
<td>Test Announcement</td>
<td>8/15/2012</td>
<td>WHITE, VERNELL</td>
<td>View</td>
</tr>
<tr>
<td>Testing this feature</td>
<td>8/13/2012</td>
<td>WHITE, VERNELL</td>
<td>View</td>
</tr>
<tr>
<td>test</td>
<td>8/13/2012</td>
<td>WHITE, VERNELL</td>
<td>View</td>
</tr>
<tr>
<td>testing 0813</td>
<td>8/12/2012</td>
<td>WHITE, VERNELL</td>
<td>View</td>
</tr>
<tr>
<td>new announcement</td>
<td>8/12/2012</td>
<td>WHITE, VERNELL</td>
<td>View</td>
</tr>
</tbody>
</table>

Application Messages

No label applications available.

Drafts

View All
Manage Establishment

### LSAS Label Submission and Approval System

#### Dashboard

**Announcements**

<table>
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<td>View</td>
</tr>
<tr>
<td>TestMAnnouncement</td>
<td>8/23/2012</td>
<td>WHITE, VERNELL</td>
<td>View</td>
</tr>
<tr>
<td>LSAS system maintenance</td>
<td>8/16/2012</td>
<td>WHITE, VERNELL</td>
<td>View</td>
</tr>
<tr>
<td>test test test</td>
<td>8/15/2012</td>
<td>WHITE, VERNELL</td>
<td>View</td>
</tr>
<tr>
<td>Testing this feature</td>
<td>8/13/2012</td>
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<td>8/13/2012</td>
<td>WHITE, VERNELL</td>
<td>View</td>
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<tr>
<td>new announcement</td>
<td>8/12/2012</td>
<td>WHITE, VERNELL</td>
<td>View</td>
</tr>
<tr>
<td>Roz not authorized to create messages</td>
<td>8/12/2012</td>
<td>WHITE, VERNELL</td>
<td>View</td>
</tr>
</tbody>
</table>

**Application Messages**

No label applications available.

**Drafts**

[Image of LSAS Label Submission and Approval System]
Add New Establishment

Select the type of establishment you are adding to your profile.
Add New Establishment (Continued)

Choice to use “Add Est. from PHIS” or manually enter.
Add New Establishment – (Continued)
Selection of PHIS Link

![Screen shot of LSAS Label Submission and Approval System]

- Search Establishment
- Establishment Name
- Establishment Number

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

Status Check
- Application #
- Check

(just some sample content)
Results from PHIS search

Search Establishment

Establishment Name
Yoder

Establishment Number

Search

Application # | Establishment Name       | Number           | City       | State    |
-------------|--------------------------|------------------|------------|----------|
Select       | Yoder Meats, Inc.         | M17281 + P17281 + V17281 | Shipshewana | Indiana  |
Select       | Yoder Brothers Meat Processing | M17301 + P17301  | Paris      | Tennessee|
Selection made and fields populated
Confirmation Message – (Submit/Confirm)
Checking under Manage Establishments
Create Label Submission

Select “Create” to begin
Establishment Selection - Step 1

Two establishments have been added to my profile.
Establishment Selection – Step 1 (Continued)

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

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

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

* Required Fields
Establishment selection is now populated in the “Included Establishments”.

<table>
<thead>
<tr>
<th>Establishment Number</th>
<th>Establishment Name</th>
<th>Organization Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>M17301 + P17301</td>
<td>Yoder Brothers Meat Processing</td>
<td>1650 Briarpitch Lake Rd.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paris</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tennessee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>38242</td>
</tr>
</tbody>
</table>

* Required Fields
If selecting “extraordinary circumstances,” review policy at link provided and include supporting documentation.
Selection of some specials claims may require the need to include supporting documentation.
Application in Draft Pool

Dashboard

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<td>8/15/2012</td>
<td>WHITE, VERNELL</td>
</tr>
<tr>
<td>Test</td>
<td>8/13/2012</td>
<td>Yoder, Lynn</td>
</tr>
<tr>
<td>LSAS System Maintenance Tonight</td>
<td>5/30/2012</td>
<td></td>
</tr>
</tbody>
</table>

View All

Application Messages

No label applications available.

Drafts

<table>
<thead>
<tr>
<th>Application #</th>
<th>Product Name</th>
<th>Product Type</th>
<th>Status</th>
<th>Last Modified Date</th>
<th>Last Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>81000315</td>
<td>Pork Chops with Lemon Pepper</td>
<td>Meat</td>
<td>Draft</td>
<td>1/16/2013</td>
<td>SINGLETON, JANIE</td>
</tr>
</tbody>
</table>

View All

Submitted Applications

No label applications available.

Adjudicated Applications

View All
Available Actions Selection from Draft Pool
Edit and Using the “Go To” Selection
Label Documentation – Step 4

1. Select type of documentation

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

Select the documentation type to associate with your file *

- Label Image
- Other
- Nutrition/Health

Upload

* Required Fields

<< Previous  Save  Save and Continue >>  Exit Editor  Discard
Label Documentation – Step 4 (Continued)

2. Browse to locate file

3. Select “Upload”
Population of Uploaded Files.
Note: documentation type displayed
Display Panel Information – Step 5

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) *
6

* Required Fields
Formula Information (Product Formula) – Step 6

1. Enter one ingredient per line
2. Select “Search”
Product Information – Step 6 (Continued)

3 Reconcile any error messages
Product Formula – Step 6 (Continued)

4. Select Unit Type
   Default: Percent

5. Enter appropriate totals for each line

OR

6. Certification required

Note: “Save” will provide calculated total
Processing Procedures – Step 7

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 0583-0029. 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) *
Provide your processing procedures for the product. Does it correspond to the HACCP category you selected?

* Required Fields
Approval Information – Step 8

Select type of approval
If selecting “Temporary,” provide all information, including “Previously Approved Label Information.”

Review instructions at link provided and provide sufficient documentation.
Submission Information – Step 9

Complete Firm and/or Agent Information

Note: use Tab for navigating to each field. If you use “Enter” your information will be gone.
Summary – Step 10
The summary provides the opportunity to review your submission, and to include additional comments before selecting “Submit Application”.
Submit Application, Confirmation ID – Final Step

Label Application Submission Confirmation

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

Label Application Id: 910000316

Select Download Options

Application ID Number
Select Documents to Download

Label Application Documents

Label Application Summary
Application Number: 12345678
Barcode: 890123456
Profile: LSAS Webinar

Submitted By: User: SINGLETON JANIE
Role: Submitter
Profile: LSAS Webinar

Current Status: Received
Current Status Set By: SINGLETON, JANIE at 1/1/2013 3:07:19 PM
Submission Type: Web

Manage this application

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

- Form7234.pdf
- rfr_wpturile1_1280.pdf
- Safe_Handling2.pdf

Include Annotations?

Download
Options to Open or Save file
### Table 1: Approval of Label or Marking on Device

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Approval Type Requested</th>
<th>Approval Expiration Date</th>
<th>Application Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Switch</td>
<td>Temporary</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Approval Details

- **Name of Product**: Fins Croque with Lemon Pepper
- **Type of Approval**: Switch
- **Approval Expiration Date**: Temporary
- **Application Number**: 450029

#### Additional Information

- **Label and Approval Information**: Based on the label and approval details, the application fulfills the necessary criteria for approval.

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### Identification of Applicant

- **Applicant Name**: Jane Singleton
- **Application Date**: 23/10/2013
- **Identification Number**: 54321

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### Address of Firm

- **Address**: 1990 Beachside Ave, Miami, FL 33142

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### Additional Notes

- Form used for previous approval, which is obsolete.
Dashboard Now Shows Submitted Application Pool

Application Submitted, Status: Received by LPDD
Status Check

Status has changed from “Received” to “Pending”
Status Check (Continued)

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

Type in Application # and select Check
Generic Label Advisor
Select Generic Label Advisor
Stepping through a series of questions
GLA – (Continued)
GLA – (Continued)

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 H, and not be false or misleading.

1. Was this labeling previously approved by the Labeling and Program Delivery Division as sketch labeling?
   - No

2. Is this labeling associated with (select one)
   - i) An official establishment
     Establishment Number: M17281

3. Is this label for a meat, poultry, eggs product?
   - i) Meat
   - ii) Poultry
   - iii) Egg/Others

[Buttons: Previous, Next, Cancel]
GLA – (Continued)

You are here: Home / Wizard for Genetically Approved Labels

Labels must display all the mandatory features as required in 9 CFR Part 317.2 and 9 CFR Part 301. SubPart N, and not be false or misleading.

1. Was this labeling previously approved by the Labeling and Program Delivery Division as sketch labeling?
   - No
2. Is this labeling associated with (select one)
   - (1) An official establishment
     Establishment Number: M17281
3. Is this label for a meat, poultry, eggs product?
   - (1) Meat
4. What type of new label is being proposed? This new label will be for. (Select all that apply).
   - (1) A product that has a product standard as specified in 9 CFR Part 319 or the Standards and Labeling Policy Book that does not have any guarantees or special claims (such as quality claims, nutrient content claims, health claims, or negative claims). This product also must not have any country of origin claims, except as provided by paragraph (b)(9) (xxv) of 9 CFR Part 317.6.
   - (2) A single-ingredient product with no guarantees or special claims (such as quality claims, nutrient content claims, health claims, or negative claims). This single-ingredient product must not have any country of origin claims, except as provided by paragraph (b)(9) (xxv) of 9 CFR Part 317.6.
   - (3) Containers of products not offered for sale to the public, but sold under contract specifications to Federal Government agencies, provided that the contract specifications include specific labeling requirements and those requirements are made available to the inspector-in-charge.
   - (4) A shipping container of fully labeled containers, provided the labeling complies with 9 CFR Part 316.13.
   - (6) A meat or poultry Inspection Legend; provided the legend complies with 9 CFR Part 312 and 316.
   - (7) Use as an insert, tag, liner, pasteur, or a similar device with printed or graphic material that does not bear the product name. This device also must be used in one of three ways: on containers, in containers, or coverings of products.
   - (8) A consumer test product not intended for sale.
   - (9) A domestic product labeled in a foreign language.
   - (10) A product containing an exotic species listed in 9 CFR Part 362 and 367 and contains no amenable species such as beef, pork, chicken or turkey.
   - (11) None of the above.

Previous  Next  Cancel
GLA - Completing Certificate Information

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.
GLA – Completing Certificate Information

(Continued)
GLA Confirmation – Certificate Number

GLA Confirmation and Download Options
Generic Label Application Confirmation

Please download your generically approved label confirmation certificate.

Certificate number: 41

Download Certificate

File Download

Do you want to open or save this file?

Name: 634943098010285936.PDF
Type: Adobe Acrobat Document, 91.2KB
From: plsasweb01.fsis.usda.gov

Open  Save  Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Certificate of Compliance for Generically Approved Labels

Date Issued: 20-Jan-2013
Certificate ID Number: 41
Establishment Number: M17281
Establishment Name: Yoder Meat
Establishment Address: 130 Asparagus
Shrewsbury, Indiana 46074

Contact Name and Title: Jones Jones, 355-231-1245
Product Name: Strip Steak

Prior FSIS Approval Number:

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/Resources_Policies/Label_Responsibilities/index.asp

Disclaimer: This Certificate of Compliance for Generically 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 Division (LPDD) if false or misleading information has been provided or manipulated to generate a certificate.

United States Department of Agriculture, Food Safety and Inspection Service, Office of Policy, Program & Development, Washington, DC 20472
Certificate of Compliance for Generically Approved Labels

Date issued: 20-Jan-2013
Certificate ID Number: 41
Establishment Number: M17281
Establishment Name: Yoder Meats Inc.
Establishment Address: 123 Meat Street, Shipshewa, Indiana 34567
Contact Person and Phone: James Jones, 355-231-1345
Product Name: Strip Steak

Prior FSIS Approval Number:

For information on labeling and establishment responsibilities and what needs to be included in the labeling record, refer to the website address: http://www.fsis.usda.gov/Regulations_Policies/Label_Responsibilities/index.asp

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United States Department of Agriculture, Food Safety and Inspection Service,
Office of Policy, Program & Development, Washington, DC 20472
Additional Resources

• LPDD Labeling Guidance:

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

• Industry User Guide:

• Generic Labeling:
Additional Resources (Continued)

• LSAS Administrator:
  LSAS@fsis.usda.gov or lynn.yoder@fsis.usda.gov

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