

**PROCESS APPROVAL IS REQUIRED FOR ALL SHELF STABLE PRODUCTS
(EVEN IF THE PRODUCT WILL BE CO-PACKED)**

Information and Documentation Required for Process Approval
(All information provided is kept strictly confidential)



**INSIDE
GEORGIA
ONLY**

1. Facility/plant sanitation procedures followed
2. Employee personal hygiene requirements
3. List of product ingredients stating quantity used
4. Step-by-step process outline
5. Heating/cooking time (if applicable)
6. Filling procedures and temperature at fill (if heated/cooked)
7. Full description of container
8. Closure/sealing method
9. Cooling procedure (if applicable)
10. Product lot/batch coding procedure
11. Recall procedure
12. Product testing
 - a. procedure used for pH or Brix (% solids for jams, jellies, preserves) testing
13. Provide sample of product for evaluation/classification purposes
14. Provide the following:
 - a. name
 - b. company name
 - c. mailing address
 - d. contact person
 - e. phone number
 - f. fax number (if available)
 - g. email address
15. Cost:
 - a. \$20.00 USD charge for each product for pH or Brix testing
 - b. \$50.00 USD charge for each submittal for process approval/classification
16. Payment options – prepayment is required:
 - a. Check or money order payable to *University of Georgia*
 - b. Credit card:
Visa MasterCard Discover American Express

Card number:

Expiration date (MM/YY):

Signature: _____

Print name of signer:

17. Mail to: Process Approval
 University of Georgia
 Extension Food Science
 240A Food Science Building
 Athens, GA 30602-7610

Phone (706) 542-2574

Website: www.EFSONline.uga.edu

Type required information, print form, sign and mail/fax with payment to the address/number above