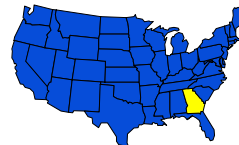


**PROCESS APPROVAL IS REQUIRED FOR ALL SHELF STABLE PRODUCTS  
(EVEN IF THE PRODUCT WILL BE CO-PACKED)**

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



**OUT OF STATE  
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. \$100.00 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](http://www.EFSonline.uga.edu)

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