



**Information and documentation required for a
PROCESS APPROVAL**

as required by FDA and Georgia Department of Agriculture, for Georgia residents processing product themselves in an approved facility. Once approved, a letter of process approval will be issued to the Georgia Department of Agriculture's Consumer Protection Division, who will then contact you.

Please allow at least three weeks for processing.

Please type or write legibly (on separate sheets) the information below about the process used to make each product:

- 1) Recipe/formula with **all** ingredients with accurate measurement/weight (i.e., grams, pounds, ounces, etc. - household measure is acceptable).
- 2) Facility sanitation procedures followed
- 3) Employee personal hygiene requirements
- 4) Step-by-step processing outline, including:
 - a. heating/cooking time (if applicable)
 - b. filling procedures and temperature at fill
 - c. closure/sealing method
 - d. cooling procedure (if applicable)
- 5) Description of container, closures
- 6) Product lot/batch code procedure and sample record keeping form
- 7) Product testing procedures (pH, temperature, Brix, etc.)
- 8) Recall procedures

Name of product(s): _____

Send required information with sample of product(s) and payment to the address below. Please be sure your name and the product name appear on all pages!

Mail to:

Process Approval
UGA Extension Food Science
240A Food Science Building
100 Cedar Street
Athens, GA 30602-2610

Phone: 706/542-2574

Website: www.EFSONline.uga.edu

****Check or money order requests that do not include sales tax will be held until the balance of the payment is received. Sales tax will be figured into credit card payments and a receipt will be issued.**

PROCESS APPROVAL (IN-STATE ONLY)

Payment in advance is required – check or money order made payable to the *University of Georgia*, or provide credit card authorization information below.
Product will not be shipped without full payment.

<i>Service/Item</i>	<i>Cost</i>	<i>Total</i>
Process approval fee (covers all products submitted at one time)	\$75.00	
Product testing (pH, Brix, water activity)	add \$25.00 for each product	
SUBTOTAL OF ORDER		
** Georgia Sales Tax (your county's is ____%)		
TOTAL OF ORDER		\$
Payment Method		
___ Check No. ____ or money order for \$ _____ payable to the <i>University of Georgia</i>		
___ Visa	___ MasterCard	___ Discover ___ AmEx
Card number:		
Expiration date (MM/YY):		
Signature:		
Print name of signer:		
Contact Info:		
Company Name:		
Mailing Address:		
Street Address:		
City/State/Zip:		
Phone/Cell:		
Fax:		
Email:		