

Nutrition Facts Panel Checklist

Before submitting your request for a nutrition facts panel (NFP) from the Alabama Cooperative Extension System, please review your request to ensure that all items below are included. Because of the nature of this service, **all items must be received before your submission is considered complete**. Once the complete submission is received, we can begin the process of creating the panel. We will let you know if additional information is needed. The typical turnaround time is 4 to 6 weeks after the **complete application** is submitted.

1. Complete and sign the Nutrition Facts Panel Request. Ensure that all fields are complete and accurate.
2. Submit appropriate fee at www.aces.edu/go/foodlabfees. Alternatively, a check or money order made payable to ACES may be submitted. The fee for this service is \$100 per product for in-state clients and \$200 per product for out-of-state clients.
3. Be sure that information on serving size and servings per container are based on the FDA Reference Amounts Customarily Consumed (List of Products for Each Product Category). This information can be found online using the Search function at www.fda.gov. You are responsible for identifying the most appropriate category for your product.
4. Submit copies of the complete labels of each of your ingredients. This must include brand/product information, nutrition panel, ingredients, and allergens.
5. If you are submitting multiple products, each submission and all appropriate documentation **MUST** be submitted separately. This helps to eliminate confusion and ensure accuracy.
6. If your request includes an ingredient that you prepare, you must submit a separate form for that ingredient, including labels as applicable. If you do not need a label for the ingredient, no charge will be assessed for the additional request form. For instance, if you make a pepper relish and include the relish as an ingredient in a sauce, you must complete two forms and submit two sets of labels—one for the relish and another for the sauce.

Nutrition Facts Panel Request

Company Name: _____

Responsible Party: _____

Address: _____

City: _____ State: _____ Zip: _____

County of Residence: _____

Phone Number: _____

Email Address: _____

Product Name: _____

COMMON NAME OF INGREDIENT:	DESCRIPTION: (Dried, fresh, ground, etc.)	AMOUNT BY WEIGHT: Use a scale to weigh your ingredients (pounds, kilograms, grams). Only liquids may be reported by volume (cups, fluid ounces, tablespoons, etc.)	LABEL ATTACHED: (If no, please explain.)
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Company Name: _____

Product Name: _____

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Company Name: _____

Product Name: _____

Note: Information on serving size and servings per container must be based on the FDA Reference Amounts Customarily Consumed (RACC). This information can be found online using the Search function at www.fda.gov. You are responsible for identifying the most appropriate category for your product.

Information from Guidance Document

Product Category: _____

Reference Amount: _____

Label Statement Format: _____

Product Information

Serving Size: _____

Weight of a Batch After Cooking: _____

Servings per Batch (Based on RACC and Batch Weight): _____

Label Statement Based on RACC Format: _____

Retail Container Sizes

Size 1: _____ Servings Per Container (Size 1): _____

Size 2: _____ Servings Per Container (Size 2): _____

Size 3: _____ Servings Per Container (Size 3): _____

Size 4: _____ Servings Per Container (Size 4): _____

Company Name: _____

Product Name: _____

I hereby acknowledge that all of the information provided in this form is accurate to the best of my knowledge. It is my responsibility to examine the resulting nutrition facts panel (NFP) and ingredient/allergen statements carefully before using them as a part of my product label.

I also agree to hold the Alabama Cooperative Extension System harmless from any and all losses, claims, demands, causes of action or proceedings and any and all obligations, liability, damage or expense (including all costs, expenses and attorney's fees) resulting from this service.

Name (Print)

Date

Name (Signature)



Food Testing and Labeling, Dani Reams, Coosa County Extension Office, 243 Coosa County Road 75 Rockford, AL 35136; Phone: (256) 368-1694; Email: acr0087@aces.edu

For more information, contact your county Extension office. Visit www.aces.edu/directory.

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