

## Food Safety Product Evaluation Request Form

Curtis Braun | SDSU Extension Food Safety Field Specialist

### General Information

SDSU Extension can provide a variety of services for food safety product evaluation. This may include the following services:

- Processing authority for canned foods and acid/process verification letter
- Ingredient Declaration and Nutrition Facts Panel creation
- Product and process review which include a product safety evaluation (HARPC and HACCP)

For more information about our capabilities or general information about food safety, please visit <https://extension.sdstate.edu/food/safety>. We can provide information and consultation about delivering services to enable you to bring your product to market.

If you have any questions, please don't hesitate to e-mail ([Curtis.Braun@sdstate.edu](mailto:Curtis.Braun@sdstate.edu)) or call me 605-782-3290. I look forward to working with you in the future.

Type of Product	Includes	What to Send	Test Duration	Price
Canned Food	<ul style="list-style-type: none"> <li>• pH</li> <li>• Nutrition Facts Panel</li> <li>• Ingredient Statement</li> <li>• Acid Verification Letter</li> </ul>	<ul style="list-style-type: none"> <li>• Process and Ingredient Form Review</li> <li>• Lab Submission Form</li> <li>• Consumer Process Request Form</li> <li>• Acidified Foods v3 Lab Submission Form</li> </ul>	Maximum 4 weeks	\$45 per product
Food for Sale in Retail	<ul style="list-style-type: none"> <li>• pH</li> <li>• Water Activity</li> <li>• Ingredient Statement</li> <li>• Food Safety Review Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Food Safety Review Plan</li> </ul>	Product Dependent	\$75
Labels	<ul style="list-style-type: none"> <li>• Ingredient Statement</li> <li>• Nutrition Facts Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Process and Ingredient Form Review</li> </ul>	Maximum 2 weeks	\$10

**Testing and Services Needed: (mark all that apply)**

- Canned Goods (\$45 per product)
- Labels (\$10 per product)
- Food for Sale in Retail (\$75 per product)

## Client Checklist

**SEND A CHECK TO:**

Curtis Braun  
SDSU Extension  
4101 W 38th St., Ste 103  
Sioux Falls, SD 57106

**SEND ONE PRODUCT SAMPLE TO:**

Animal Disease Research Building  
1155 North Campus Drive  
Brookings, SD 57007

**MAKE CHECKS PAYABLE TO:**

SDSU Extension

**DID YOU REMEMBER TO INCLUDE?**

- Process and Ingredient Review Form
- Appropriate amount of samples
- A check for the appropriate amount
- Process and Ingredient Request Form (canned foods)
- Check all testing and services that you're requesting

[DATE]

TO: SD Food Entrepreneur

FR: [\_\_\_\_\_], Approved SD Third Party Acid Food Processing Authority

RE: Meeting the food safety requirements to market home processed acid foods at farmer's markets and similar venues.

As a SD Third Party Acid Food Processing Authority, I can assist you in meeting the food safety requirements to market your home-processed foods according to the SD Home Processed Food Law at Farmer's Markets (SD Codified Law 34-18-34 thru 37)

**Letter of Verification:** this involves me reviewing your recipe, canning process (procedure), and any test results.

**To complete the review, the following is needed:**

1. The completed form that details the recipe and procedure you are using to safely prepare and home-process the acid food item you are preserving.
2. One jar of each product.
3. If two different recipes differ slightly (for example seasoning), additional jars may not be needed. Contact me to discuss your product.

**The cost to deliver this service is the following:**

Process review and letter of verification –  
Additional recipes –  
pH testing (if needed) –  
Providing an Ingredient Declaration –

If the product is an acid food such as a jelly, jam, fruit syrups and sauces, and there is more than one jar size, only one jar size is needed. However, the process followed for each jar size must be listed.

**All formulations are filed in a secure place, and confidentiality is maintained regarding formulation and process. Your recipe will not be shared.**

If you have additional questions concerning other food products you may be interested in marketing within the state of SD, please contact me, and I may be able to answer your questions or direct you someone who can.

I will not review the label you create for selling your product.

**Instructions for sending samples:**

1. Label all jars with the name of food product, date it was made, and your name.
2. When packing jars for shipment, place glass jars in a zip-loc type bag to ensure contents do not leak out of the box if the glass breaks. Use bubble wrap, news-papers, and/or packing peanuts to cushion your samples. Shipping boxes and jars will not be returned. You can send one sample of each product to the SDSU Animal Disease Research Laboratory as noted above. Additionally, you can send a smaller sample size (i.e. half pint) to reduce the cost of shipment.
3. Complete the form(s) on the following page.

To review your process, I am utilizing tested processes and formulations that are recommended by the USDA for safe home food processing. If formulations or processing methods used are not comparable to these standards, I will refer you to a processing authority that can provide you with needed services.

Keep this letter for your information, and complete the enclosed forms on the following pages and send or deliver with your processed food.

# Process and Ingredient Review Form Page 1

**Complete this first page one time and send with samples.**

Name \_\_\_\_\_

Business \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail \_\_\_\_\_

Complete the remainder of this form for **each product** that is being sent for testing.



## Process and Ingredient Review Form Page 3

Fully describe the process used to prepare product and pack or fill the jars. Be specific.

For example: Jellies – describe entire process including the how the juice was obtained, type of pectin used ...

1. Type of pack (hot or raw): \_\_\_\_\_

2. Head space recommended in your recipe: \_\_\_\_\_

3. Processing time in boiling water bath (after water starts to boil, and adjusted for altitude for each jar size): \_\_\_\_\_

4. Source of formulation (recipe): \_\_\_\_\_

5. Processing Steps:

---

---

---

---

*All formulations (recipes) are filed in a secure place, and confidentiality maintained.*

The enclosed nutrition facts panel(s) developed for your product(s) was created based on the formulation and ingredient nutritional data provided to SDSU Extension by your business. The software program Genesis R&D Product Development and Labeling Software (2011, version 9.81) was used to calculate the nutrient values of your product(s) as well as create the nutrition facts panel. If the ingredients used in your formulation were not in the Genesis R&D database, the nutrient values provided by your company or the ingredient manufacturer's company were incorporated into the database of Genesis R&D.

A nutrition facts panel of a food product is developed through calculations. According to the U.S. Food and Drug Administration (FDA) Guidance for Industry, A Food Labeling Guide, 2009:

The FDA has not stated how a company should determine the nutrient content of their product for labeling purposes. Therefore, there is no prohibition from using "average" values for its product derived from data bases if a manufacturer is confident that the values obtained meet FDA's compliance criteria. Regardless of its source, a company is responsible for the accuracy and compliance of the information presented on the label. Use of a data base that has been accepted by FDA affords a firm some measure of security in that the agency has stated that it will work with industry to resolve any compliance problems that might arise for food labeled on the basis of a data base that the agency has accepted. A manual entitled *FDA Nutrition Labeling Manual: A Guide for Developing and Using Databases* is available online.

Please be aware that your company is solely responsible for the accuracy and compliance with regards to labeling and South Dakota State University (SDSU), its Board, agents, and employees assume no liability for your use of the calculated nutrition facts panel(s). By engaging SDSU Extension to calculate the labels, you expressly agree to hold harmless and indemnify the State of South Dakota, the South Dakota Board of Regents, South Dakota State University, their officers, agents or employees, from and against any and all actions, suits, damages, liability or other proceedings that may arise as a result of its performance of these activities.

Genesis R&D is developed using the database generated through ESHA Research. The ESHA master database is composed of 50,000+ food items, with data from over 1700 reputable sources. The data sources include the latest U.S. Department of Agriculture Standard Reference database, manufacturer's data, restaurant data., and data from literature sources.

If your company had an ingredient analyzed by a food testing lab to be included in the nutrient calculation of your product(s), it will not be made available for calculating nutritional facts for other food products outside of your company. If your company chooses to make it available to another company, a letter of permission must come from your company to SDSU Extension.