



PROCESS AUTHORITY REQUEST FORM

A member of our team will follow up with you within 5 business days of your completed submission.

Please review the pricing document on the CSU Spur Food Innovation Center's website and check the box below to indicate your agreement:

- I agree to pay the price listed on the Food Innovation Center's pricing sheet for the services requested below.
- I agree to use precise weight measurements (g, oz, lbs) when listing my formula below. I acknowledge that volumetric measurements (cup, Tbsp, etc.) **will not be accepted**. Fluid ounces must be converted to weight and **will not be accepted**.
- I agree to include accurate before-cooking and after-cooking batch weights when the product undergoes heat processing (cooking).

Background Testing Information:

Have you had testing performed at our facility or another lab for any of the following (check all that apply)? If so, please include in your submission a copy of the lab testing results on the official lab report you received:

- pH
- Water activity
- Brix
- Moisture level
- Titratable acidity
- Other:

If you have not had samples tested with us or with another lab previously and need testing in order to obtain a Process Authority Letter, please indicate below which services you think you need:

- pH
- Water activity
- Brix
- I'm not sure

- If you are sure of the required testing, visit our website and fill out the Food Analysis Request Form. If you are unsure of what testing is required, wait to hear back from a member of our team and we will assist you in selecting the proper testing.

Product Information:

Container material: _____

Container size:

Serving size: _____

Servings per container:

Batch weight pre-processing: _____

Batch weight post-processing:

Where is your product manufactured? Please list the address below and also the name of the facility if it is a commercial kitchen, church kitchen, co-packer, or similar:

Please specify how this product will be sold (check all that apply):

- Shelf-stable
- Refrigerated
- Frozen
- Vacuum-packed
- Wholesale
- Retail
- Other (explain): _____

Formula:

Ingredient and Descriptors (Brand, Certifications, etc.)	Weight (g, oz, lbs)	Fresh (X)	Canned (X)	Dried (X)	Other (Describe)
e.g <i>Tart cherries, King Orchards brand, organic</i>					

Procedure:

*Describe below the steps of **preparing** and **packaging** your product. Be as specific as possible and include the type/degree of heat that is involved, when/how ingredients are combined, etc. Include any type of heating or cooking (roast, sear, bake, fry, etc.). Explain it so that someone who has never heard of your product could produce and package it after reading these instructions.

1.

Acknowledgments

I hereby acknowledge that all of the information provided in this form is accurate to the best of my knowledge. I also acknowledge that if any information is missing or is not accurate as reported on this form, or if there is any change from the stated information on this form (e.g., change in product recipe, processing procedure, container size, etc.), I will notify the CSU Spur Food Innovation Center as soon as I learn of these changes and request a revision of the process approval.

Date: _____

Owner/Processor Signature

We may contact you with follow-up questions depending on the information presented here.

We look forward to working with you.

Thank you,

Mike Gabel
Director of Food Innovation Center at CSU Spur
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