



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 page](#) for the services requested below, including testing if I do not already have the necessary test results.
 - 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).
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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, a member of our team will review our information to determine what type of testing you need and ask you to submit three samples of your product in final packaging for testing. The cost of this test will be added to your invoice. Test costs can be found on the Food Innovation Center's pricing sheet shown on our website's [pricing tab](#). The most typical required tests are pH testing or water activity testing.

My product is manufactured in:

- A home kitchen
- A shared/commissary kitchen
- A co-packer or co-manufacturer
- My own manufacturing facility

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

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

Product Information:

Container material (glass, PET, HDPE, etc.):

Container size (dimensions or fill volume):

Serving size:

Servings per container:

Batch weight pre-processing:

Batch weight post-processing:

Formula:

Ingredient and Descriptors (Brand, Certifications, etc.)	Weight (g, oz, lbs)	Fresh (X)	Canned (X)	Dried (X)	Other (Describe)
<i>e.g 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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