



REQUEST FORM: PROCESS AUTHORITY (PA) or EXEMPTION LETTER

A Process Authority (PA) Letter is a document required by the FDA for certain regulatory categories of food, including acidified foods, low-acid canned foods, and food produced using certain novel processes. These letters must be filed on the FDA website along with the formula and manufacturing process of the corresponding product. A related document, called an Exemption Letter, may be provided in the event that the product is exempt from this filing. The PA or Exemption Letter is issued after your submission and our subsequent review is completed.

Section 1: INSTRUCTIONS

1. Fill out this request form in its entirety and follow instructions to submit your intake form via [our website](#).
2. Include the required data OR samples so we can properly assess your product and/or perform any required testing ([see Section 3](#)).
 - a. Already have test results from another lab? Upload them (on lab letterhead) along with this form — see Section 3, [Option A](#).
 - b. Need testing and know what you need: — see Section 3, [Option B](#)
 - c. Not sure what you need and need guidance? — Section 3, [Option C](#)

SUBMISSION NOTES:

- After your submission is received, our accounts manager will send an invoice to the email you provided (usually within 1 week of receiving your forms). **Payment of the invoice is required before documents can be distributed.** Payment may be made through the [“Pay My Invoice”](#) portal on the FIC website. The payment link is provided within your invoice as well.
- Turnaround time: Product assessment typically requires approximately 14 days – from the point of obtaining a completed submission.

Section 2: CUSTOMER INFORMATION

Owner or Contact Person:

Company:

Manufacturing Facility Address:

Email/Phone:

Mailing Address (street, city, state, zip):

Product Name (include version number or unique identifier if applicable):

Section 3: TESTING INFORMATION, SAMPLE SUBMISSION & TESTING PATH

SELECT from the options below.

OPTION A:



FOOD INNOVATION CENTER
COLORADO STATE UNIVERSITY

CSU Spur Food Innovation Center
4780 National Western Dr Denver, CO 80216
Foodinnovation@colostate.edu

☐ I already have official test results — I will upload them (on lab letterhead) with this form. **Do not submit samples if this box is checked.*

OPTION B: I need the FIC to perform testing. *Select all that apply and submit samples (see below):*

**Each test requires samples to be submitted.*

- ☐ pH testing
- ☐ Brix testing
- ☐ Water activity testing

OPTION C:

☐ I'm not sure—I need guidance on what testing is required -- *Do not submit samples — a team member will contact you to discuss next steps after receiving this completed request form.*

***Sample submission for requested Testing: (Option B only— skip this section if you selected Option A or C)**

- Ensure samples are labeled clearly with the preparation date and company/product information
- We can accept deliveries M-F 9am to 4pm.
- **Fresh samples (those that are not shelf-stable) should be hand-delivered or shipped overnight for arrival at a pre-arranged time, since they must be tested immediately.**
- **Please do not send or drop off samples without arranging it with us first.** We have many ongoing projects, and we may not have time to test them without prior arrangement.
- Email us first before dropping off samples if you have any questions.

- Send/drop off **3 individual samples in their final consumer packaging** to the following address for testing:

CSU Spur Food Innovation Center C/O Caitlin Clark
Terra Building
4780 National Western Dr.
Denver, CO 80216

Section 4: FORMULATION

List all ingredients in your recipe using accurate weight measurements (i.e., grams, pounds, ounces, etc.).

**Household measurements (cups, teaspoons, etc.) are NOT acceptable.*

**Measurements are made per your “batch” recipe (not individual jars).*

You may upload your formula as a separate document if you have it saved as a file. In this case, please write “see attached” on the first line below.



Ingredient and Descriptors (Certifications, etc.)	Brand	Weight (g, oz, lbs— use same unit for all)	Fresh (X)	Canne d(X)	Dried (X)	Other (Descr ibe)
<i>Ex. Tart cherries, organic</i>	<i>King Orchards</i>	<i>425g</i>		<i>X</i>		

Section 5: PROCESSING INSTRUCTIONS

Describe below the steps of **preparing** and **packaging** your product in detail.

Note: Include details referenced in these notes below:

1. **Preparation/Cooking:** We must know the **process time and temperature**.
Ex: List the target temperature you achieve in the pot/kettle and duration you hold the product at that temperature.
2. **Bottling/Packaging:**
Ex. If you use the *Hot Fill and Hold Method* to bottle your product, include the temperature of the product at the time of bottle filling.
3. **Closure/Sealing:**
 - a. Ex. List the procedure for closing and sealing your container (i.e. heat sealed, vacuum-sealed, water-bath, finger-tightened, etc.)



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4. Post-closure treatment:

- a. Ex. Describe how the container is treated after it is closed (i.e. List if there is an inversion step; describe how containers are cooled or stored after filling).

Section 6: CONTAINERS AND CLOSURES

Container size(s) or dimensions:



Material of container:

Material of lid/seal/cap:

Describe additional packaging elements (tamper evident seal, heat-seal, etc.):

Section 7: ACKNOWLEDGEMENTS

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, which will result in a project timeline delay.

Owner/Processor Signature

Date

A member of our team will follow up with you within 5 - 7 business days of your completed submission as further follow-up questions may be needed, depending on the information presented here.

Section 8: NEXT STEPS AFTER OBTAINING YOUR PROCESS AUTHORITY LETTER OR EXEMPTION LETTER

If you are seeking an **Exemption Letter**, no further steps are necessary after obtaining the letter from us. Simply maintain the letter in your records, and update it every two years OR each time you change your formula and/or process.

If you are seeking a **Process Authority Letter**, prepare for the following next steps once you receive your letter from us:

1. If required, submit your Process Authority letter along with other required documentation to your state's regulatory body in order to achieve necessary licenses/permits (differs by state; not required in all states).
2. File form 2541 with the FDA at <https://www.access.fda.gov/> (this can be done before you have the process authority letter in-hand).
3. When you have obtained the process authority letter, and within 60 days of filing form 2541, file form 2541e at <https://www.access.fda.gov/>
4. Maintain a copy of the process authority letter with your other documents and paperwork in the event of an FDA inspection.
5. Product manufacture may begin after scheduled process filing is complete.



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We look forward to working with you.

Thank you,

Mike Gabel

Director of Food Innovation Center at CSU Spur
4780 National Western Dr. Denver, CO 80216