



FOOD INNOVATION CENTER  
COLORADO STATE UNIVERSITY

CSU Spur Food Innovation Center  
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# NUTRITION FACTS PANEL REQUEST FORM

A Nutrition Facts Panel (NFP) is an FDA-regulated section of your packaging that shows the measured or estimated contents per serving of basic nutrients, including vitamins and minerals. It also shows the serving size, servings per container, and calories per serving.

Please review the sections below to ensure you have completed all necessary steps.

For a full list of current pricing, visit our [website's Pricing page](#).

**This form must be completed for each individual product that you are submitting for an NFP, even if the products are very similar.**

## Section 1: Instructions

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1. Fill out this request form in its entirety and follow instructions to **submit your intake form + accompanying documents** via our [website](#).
2. Include the required accompanying documents with your intake form:
  - a. **Ingredient Certificates of Analysis (COAs)** for each ingredient used in your recipe in your submission.
    - i. COAs include manufacturer specification sheets along with photos of the entire label.

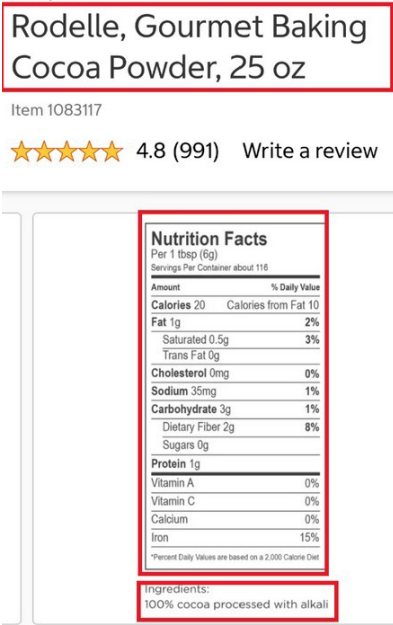
ii. An example is shown here. Note that it includes the following:

- Brand
- Ingredient statement/list
- Allergen statement
- Lot code
- Nutrient analysis



If the manufacturer's specification sheets are unavailable, you MUST provide pictures of each product label and/or specific website links to each ingredient component of your product.

We must be able to see the **brand, the Nutrition Facts Panel, ingredient list, and allergen statement** in order to ensure accurate nutritional and allergen information. An example is shown below:



After your submission is received, our team will review your request, and once we have all of the necessary documentation and deemed your submission complete, our accounts manager will send an invoice to the email you provided.

**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 also provided within your invoice.

**Turnaround time: New NFPs typically require approximately 14 days from the point of obtaining a completed submission. Small updates typically require closer to 7 days.** Incomplete submissions will delay the processing time of your request.

## Section 2: Customer Information

|                                                                                                                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Owner or Contact Person</b>                                                                                                                                                                         |  |
| <b>Company</b><br><i>If you have not established a company name, put 'n/a'. If you have worked with us before and have changed your company name, provide your previous one, noting "formally XYZ"</i> |  |
| <b>Email / Phone</b>                                                                                                                                                                                   |  |
| <b>Product Name</b> <i>include name/flavor and a version number or unique identifier</i>                                                                                                               |  |

## Section 3: Product & Packaging Information

*It is imperative to provide accurate before-cooking and after-cooking batch weights to ensure correct product yield.*

|                                                                                                                          |  |
|--------------------------------------------------------------------------------------------------------------------------|--|
| <b>Batch weight pre-cook</b>                                                                                             |  |
| <b>Batch weight post-cook</b> <i>if applicable</i>                                                                       |  |
| <b>Finished individual piece weight (if applicable)</b>                                                                  |  |
| <b>Intended serving size</b> <i>may be altered as determined by FDA guidelines</i>                                       |  |
| <b>Intended servings per container</b>                                                                                   |  |
| <b>Package dimensions</b> <i>height x length x width OR height x diameter; required to determine proper label format</i> |  |
| <b>Net weight of contents per package</b>                                                                                |  |
| <b>Allergens present in product</b>                                                                                      |  |
| <b>Allergens present in manufacturing facility</b>                                                                       |  |

## Section 4: Formula

Use precise weight measurements (g, oz, lbs) when listing formula below. Volumetric measurements (cup, Tbsp, etc.) will not be accepted. Fluid ounces must be converted to weight and will not be accepted.

**Weights only. No volumes.** List every ingredient by weight (g, oz, lbs) and attach a specification or nutrition label photo for each one. Submissions with volumetric measurements or missing ingredient specifications cannot be processed and will delay your project.

| Ingredient and Descriptors<br>(Brand, Certifications, etc.) | Weight<br>(g, oz, lbs) | Fresh<br>(X) | Canned<br>(X) | Dried<br>(X) | Other<br>(Describe) |
|-------------------------------------------------------------|------------------------|--------------|---------------|--------------|---------------------|
| e.g. Tart cherries, King Orchards brand, organic            | 454 g                  | X            |               |              |                     |
|                                                             |                        |              |               |              |                     |
|                                                             |                        |              |               |              |                     |
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## Section 5: Procedure

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

|                            |
|----------------------------|
| Describe your process here |
|                            |
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|                            |
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### Before You Submit: Checklist

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- ☐ Every ingredient is listed by weight (g, oz, or lbs), not cups, Tbsp, or fluid ounces.
- ☐ An ingredient COA or nutrition label photo is attached for every ingredient.
- ☐ Pre-cook and post-cook batch weights are provided (if product is heated).
- ☐ Allergen information is complete for both product and facility.

### Section 6: Acknowledgments

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*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 on this form changes (e.g., a change in product recipe, ingredients, ingredient suppliers, processing procedure, or package size), I will submit a new, signed Nutrition Facts Panel Request Form describing the product as it will actually be made.*

Typing your full name in the signature box counts as your signature.

|                           |  |
|---------------------------|--|
| Owner/Processor Signature |  |
| Date                      |  |

We look forward to working with you.

Thank you,

**FIC Team**

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