

PROCESS AUTHORITY LETTER REQUEST FORM

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's Request Services section](#)
2. Include the required test results 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 official lab letterhead) along with this form. No samples are needed. See Section 3.
 - b) *No test results?* Send three (3) samples (minimum 4 oz). Any testing we need is included in the price of your letter. See Section 3.

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 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: Product assessment typically requires approximately 14 days from the point of obtaining a completed submission.

Section 2: Customer Information

Owner or Contact Person	
Company <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>	
Manufacturing Facility Address	
Email / Phone	
Product Name <i>include version number or unique identifier if applicable</i>	

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

Section 5: Processing Instructions

Describe below the steps of preparing and packaging your product in detail. Include the details referenced in the 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 the 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:** Ex. list the procedure for closing and sealing your container (heat sealed, vacuum-sealed, water-bath, finger-tightened, etc.).
4. **Post-closure treatment:** Ex. describe how the container is treated after it is closed (note if there is an inversion step; describe how containers are cooled or stored after filling).

Describe your process here
1.
2.
3.
4.

Section 6: Containers, Packaging & Product Details

Container size(s) or dimensions	
Material of container <i>attach spec sheet if available</i>	
Material of lid / seal / cap <i>attach spec sheet if available</i>	
Material of cap liner	

Describe additional packaging elements (tamper-evident seal, heat-seal, etc.)	
Intended serving size	
Intended servings per container	
Manufactured in <i>home kitchen / shared or commissary kitchen / co-packer or co-manufacturer / own manufacturing facility</i>	
Sold and stored as <i>list all that apply: shelf-stable / refrigerated / frozen / vacuum-packed / wholesale / retail / other (explain)</i>	

Section 7: 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 recipe, procedure, container size, etc.), I will submit a new, signed Process Authority Letter 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	

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 [access.fda.gov](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 your scheduled process at [access.fda.gov](https://www.access.fda.gov). You submit the FDA filing yourself (or your copacker may do it). If you would like help, our team can guide you through it for an additional \$200 per letter. Let us know once you receive your Process Authority Letter.

We look forward to working with you.

Thank you,

FIC Team

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