**Required Documents**

[ ]  Specification including –

[ ]  Allergen Statement

[ ]  Country of Origin

[ ]  Description and Processing Method

[ ]  Lot Code Explanation

[ ]  Nutrition Information

[ ]  Packaging

[ ]  Ready to Eat Statement (if applicable)

[ ]  Shelf Life and Delivered (Guaranteed) Shelf Life

[ ]  Storage Information

[ ]  Ingredient Composition range

[ ]  Microbial and/or Chemical Specification

Maximum limits for microbiological specifications are key areas to review when approving a new ingredient.

[ ]  Ingredient Statement

[ ]  Producing Plant Location

[ ]  HACCP/Food Safety Plan – include a Flow Chart for the line the product is produced on and all applicable CCP/CP information.

[ ]  Safety Data Sheet (SDS)

[ ]  Certificate of Analysis (COA) example

[ ]  Letter of Continuing Guarantee

[ ]  Emergency Contacts

[ ]  Certificate of Liability Insurance (COI)

[ ]  3rd party Food Safety/Quality System Audit Certificate & Report with corrective actions, current with annual updates

[ ]  Food Defense/Food Fraud Statement

[ ]  Copy of Label Image

**Supplemental Documents (reference the claims list)**

[ ]  Organic Certificate

[ ]  Organic Plan Summary/Client Profile/Product List

[ ]  Organic compliant: if Organic is N/A– Non-GMO, No Sewage, Non-Irradiation, Additives Used.

[ ]  GMO status

[ ]  Non-GMO Project Compliance Affidavit

[ ]  Food Chain ID Standard Ingredient Form

[ ]  NSF Gluten Free: Allergen Affidavit or Test Result

[ ]  rBST Statement for Dairy Products

[ ]  Kosher Certificate

[ ]  California Proposition 65 Compliance (e.g. BPA)

[ ]  Bioengineered (BE) status1

1. A sufficient Bioengineered statement would be from the manufacturer, on a letterhead with a signature and would include one of the below statements, or something to this effect:
	* 1. (ingredient) is sourced from Non-BE crop or source and we maintain records to verify
		2. (ingredient) is subject to refinement process validated to make the modified genetic material in the food undetectable
		3. (ingredient) contains one or more BE foods
		4. (ingredient) is not on the BE list and does not knowingly contain BE foods.