



**Cooperative Extension Service** Extension Food Technology

Department of Extension Home Economics,  
College of Agricultural Consumer and Environmental Sciences  
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**APPLICATION FOR PROCESS REVIEW OF COMMERCIAL FOOD PRODUCT**

\*Please PRINT CLEARLY on this form. \*Print a copy for yourself. \*Email or Post mail to submit.

**1. Company Information:**

Company Name and Contact person:  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Email: \_\_\_\_\_  
Physical address (Street, City, State, ZIP): \_\_\_\_\_  
Date information submitted: \_\_\_\_\_

\* **Please allow 14-21 days (ASAP is not a date)** after complete file is submitted.

**2. Confidentiality Agreement**

We will hold materials that you provided us as confidential if they are noted as such. However, if a court requires us to furnish this information through a subpoena or a court order, we do so without liability to the regents of New Mexico State University Cooperative Extension Service or their employees, staff, or faculty. This agreement shall not apply to any information which is: (i) in the public domain, (ii) previously known to us or (iii) furnished to the signatory by a third party having the bona fide right to do so.

**I have read and understand this statement and accept this confidentiality agreement.**

Authorized company representative (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Accepted By: NMSU Cooperative Extension Service- Food Technology**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Nancy C. Flores, Ph.D.; NMSU Extension Food Technology Specialist

- Attach a copy of flow chart or diagram of processing steps and inputs, including all ingredients and packaging, Hazard Analysis and CCP plan or OPERATIONAL PLAN
- Attach laboratory analysis of commercial samples report from outside laboratory.
- Payment made out to NMSU Extension Food Technology
- Accept checks, mail orders; *credit cards handled by phone contact Elisa Anderson 575 646 3936.*

**COMPLETED FORMS, and PAYMENT SUBMIT by UPS, FedEx or US Post mail sent to:**

- Nancy C. Flores, Ph.D.; Extension Food Technology Specialist  
New Mexico State University Gerald Thomas Hall Rm 312  
940 College Ave. Las Cruces, NM 88003  
PH: 575-646-1179 FAX: 575-646-1889; [naflores@nmsu.edu](mailto:naflores@nmsu.edu)

Date NMSU EFT received _____	Date NMSU EFT Completed _____	Comment _____
Payment method _____	Payment submitted by _____	Date Submitted _____

COMPANY NAME: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Product information:** *Please complete as accurately as possible-*

<b>Product name</b>	<b>Style</b>	<b>Standard of identity</b>	<b>Acid or acidified food?</b>
<b>Batch size by weight</b>	<b>Serving size</b>	<b>Serving per container</b>	<b>Container type and size</b>
<b>Expected shelf life in days</b>	<b>Consumer use or prep</b>	<b>Distribution:</b> Room temperature Refrigerate frozen	<b>Market:</b> Direct Retail Food service/restaurant

- **Allergen:** review ingredient statement and allergen statement for each ingredient.

**\*\*Amounts must be given in WEIGHT NOT household measure such as teaspoons, cups or bunches, ETC.**

**\*\*\* Acidity is used in the example but can be any other critical factor or measure**

<b>Ingredient list</b> (include added water)	<b>Brand or manufacturer</b>	<b>Form</b> (raw, dry, can, powder, frozen, etc)	<b>Allergen*</b>	<b>Amount**</b> (g, oz, lb)	<b>Critical measure***</b>
<i>EXAMPLE: Red chile pepper powder</i>	<i>Mas Bueno Food</i>	<i>Dried powder</i>	<i>Yes-flour ingredient</i>	<i>100 lbs</i>	<i>-</i>
<i>Salt canning</i>	<i>Marties</i>	<i>Processing salt</i>	<i>No</i>	<i>10 oz</i>	<i>-</i>
<i>Cinnamon</i>	<i>Spice Co.</i>	<i>powder</i>	<i>No</i>	<i>0.5 lbs</i>	<i>-</i>
<i>Balsamic vinegar</i>	<i>Vinegar Co.</i>	<i>5% distilled liquid</i>	<i>No</i>	<i>2 lbs</i>	<i>3.2 pH</i>



COMPANY NAME: \_\_\_\_\_ Date: \_\_\_\_\_

*(Optional sheet for any additional information)*