**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.