

Sample Submission Form

Product Name:

Submission Date:

Section 1: Submission Process

Thank you for your interest in the Entrepreneurial Assistance Program at the University of Tennessee, Department of Food Science. This form is required to request the services listed in Section 3. **For each product, please submit a separate submission form.**

To submit your request, please mail the following:

1. This form, with all sections completed.
2. The submission requirements for the requested service(s), as listed under each service in Section 3.
3. Payment for the requested service(s). **Please make checks payable to: The University of Tennessee.**

**Mailing address: Food Science Department, Process Innovation Laboratory
2510 River Dr. Knoxville, TN, 37996.**

Your submission will be processed once we receive all required documents. Any missing documents, samples, or incomplete information on this form may cause delays in processing.

For additional resources, please visit our website: <https://foodscience.tennessee.edu/food-science-extension/>

Section 2: Contact & Product Details

Your Name

Company Name

E-mail

Address

City

State

Zip Code

Phone Number

Preferred Contact Method
☐

Phone

☐

Email

☐

Mail

Facility Information
☐

Commercial Kitchen/Facility

☐

Private Residence for TFFA or Cottage Foods

Do you currently process any ACIDIFIED foods?
☐

Yes

☐

No

Are you registered with FDA as a Food Canning Establishment?
☐

Yes

☐

No

Describe your submitted product:

Describe the container(s) in which the product is sold:

- 1. Material type (Glass, plastic, etc.).** If it is plastic, specify its type and the maximum temperature it can withstand

- 2. Container Size(s) in Volume** (8 fl. oz., 16 fl. oz., etc.)

How will this product be sold?
☐

Shelf-stable

☐

Refrigerated

☐

Do not know

Section 3: Services, Fees & Requirements

Please select all the services you wish to request. Note that submission requirements may vary for each service. Be sure to include the specific requirements for each selected service in your submission.

A. Service for Private Residence Processors

A.1. TCS (Time/Temperature Control for Safety) / Non-TCS Determination for Homemade Food Items under the TFFA (aka Cottage Food Laws)

- ☐ Water activity measurement only - \$50 per product
- ☐ Equilibrium pH measurement only - \$25 per product

Submission requirements:

1. The completed sample submission form
2. At least 4 oz. sample for each analysis
3. Payment for the service(s) requested

Note: Some products require either water activity, equilibrium pH analysis, or both. If you are unsure about which analyses your product needs, please email your completed submission form to foodsci_ext@utk.edu for clarification before finalizing your submission.

B. Services for Commercial Processors

B.1. Hot-fill Process Letter

- ☐ Hot-fill process letter including equilibrium pH measurement - \$150 per product

Submission requirements:

1. The completed sample submission form
2. At least 4 oz. sample
3. Payment for the service requested

Note: Please note that we need to measure the equilibrium pH of your product for this service. Also, your product may require additional evaluation. In some cases, we may need to measure the equilibrium pH of the predominant acid or acid foods used in the formulation. If you would like us to assess whether this applies to your product, please email the completed form to foodsci_ext@utk.edu before finalizing your submission.

B.2. Cold-fill Process Letter *(Limited to products with acetic acid and/or benzoic acid)*

- ☐ Cold-fill process letter including equilibrium pH measurement - \$150 per product
- ☐ Titratable acidity measurement - \$100 per product (see note)

Submission requirements:

1. The completed sample submission form
2. At least 4 oz. sample
3. Payment for the service(s) requested

Note: Your sample may require a titratable acidity measurement for the cold-fill process evaluation. If you would like us to assess whether this applies to your product, please email the completed form to foodsci_ext@utk.edu before finalizing your submission.

B.3. Water Bath Process Letter

- ☐ Water bath process letter - \$500 per product

Submission requirements:

1. The completed sample submission form
2. If the product is sold in a container of 32 fl. oz or smaller: At least **7 full containers** of product
3. If the product is sold in a container larger than 32 fl. oz: At least **10 full containers** of product
4. Payment for the service requested
5. The completed table below.

Headspace (in) <i>(see definitions below)</i>	
Fill Weight (oz)	
Net Weight (oz)	
Container Dimensions (in)	
Initial Temperature (IT) Range (°F)	

- **Headspace:** The distance between the product level and the inside of the lid.
- **Fill weight:** The maximum weight of the solid portion of product in a container without the liquid prior to thermal processing.
- **Net weight:** The weight of the entire contents in the container.
- **Container Dimension:** Use industry standard nomenclature. E.g. 307x409 means 3-7/16" diameter x 4-9/16" height.
- **Initial temperature (IT) range:** Lowest temperatures of the product before water bath process. E.g. 70-75 °F if cold packed or allowed to cool before water bath processing. 100-120 °F if hot packed and processed immediately. Lower IT values will increase the time required in water bath.

B.4. Process Letter for Water Activity-Controlled Food Products

- ☐ Water activity measurement only - \$50 per product
- ☐ Process Letter including water activity measurement - \$150 per product

Submission requirements:

1. The completed sample submission form
2. At least 4 oz. sample
3. Payment for the service requested

Note: Please note that we need to measure the water activity of your product for this service. If you would like us to assess whether this service applies to your product, please email the completed form to foodsci_ext@utk.edu before finalizing your submission.

B.5. Nutrition Facts Panel *(Based on formulation)*

- ☐ Nutrition Facts Panel - \$150 per product

Submission requirements:

1. The completed sample submission form
2. No sample required
3. Payment for the service requested

Note: We create Nutrition Facts Panels based on ingredients and formulations. Please note that we are unable to generate Nutrition Facts Panels for certain products, including fermented and some meat products.

Section 4: Formulation List

YOUR NAME

PRODUCT NAME

List each ingredient used **BY WEIGHTS IN LBS OR GRAMS**. Use the same weight unit (lbs or g) for all ingredients. Listing the ingredients in volume i.e. cups, tbsp, or tsp **WILL NOT BE ACCEPTED**.

For the "Nutritional Facts Panel" service, please provide all sub ingredients for each ingredient in your formulation, where applicable. For example, if your product contains semi-sweet chocolate chips in the formulation, list the sub ingredients of the semi-sweet chocolate chips as follows: Semi-sweet chocolate chips (sugar, chocolate, cocoa butter, milkfat, soy lecithin, natural flavors).

[illegible]

Section 5: Processing Steps

YOUR NAME

PRODUCT NAME

1. Write **ALL STEPS** used to manufacture this product.
2. PROVIDE DETAIL WITH EACH STEP including information such as **TEMPERATURE(S), TIME(S), FILL WEIGHT, NET WEIGHT, PACKAGING TYPE AND SIZE, FILLING AND PACKAGING CONDITIONS AND PROCEDURES.**
3. Include any significant holding periods in the process, i.e. holding overnight.