

Questions and Answers Related to the Application for Approval of Labels, Marking or Device FSIS Form 7234-1 (Revised October 3, 2002)

The FSIS Form 7234-1 (October 3, 2002) has been revised and is now available on our website at: www.fsis.usda.gov/OPPDE/larc/ in a fillable PDF format for your convenience. This form has been updated to include additional features that will make the evaluation process more efficient.

1. Do I have to use this new form?

Yes. However, the older version of FSIS Form 7234-1 (11/87) will be accepted for a period of one year, expiration February 11, 2004. After that date, it will be considered obsolete and will be returned without evaluation.

2. Can I submit this form electronically?

No. If you attempt to submit this form electronically, it will be returned to you and will result in a delay of the label evaluation process.

3. How do I submit FSIS Form 7234-1 (October 3, 2002) to the Labeling and Consumer Protection Staff?

You may submit the signed form for review and approval by mail, delivery services, or company and trade representatives. See Instructions for Preparation of FSIS Form 7234-1 (October 3, 2002) on page two of the form. If you are a small business, you may fax the required number of copies, as long as they are legible and in the proper order. Please do not submit more than 15 pages per submission. Refer to our website at: www.fsis.usda.gov/OPPDE/larc/ for additional guidance for small business.

4. Is FSIS Form 7234-1 (October 3, 2002) the only document I need to submit to get a label approval?

No. An application must also include a copy of the label and any supporting data. For information on what needs to be included in a complete application, please refer to "Labeling That Must Be Reviewed by the Labeling Compliance Team," which is located at: www.fsis.usda.gov/OPPDE/larc/Revi_Labels.htm.

5. *What if I do not have enough space on the form?*

If you are using the electronic version from the website, a continuation sheet has been included for your convenience. If you have obtained the printed version from us which does not include the continuation sheet, simply insert a separate sheet of paper. Whichever version you are using, please be sure to include the product name and the block item.

6. *I don't have access to the Internet, how else can I obtain copies of the new FSIS Form 7234-1 (October 3, 2002)?*

You may obtain copies of the new FSIS Form 7234-1 (October 3, 2002) by calling the Labeling and Consumer Protection Staff at (202) 205-0623 or call our Distribution Team at (202) 205-0267 and request a copy be mailed or faxed to you.

7. *Can I make copies of the new FSIS Form 7234-1(October 3, 2002)?*

Yes, the form may be duplicated as long as its intentions are for applying for the approval of labels, marking or devices of meat, poultry, or egg processing products.

8. *May I duplicate the form with my own computer software?*

Duplication of this form using various software is not recommended. This is an official form which has been approved by the Office of Management and Budget and approved for web distribution. An unofficial version of this form may not be accepted by The Labeling and Consumer Protection Staff, and could result in a delay of the label evaluation process.

9. *Do I have to type the form?*

It is recommended that the form be typed, but printing is acceptable as long as it is legible.

10. *How long does the approval process take?*

Applications are reviewed on a first come, first serve basis, regardless of the method of delivery.

Note: For Inspection and field personnel, access to this form may be obtained through the FAIM/Forms Library. Headquarters personnel may access this form through MS Outlook Folders.

