

**STANDARD OPERATING PROCEDURES (SOP) FOR
ADDING/TERMINATING UNIVERSAL PRODUCT CODES (UPC)
TO THE TEXAS UPC DATABASE**

- I. Submitting Requests to Add UPCs
 - A. EBT certified and non-pilot area vendors, manufacturers, and wholesale suppliers must mail or fax a completed “Request to Add UPC(s)” Form EBT-1 to the State UPC Gatekeeper.
 1. Mail to: UPC Gatekeeper
Bureau of Nutrition Services
Texas Department of Health
1100 West 49th St.
Austin, TX 78756-3199
 2. Fax to: UPC Gatekeeper
(512) 341-4422
 - B. The product label must also be submitted with the “Request to Add UPC(s).”
 1. The product label must include the product name, size, manufacturer, and UPC barcode.
 2. If the request is mailed, the actual product label must be included – **no copies**.
- II. Evaluating/Approving the New UPC
 - A. The UPC Gatekeeper forwards the “Request to Add UPC(s)” form and the product label to the Clinical Nutrition Section (CNS).
 - B. The CNS reviews the request to ensure the foods/formulas are allowable.
 - C. **Approved Items** – The CNS sign and date the Request form.
 - D. **Disapproved Items** – The CNS sign, date, and note reason for disapproval on the Request Form.
 - E. The CNS will notify the Requestor when a Formula is disapproved.
 - F. The UPC Gatekeeper will notify the Requestor when a non-formula item is disapproved.
 - G. The UPC Gatekeeper maintains a file of all approved/disapproved Request forms.
- III. Adding New UPCs to the Texas UPC Database
 - A. The CNS adds Formula UPCs to the Texas UPC Database.
 - B. The UPC Gatekeeper adds non-formula UPCS to the Texas UPC Database.
- IV. Terminating a UPC from the Texas UPC Database
 - A. The CNS is responsible for notifying the UPC Gatekeeper when an item is to be disallowed.

- B. The CNS is responsible for terminating Formula UPCs from the Texas UPC Database.
- C. The UPC Gatekeeper is responsible for terminating non-formula item UPCs from the Texas UPC Database.
- D. The date for termination will be at least 125 days in the future from the point the date is actually entered into the Texas UPC Database.
- E. When a termination is required within a week of the time the date is entered into the Texas UPC Database, a screen prompt will confirm the user really wants a timeframe within a week rather than 125 days.