Label Submission Approval System

LSAS

Webinar Presentation
January 23, 2013

Labeling and Program Delivery Division
USDA, FSIS, OPPD

Introduction and Background

The Labeling and Program Delivery Division (LPDD) within the United States Department of Agriculture (USDA), Food Safety and Inspection Service (FSIS) develops and provides labeling guidance, policies and inspection methods and administers programs to protect consumers from misbranded and economically adulterated meat, poultry, and egg products which ensure that all labels are truthful and not misleading. Labeling includes all forms of product identification, health-related claims, net weight, species identification and nutrition.

LSAS is a web-based software application that integrates and implements a **secure** electronic label application process for establishments to submit label applications and appeals.

LPDD launched the Label Submission Approval System (LSAS) on May 22, 2012.

Label Review and Approval Process Benefits

- **Increased speed**, accuracy, & efficiency
- **Improved service** to constituents
- **Accountability** for the public health mission of the Food Safety and Inspection Service (FSIS)

LSAS Submitter Benefits

- **Wizard** available **to assist submitters** with determining which labels can be submitted through the **Generic Label** submission process will **reduce submission errors and questions** to LPDD staff around generic approval
- **Application processing** will be **faster vs. paper submission**
- Realize **cost and time savings** vs. shipping via surface mail
- **Quick** and ready **online access** to application **status**
- Access via **Level 2 eAuthentication**

LSAS: Submitter Benefits (Continued)

- **Storage and record keeping in an electronic environment** allowing establishments to save & re-submit standard documentation (e.g., documents that support claims; written protocols) vs. having to print and re-submit with each label application

- **Edit checks** in the system will check for formatting and submission errors, allowing for corrections in "real time" vs. correcting upon return from LPDD, **reducing turnaround time for label review**

- **Enhanced communication** mechanisms (e.g., messaging within LSAS), **reducing initial time spent** on first time application submission and re-submissions

Account Requirements

- Register for USDA Level 2 eAuthentication Account
- Respond to email confirmation within 7 days
- Make an appointment with a Local Registration Authority (LRA) at a USDA Service Center nearest you. Appear in person so they may validate your identification
- Complete FSIS Enrollment Wizard to request activation of your account for LSAS
- Create organizational or establishment profile name for LSAS

Account Requirements (Continued)

- Register for an Level 2 USDA eAuthentication: **http://www.eauth.usda.gov/**
- **Local Registration Authority (LRA) locations: http://offices.sc.egov.usda.gov/locator/app?type=lra**
- **FSIS Website for LSAS:**
  http://www.fsis.usda.gov/Regulations_&_Policies/Label_Submission_Approval_System/index.asp
- **LSAS Login Access/Enrollment: https://lsas.fsis.usda.gov/**

Logging In with eAuth

Home | About eAuthentication | Help | Contact Us | Find an LRA

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

eAuthentication Login

Login with my User ID and Password

User ID:

Forgot your User ID?

Password:

Forgot your Password?

Change My Password

Login

Login with my USDA LincPass

Login with my LincPass

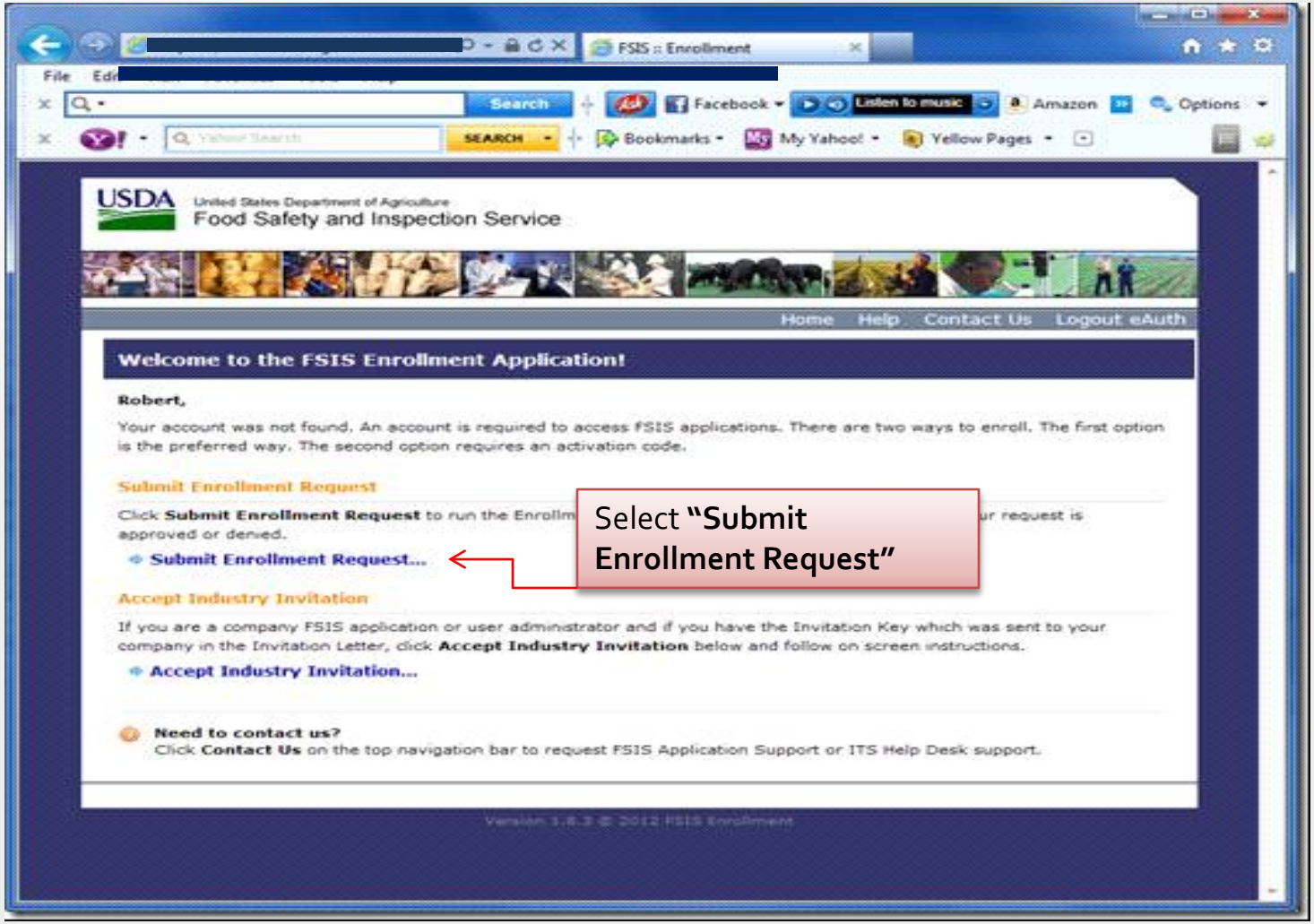
USDA employees & contractors may now use their LincPass to login.
Instructions:

1. Please verify your LincPass is inserted into the card reader for your USDA computer.
2. Click the yellow "Login with my LincPass" button above.
3. A pop-up box "Choose a digital certificate" may appear.
4. Select the first or second certificate with your name and click "OK".
   - First time users:
     - Try your first certificate.
     - If your login fails then change your selection to your second certificate.
   - The certificate (first or second) that works for you will be the same for future logins.
5. Enter your LincPass PIN at pin prompt, if required.

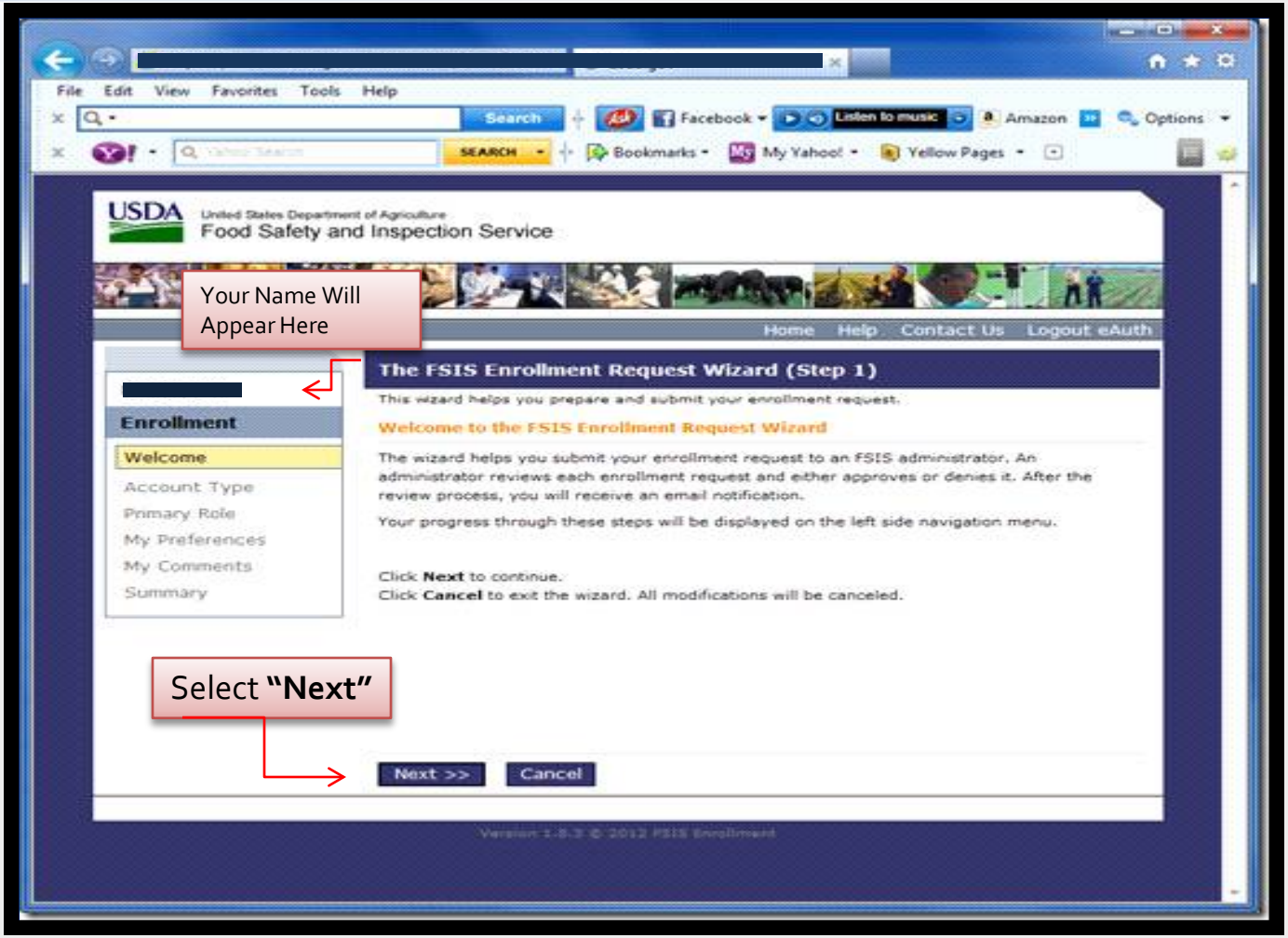
eAuthentication Home | USDA.gov | Site Map

Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

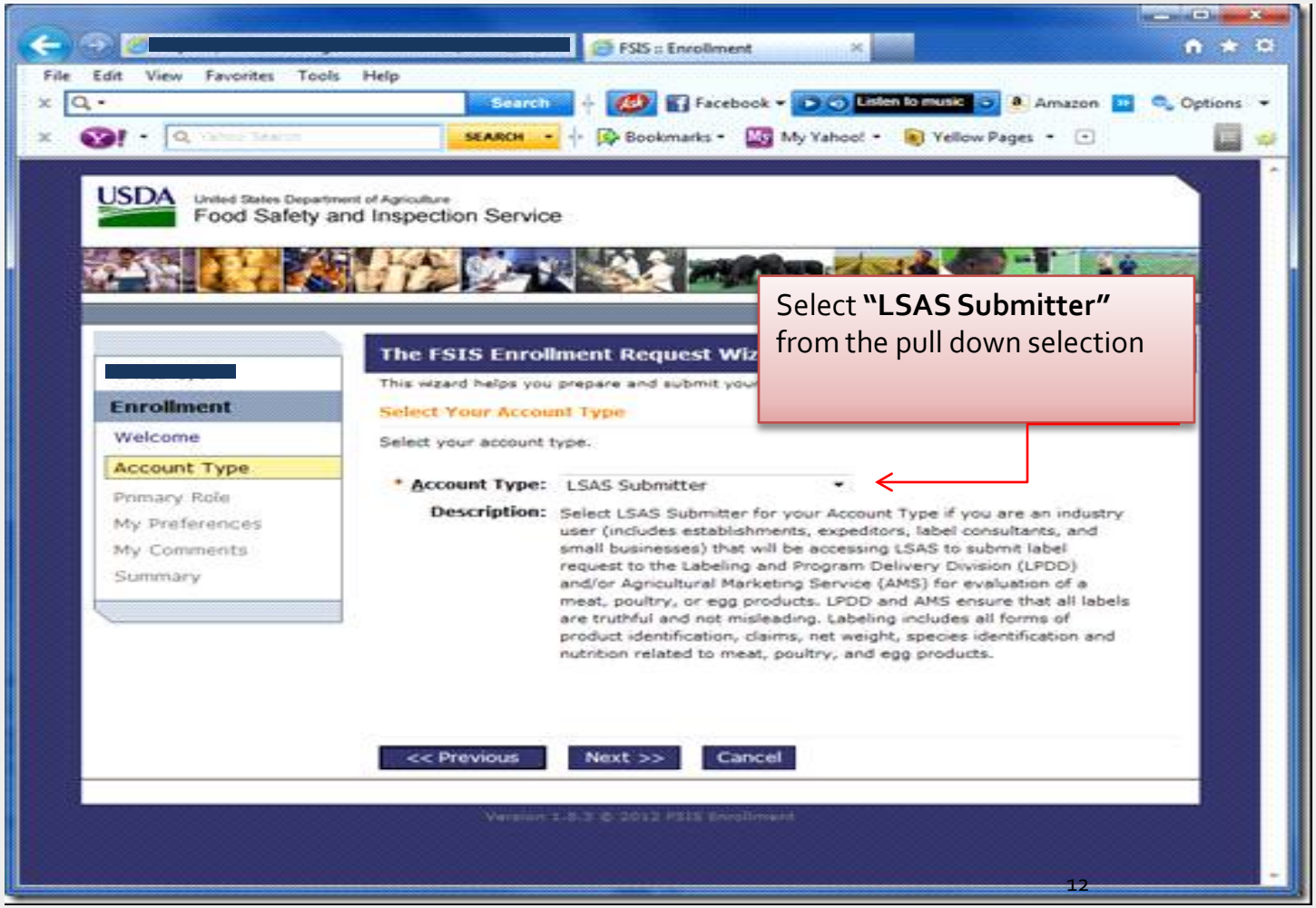
LSAS Enrollment – First Time Only



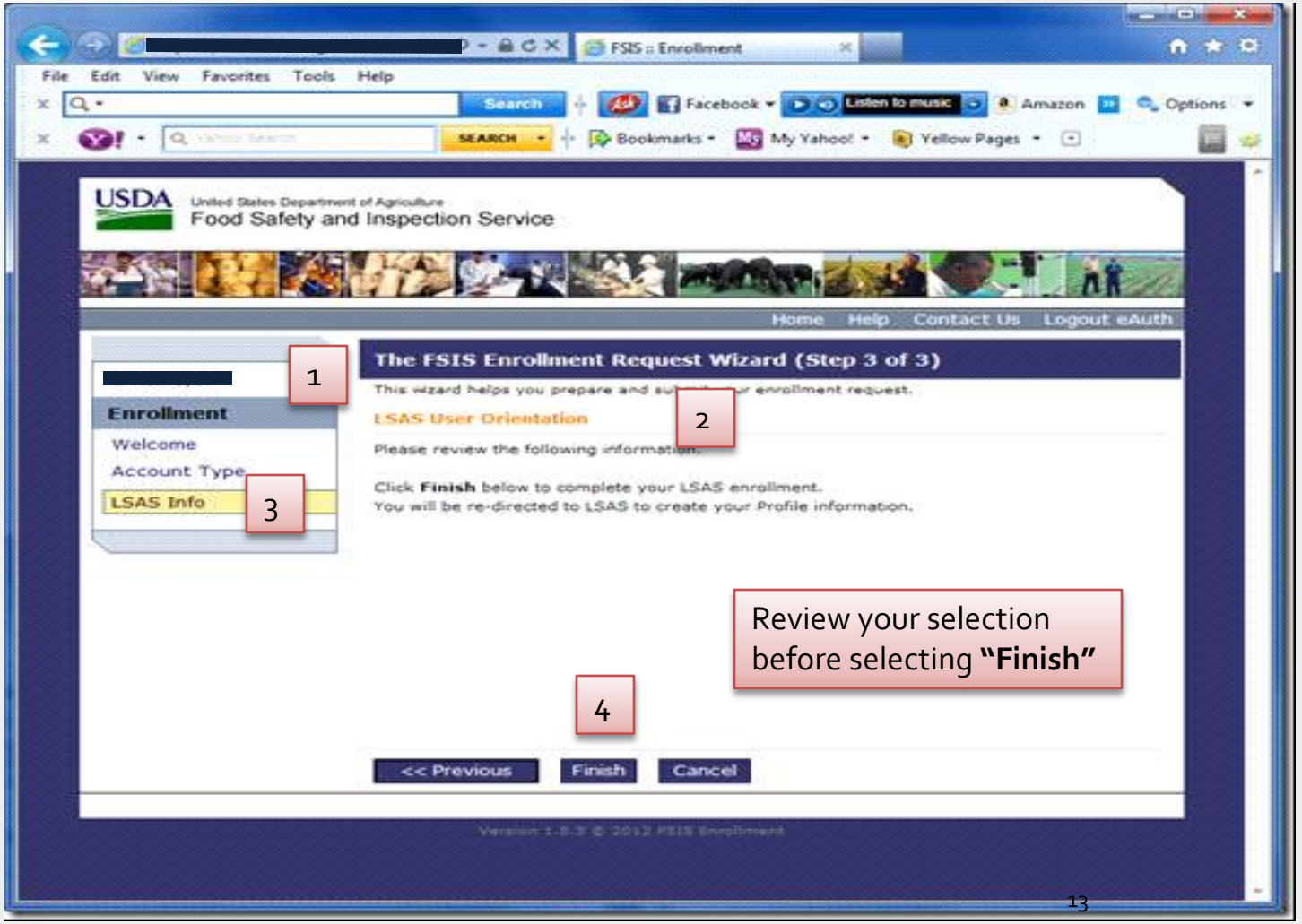
LSAS Enrollment (Continued)



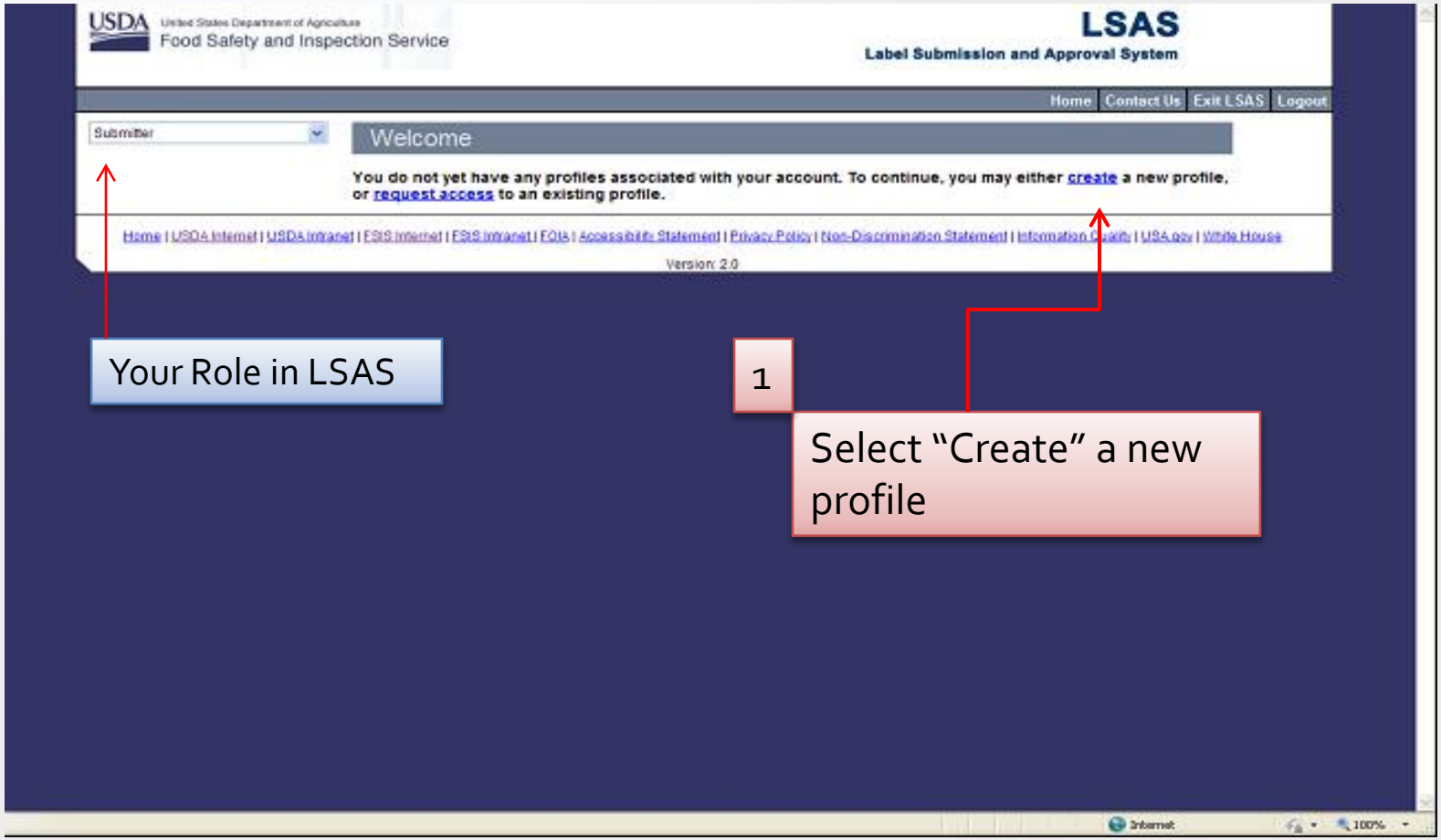
LSAS Enrollment (Continued)



LSAS Enrollment (continued)

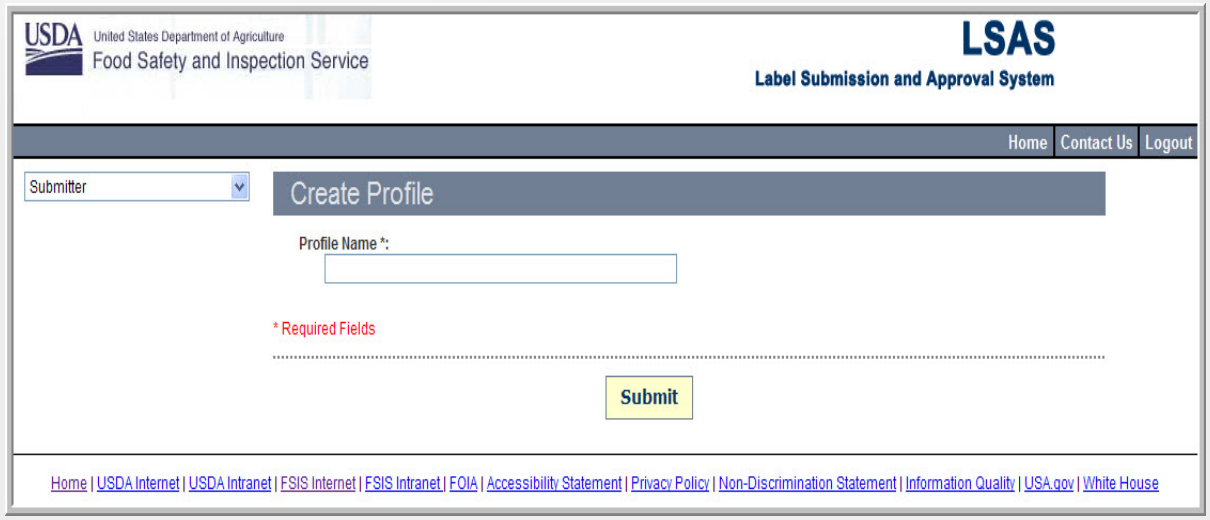


Create Company/Establishment Profile Name (Continued)

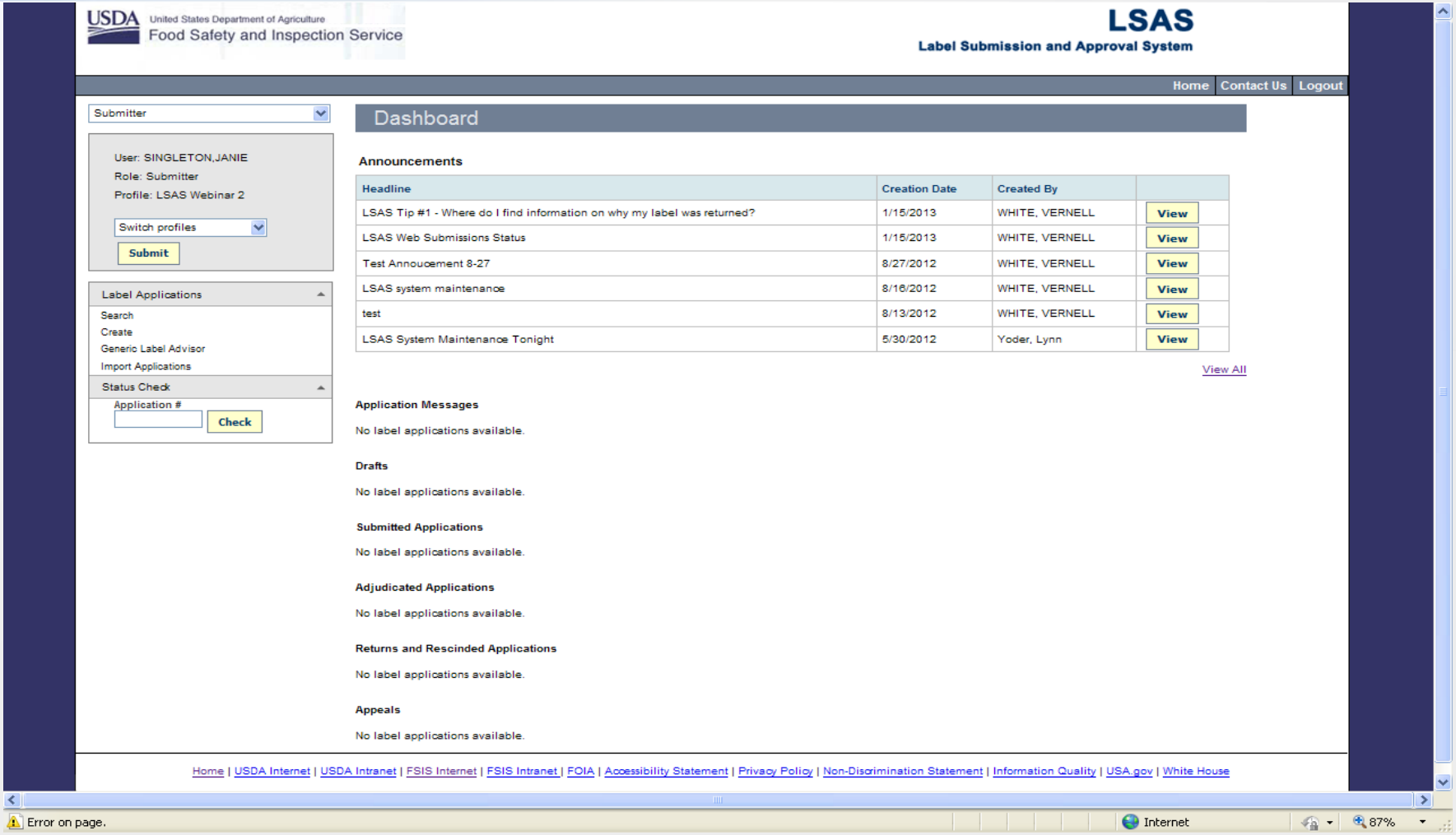


Create Company/Establishment Profile Name (Continued)

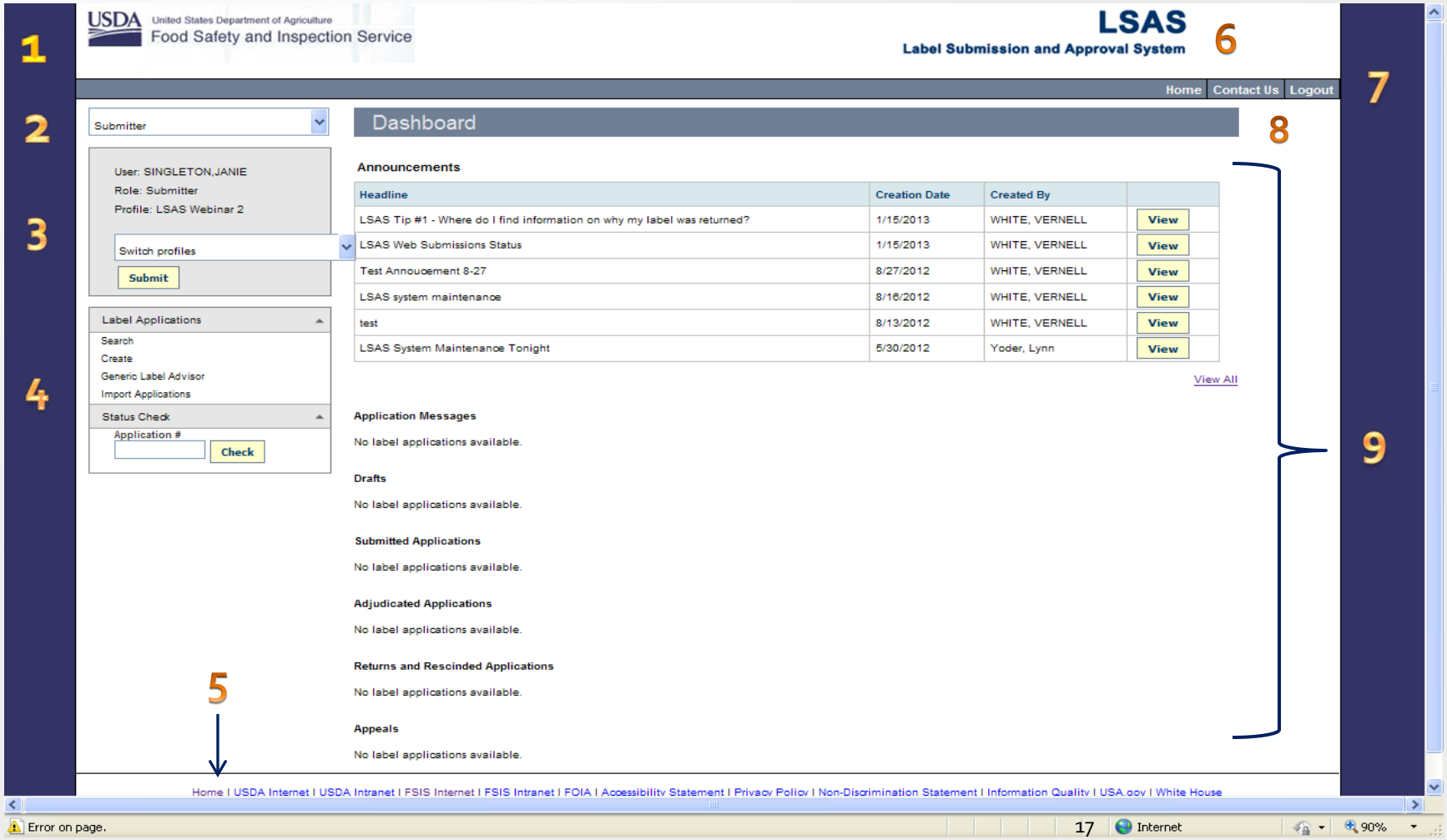
Enter the name of the organization (e.g., **company or establishment name**) or other identifiable name, in the Profile Name field. It is recommended to create a generic name that includes the company or establishment name you represent with a suffix that is identifiable to you. All profiles names will be listed and visible to the public for selection.



Dashboard of New User



Navigating Your Dashboard



Navigating Your Dashboard (Continued)

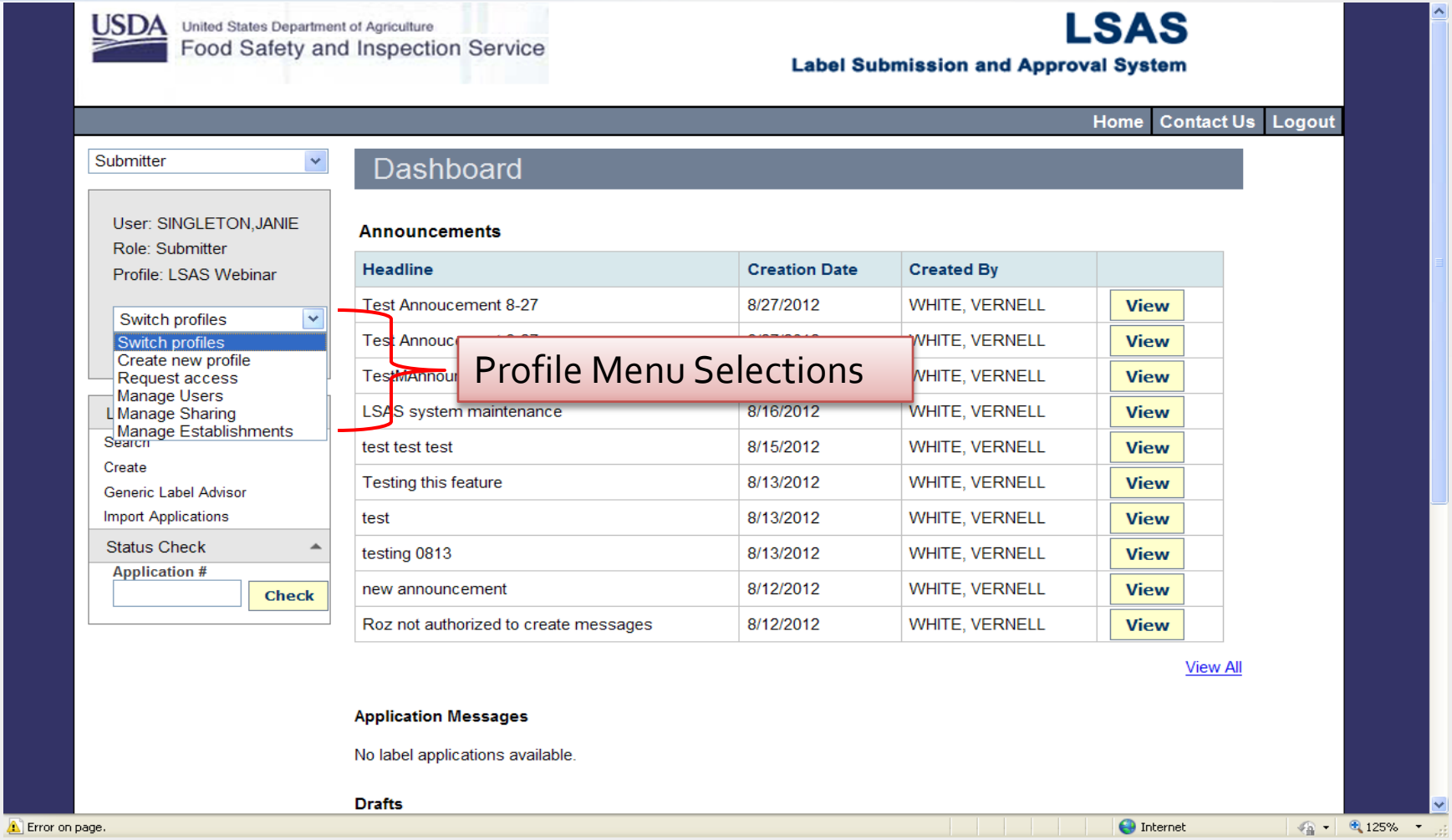
Item	Name	Notes
1	Banner	With the exception of the LSAS logo, this banner appears on all USDA web pages.
2	Role	Displays the user's current role. Certain users may be assigned multiple roles and can select role by using the dropdown list.
3	Profile Menu	Allow user to change their role, share applications, manage establishments.
4	Navigation Menu	Appears on many LSAS pages; menu options depend upon user role.
5	Quick links	Appears at the bottom of every page; links to additional resources. It displays the current application version.
6	LSAS logo	Appears on all pages within the LSAS system.
7	Navigation Bar	Includes Home, Contact Us and Logout
8	Header	Appears on every LSAS page; indicates the functionality being displayed in the context area.
9	Content Area	Central to all LSAS screens, this area of the screen provides the functionality needed to enable the user to perform a task within LSAS.

How to create a label submission

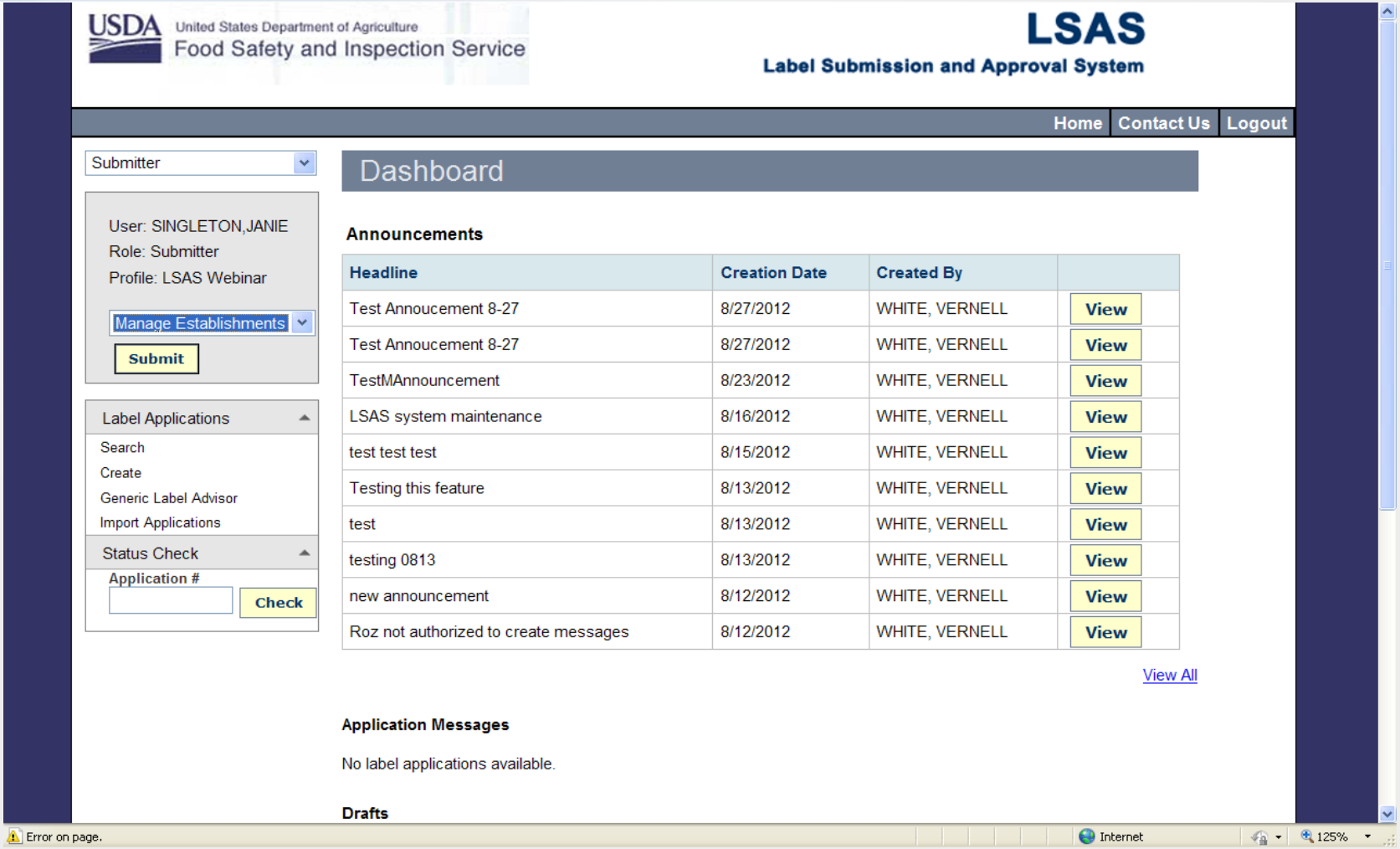
The following slides will help guide you through creating a typical label submission.

Examples provided are for demonstration purposes only, and do not reflect any actual proprietary information or submissions to LSAS.

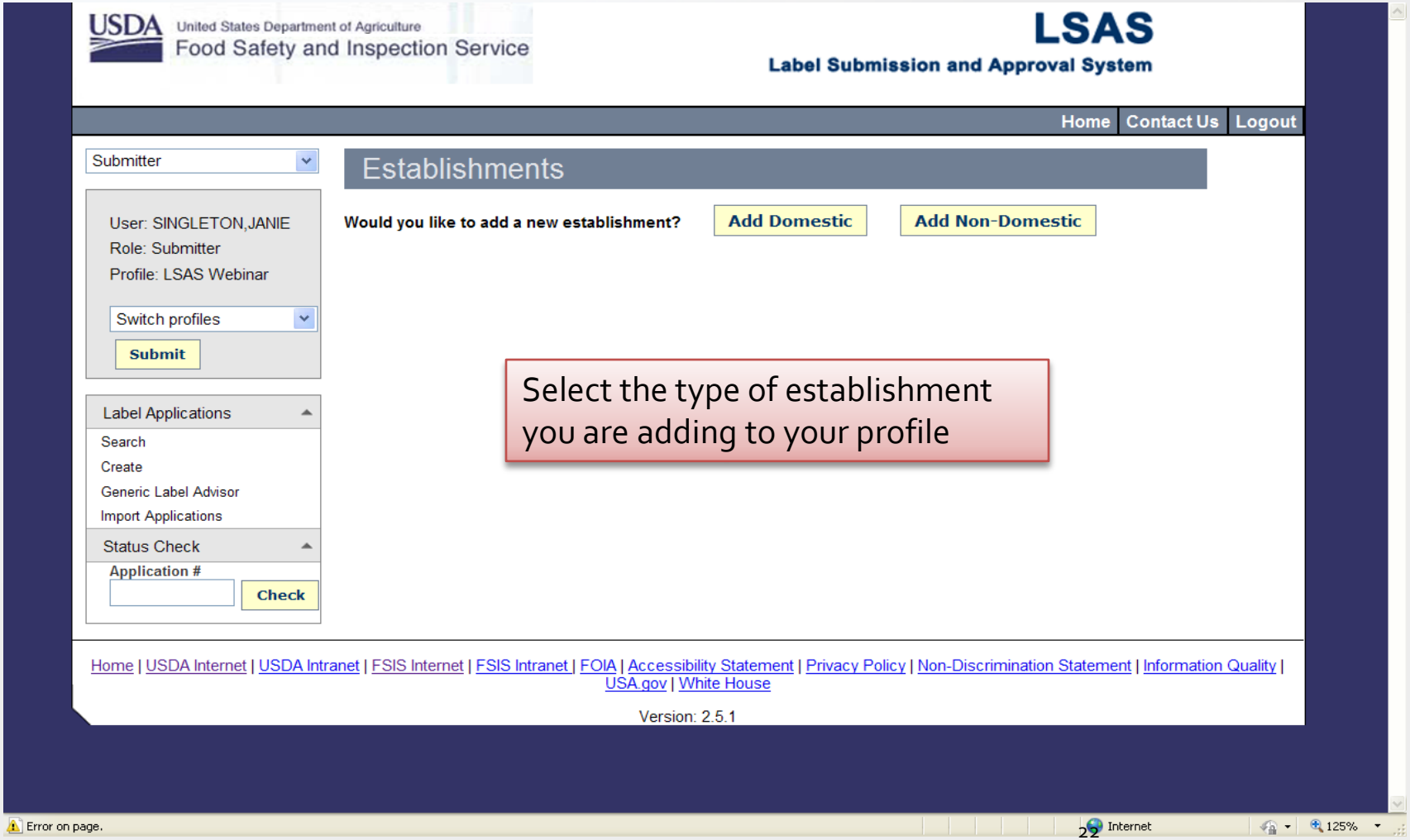
Profile Menu Options



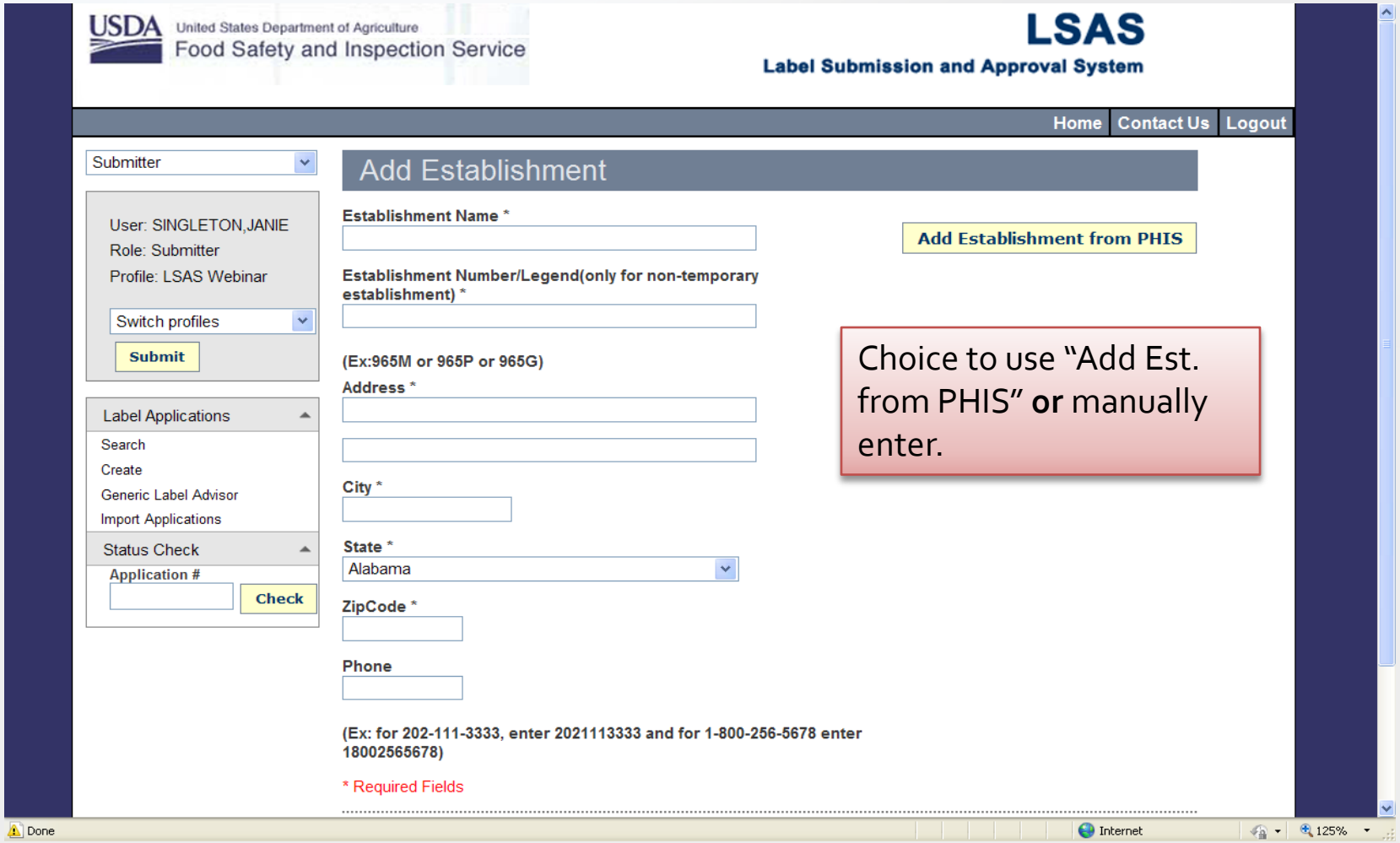
Manage Establishment



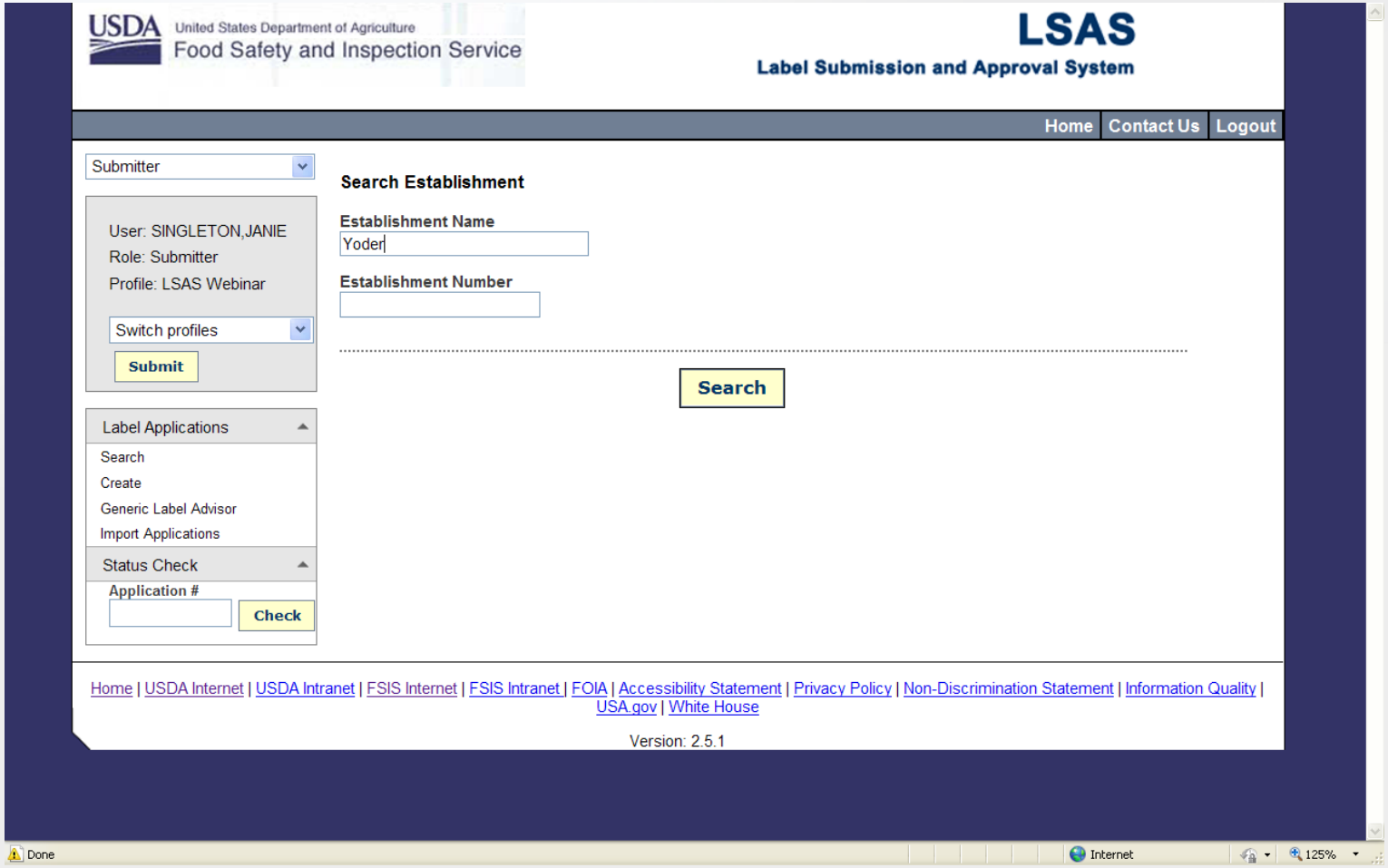
Add New Establishment



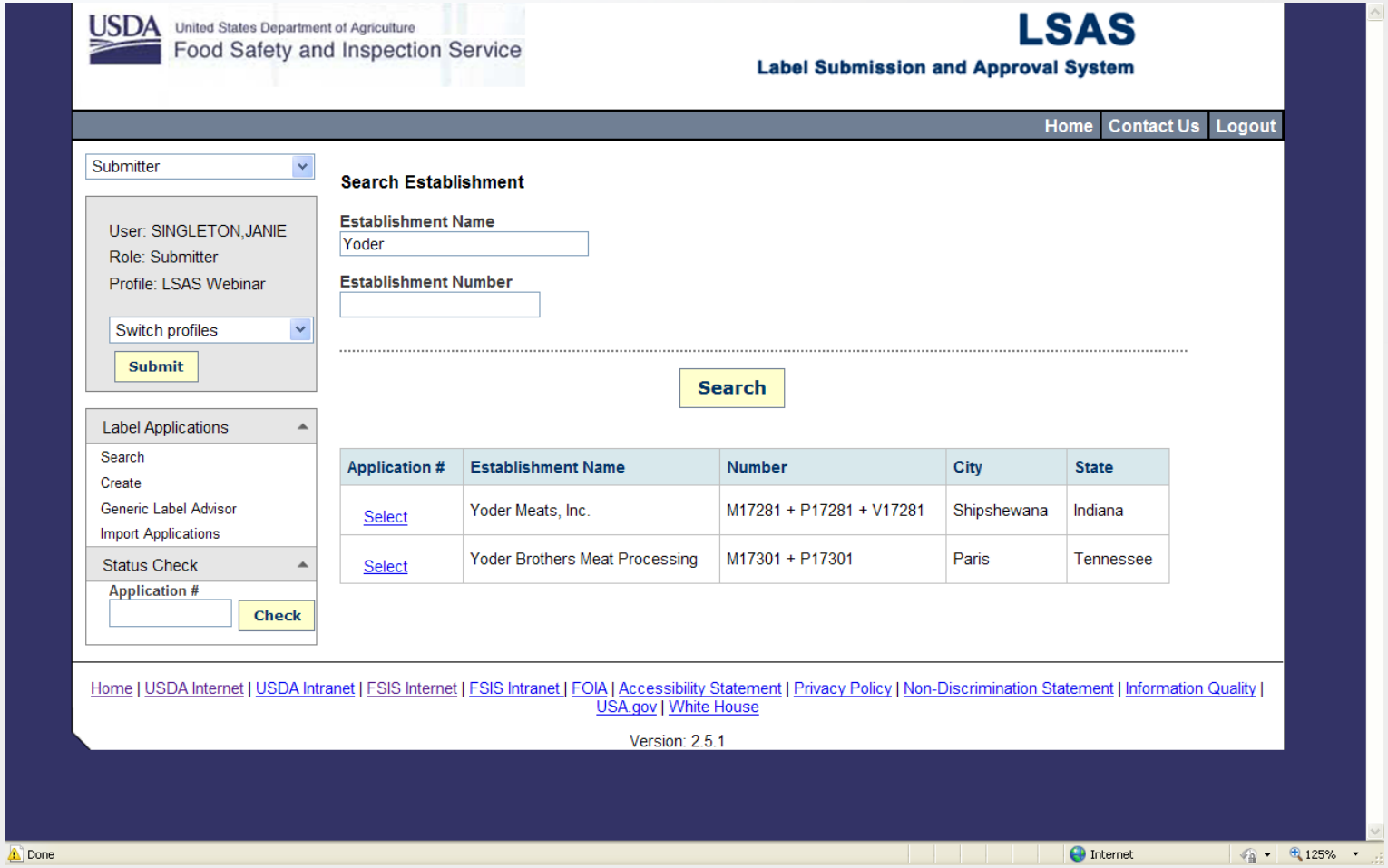
Add New Establishment (Continued)



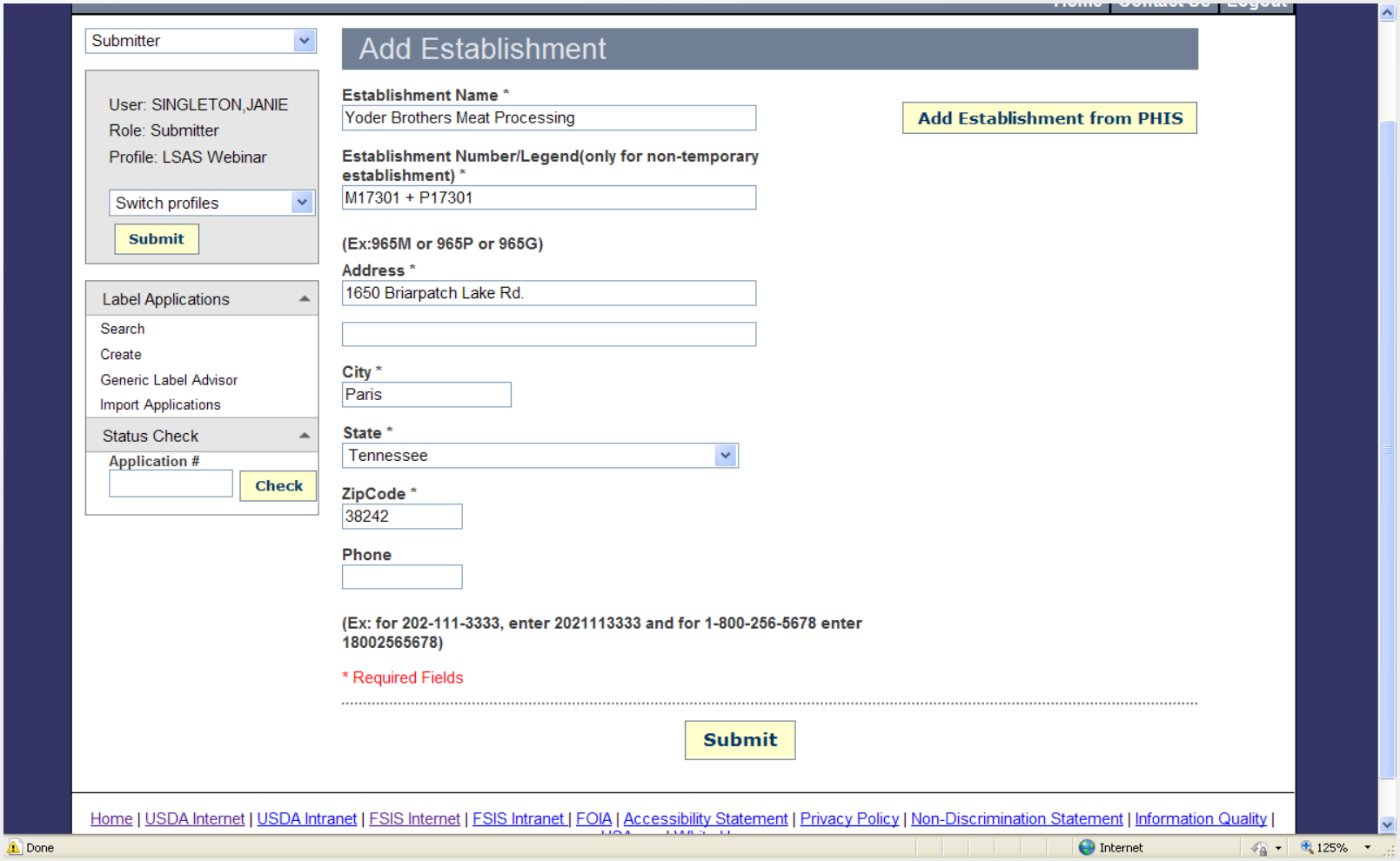
Add New Establishment – (Continued) Selection of PHIS Link



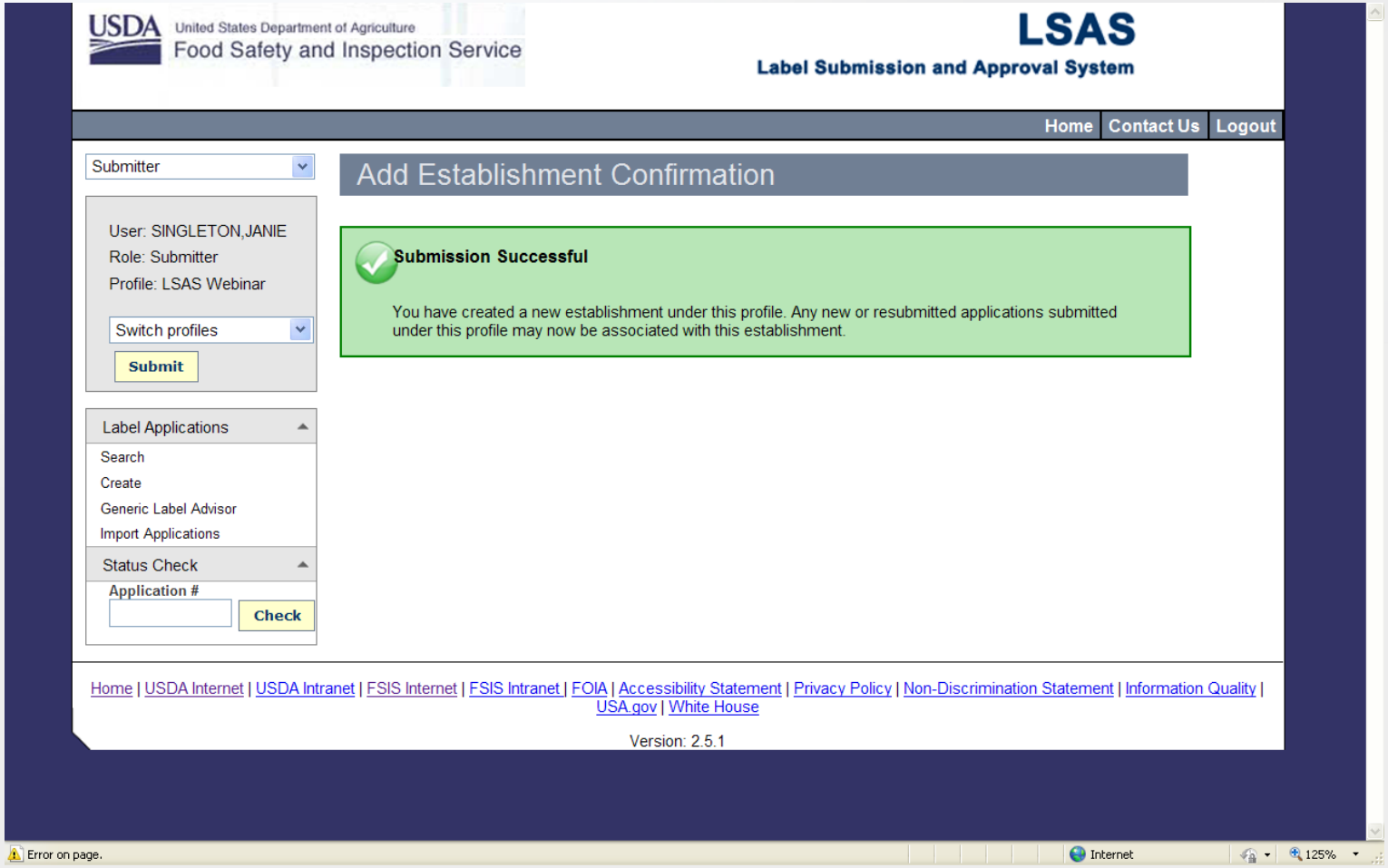
Results from PHIS search



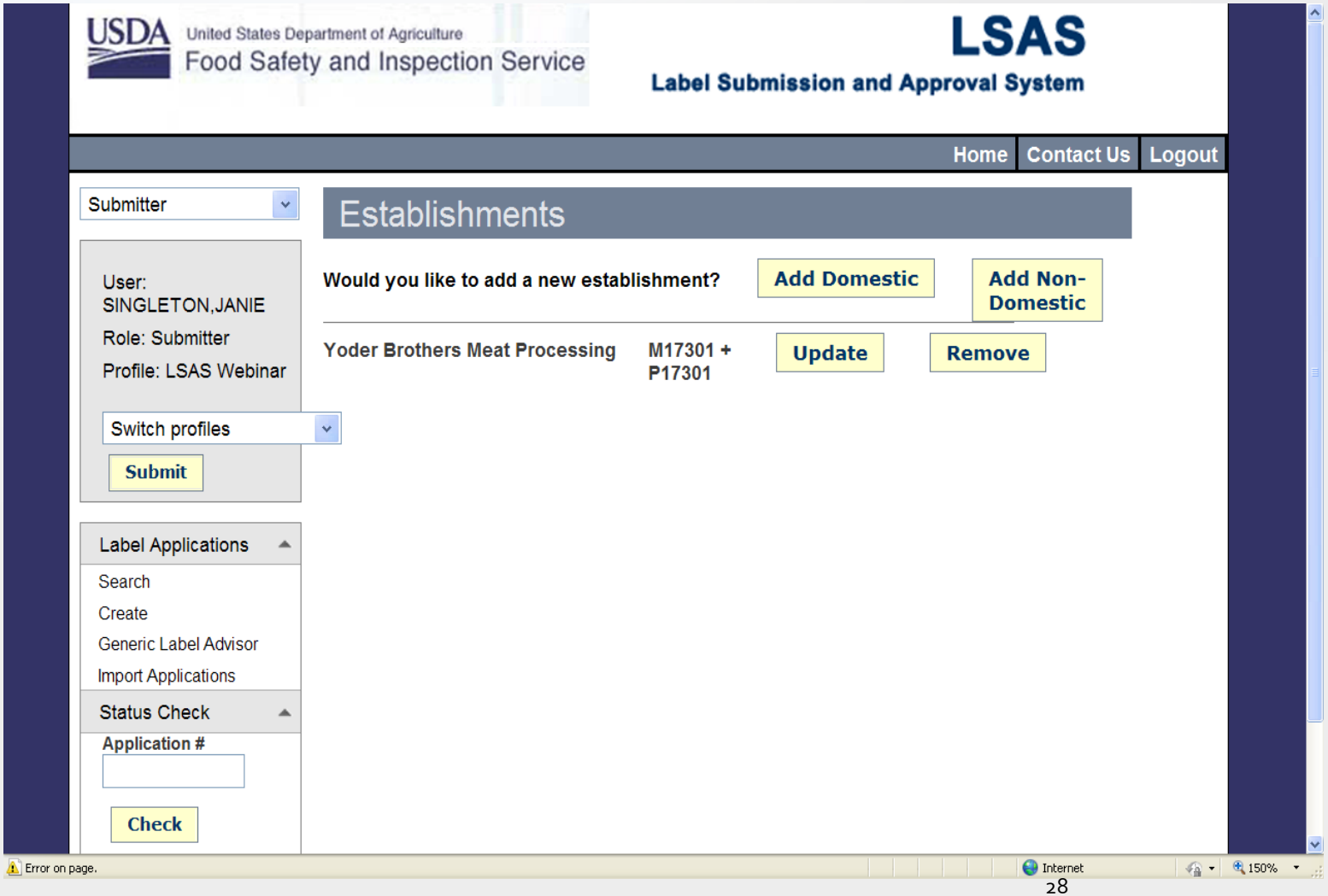
Selection made and fields populated



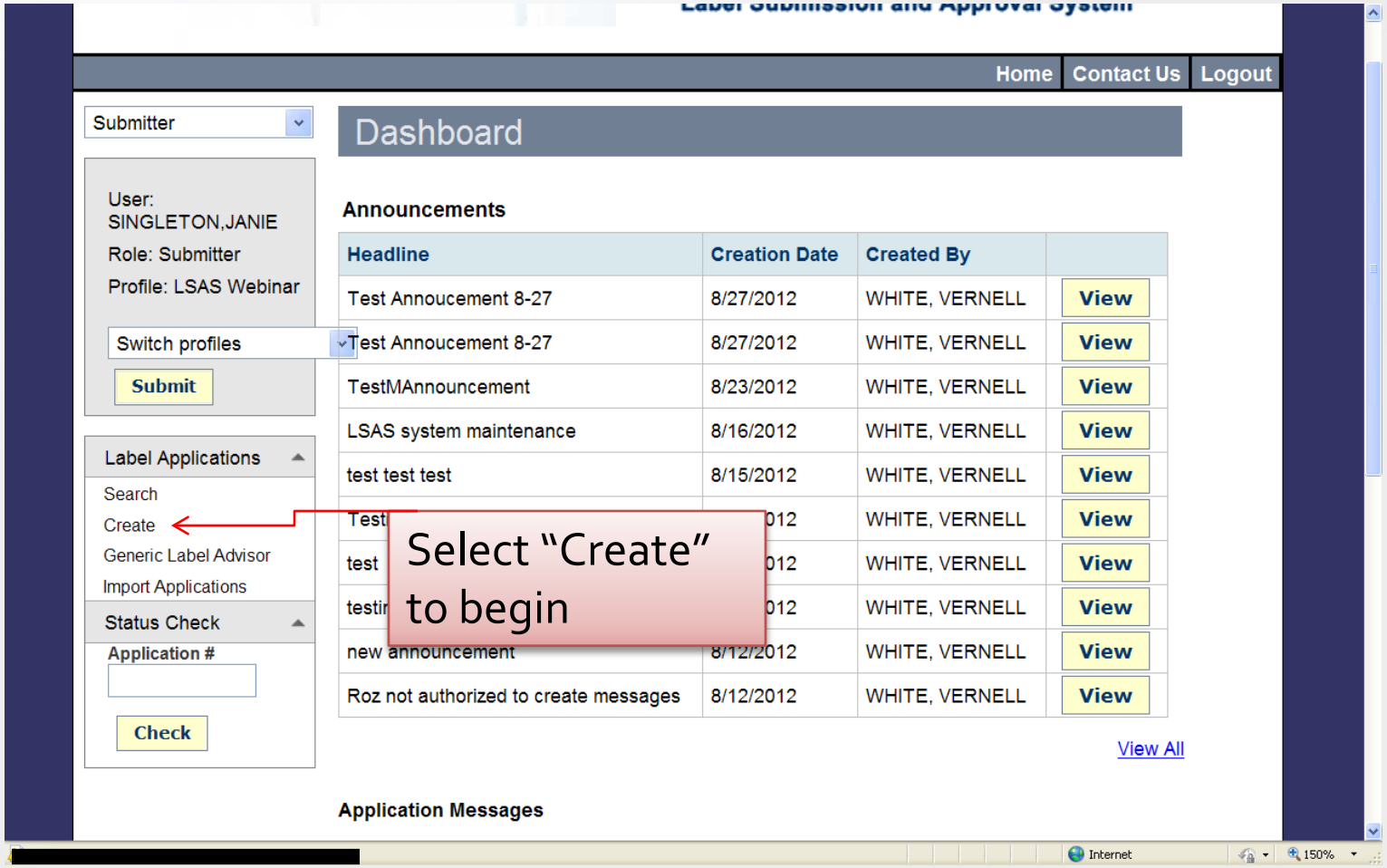
Confirmation Message – (Submit/Confirm)



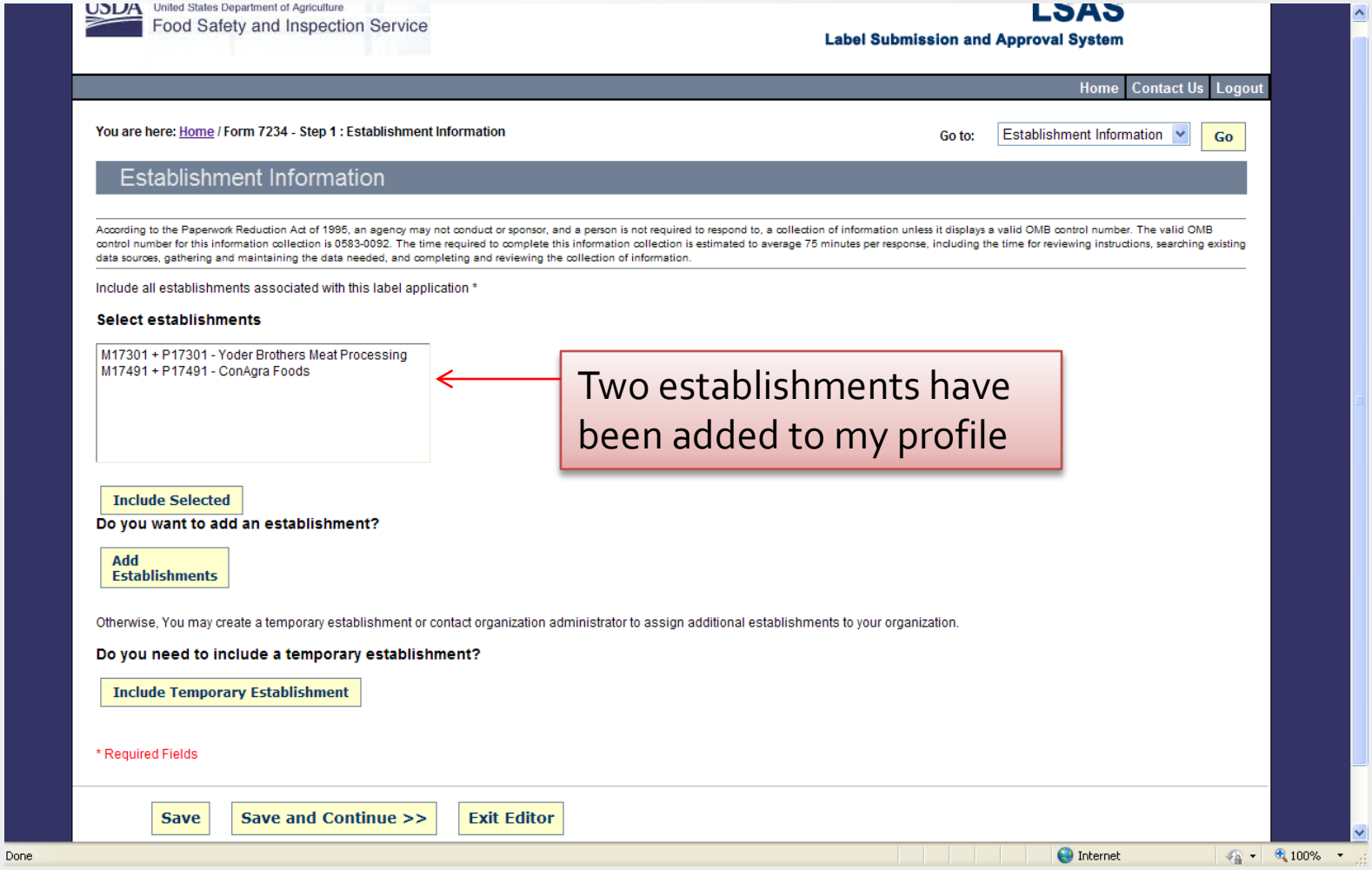
Checking under Manage Establishments



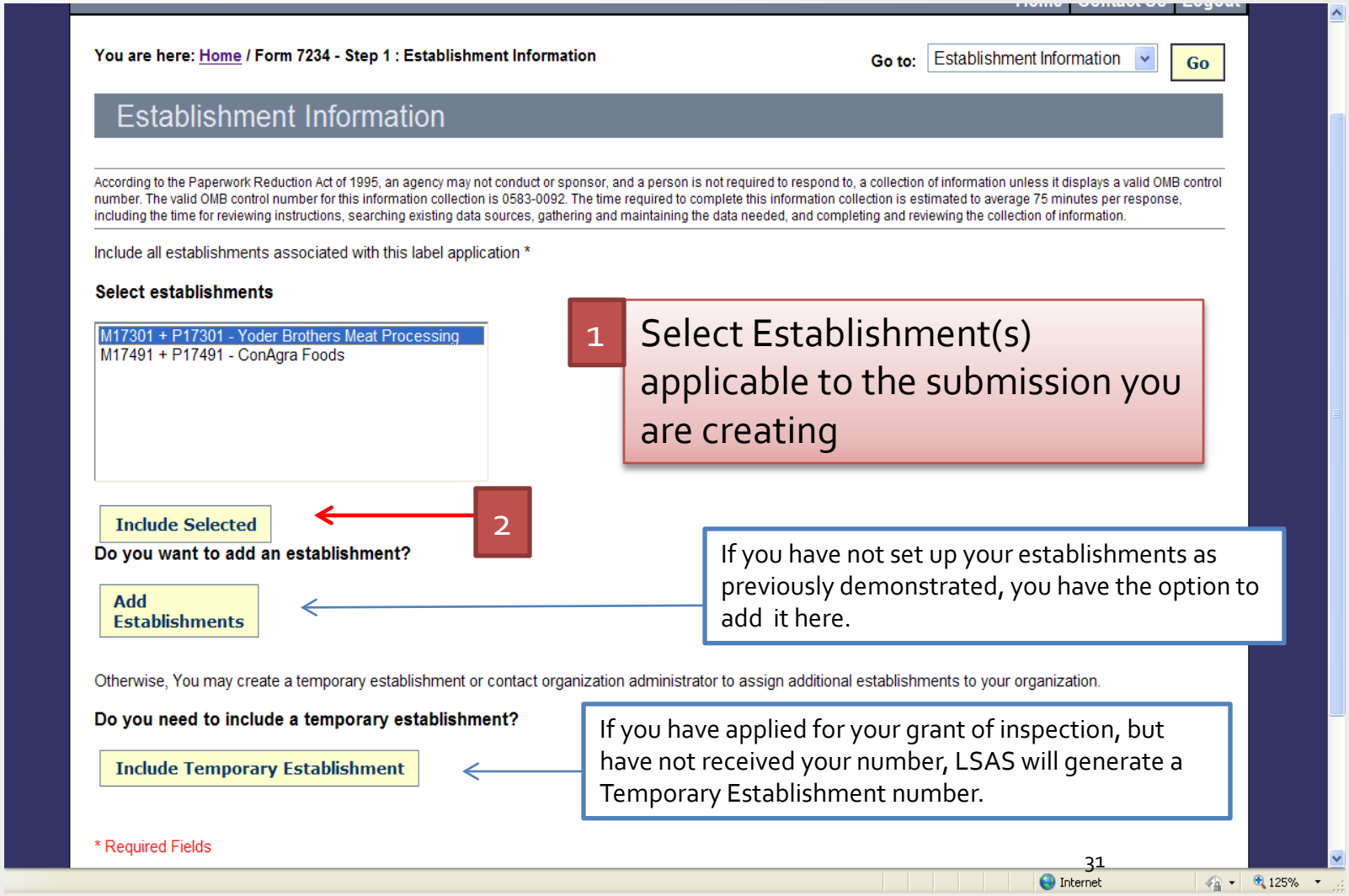
Create Label Submission



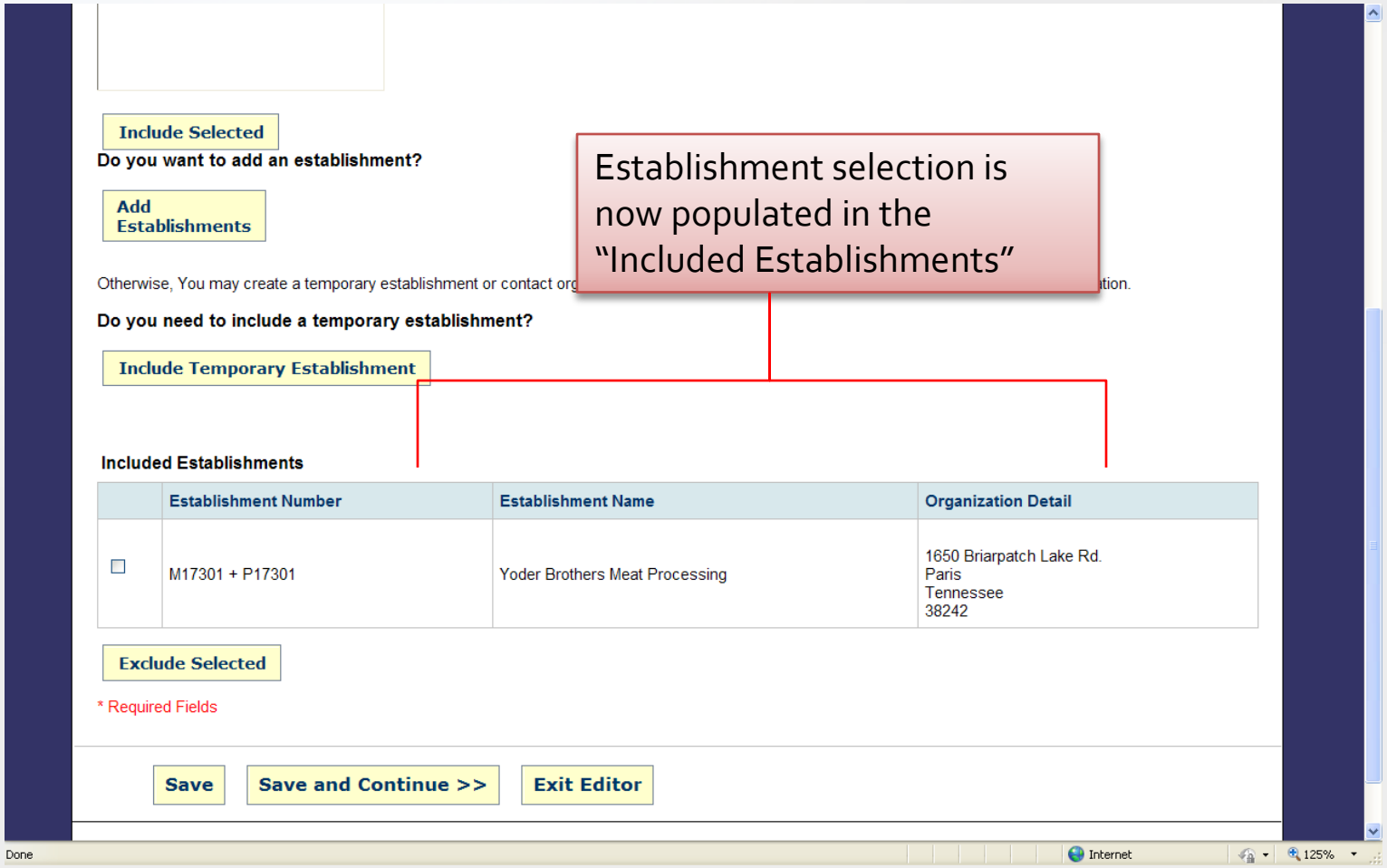
Establishment Selection - Step 1



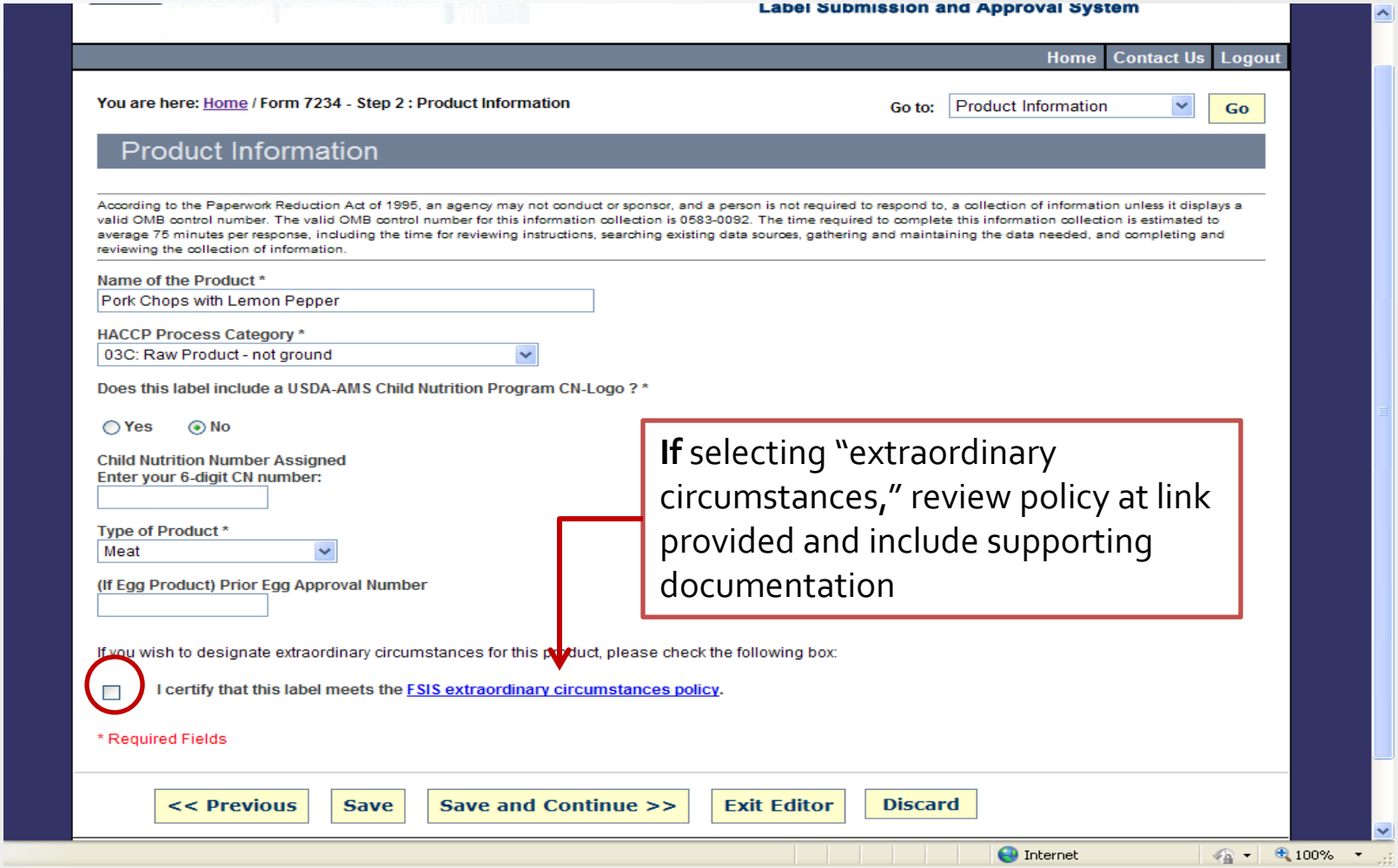
Establishment Selection – Step 1 (Continued)



Establishment Selection – Step 1 (Continued)

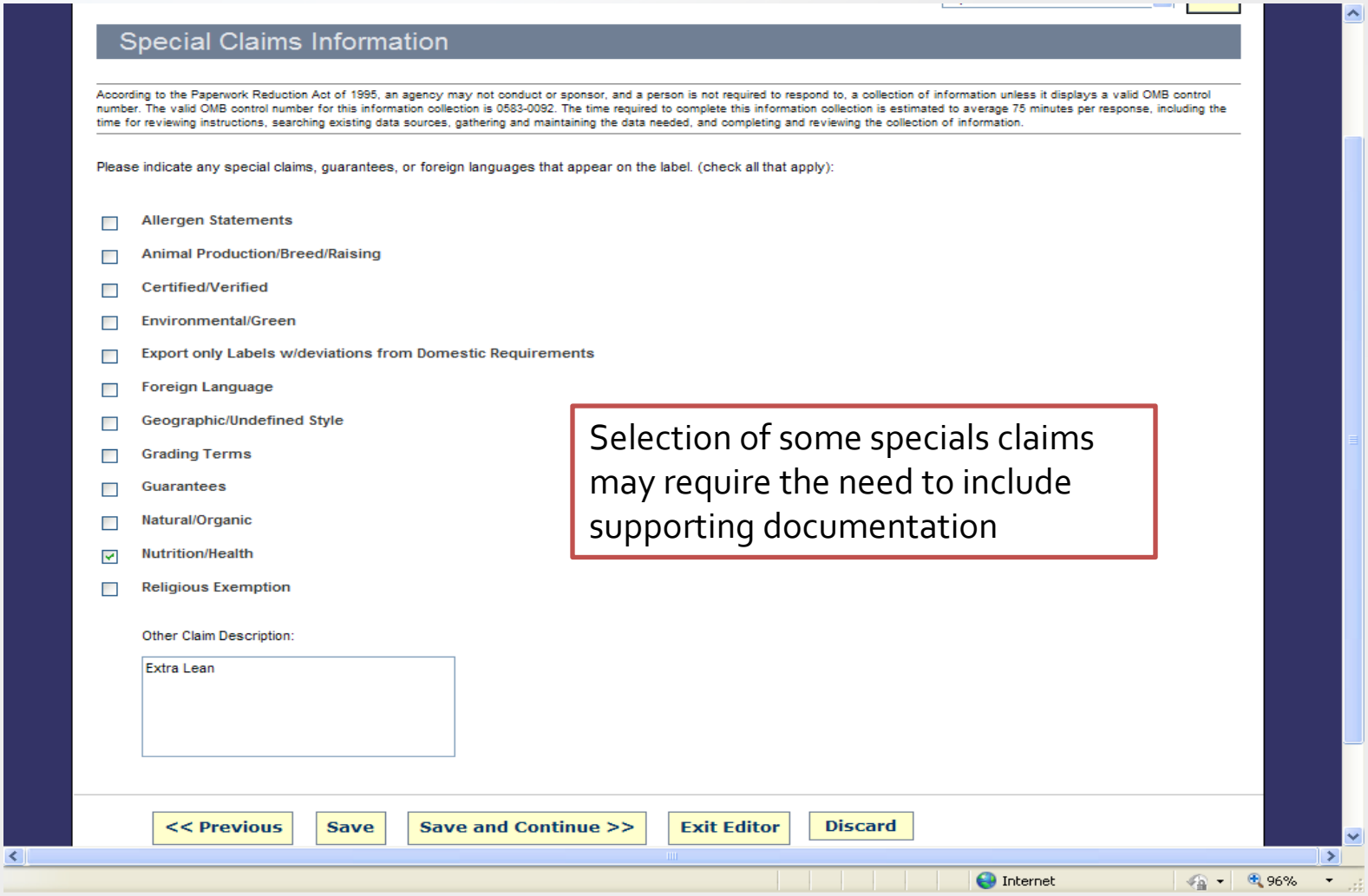


Product Information – Step 2



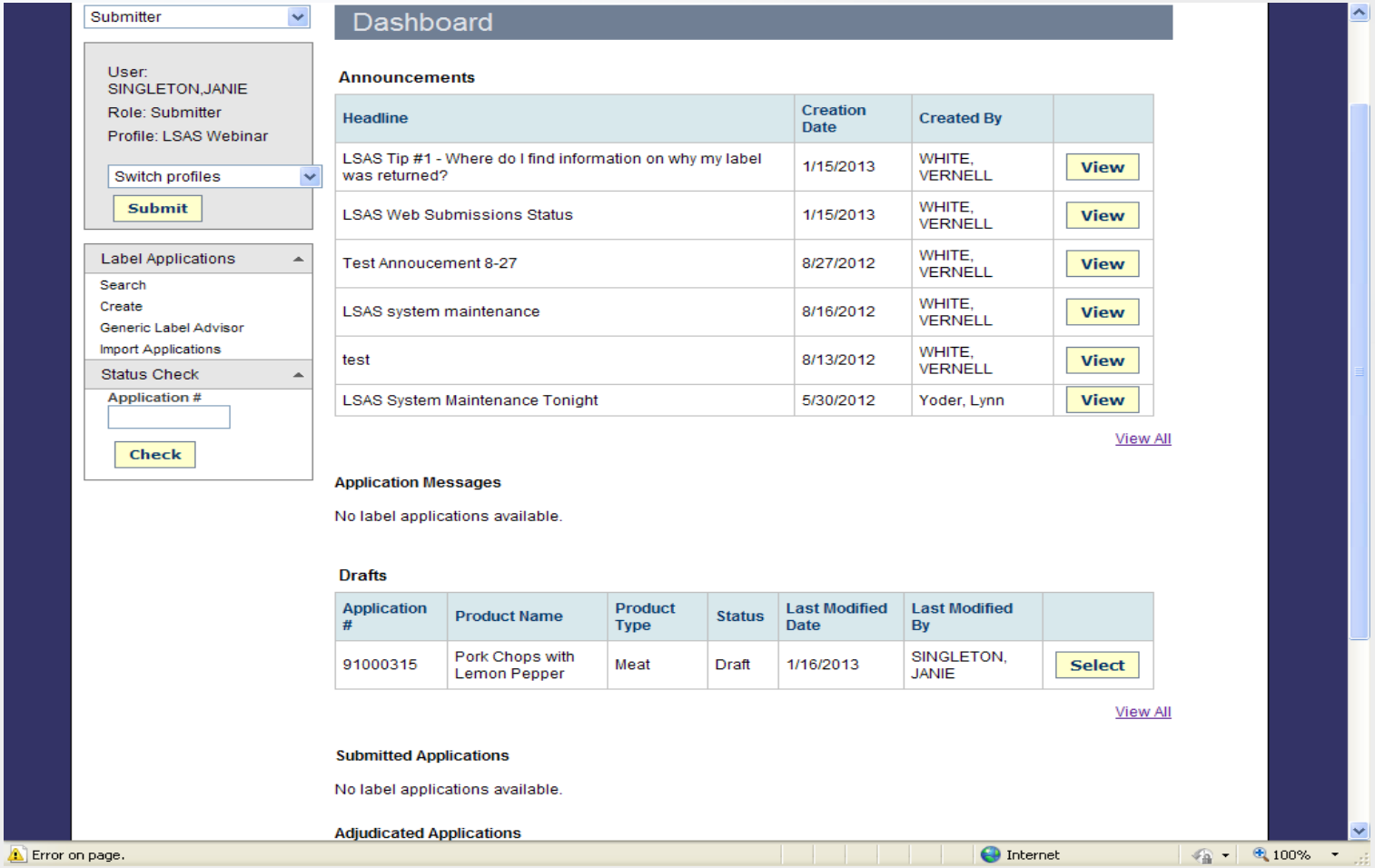
If selecting "extraordinary circumstances," review policy at link provided and include supporting documentation

Special Claims Information – Step 3

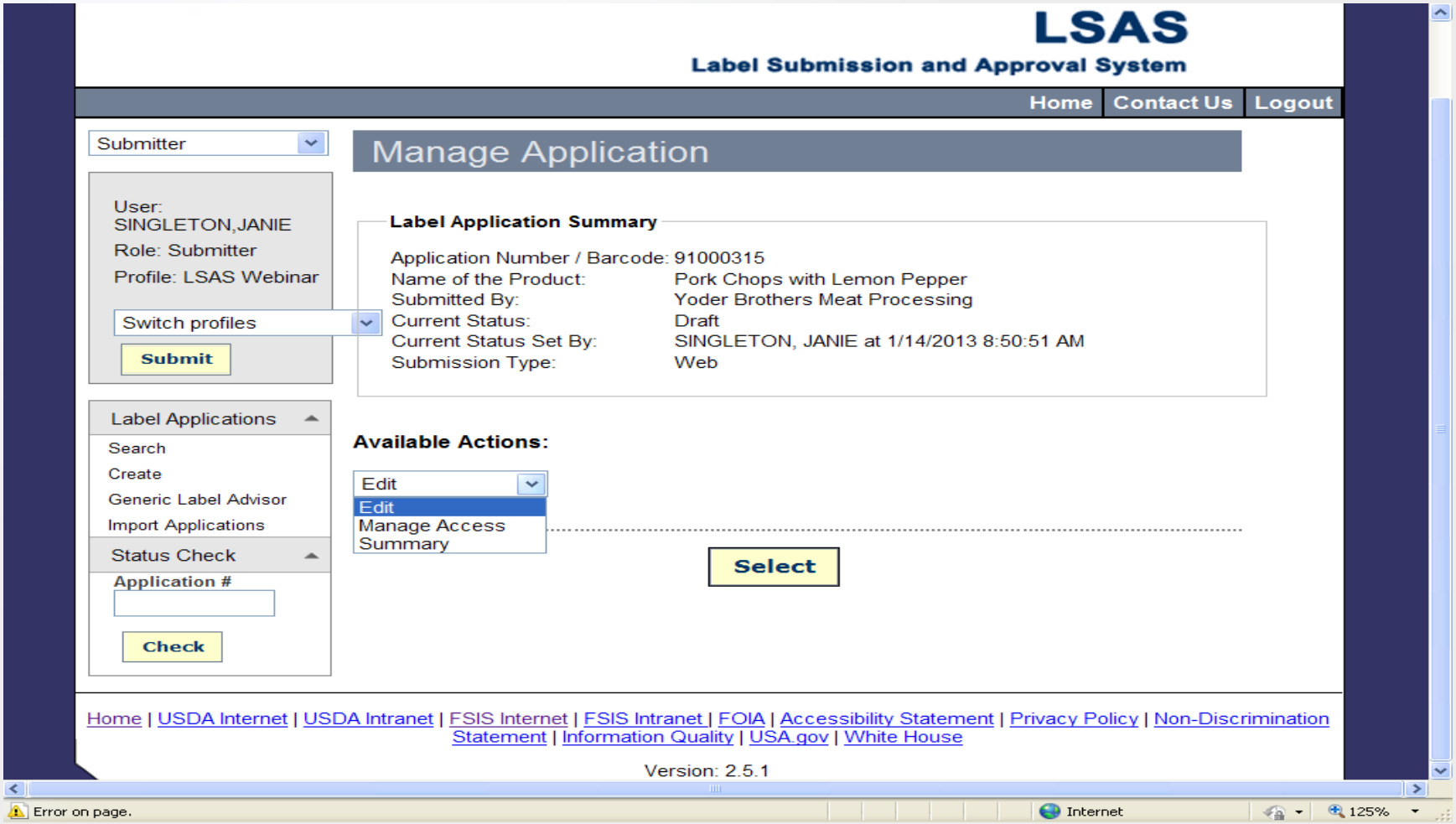


Selection of some specials claims may require the need to include supporting documentation

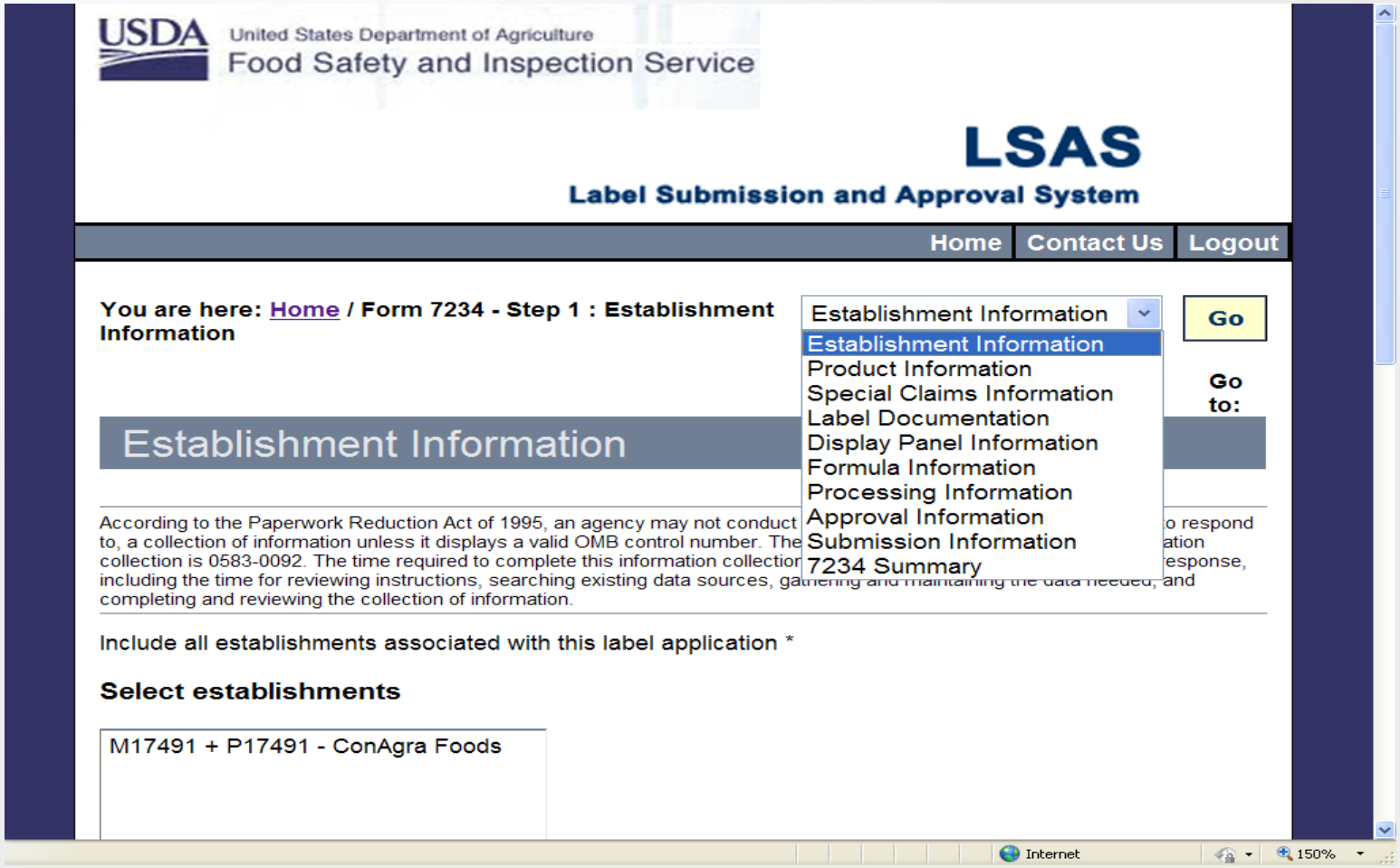
Application in Draft Pool



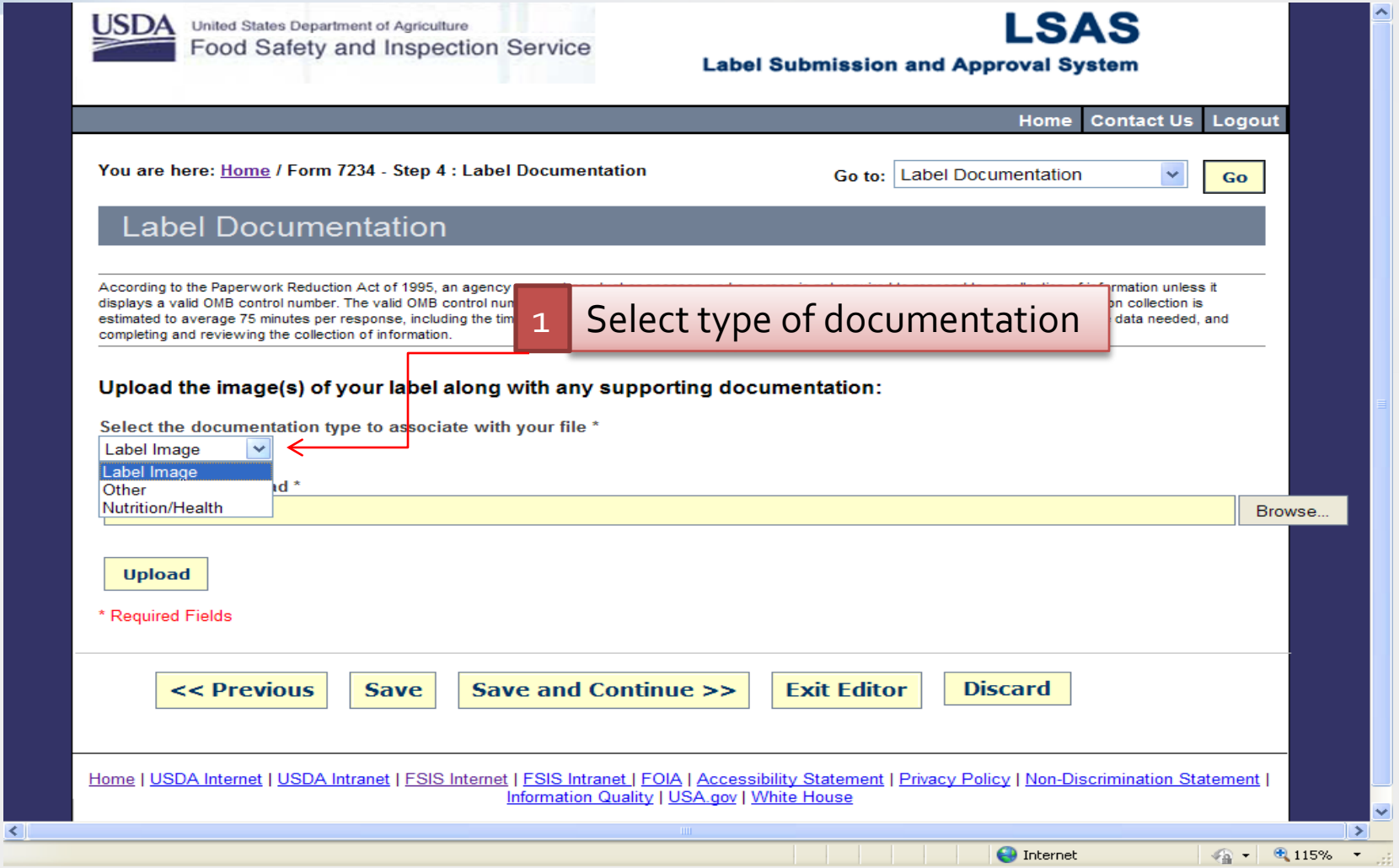
Available Actions Selection from Draft Pool



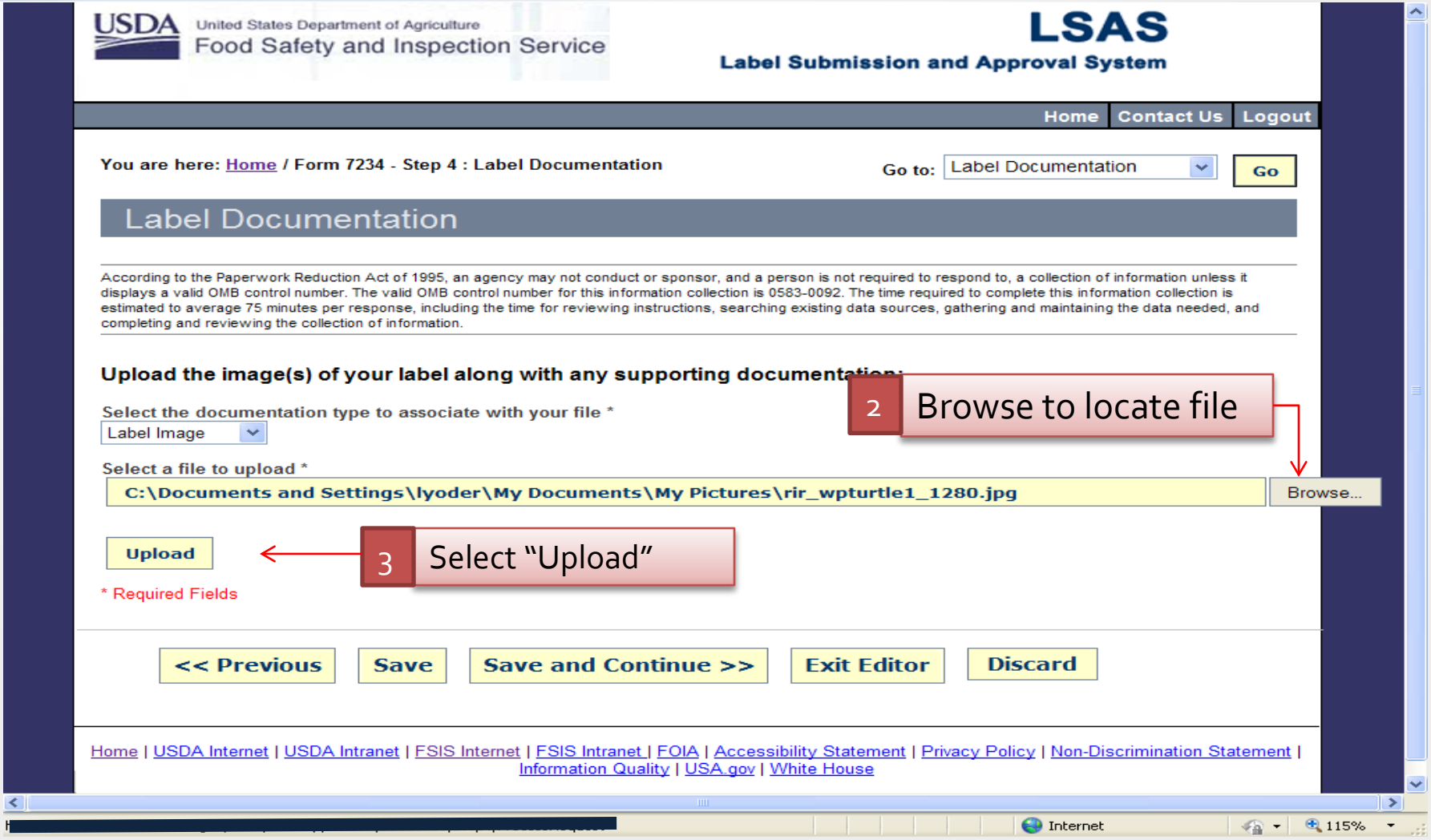
Edit and Using the "Go To" Selection



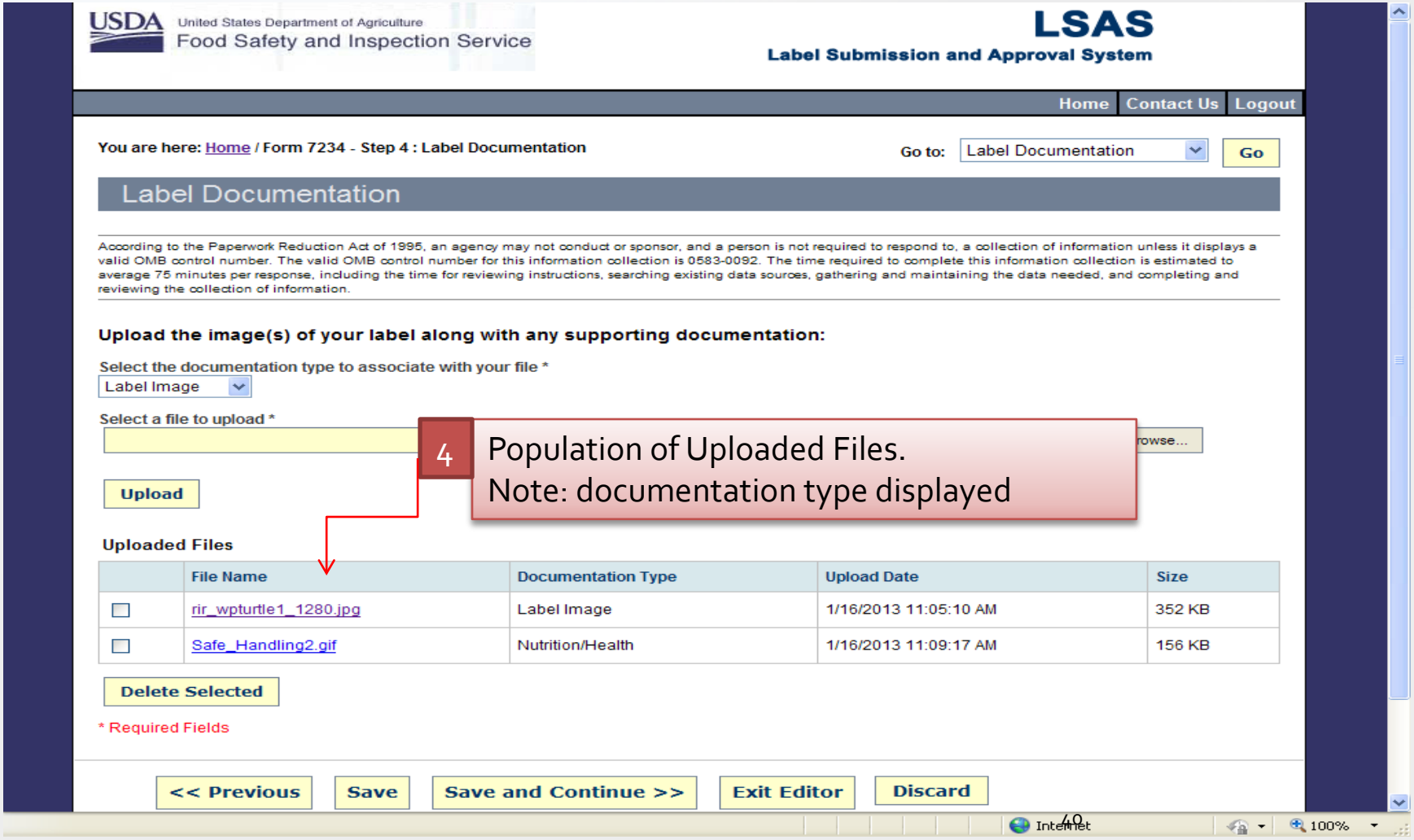
Label Documentation – Step 4



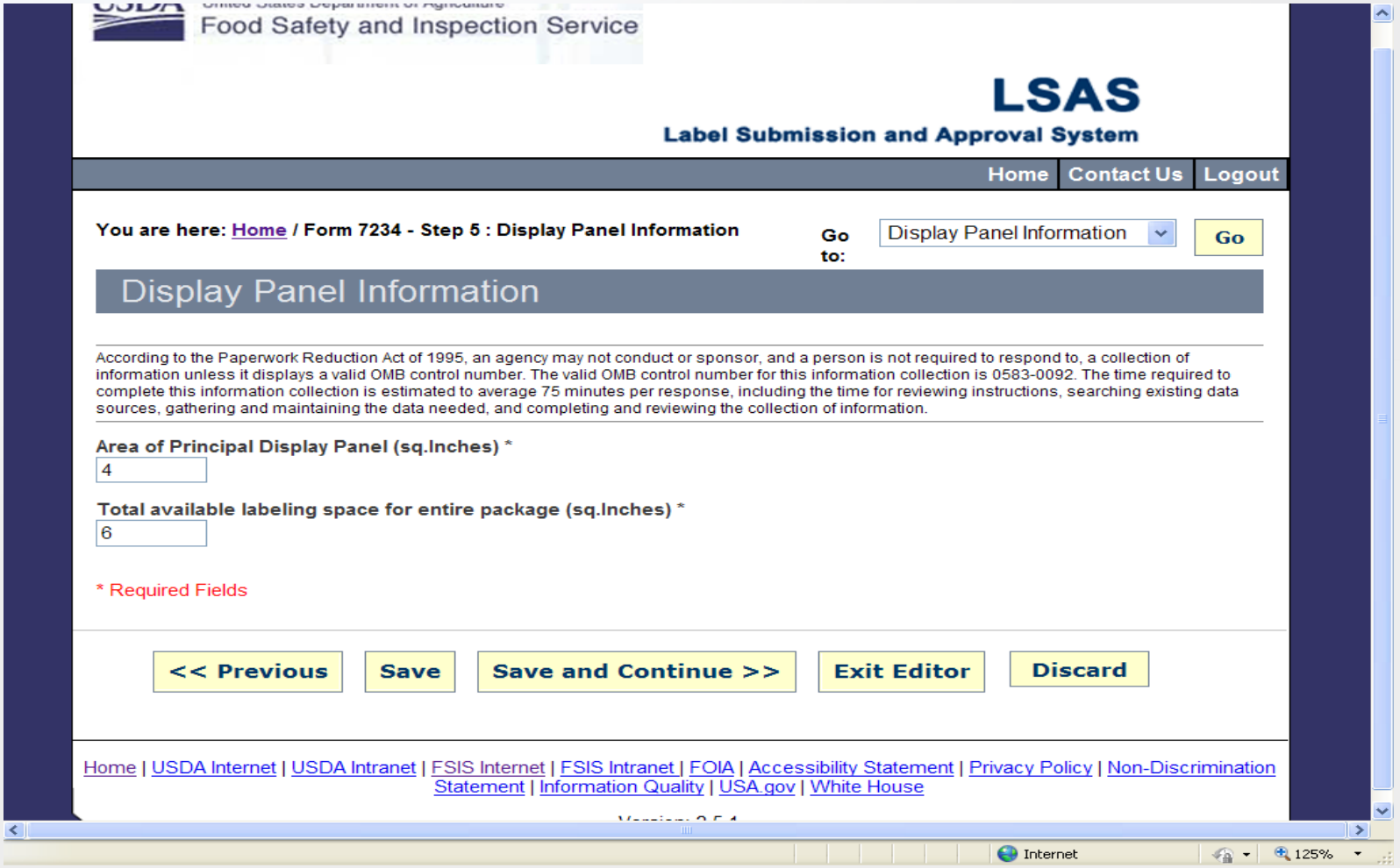
Label Documentation – Step 4 (Continued)



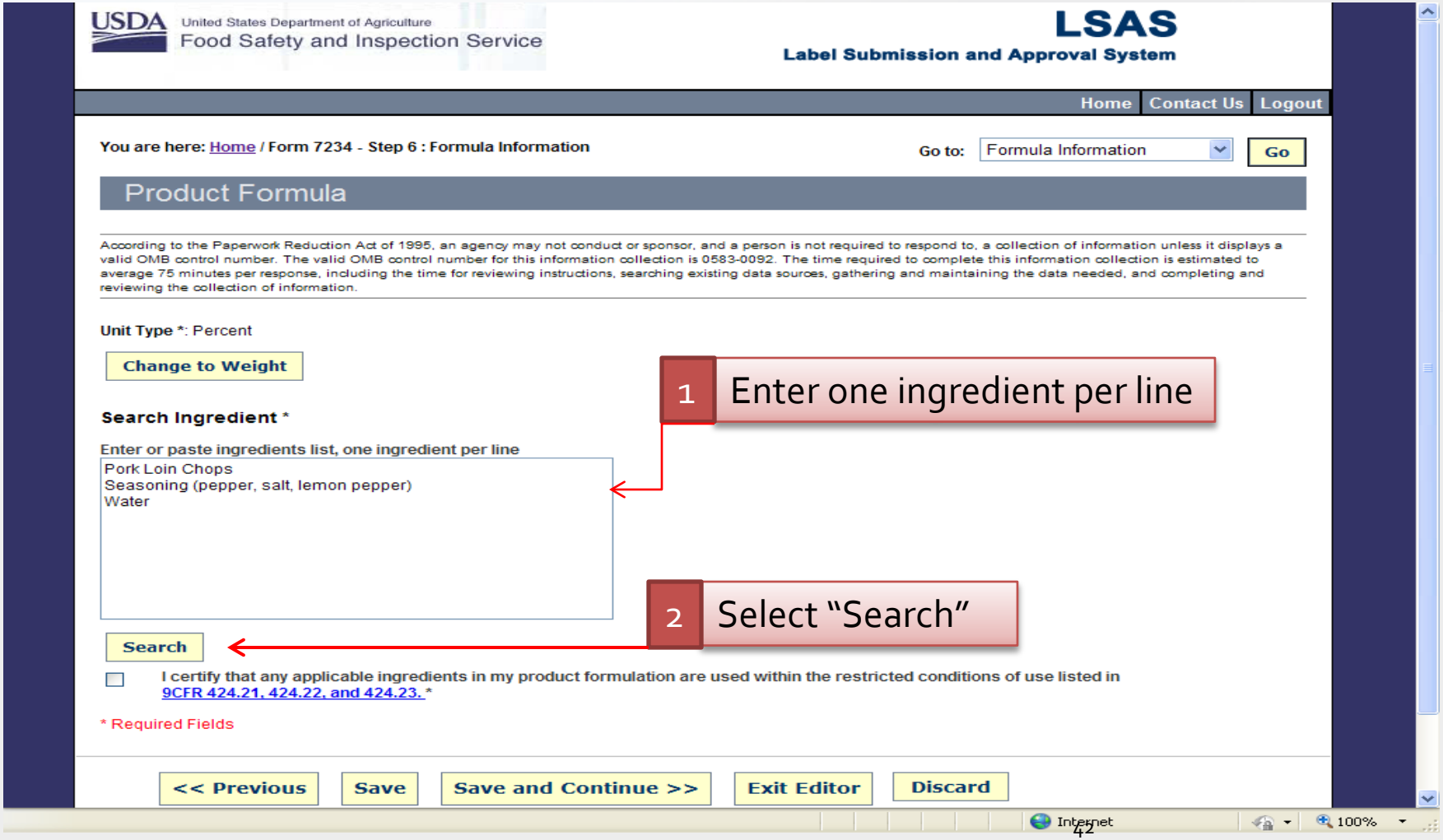
Label Documentation – Step 4 (Continued)



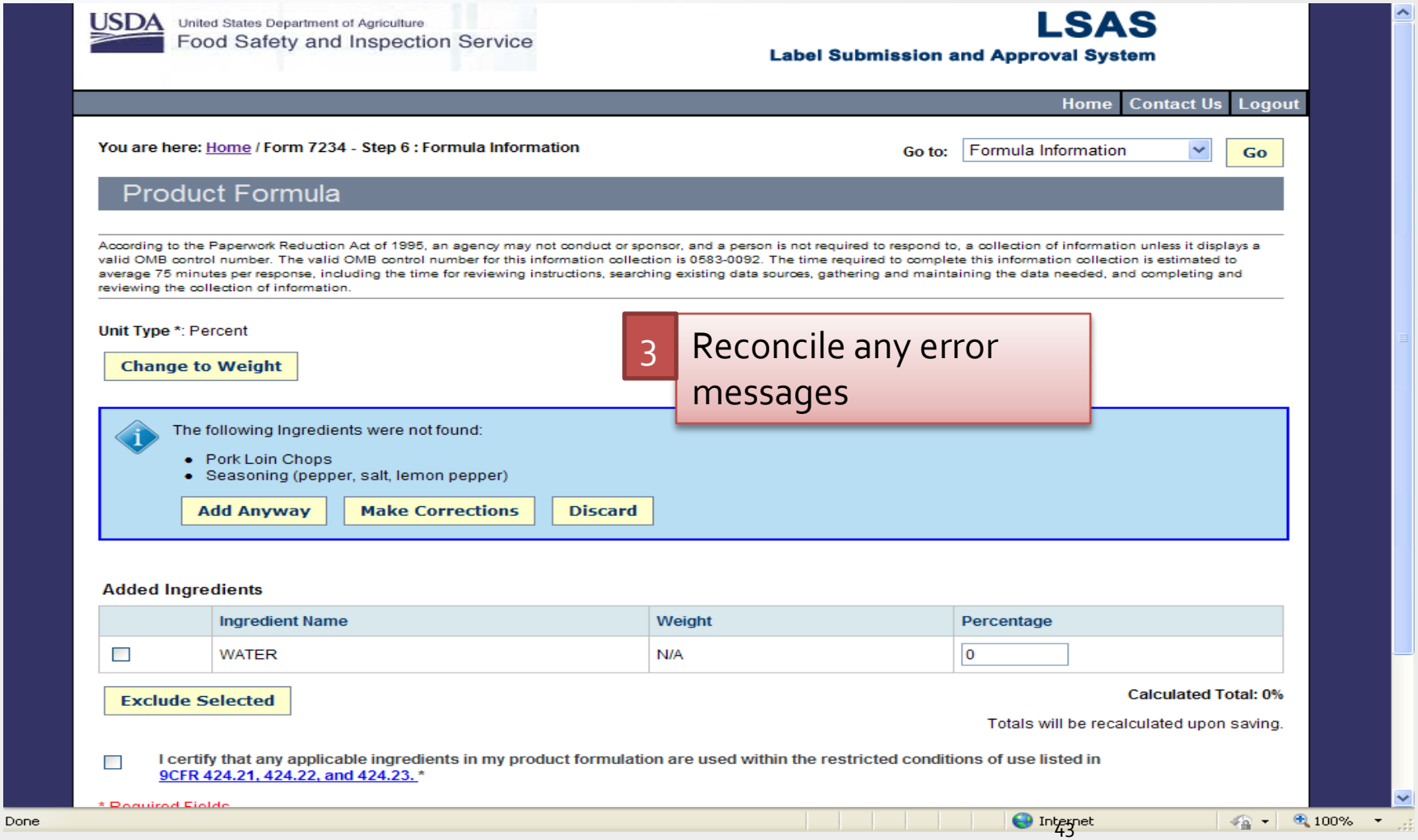
Display Panel Information – Step 5



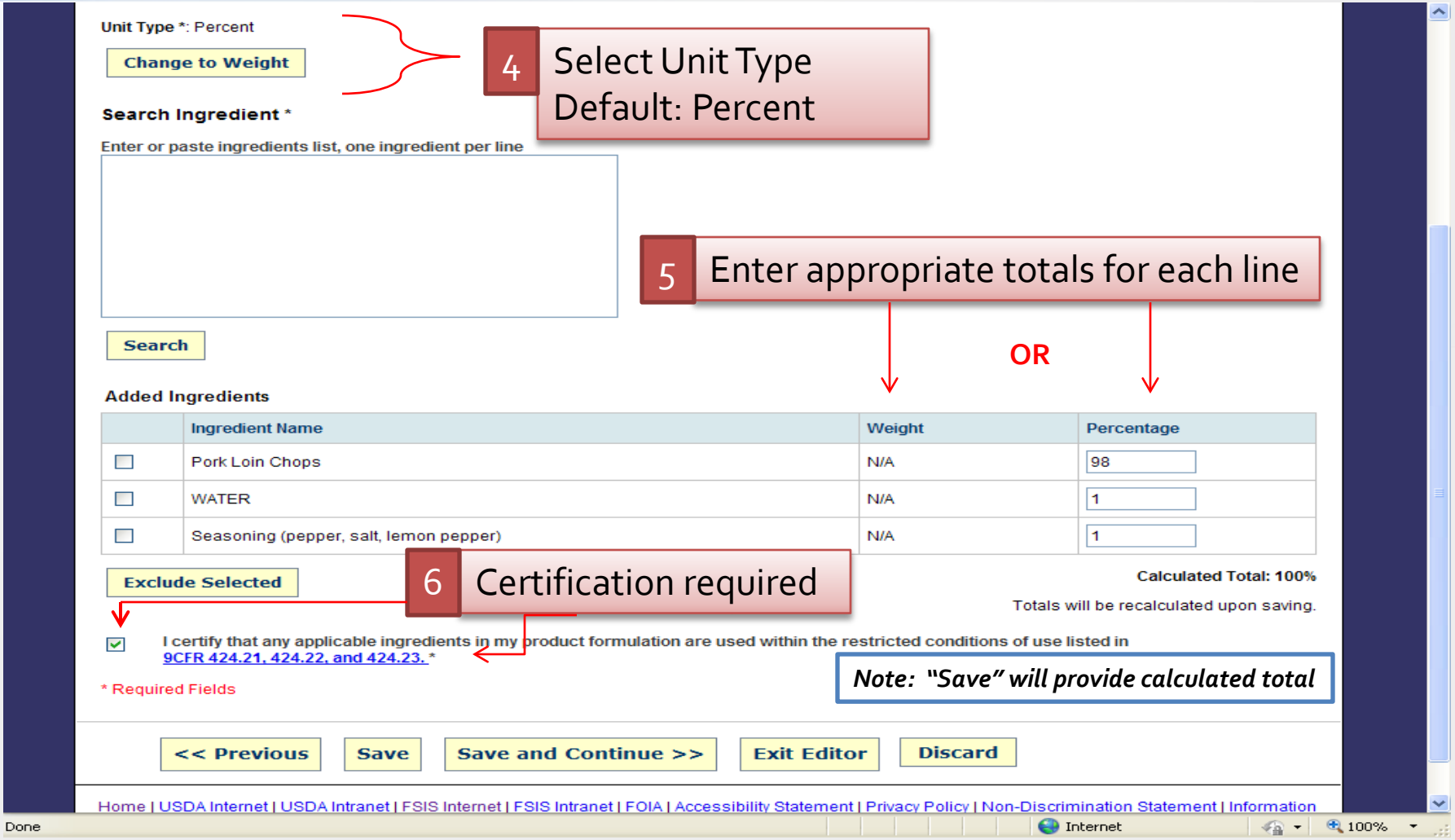
Formula Information (Product Formula) – Step 6



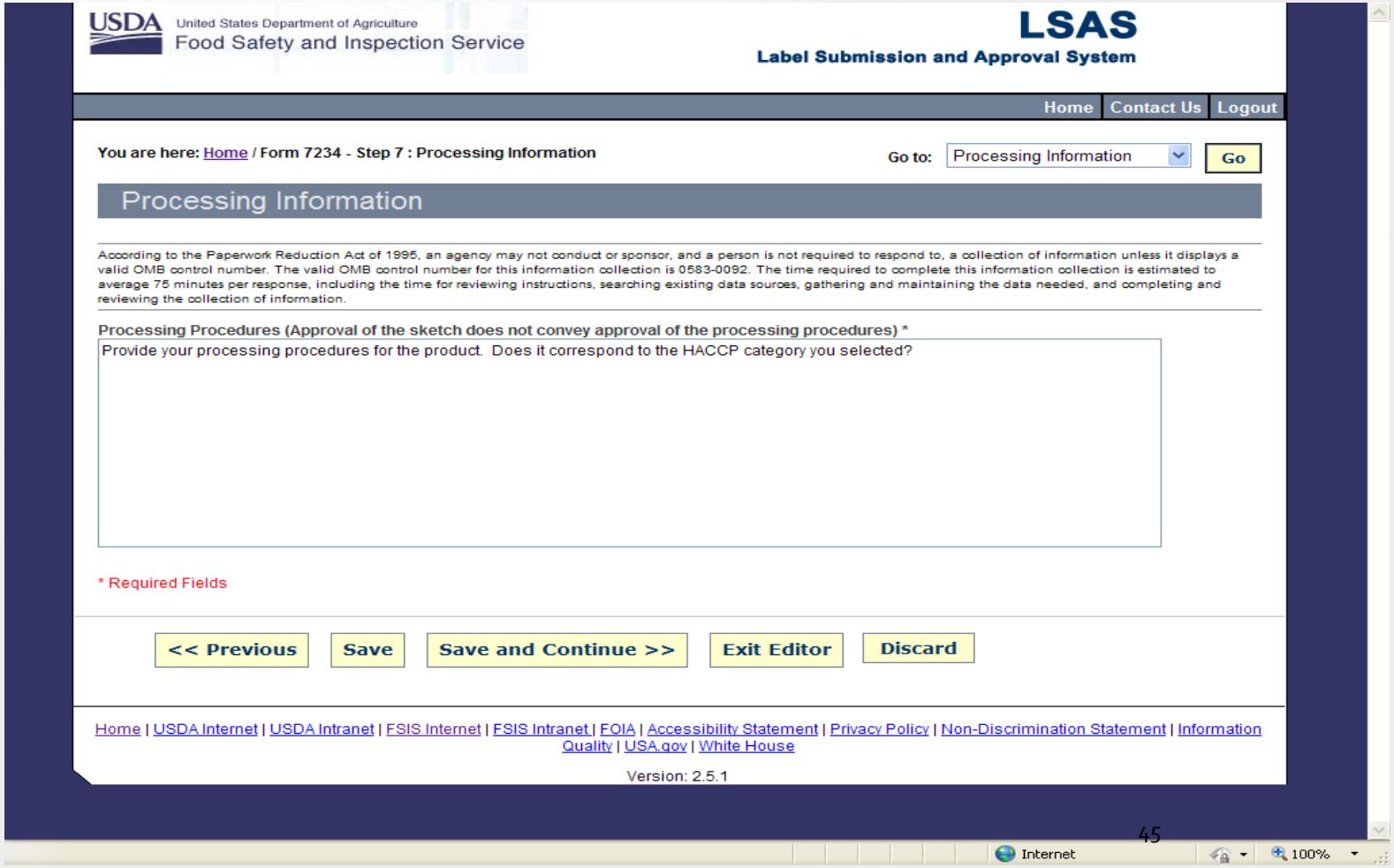
Product Information – Step 6 (Continued)



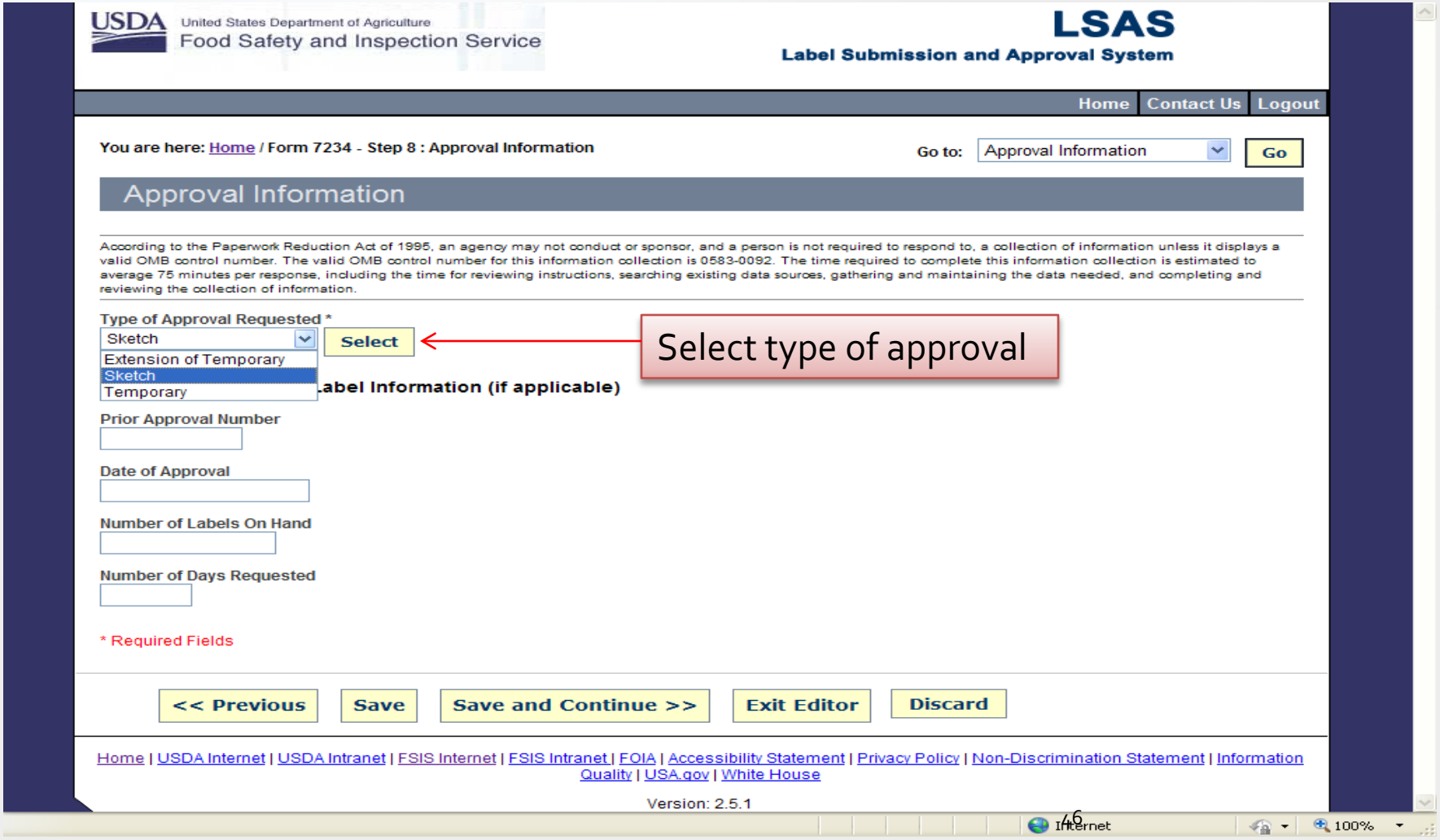
Product Formula – Step 6 (Continued)



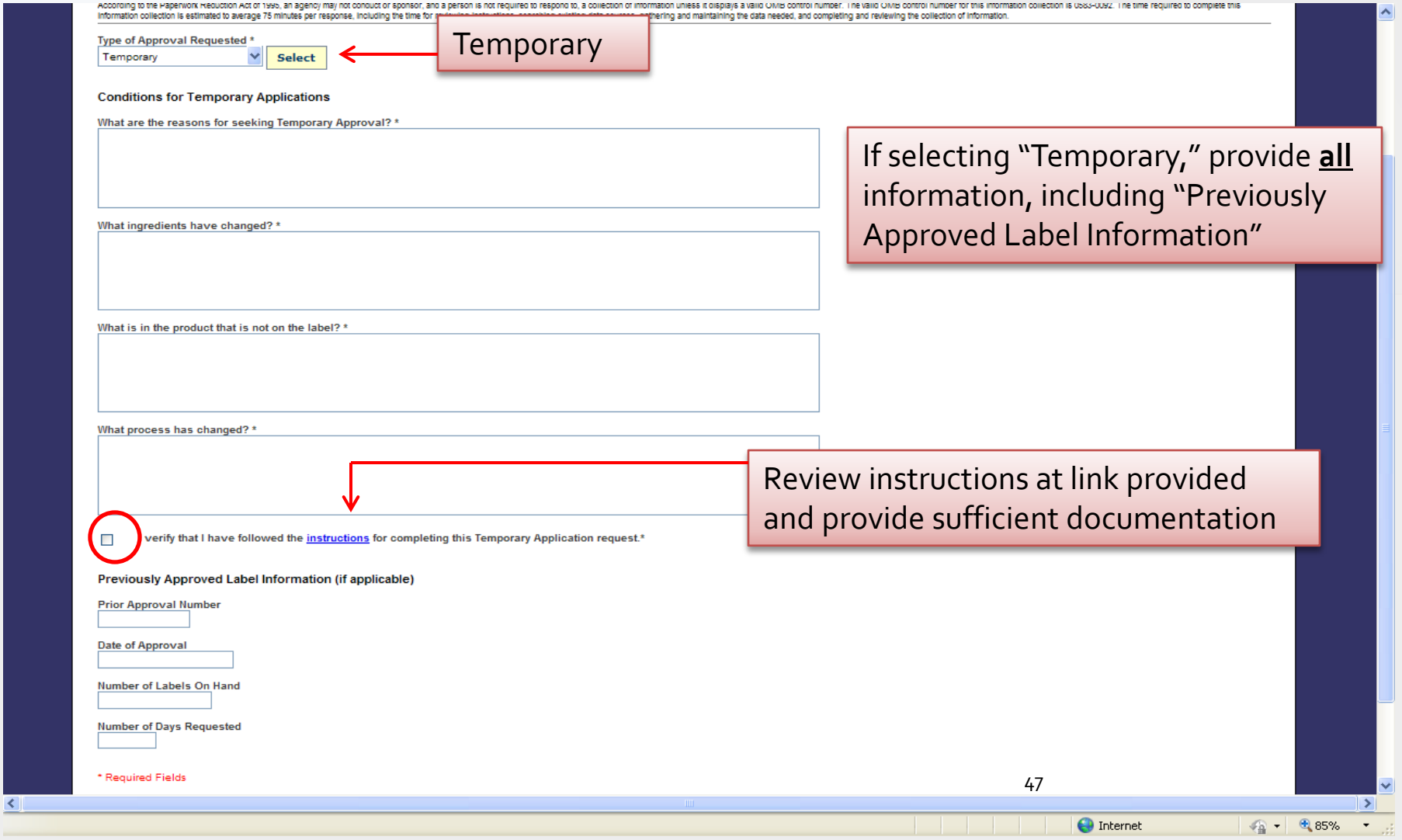
Processing Procedures – Step 7



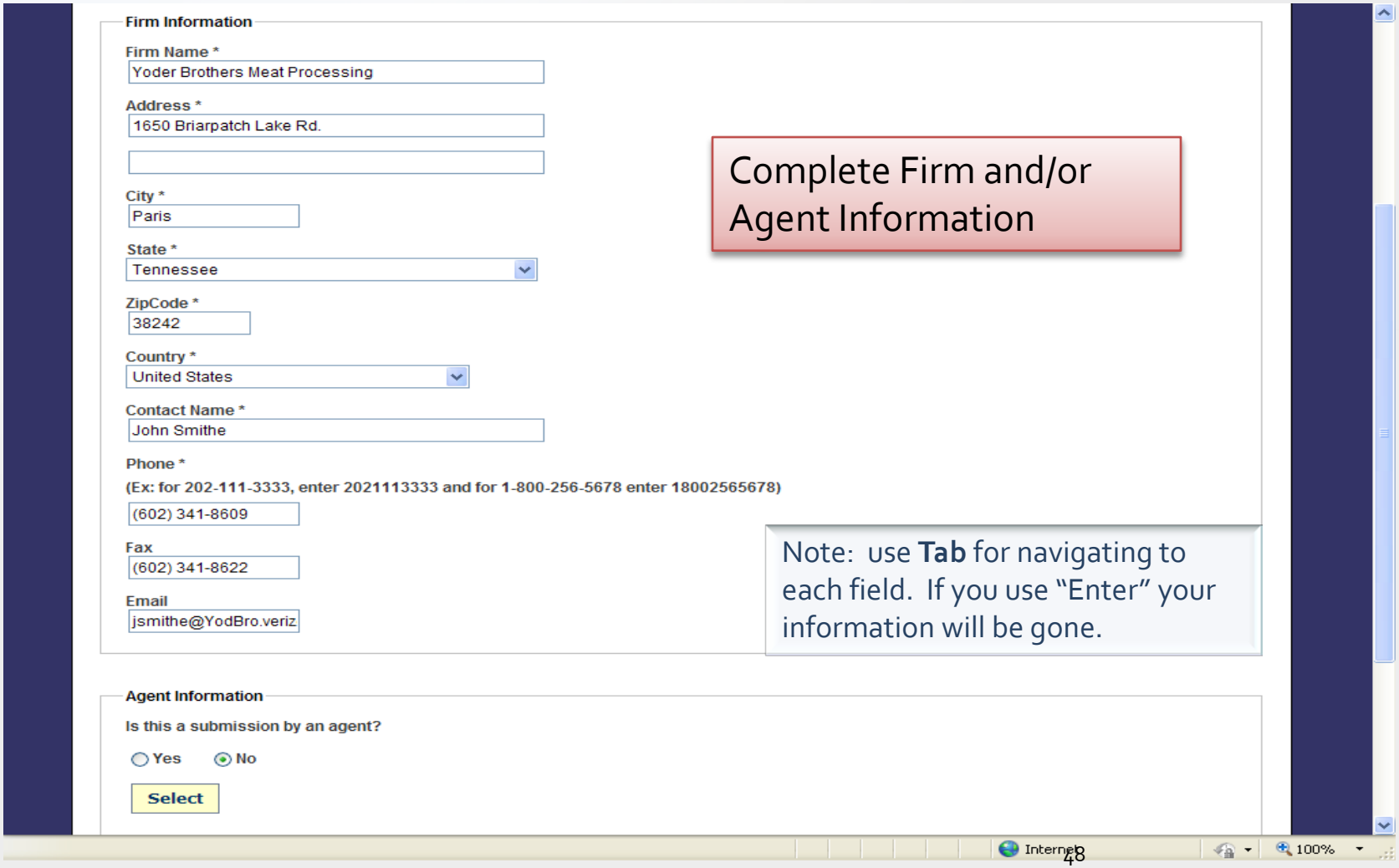
Approval Information – Step 8



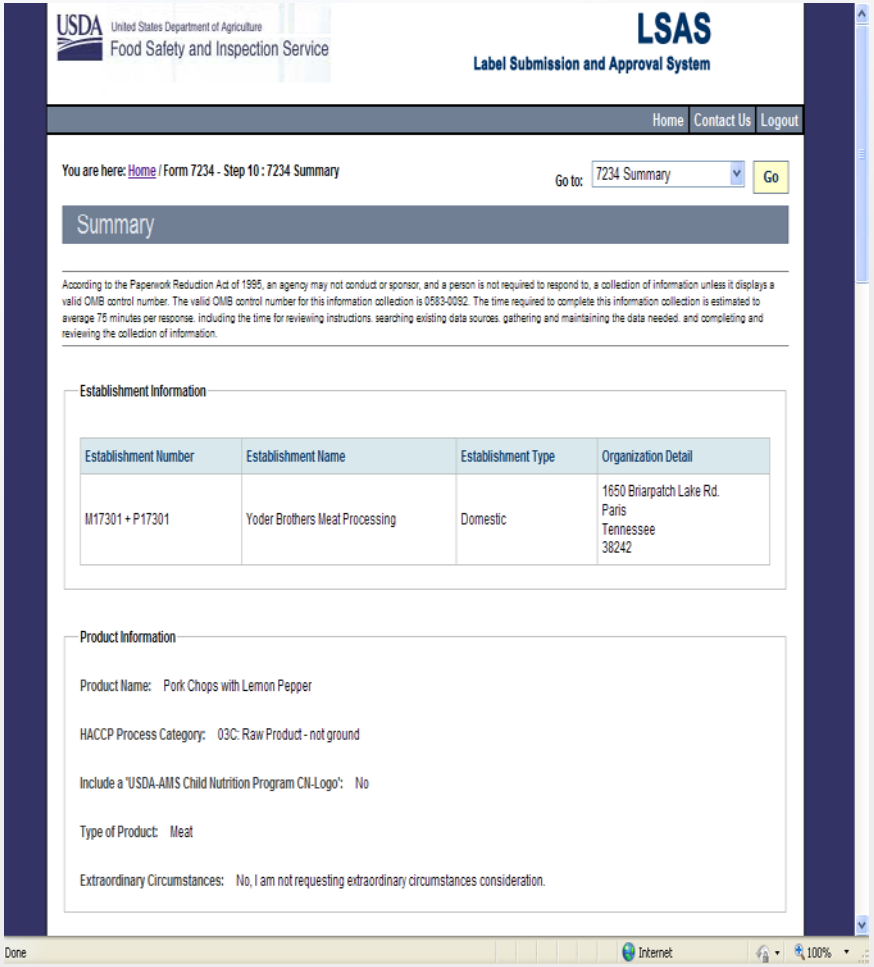
Approval Information – Step 8 (Continued)



Submission Information – Step 9



Summary – Step 10



USDA United States Department of Agriculture
Food Safety and Inspection Service

LSAS
Label Submission and Approval System

Home | Contact Us | Logout

You are here: Home / Form 7234 - Step 10 : 7234 Summary

Go to: 7234 Summary Go

Summary

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0583-0092. The time required to complete this information collection is estimated to average 75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Establishment Information

Establishment Number	Establishment Name	Establishment Type	Organization Detail
M17301 + P17301	Yoder Brothers Meat Processing	Domestic	1650 Briarpatch Lake Rd. Paris Tennessee 38242

Product Information

Product Name: Pork Chops with Lemon Pepper

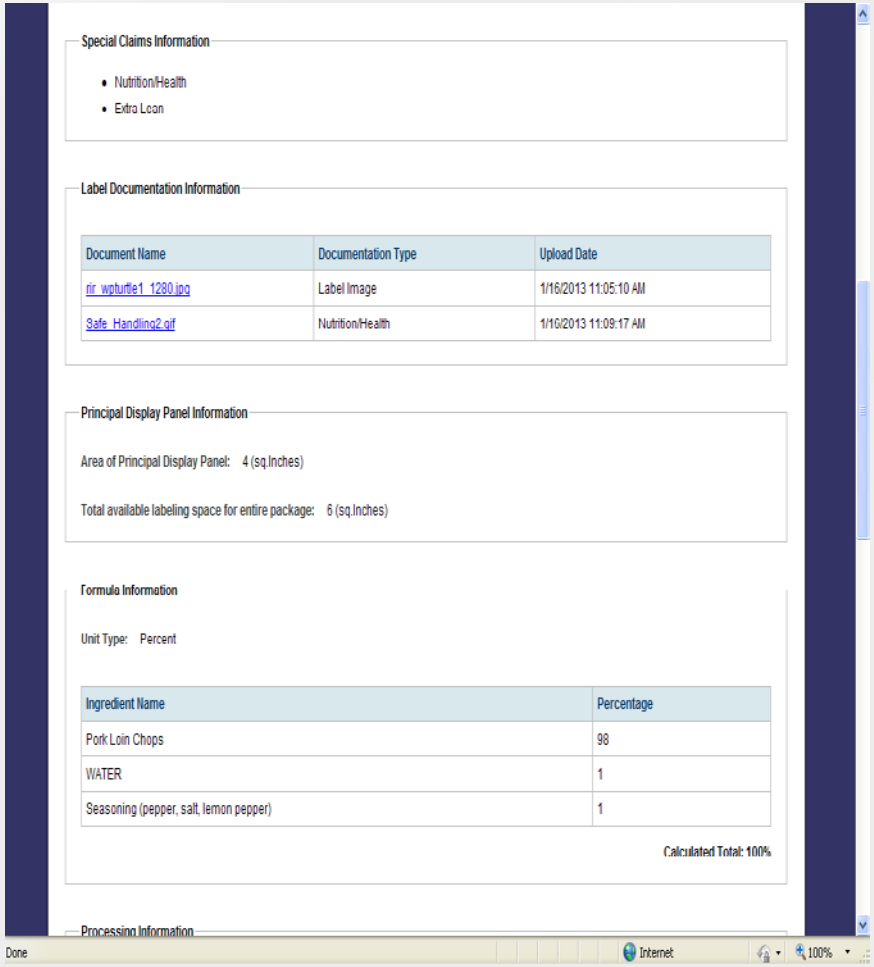
HACCP Process Category: 03C: Raw Product - not ground

Include a "USDA-AMS Child Nutrition Program CN-Logo": No

Type of Product: Meat

Extraordinary Circumstances: No, I am not requesting extraordinary circumstances consideration.

Done | Internet | 100%



Special Claims Information

- Nutrition/Health
- Extra Lean

Label Documentation Information

Document Name	Documentation Type	Upload Date
rir_wpturtle1_1280.jpg	Label Image	1/16/2013 11:05:10 AM
Safe_Handling2.gif	Nutrition/Health	1/16/2013 11:09:17 AM

Principal Display Panel Information

Area of Principal Display Panel: 4 (sq.Inches)

Total available labeling space for entire package: 6 (sq.Inches)

Formula Information

Unit Type: Percent

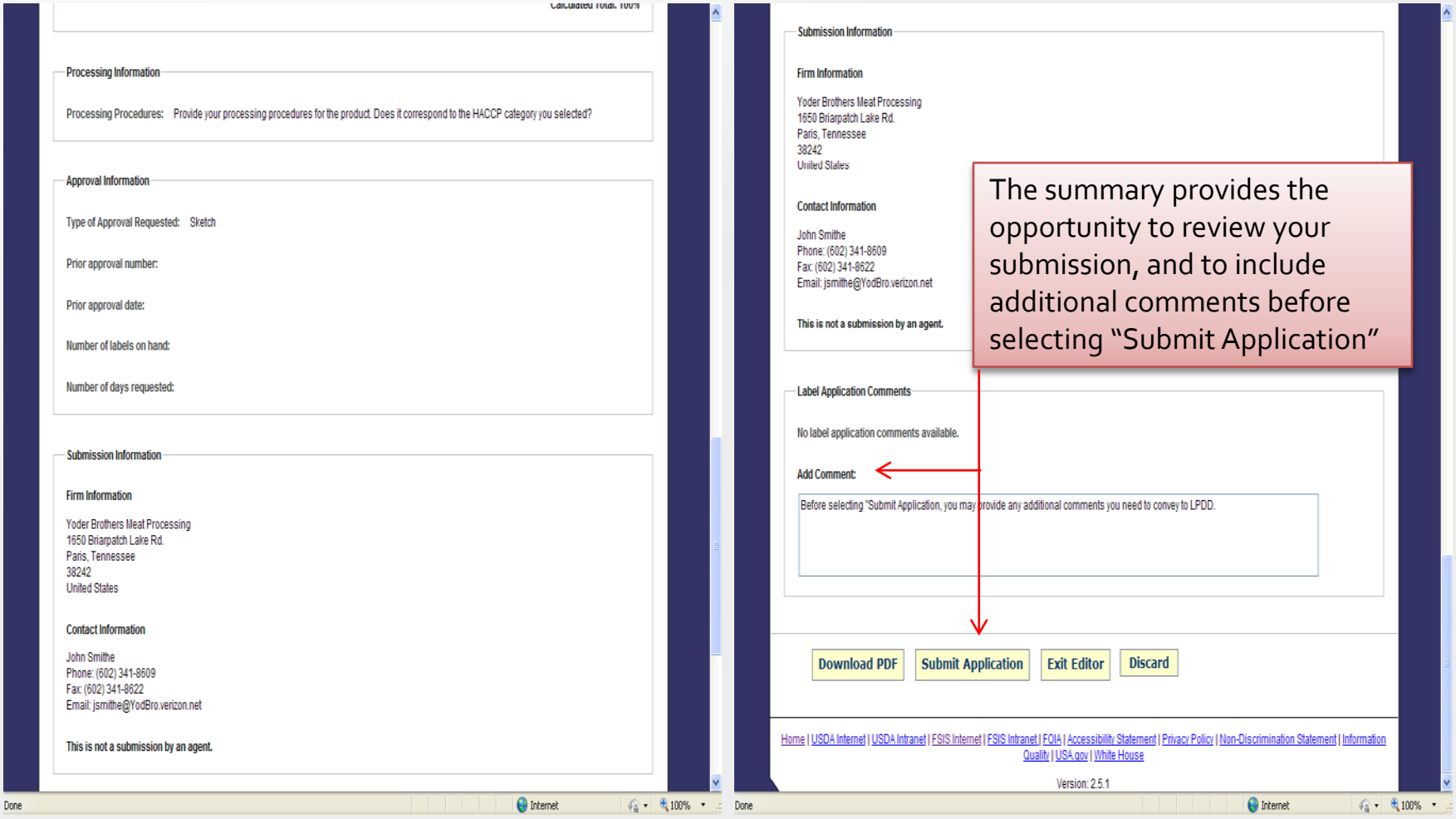
Ingredient Name	Percentage
Pork Loin Chops	98
WATER	1
Seasoning (pepper, salt, lemon pepper)	1

Calculated Total: 100%

Processing Information

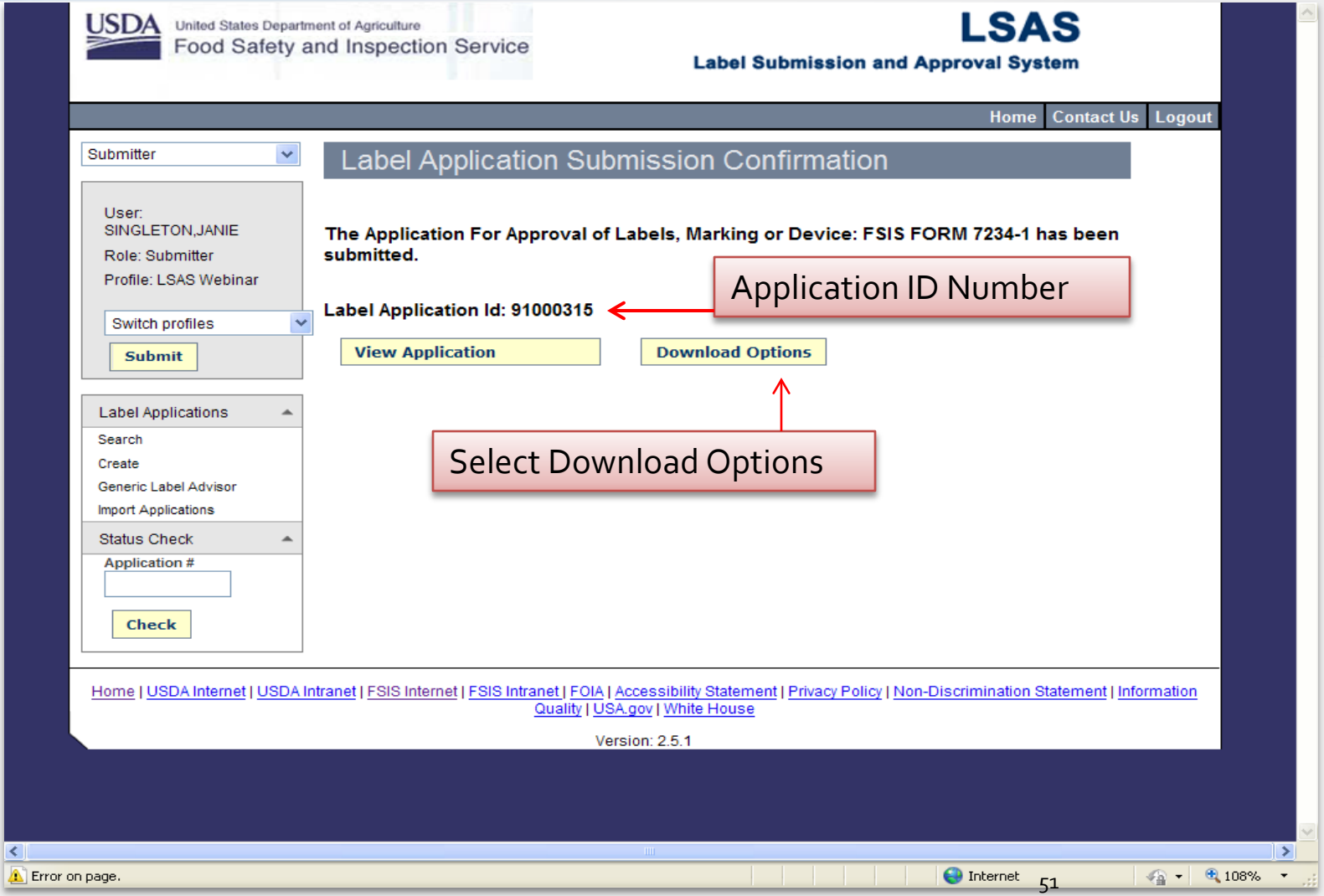
Done | Internet | 100%

Summary – Step 10 (Continued)

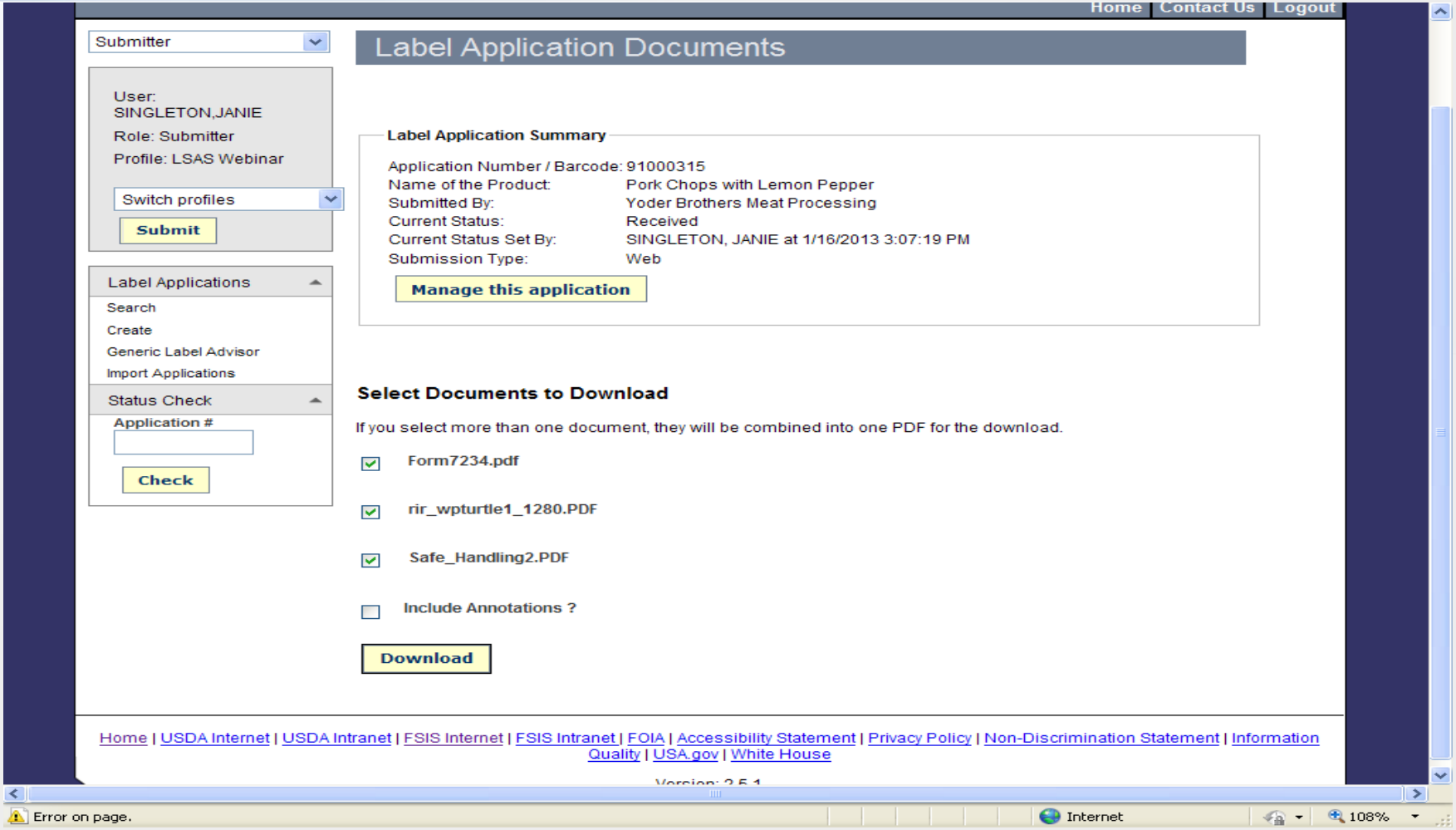


The summary provides the opportunity to review your submission, and to include additional comments before selecting "Submit Application"

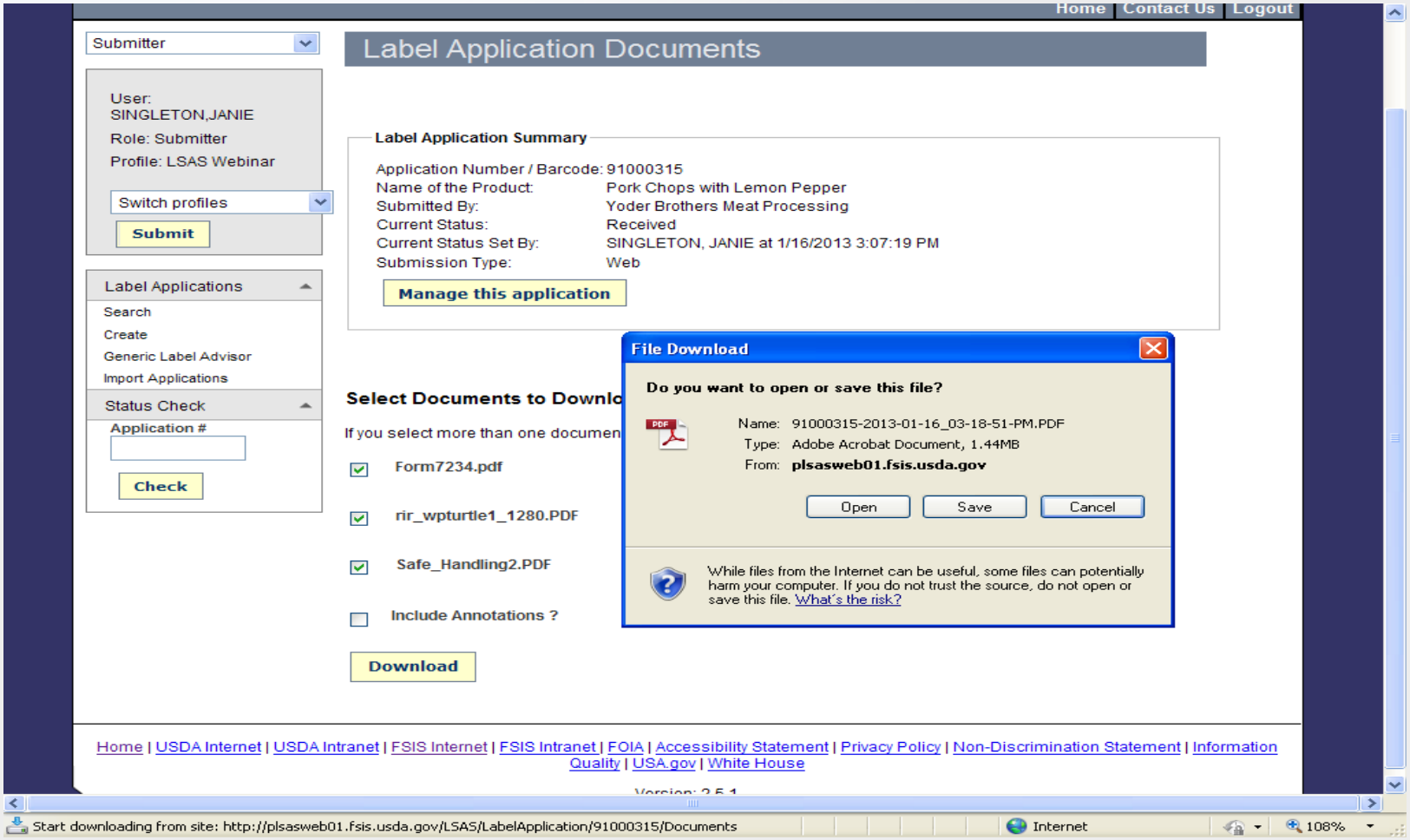
Submit Application, Confirmation ID – Final Step



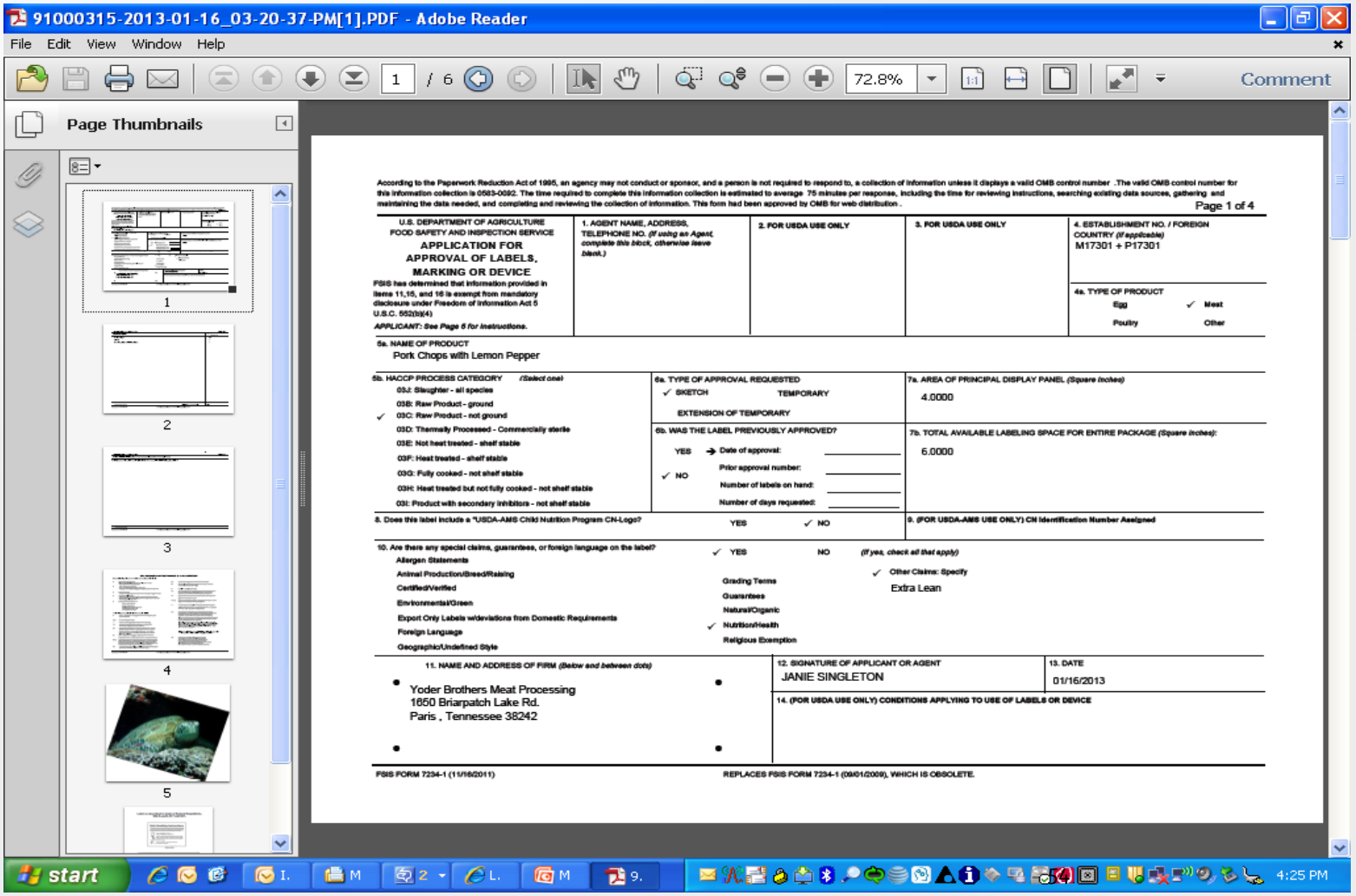
Select Documents to Download



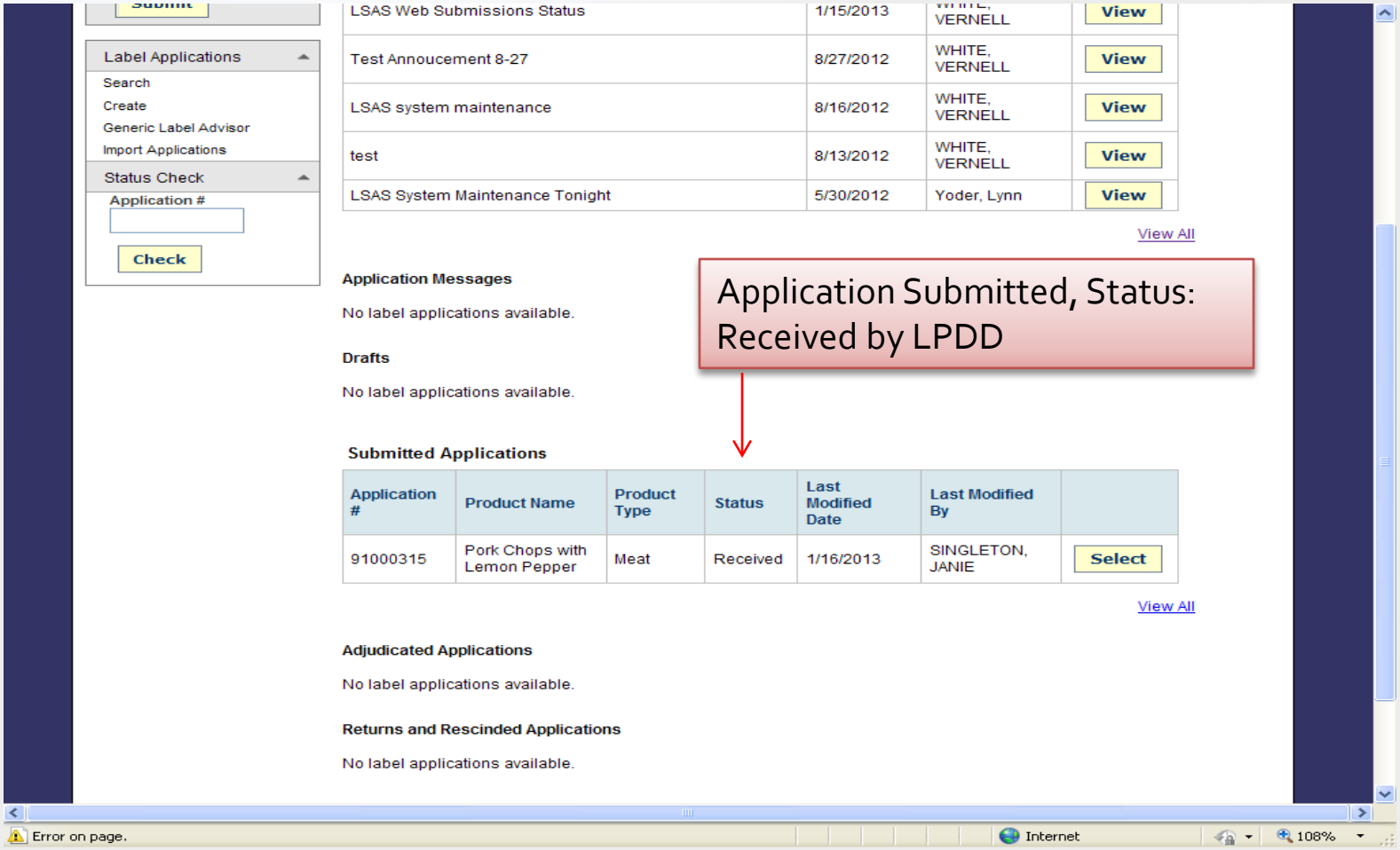
Options to Open or Save file



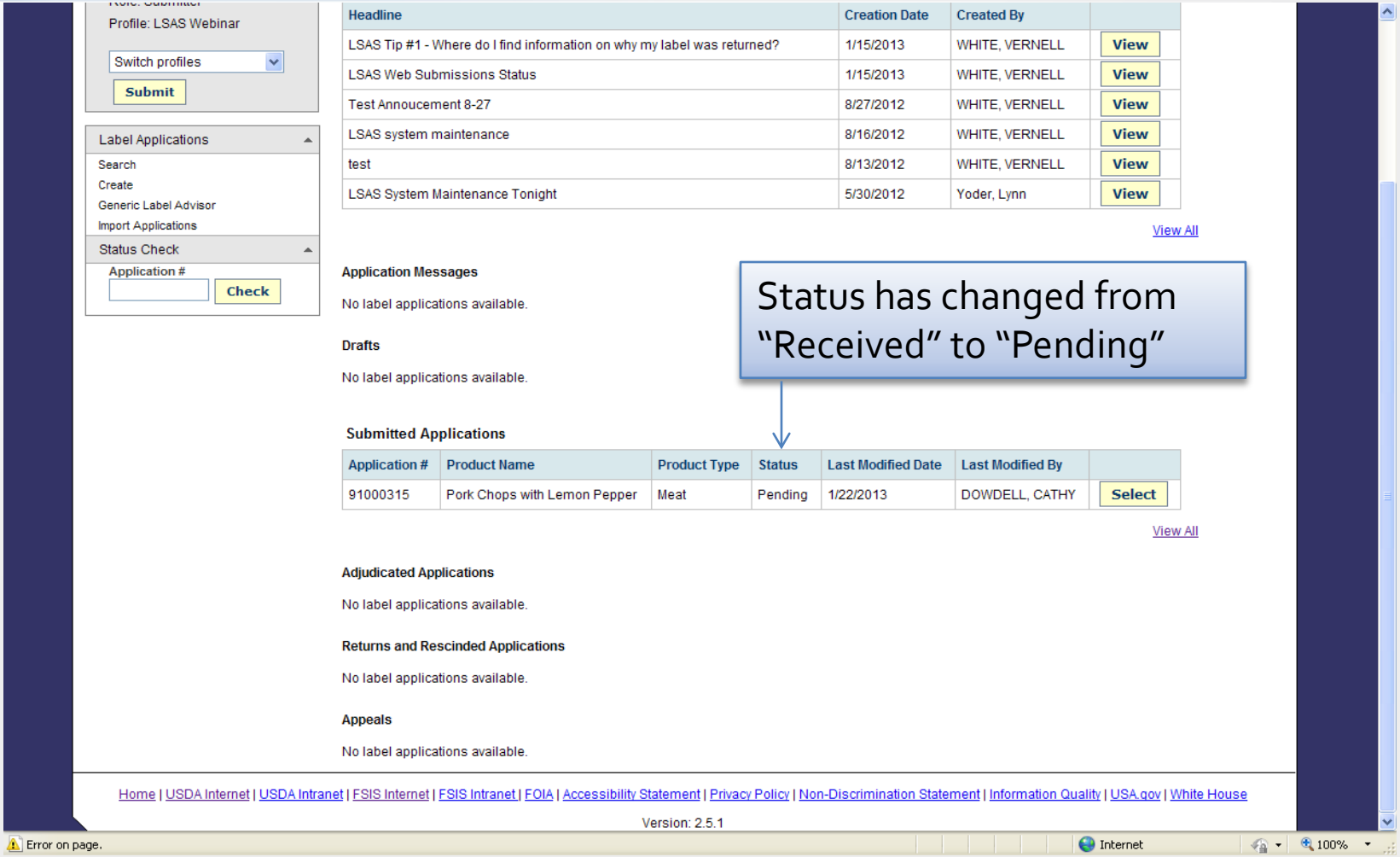
Downloaded edition populated on 7234-1 with supporting documents



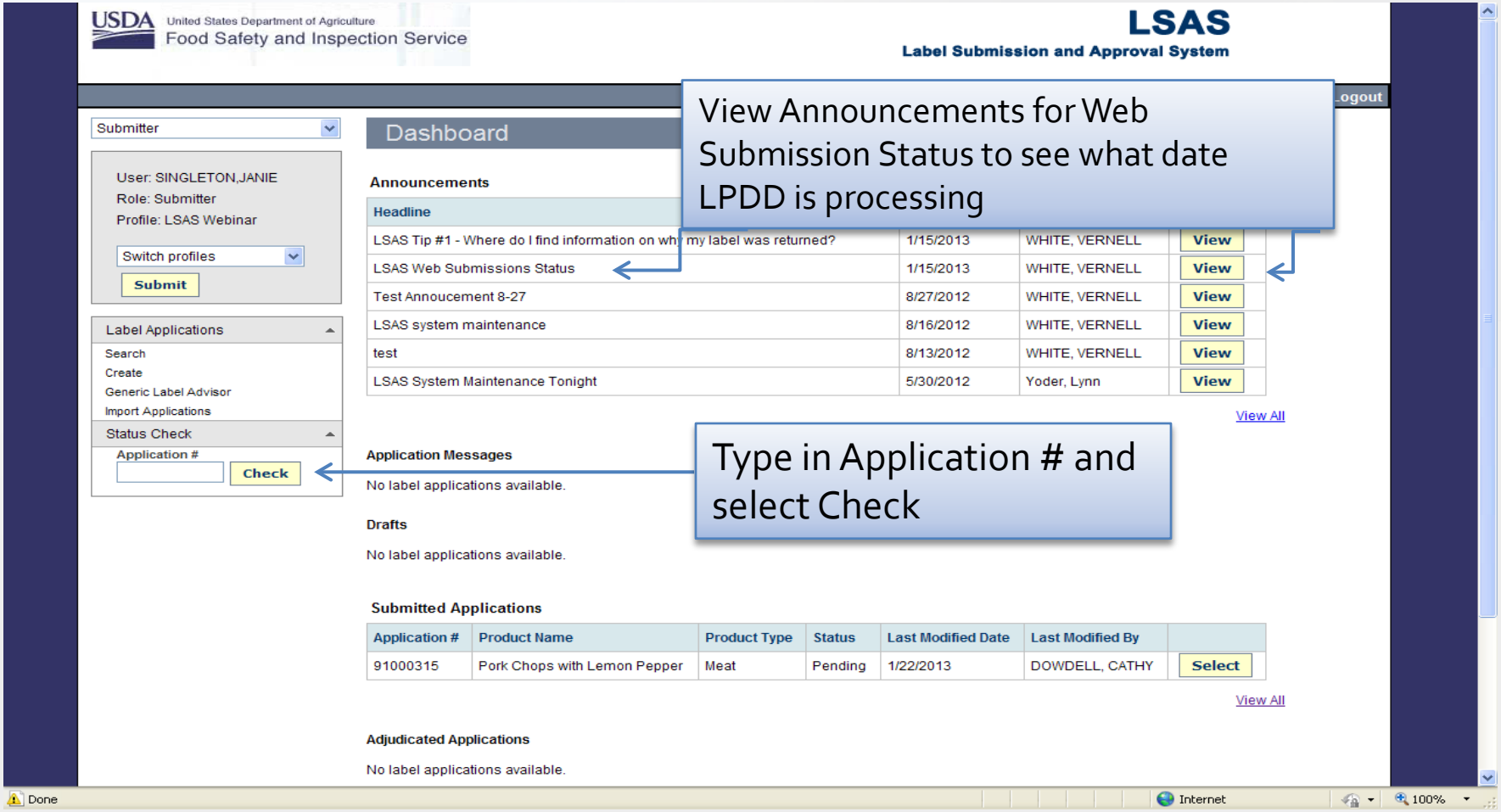
Dashboard Now Shows Submitted Application Pool



Status Check

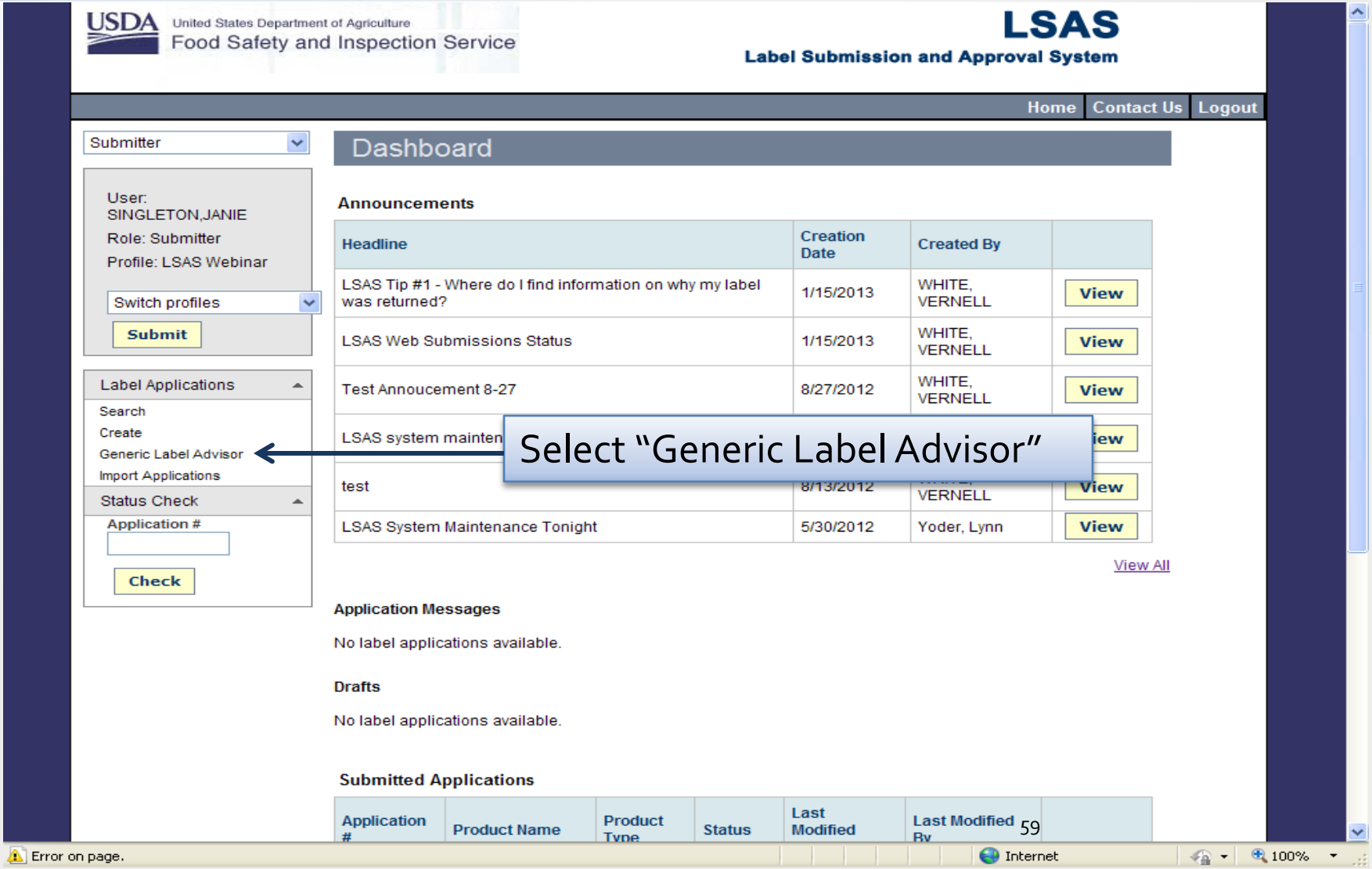


Status Check (Continued)

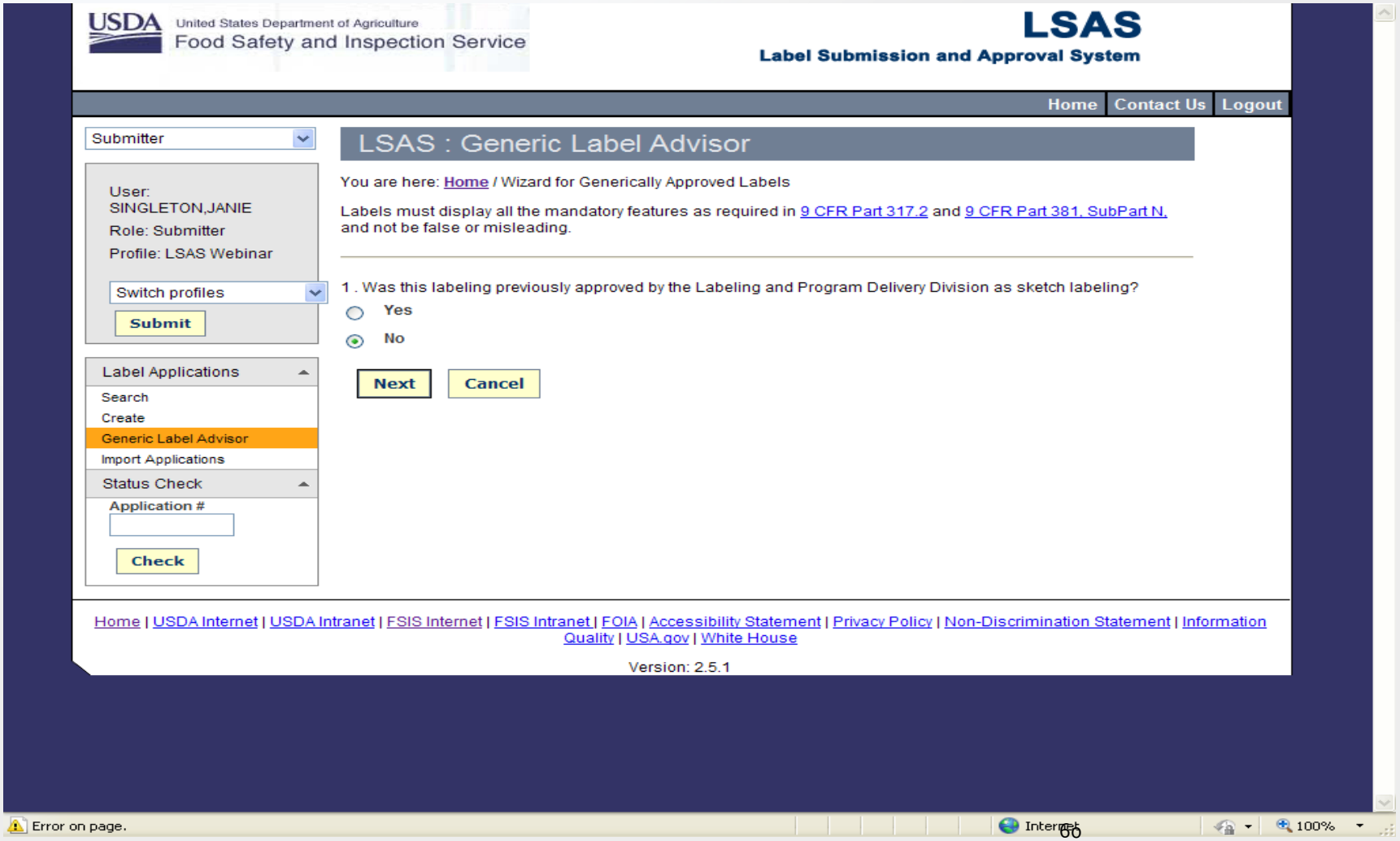


Generic Label Advisor

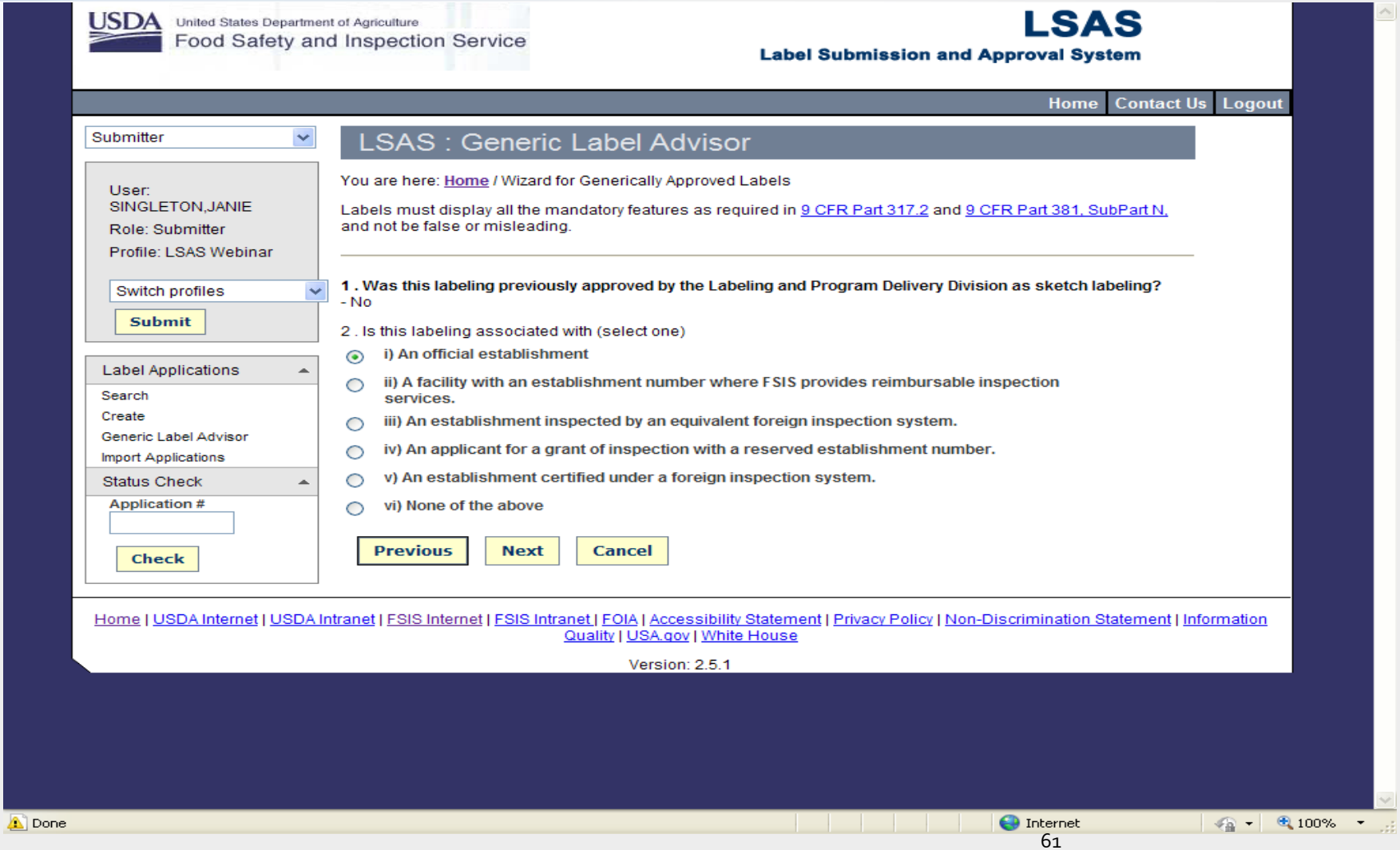
Select Generic Label Advisor



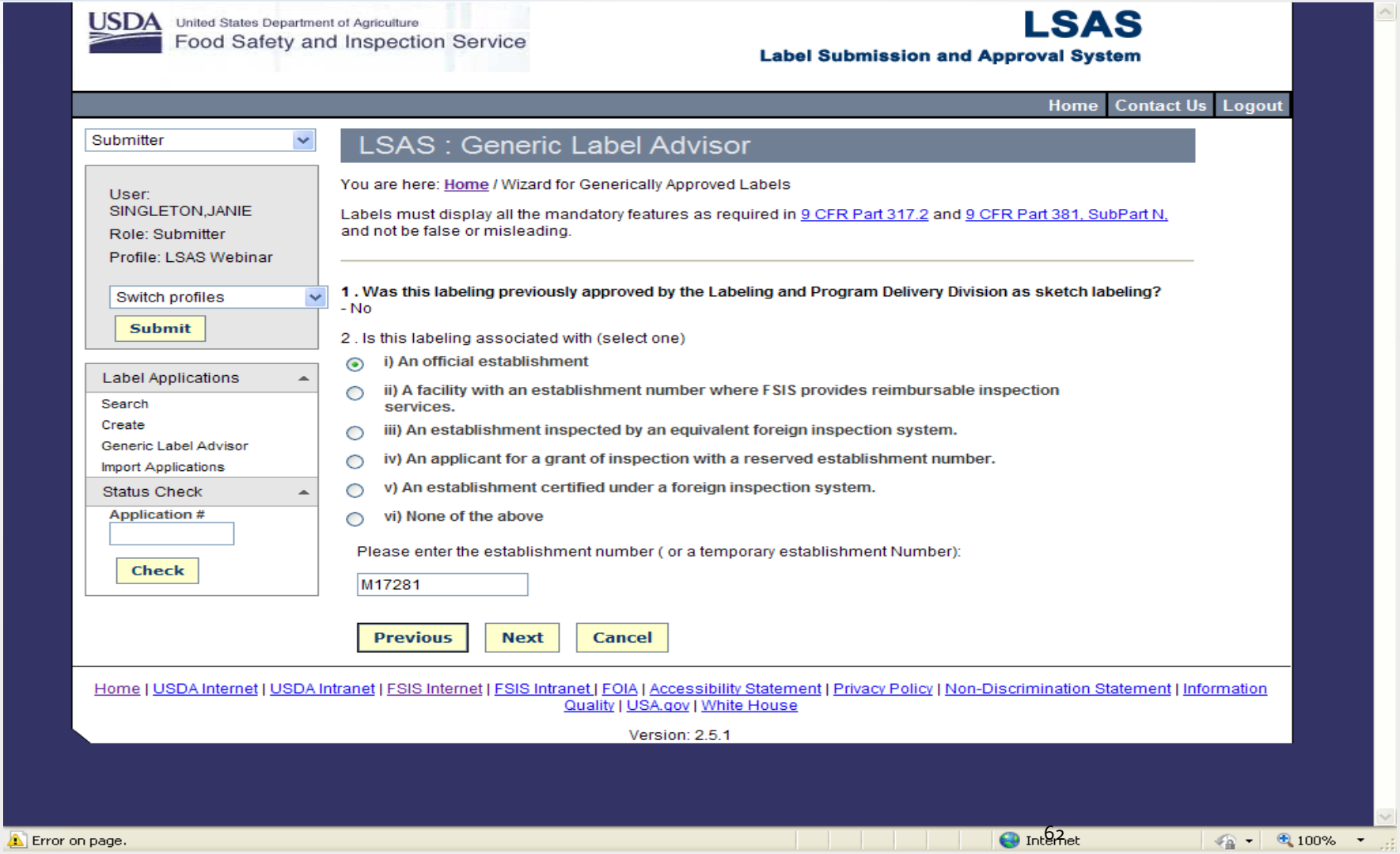
Stepping through a series of questions



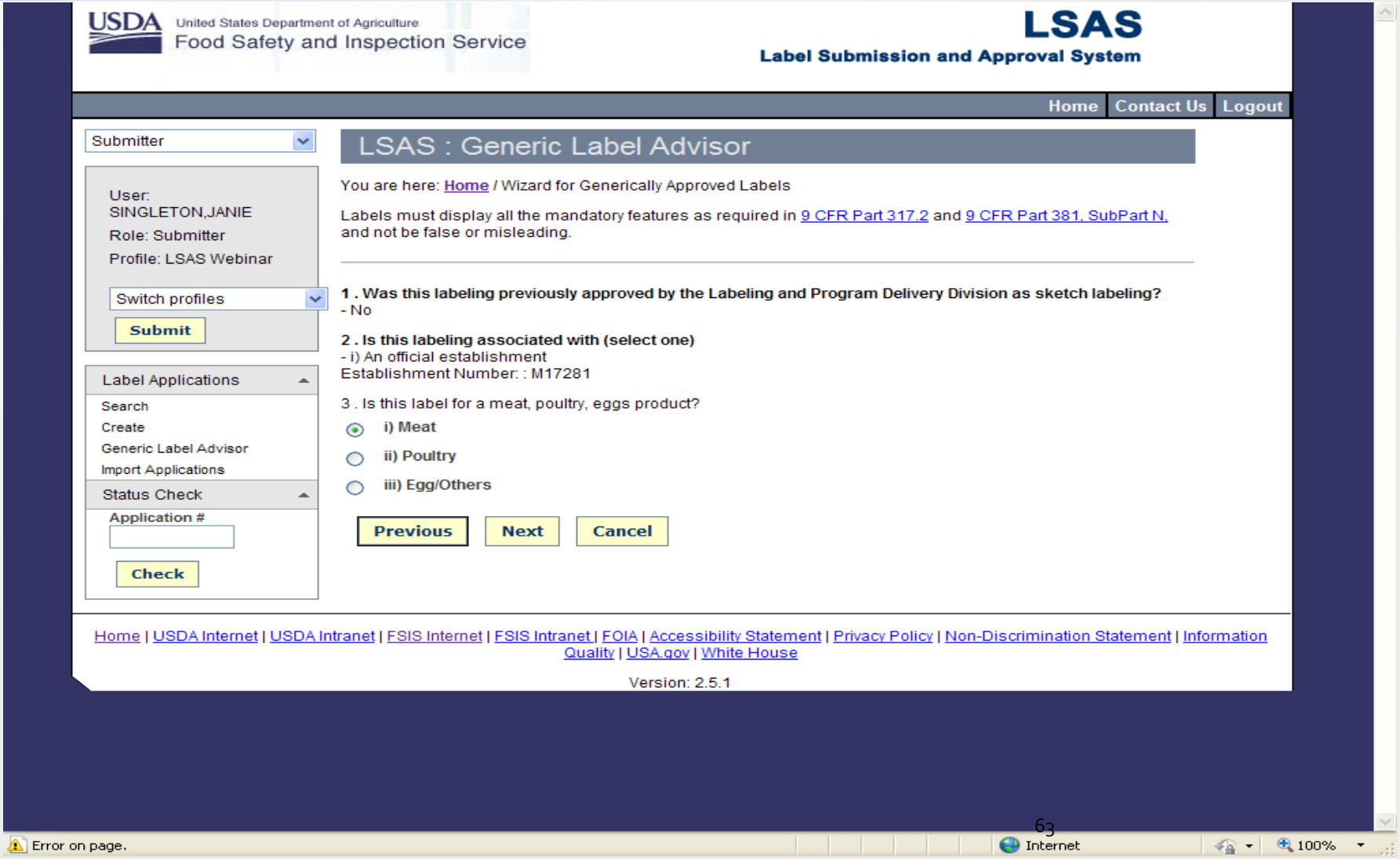
GLA – (Continued)



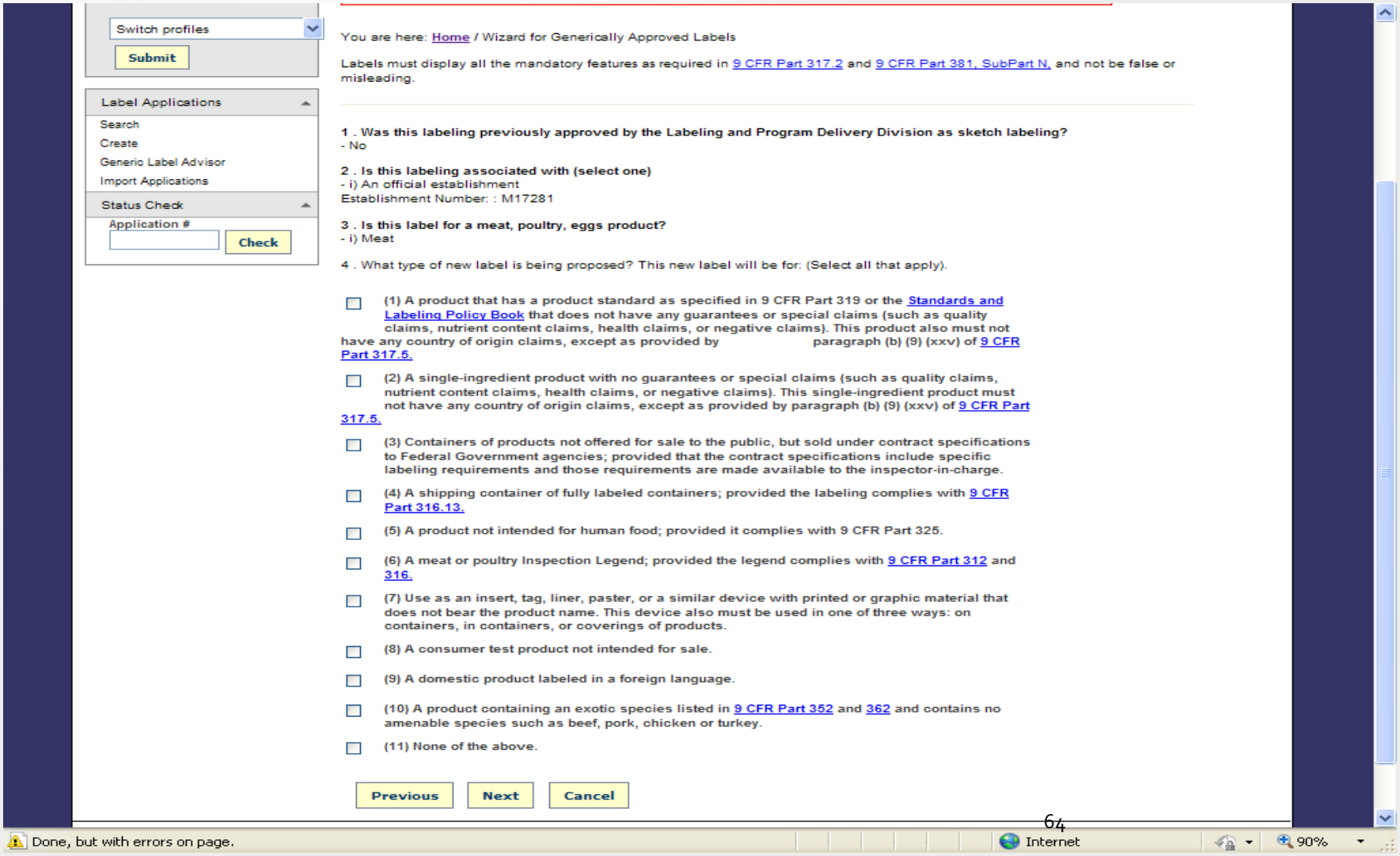
GLA – (Continued)



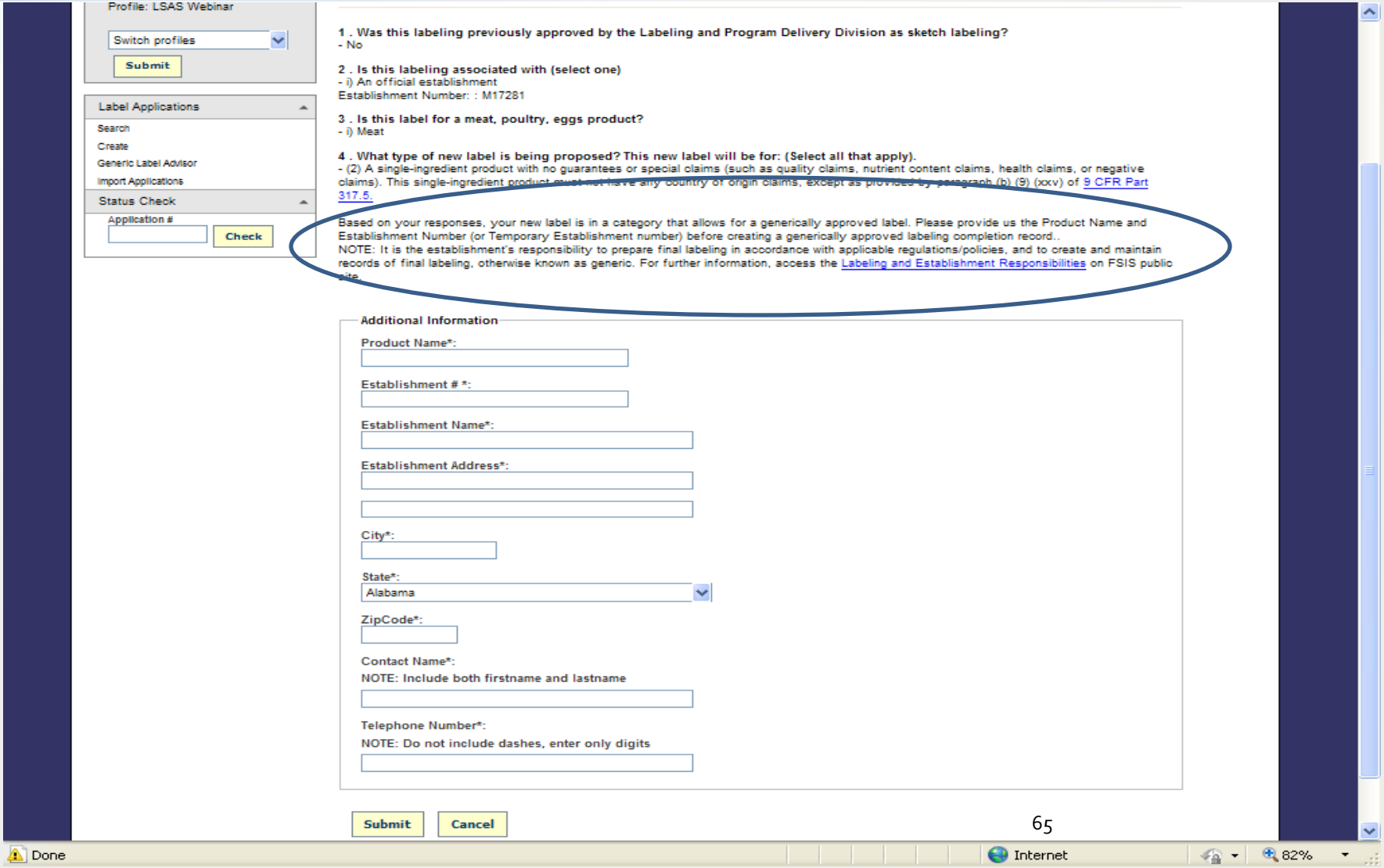
GLA – (Continued)



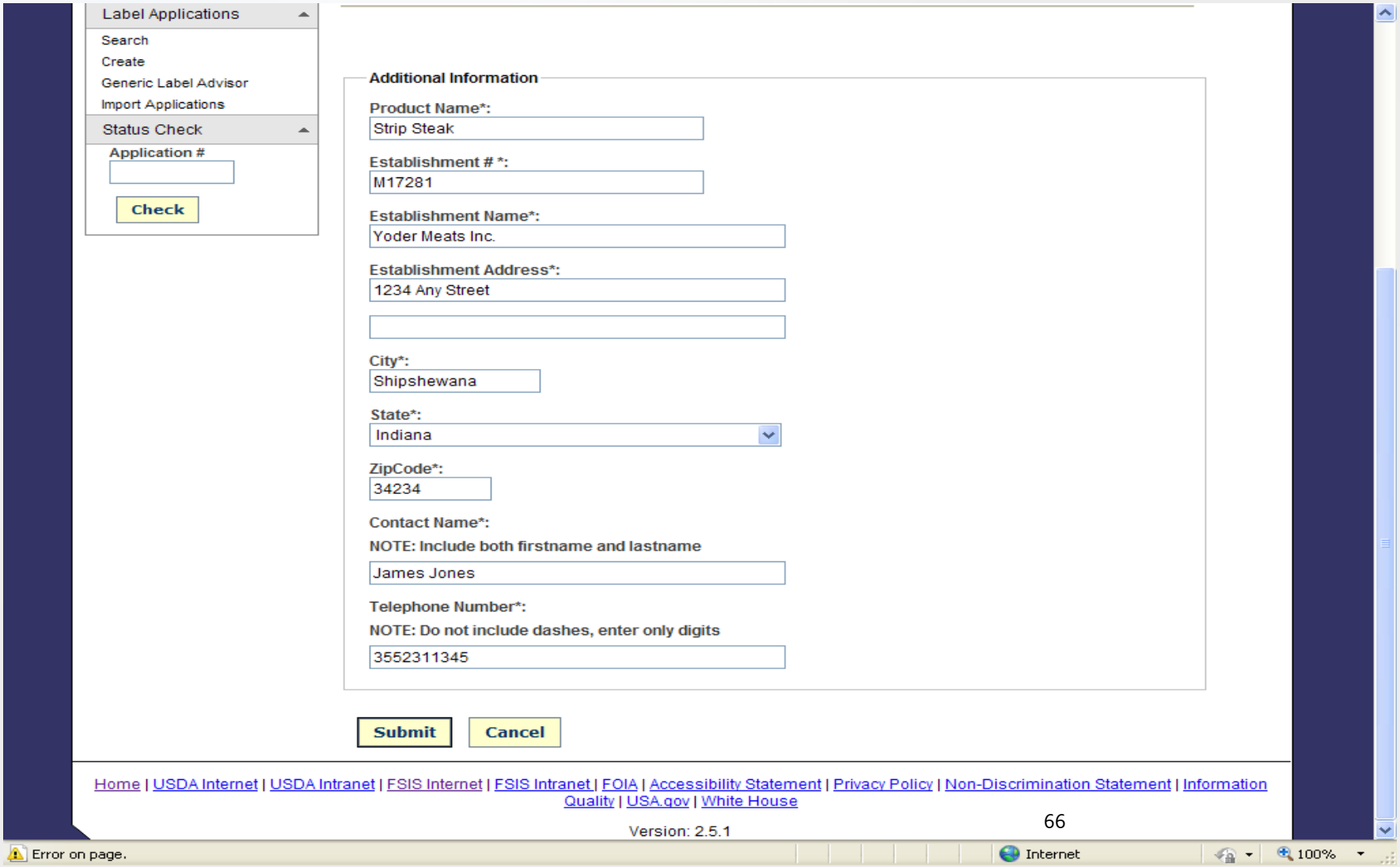
GLA – (Continued)



GLA - Completing Certificate Information



GLA – Completing Certificate Information (Continued)



GLA Confirmation – Certificate Number

USDA United States Department of Agriculture
Food Safety and Inspection Service

LSAS
Label Submission and Approval System

Home | Contact Us | Logout

Submitter

User:
SINGLETON,JANIE
Role: Submitter
Profile: LSAS Webinar

Switch profiles

Submit

Label Applications
- Search
- Create
- Generic Label Advisor
- Import Applications

Status Check

Application #

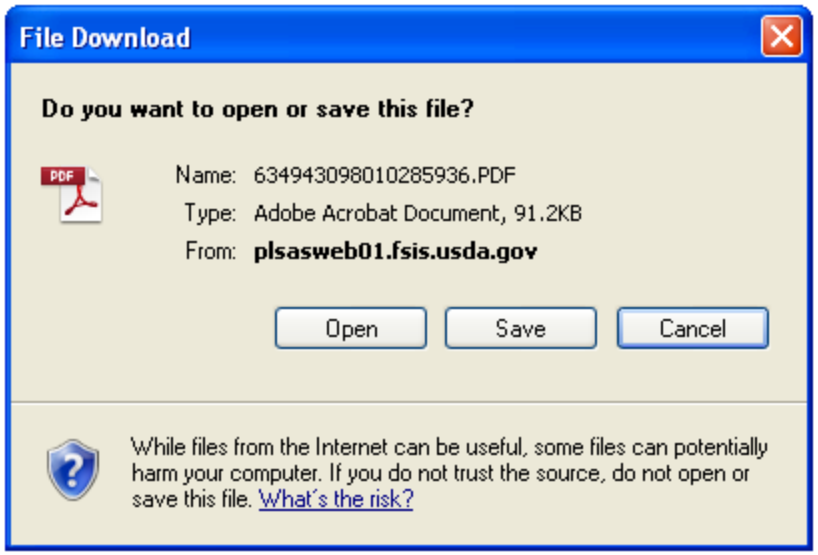
Check

Generic Label Application Confirmation

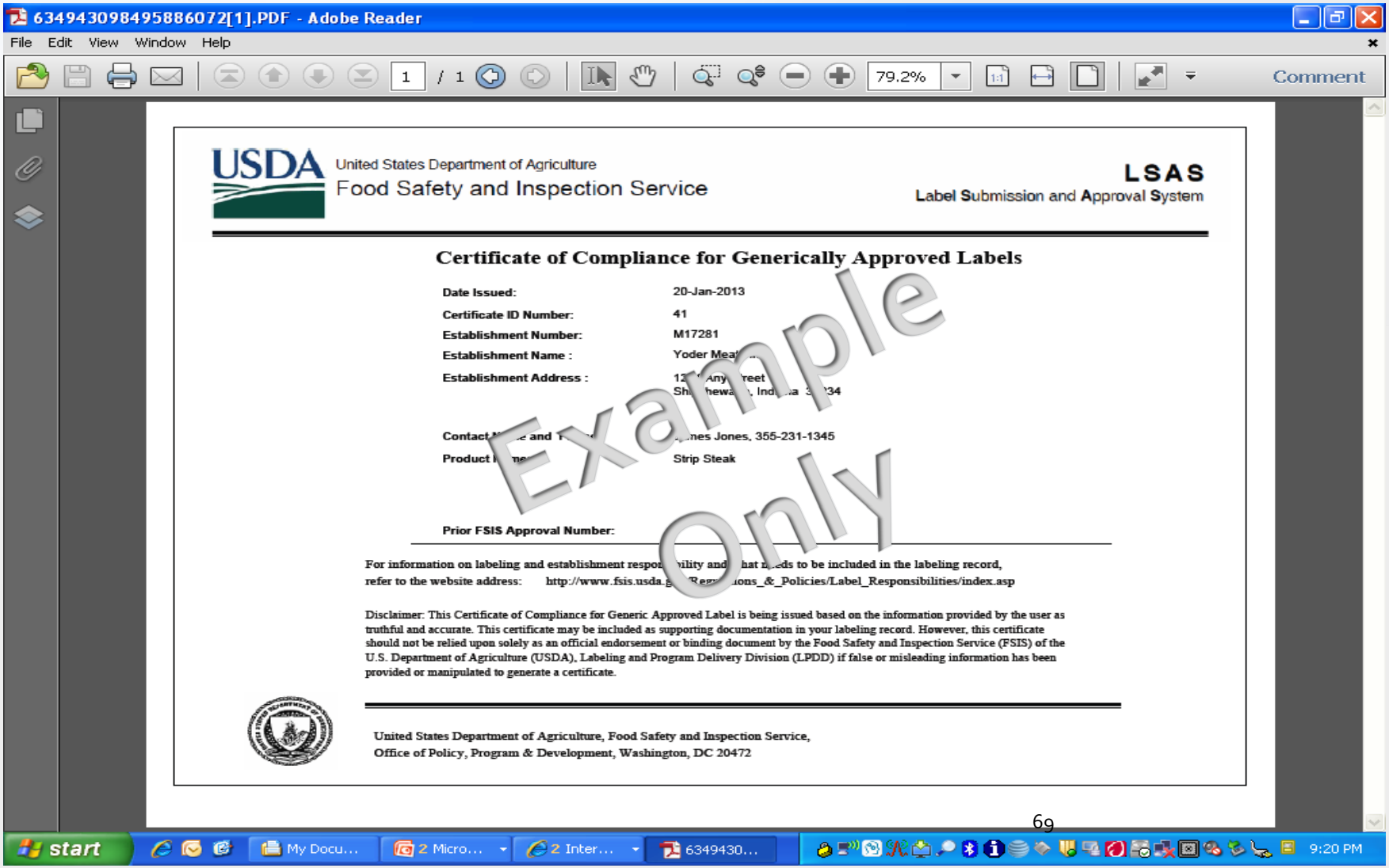
Please download your generically approved label confirmation certificate.

Certificate number: 41

Download Certificate



Certificate of Compliance for Generically Approved Labels



United States Department of Agriculture
Food Safety and Inspection Service

LSAS
Label Submission and Approval System

Certificate of Compliance for Generically Approved Labels

Date Issued:	20-Jan-2013
Certificate ID Number:	41
Establishment Number:	M17281
Establishment Name :	Yoder Meats Inc
Establishment Address :	12[illegible] eet Shi[illegible]ewa[illegible] Indi[illegible] 3[illegible]
Conta[illegible] and Ph[illegible]	James Jones, 355-231-1345
Product[illegible]ame:	Strip Steak
Prior FSIS Approval Number:	

Example Only

For information on labeling and establishment resp[illegible]sibili[illegible]nd what needs to be included in the labeling record, refer to the website address: http://www.fsis.usda.gov/Regulations_&_Policies/Label_Responsibilities/index.asp

Disclaimer: This Certificate of Compliance for Generic Approved Label is being issued based on the information provided by the user as truthful and accurate. This certificate may be included as supporting documentation in your labeling record. However, this certificate should not be relied upon solely as an official endorsement or binding document by the Food Safety and Inspection Service (FSIS) of the U.S. Department of Agriculture (USDA), Labeling and Program Delivery Division (LPDD) if false or misleading information has been provided or manipulated to generate a certificate.

United States Department of Agriculture, Food Safety and Inspection Service,
Office of Policy, Program & Development, Washington, DC 20472

Additional Resources

- LPDD Labeling Guidance:
  http://www.fsis.usda.gov/About_FSIS/labeling_&_consumer_protection/index.asp
- Child Nutrition (CN) Labeling Program:
  http://www.fns.usda.gov/cnd/cnlabeling/default.htm
- Industry User Guide:
  http://www.fsis.usda.gov/PDF/LSAS_Industry_User_Guide_052112.pdf
- Generic Labeling:
  http://www.fsis.usda.gov/Regulations_&_Policies/Generic_Labeling/index.asp

Additional Resources (Continued)

- LSAS Administrator:
  LSAS@fsis.usda.gov or lynn.yoder@fsis.usda.gov

- askFSIS:
  http://askfsis.custhelp.com/