



# INSTRUCTIONS FOR PREPARATION OF FSIS FORM 7234-1

*Note: The following instructions should be typed unless otherwise noted.*

## A. PREPARATION OF APPLICATION

Submit two copies for each label application. One additional copy is needed for Foreign, Child Nutrition, Animal Production, or Organic Claims.

## B. SUBMISSION OF LABELS

Sketches: Self Explanatory. (See 9 CFR 317.4 & 381.132)  
Temporaries and Request for Extension. Actual label or color litho take off to be used. Quantity to Submit: Same as application (See above).

## C. FOREIGN LANGUAGE

Labels printed in foreign languages must be accompanied by English language translation.

## D. ASSEMBLY OF APPLICATION

Staple, with 1 staple only, page 1, page 2, etc., one copy each. Staple all copies of label to the back of application forms. If only page 1 is used, staple all copies together. Use as few staples as possible. *(Do not use paper clips).*

## E. MAIL COMPLETE APPLICATION TO:

USDA, FSIS, OPPDE, Labeling and Consumer Protection Staff  
1400 Independence Avenue, SW  
Room 614 - Annex Building  
WASHINGTON, DC 20250-3700

*The following instructions relate to numbered items on form.*

1. If using an Agent, provide the company name, address, and telephone number, otherwise leave blank.
- 2 & 3. Leave blank, for USDA use only.
4. Establishment No./Foreign Country (if applicable) - Self Explanatory.
- 5a. Name of Product. Use common or descriptive product name, i.e., "Frankfurter, Cereal Added" or "Meat Patties in Gravy." *(Do not use trade brand names or coined names, such as "Joe's Corn Dogs" or "Joe's Sloppy Joes.")* If coined names such as "Corn Dogs" are used, also show true product name, such as "Batter wrapped Wiener."
- 5b. Provide HACCP process category for the product. See 9 CFR 417.2(b) (1), Example, Heat Treated - shelf stable, Not heat treated-shelf stable etc.
- 6a & b. Type of Approval Requested. If temporary approval or extension, insert number of days requested and number of labels on hand. If previous approval, attach copy of application and label. Include specific reason(s) why requesting a temporary or extension and include information required in 9 CFR 317.4(f) (1) or 381.132(f) (1) on a separate sheet of paper. If using the electronic version of this form, use the continuation sheet. Be sure to include product name and block item.

- 7a. Area of Principal Display Panel (PDP). The PDP is the entire side of the package to which the label is affixed. See 9 CFR 317.2 (d) and 381.116 (b).
- 7b. Total available labeling space in square inches for entire package.
8. Product Formula. List the ingredients by percent or weight in order of their predominance. If product consists of several components, e.g., a frozen dinner, list each component separately and indicate the percentage or amount of each component in the product. If additional space is needed, complete a separate sheet of paper. If using the electronic version of this form, use the continuation sheet. Be sure to include the product name and number of the block item. Express all ingredients in the same units, i.e., do not list some in pounds and others in ounces.

***Check whether weight or percent is used. It is preferred percentages be used, and the total must equal 100 percent. If weights are used, show in pounds, kilograms or grams. (No gallons, pints, cups, teaspoons, etc.) The total must equal the weights of the individual units. (Example: Crust + Cheese + Sauce + Meat = Total net weight of unit.)***

DO NOT use fractions. Express as decimals carried to two places, Example: 1-1/4 lbs., show as 1.25 lbs. Example: 3/4 lbs., show as .75 lbs.

9. Processing Procedures. Poultry Products provide complete processing procedures as required in 9 CFR 381.134. Meat Products provide complete processing procedures as required. Note: Approval of the sketch does not convey approval of the processing procedures. If additional space is needed, complete a separate sheet of paper. If using the electronic version of this form, use the continuation sheet. Be sure to include the product name and number of the block item.
10. Name and Address of Firm. Insert Firm's name and mailing address. Use 2 letter symbol for State. Show postal zip code.
11. Signature and Date of Applicant or Agent. To be signed and dated by the applicant or agent representing the official establishment or plant.
12. Conditions Applying to Use of Label or Device. Leave blank, for USDA use only. *(Any condition, modification or remarks applied to the application when approved are conditions governing use of the approved devices.)*

**CONTINUATION SHEET FOR APPLICATION FOR APPROVAL OF LABELS,  
MARKING OR DEVICE (FSIS 7234-1)**

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PRODUCT NAME

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This sheet is being used for additional information required in Block: \_\_\_\_\_