**NCPA REQUEST for APPROVAL OF NEW FOOD PRODUCTS**

**The deadline for submitting NEW Food Product Approval requests for the next bid period is June 30th**

Samples for New product Sponsor testing must be delivered to the Sponsor by April 30 and testing completed by May 31.

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| Manufacturer Name:  | Contact Name for Inquiries concerning this submittal: |
| Brokerage Name: | Contact Name/E-Mail/Phone for Obtaining Product Samples: |
| Date Submitted:  | “Sponsor” Information (Contact Name/School District Name):  |

* **Manufacturer is responsible for securing a Sponsor school district for their new product.**
* Manufacturer agrees to provide sponsoring district samples between September 1 and April 30 for student testing at no charge.
* **Sample cases for student testing must be off the production line in original sealed and labeled case. If frozen, product must be received in a solid frozen state.**
* **Products that score 85% or better may be submitted to the NCPA Board for consideration.**
* **Submit one (1) new product per form.**
* **Include all codes and flavors for products with multiple flavors (muffins, cookies, juice etc.) on the same form.**
* **Manufacturer agrees to bid direct to the NCPA on the Direct to Manufacturer Bid.**
* **Manufacturer agrees to provide product to all NCPA distributors.**
* **Manufacturer agrees to publish product information to the GDSN and to 1FS database.**
* **There is not a limit to the number of products that may be submitted during a year.**

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| **pRODUCT dESCRIPTION**  | **Brand Name** | **manufacturer COMMERCIAL Product code# And GTIN#** | **Pack SIZE** | **servings per case** | **approx. commercial cost per serving** | **Test SCore**  |
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**REquired Product Documentation CheckList**

**This request form should be the first page of a PDF with product documentation organized as closely as possible in the order below.**

**Vendor to enter Yes/No for each document included with your submittal.**

**Yes/NO FOOD AND GROCERY PRODUCTS**

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|  | Completed Request for Approval Form |
|  | Product Specification Sheet(s). \*To assure that each specification sheet is the most current and accurate, it should be reviewed, **signed and dated by an authorized representative no earlier than one month prior to the submittal date** of this request. Product Specification Sheets should include: |
|  |  Manufacturer’s name and product code # and GTIN |
|  |  Weight of serving and number of pieces per serving |
|  |  Product weight and number of servings per case/unit |
|  |  How product is stored and length of time |
|  |  Complete Ingredient Listing |
|  |  Allergen Information |
|  |  Nutrition Facts or Nutrition Analysis for one portion |
|  |  CN label or Product Formulation Statement (if applicable) |
|  |  Photo of prepared product and/or individual package if IW. If photo in PDF is not clear, include photo that can be used in a PowerPoint presentation as a separate attachment. |
|  |  Copy of SEPDS (if product can be processed) |

**DIRECTIONS FOR COMPLETING SUBMITTAL:**

* **Create a SINGLE PDF file of Required Documentation listed above. Name the PDF file as follows: Brand, Product Code and Brief Description: Example: *SPAM 7007 LF Pork Loaf***
* **DO NOT include unnecessary pages or graphics.**
* Scan and e-mail to **cindy.hobbs@dpi.nc.gov****. *Use the Following Subject Line format for sending one E-Mail per manufacturer: Manufacturer Name- New Product Request***