FOR SALSA AND HOT-SAUCE PRODUCERS

Get ready for your review.

Choose one product and one version. Type into the shaded fields, check what you have, and save a copy. Mark unknown or proposed information clearly.

01 Identify the product version

Product name

Formulation version

Version date

Intended sales and storage

Container material, size, and closure

02 Gather your starting information

- [ ] Every ingredient, its quantity and units, and the batch size.
- [ ] Relevant ingredient specifications or supplier labels.
- [ ] Process steps in order, equipment, and proposed production scale.
- [ ] Proposed label and storage information.
- [ ] Existing testing and earlier Process Authority documents, if any.
- [ ] Changes, substitutions, variations, and unanswered questions.

Follow the review provider's instructions before sending samples. This packet helps scope a review; it is not a state application submission list.

YOUR CONVERSATION / YOUR NEXT ACTION

Leave with a clear next step.

Use these questions to scope the review. Record who will follow up and when. Keep the reviewed formulation, process, and packaging information together.

03 Ask the review provider

- [ ] Do you evaluate this type of product and process?
- [ ] What formulation and packaging information do you need?
- [ ] What services, fees, and timing should I expect?
- [ ] Are samples needed? What preparation and shipping instructions apply?
- [ ] Which products, versions, and sizes will this review cover?
- [ ] What changes require another review?

04 After the review

- [ ] Confirm the product, formulation, package, and process covered.
- [ ] Ask about critical factors, checks, records, and open questions.
- [ ] Confirm applicable training, registration, filing, and agency requirements.

Next action / questions for the reviewer

Who will handle it?

When will you review it?

Applying in Colorado? The acidified-food section requires a training certificate, product-specific process control letters, and evidence of FDA process filing.

See Colorado application guidance

This checklist does not classify a product, establish a scheduled process, or authorize production. The qualified reviewer establishes the scheduled process.