New Mexico State University
Food Safety Laboratory
PO Box 30003, MSC 3BF, Las Cruces, NM 88003
Phone: 575-646-7352

Process Review Information

Date

Address

Product

Product Name

Company Name

Contact Name

Telephone

Email

1. Product Information:

Please provide all of the following information for your product. The amounts must be measured by wieght (not fluid ounces, cups, or other volumes). pH does not need to be taken for dry goods.

Ingredient	Brand	Form (canned, fresh, dried, etc.)	Weight	Unit (lb, oz, kg, g)	pH
		Total Weight			

2. Processing Loss/Gain:

This is required for all Nutrition Facts Panels

Measure the combined weight of all ingredients before processing and then measure the weight of the entire batch after processing has been completed.

Weight of product before processing: _____ ◯ grams ◯ ounce-weight ◯ kg ◯ Lb

Weight of product after processing: _____ ◯ grams ◯ ounce-weight ◯ kg ◯ Lb

3. Process Information:

Write a detailed description of your process. Clearly separate and number each step in the preparation of your product. Include temperatures, cooking time, pH measurements (when necessary), storage, and labeling. Is the product refrigerated? Is it labeled "Refrigerate after opening"?

4. pH of Product

Before Acidification:

At room temperature, measure the pH of your raw product (the product before acidification). For acidified products, measure the pH of the low-acid component(s) (i.e. the ingredients having a pH value greater than 4.6).

Equilibrium:

At room temperature, measure the pH of your product (24-48 hours after processing).

Three different pH measurements should be taken for each to obtain an average.

Before Acidification	#1	#2	#3	Average
pH				0.00

Equilibrium	#1	#2	#3	Average
pH				0.00

5. Container Information

Measure the dimensions of each container in inches and sixteenths. Measure the largest diameter of jars. The measurement should be made from the outside edge of the container. For each container size, give the capacity in ounces, gallons, milliliters, or other. Provide the weight of product added to each container. For countable products (tortillas, cookies, etc.) provide the count in each container.

Container No.	Diameter or Length (inches + sixteenths)	Height or Width (inches + sixteenths)	Capacity (oz, gal, mL, other)	Product Amount (weight & count)

6. Laboratory Contact Information

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