



# **User Guide**

## **for Industry**

### **Label Submission and Approval System (LSAS)**

*Revision: 1.3*

*United States Department of Agriculture  
Food Safety Inspection Service (FSIS)*

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# 1 INTRODUCTION

## Purpose and Scope

This document describes the features and capabilities of the United States Department of Agriculture's (USDA) Food Safety and Inspection Service (FSIS) Office of the Labeling and Program Delivery Division (LPDD) Label Submission and Approval System (LSAS).

The *LSAS User Guide for Industry* provides detailed, role-based step-by-step instructions about performing all industry tasks within LSAS. It is recognized that personnel who use LSAS are highly trained and experienced in their jobs, and as such, this resource does not provide instruction on job requirements other than those directly involving entering data and working directly with LSAS. This document does provide detailed instructions on the use of LSAS.

## Audience

The *LSAS User Guide for Industry* is designed for all food safety industry members who support the United States Department of Agriculture (USDA) Food Safety and Inspection (FSIS) staff in the management of food safety. Users include preparers, plant managers, agent, and label consultant.

## Organization of the User Manual

This guide is separated into sections to provide you with an organized approach to describe the major components involved with the software and their necessary requirements for system use. A general description of each section included in this document that describes the LSAS features is listed in Table 1-1.

**Table 1-1: User Guide Section Overviews**

Section	Name	Contents
1.0	Introduction	This section provides a high level brief overview of the system and general information and conventions in this user guide.
2.0	System Capabilities	This section provides a brief overview of the system and its capabilities, describes the purpose of the application, and provides an overview of the system’s capabilities, its functions, and operation.
3.0	System Requirements, Login, and Profiles	This section provides login instruction for LPDD /AMS staff and provides a general overview of each role’s Homepage.
4.0	LSAS User Interface	General introduction of the LSAS user interface.
5.0	LSAS Menus and Functions	This section provides general description instructions on using common functionalities in LSASLSAS Generic Label Approval (GLA) widget.
6.0	Generic Label Advisor (GLA)	This section provides a description and instruction using the GLA.
7.0	Label Submission	This section describes the submission process.
8.0	LSAS Search	This section describes the LSAS Search functionalities.
Appendix	A, B, C	Glossary and Instructions for Forms 7234-1 and 8822-4

## Primary Business Function

The Label Submission and Approval System (LSAS) is a web-based software application that integrates and implements an electronic label application process for establishments to submit label applications. LSAS allows LPDD personnel to view, evaluate, and adjudicate all electronically submitted Label Application Packages (LAPs) and Appeal Packages (AP) efficiently and accurately. Industry users will be able to check on the status of their application via their web-browser without calling LPDD. Also, the submitter can utilize the Generic Label Advisor to determine whether an application can be generically approved.

The industry users that will be accessing LSAS include establishments, expeditors, label consultants, and small businesses. To use LSAS, all users are required to have an eAuth user ID and password. Users of LSAS will be required to have a USDA Level 2 eAuthentication account to access the system. USDA eAuthentication (eAuth) is the system used by USDA agencies to enable FSIS staff, customers, and contractors to obtain accounts that will allow them to access USDA Web applications and services via the Internet.

## Document Conventions

The following conventions are used in this guide:

- **Bold** text indicates the names of menus, menu options, and buttons.
- Courier font indicates text for you to type verbatim.
- **Notes** provide additional clarification or explanation.
- **Tips** provide ideas or hints that help you through a data entry form or process.
- **Warnings** represent a potential problem or a serious issue. The information in warnings will help you prevent the loss or damage of data, processes, software, or hardware.

## Recommendations

- Avoid using your browser's buttons to navigate within LSAS. It is recommended to use LSAS buttons to navigate between pages.
- Save your work periodically. Safeguards, put in place by USDA, close applications and log you out of them after a period of inactivity.
- LSAS makes use of messaging and comments fields for communications between LPDD and external industry users.

## Acronyms and Abbreviations

This section provides a glossary of all acronyms used in this manual.

**Table 1-2: Acronym List**

Acronym	Definition
AP	Appeal Package
AMS	Agriculture Marketing System
EC	Extraordinary Circumstances
FSIS	Food Safety Inspection Service
GLA	Generic Label Advisor
GUI	Graphical User Interface
LAP	Label Application Package
LPDD	Labeling and Program Delivery Division
LSAS	Label Submission and Approval System
OCIO	Office of the Chief Information Officer
OPPD	Office of Policy and Program Development
OPEER	Office of Program Evaluation, Enforcement and Review
PDF	Portable Document Format
USDA	United States Department of Agriculture
XML	Extensible Markup Language

## Notes

Throughout this guide, there will be many label application examples used. The author has gone through great effort to minimize the possibility of using branded names, establishment numbers, approval numbers, and any other relevant 7234 information. If such match should occur, then it was purely coincidental.

## 2 SYSTEM CAPABILITIES

The United States Department of Agriculture (USDA) Food Safety and Inspection Service (FSIS) Labeling and Program Delivery Division (LPDD) 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.

The Label Submission and Approval System (LSAS) is a web-based software application that integrates and implements an electronic label application process for establishments to submit label applications and appeals. Through LSAS, LPDD personnel will view, evaluate, and adjudicate all electronically submitted Label Application Packages (LAPs) and Appeal Packages (AP) efficiently and accurately. The adjudicated label applications results and status will appear on the users homepage. Using LSAS, LPDD will be able to process label applications more efficiently.

The required functionalities for this system includes submitting label application via web, querying the label status and information, downloading LAPs and supporting documents to a portable format, and exporting search results to a spreadsheet of submitted LAPs. The LSAS application serves as a searchable database when seeking information about products or establishments. Label information includes product identification, special claims, processes, geographical origin claims, guarantees, net weight, ingredient list, species identification, and nutritional information. LSAS provides a central tracking system for establishments and LPDD leadership. To a certain extent, LSAS replaces almost all paper- and email-based processes.

### Purpose

The LSAS application will provide the industry the following benefits:

- Establishments will be able to submit applications and supporting materials via the Internet.
- Utilize the Generic Label Advisor for previously approved labels.
- Establishments and LPDD will be able to check on a LAP/AP application's status via the Internet for applications submitted electronically.
- Data from the FSIS 7234 label application form will be stored in a central electronic database that can be electronically queried and reported. The information which can be queried include ingredients, processes, special claims, and other specific label related information.

This guide will provide detailed instructions for performing label application submission tasks and others, as listed above.

## **Roles**

LSAS is a role-based system. When users access LSAS, the functionality and data to which they have access is dependent on their role and assignments in LSAS. There are various classes of users who will interact with LSAS. Factors that define a user class include responsibilities, skill level, work activities, and mode of interaction with the system. The role that you are associated within LSAS determines the permissions that you have in LSAS. The options available on the left side, Navigation Panel, of LSAS' Home page and the functions you can access vary based on your LSAS role. LSAS provides "Submitter" role for Industry users.

User authentication (login and logout) is the foundation of LSAS' role-based access. Each user's screen display, privileges and the scope of functionality is based on their specific work assignments, responsibilities, and role within LSAS.

### **Assumption**

Users of LSAS will be required to have a USDA Level 2 eAuthentication account to access the system, depending on the type of access required. USDA eAuthentication (eAuth) is the system used by USDA agencies to enable FSIS staff, customers, and contractors to obtain accounts that will allow them to access USDA Web applications and services via the Internet. eAuth confirms a person's identity and authorization identifies the person's user permissions. The LSAS application will leverage the USDA eAuthentication Service.

## 3 LSAS System Requirements, Login, and User Profile

### Initiate Operation

#### Preparation of Function Inputs

Verify you have, or obtain these items prior to using this LSAS feature:

- A working internet connection
- User access rights to LSAS
- Adobe Reader

The LSAS web application does not require you to install or download any tools in order to use LSAS. LSAS resides on the FSIS network. You may open LSAS through navigating to it through the Start menu and to LSAS icon by pointing your web browser to <https://lsas.fsis.usda.gov>.

### Terminate and Restart Operation

Closing LSAS is performed through closing a web browser by clicking the  button or using the **Log Out** button on LSAS' Homepage.

## Initiate Log-in Operation

Access to LSAS is controlled by the USDA’s eAuthentication (eAuth). To access LSAS, direct your browser to <https://lsas.fsis.usda.gov>. Your browser will be re-directed to eAuth and the following screen will appear.



**Figure 3-1: eAuthentication Page**

When the user clicks the “I Agree” button the eAuth Single Sign-on screen is presented.



Quick Links

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

Administrator Links

- ▶ Local Registration Authority Login

eAuthentication Login

User ID:  **User ID is a required field**  
[Forgot your User ID?](#)

Password:   
[Forgot your Password?](#)  
[Change My Password](#)

**Figure 3-2: eAuthentication Login Screen**

The user must provide an eAuth User ID and Password, and then click the “Login” button. After the user is authenticated by eAuth and authorized by the FSIS Security, the user is directed to the Enrollment Page. The user needs to select from a drop down menu the LSAS application. The user will be guided through several steps to complete the enrollment process. The process is completed by selecting “Finish.” The user will be directed immediately to the LSAS application, where they will be requested to set up a profile.

LSAS retrieves a list of LSAS-specific roles and permissions from FSIS. For each user login, LSAS is provided with the users roles, permission, and privileges and caches this information.

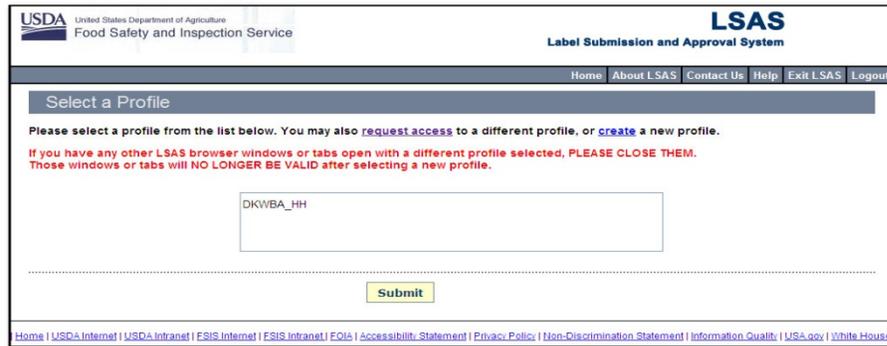
LSAS also performs concurrency checks to make sure that two users are not editing an application simultaneously or attempting to modify an application’s state simultaneously. LSAS will not allow users to access or modify label applications which belong to profiles which they have no access permission.

## LSAS User Profile

Once the user is granted access to LSAS, LSAS requests for the user Profile. Figure 3-3 illustrates the Profile page.

Profiles can be created by the user, all that is required is a name for the organizational or establishment. Organizational profiles are essentially label application containers. So, a user will always be logged in under a particular profile, and any label applications they submit while logged in under that profile belongs to that profile. It is possible to have more than one profile.

In order to continue to the LSAS Homepage, the user selects a profile in the selection field. Select the desired profile, and click on the **Submit** button. Next, **Confirm** your selection.



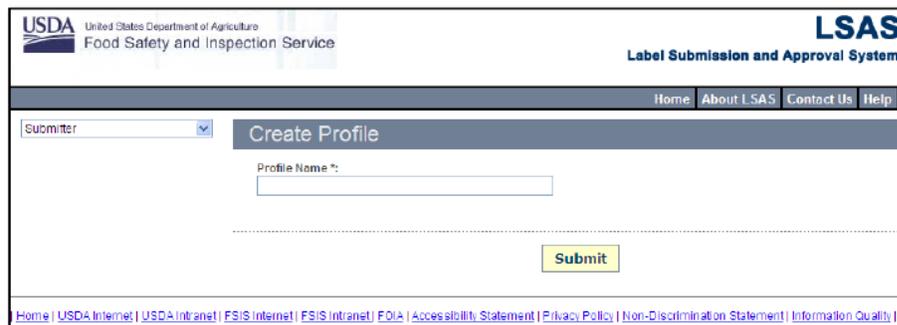
**Figure 3-3: LSAS Profile List**

After selecting the user Profile, LSAS opens to the LSAS Homepage. This is the user’s LSAS user interface from which the user will initiate their day-to-day activities in LSAS.

### **Create a New Profile**

If there are no user profiles to choose, then the user is requested to create a new profile. This usually occurs only the very first time a user logs into LSAS. Then, each time the user logs into LSAS the user will have a profile to select.

As mentioned above, all that is required is a name for the organizational or establishment profile.



**Figure 3-4: Create Profile**

1. Click on the [create](#) link as shown in Figure 3-3 or select Create new Profile from drop down list from left hand side after log in from the home page. Figure 3-4 opens.
2. 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, instead of a given name; e.g., Jane Doe. All profiles names

will be listed and visible to the public for selection to request access to a profile (see next section topic).

3. Click on the **Submit** button.
4. Review and click **Confirm** to submit the profile name.

LSAS confirms the creation of the new profile by displaying a **Submission Successful** message. You are prompted to click on the **created profile's dashboard** link to continue to your homepage. The Homepage will be empty; all pools will be empty, only the first time.

### **Request Access to a different Profile**

A submitted entity, such as an expeditor or corporation may create as many profiles as necessary to represent their establishments. If there are no user profiles to choose, then the user may create a new profile. This usually occurs whenever a user, usually a main contact person or corporate administrator, wishes to assign profiles to the different establishments associated with the parent corporation.

The process for requesting access to a different profile initiates with the submitter requesting access to a profile. He/she selects a profile from the list and submits the request. The submitter will not have immediate access to this profile until the profiles owner grants approval. The owner will approve/deny the request through the **Manage Users** functionality in the Profile Menu, see Figure 3-5. Additionally, the owner can grant approval to the submitter as an administrator or associate. Once approved, the original user/submitter will see the new profile, only after their next login.

- To initiate the request to access a different profile, click on the **request access** link on the Select a Profile page. The link can be found in the first sentence in Figure 3-3 or Select Request Access from the drop down list from the left hand side after login from the home page.

The **Request Profile Access** window appears as shown in Figure 3-5.

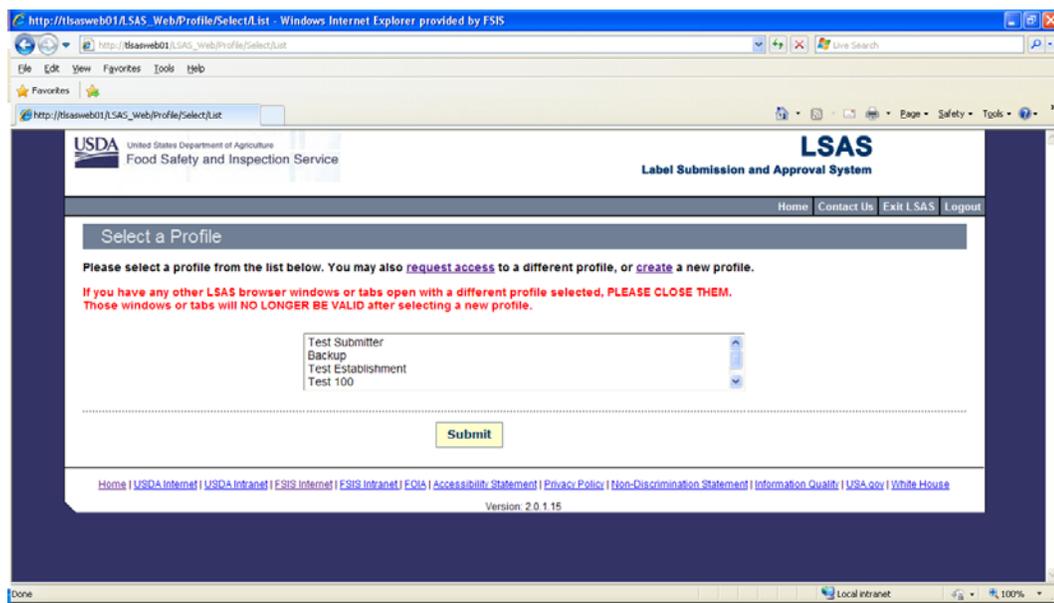
**Figure 3-5: Request Access Menu**

1. Select the profile and click on **Submit** for the request.
2. Click on **Confirm** to accept your selection. LSAS displays the **Submission Successful** screen. Once your request has been approved, your profile will become available on the Profile Selection screen, as shown in Figure 3-3.

## Switch Profile

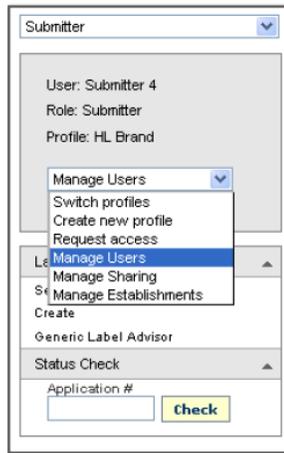
If the user has access to multiple profiles, then the user can switch between the profiles. If the user switches from one profile to another, then user has to save their work before moving on to the other profile, otherwise they will lose the updates. Once logged in as a Submitter, follow below to switch profiles.

1. Select **Switch Profile** from left hand drop down and click on **Submit**.
2. Select a profile and click on **Submit**. Please see figure below
3. Click on **Confirm** to accept your selection. LSAS displays the **Submission Successful** screen.



## Profile Users, Sharing, and Establishments

In the Homepage, the user has additional options to manage users, sharing, and establishments, as illustrated in Figure 3-6.



**Figure 3-6: User's Profile Options**

The **Manage User** option is especially valuable when an establishment wants to delegate additional resources for submitting or managing label application. An establishment's first-time LSAS user will generally be the initial contact person. This person will likely be the administrator of any any profiles associated with the establishment. It will be the establishment's responsibility to manage all users associated with that establishment, independently of LPDD.

Through LSAS' profile management function, the establishment's newly assigned administrator can easily add/assign other establishment resources as LSAS users. These users will be assigned an LSAS role as Associates within the establishment. Additionally in situation where the establishment farms out their label application process, the establishment administrator, using LSAS's profile tool, can create user profiles for agents/expeditors. Then, the establishment can share certain label applications with a designated agent/expeditor. Also, their LSAS privileges may have limited functionality.

The **Manage Sharing** option allows a user to share their applications with another user. As mentioned in the above paragraph, an establishment can share specific applications with their agent, once the agent has permission to access LSAS. Also, this Share option can be utilized by the personnel within LPDD. Typical situation could be when an LPDD user will be out-of-office and he/she can delegated the responsibility to another LPDD personnel.

The **Manage Establishment** option allows a user to add establishments to their profiles. For example, a major corporation will have multiple subsidiaries, so there will be need to create a separate profile for each of the subsidiaries. This options provides the establishment a way to include their establishment numbers. The establishment number and address is a required

field in the Form 7234. This allows LSAS to easily associate the user with their establishment numbers and address.

### **Manage Users**

A user can request access to a specific profile. The Requestor uses the Request Access function to ask for privileges to a LAP. Using the Manage Users option, the user receiving the request will grant the requestor approval or deny it. If approved, the requestor can be assigned as an Administrator or Associate. In Figure 3-7, if a user has requested access, the username will appear, and requestee will have the option to approve or deny.

Profile Users		
Administrator	Submitter 4	Email unavailable

**Figure 3-7: Profile Options - Manage User**

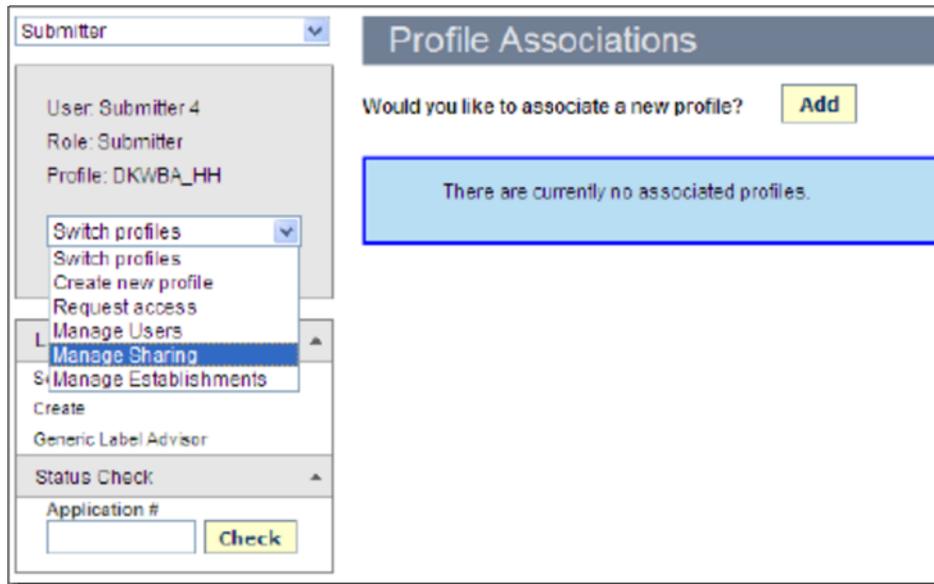
The following paragraphs define the Administrator's and Associate's role and responsibility:

**Administrator:** An administrator is the main contact person representing a company or establishment. The main role of the administrator is to grant access to users to LSAS within their organization, in addition to all of the associate's tasks.

**Associate:** An associate will be an LSAS user assigned by the organization's administrator to perform label submission tasks, including checking label status and view LAPs.

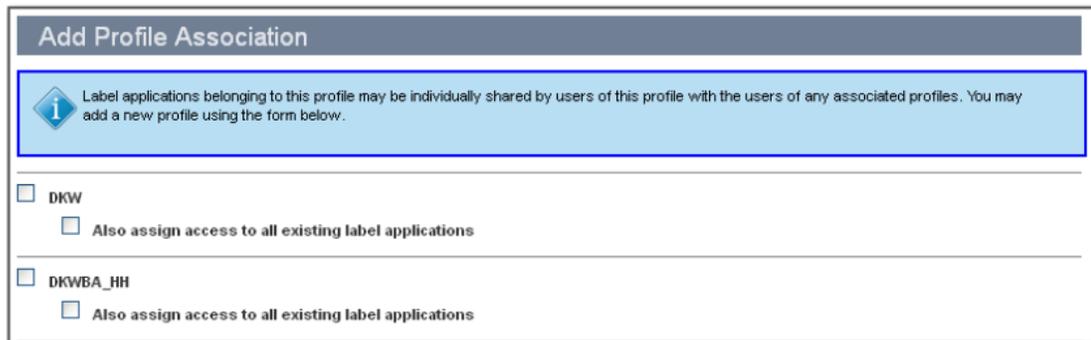
### **Manage Sharing**

The current user may associate label applications with another user. LSAS provides a method for accomplishing this action. Select the **Manage Sharing** option in the switch profiles pull-down menu. LSAS opens the **Profile Associations** screen, as shown in Figure 3-8. Currently, there are no associate profiles shown. The Add button is provided to open a list of all profiles created within the establishment.



**Figure 3-8: Profile Associations**

Figure 3-9 illustrates the list of available profile which the user can associate with. The user selects a profile and submits the request. Note that there is also the option to select ALL existing applications to the profile requested.



**Figure 3-9: Add Profile Association Menu**

To complete the Sharing function, click on **Submit** and **Confirm**. A **Submission Successful** message appears stating that selected profiles have been saved and LAPs may now be shared with the newly associated profile.

### **Manage Establishment**

As mentioned previously, LSAS provides the ability for establishments to add, update, or remove establishment data. The benefit of this function to the establishment is that they have the ability to add other establishments, i.e. subsidiaries, to LSAS, independently of LPDD. Hence, the establishments have full control of the user access to LSAS.

Establishments			
Would you like to add a new establishment?			
		Add Domestic	Add Non-Domestic
<hr/>			
HL Brand Co.	P12345	Update	Remove

**Figure 3-10: Establishment Screen**

LSAS provides separate functions to add either a domestic or non-domestic facility, as illustrated in Figure 3-10. Selecting either option opens text fields to enter name and address of the new establishment. If the establishment has a valid number there is a field for typing the number, otherwise there is a checkbox to mark that the establishment is on temporary status. Until they receive their permanent number. LSAS will assign a temporary number to the establishment's profile.

## 4 LSAS User Interface

This section provides information on LSAS’ graphical user interface (GUI). It is based on USDA’s standard GUI requirements and should look familiar to the industry user.

### LSAS User Interface Overview

The LSAS GUI utilizes the standard layout illustrated in Figure 4-1. It incorporates many features which are standard across most LSAS screens. Several of these features are standard on all USDA web-sites, enhancing the intuitiveness and usability of LSAS.

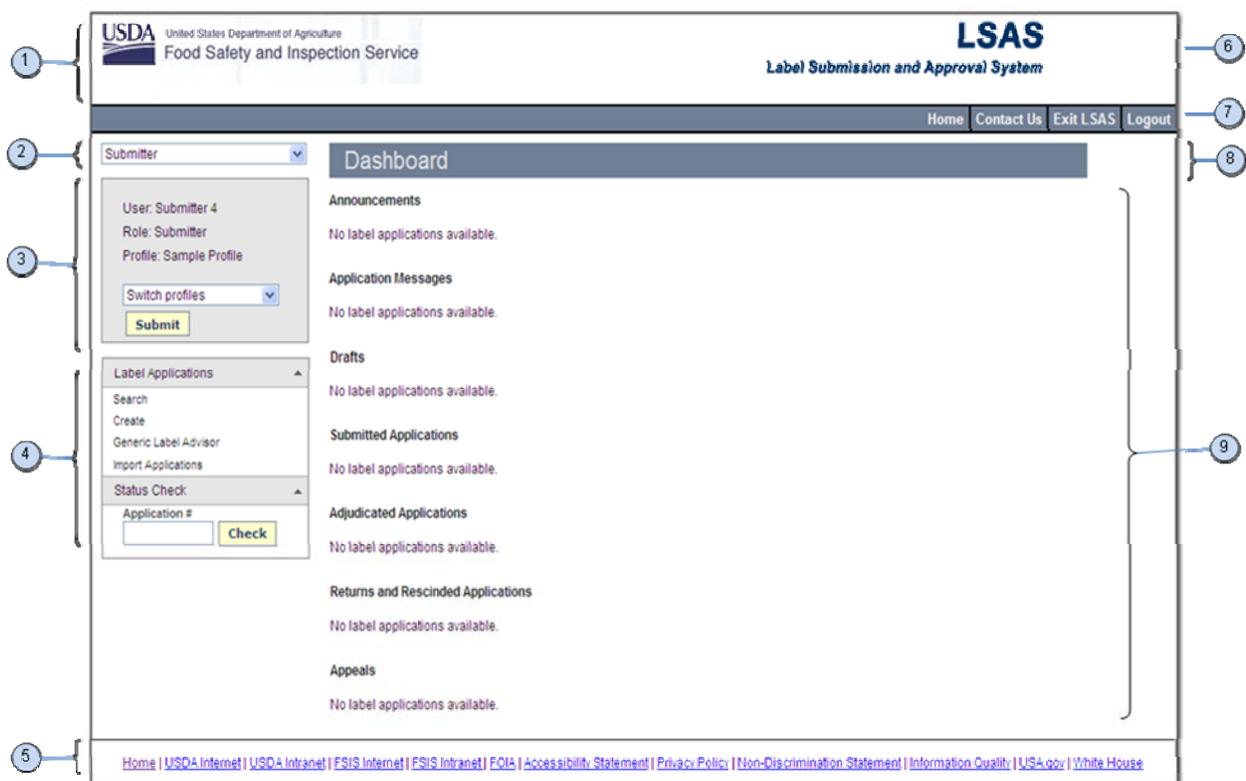


Figure 4-1: LSAS User Interface

Tables 4-1 and 4-2 describes the LSAS GUI interface features.

**Table 4-1 - LSAS User Interface Attributes**

<b>Item</b>	<b>Name</b>	<b>Notes</b>
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, Exit LSAS, 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.

**Table 4-2 - LSAS Navigation Bar**

<b>Menu Bar Option</b>	<b>Action</b>
Home	Navigates to the Home Page.
Contact Us	Provides point of contact information for the LSAS administration team and a messaging interface.
Exit LSAS	Exit out of LSAS and return user to a FSIS Portal site
Logout	Logging out of the eAuth Security portal. In order for the user to access LSAS again, the user will need to log back into eAuth.

## The Navigation Menu

The Navigation Menu is the primary method that a user accesses the LSAS functionality. It is customized based upon the user's role; the user sees only those navigation links that are appropriate to the user's role. Items in the Navigation Menu may implement a hierarchy of links; thus, clicking on a header/tab in the Navigation Menu may cause a menu of sub-tasks to be displayed.

### 4.1.1 Site Map

The following, Figure 4-2, graphically depicts page navigation within LSAS.

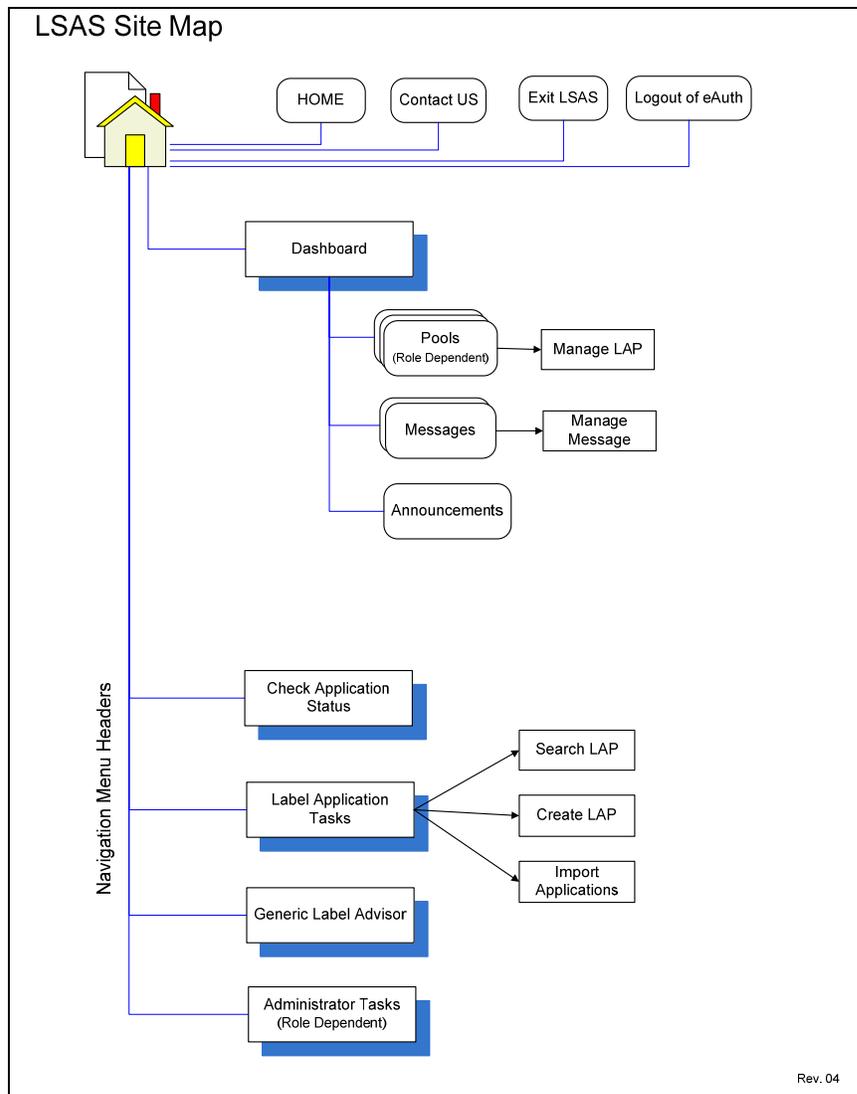


Figure 4-2: Site Map

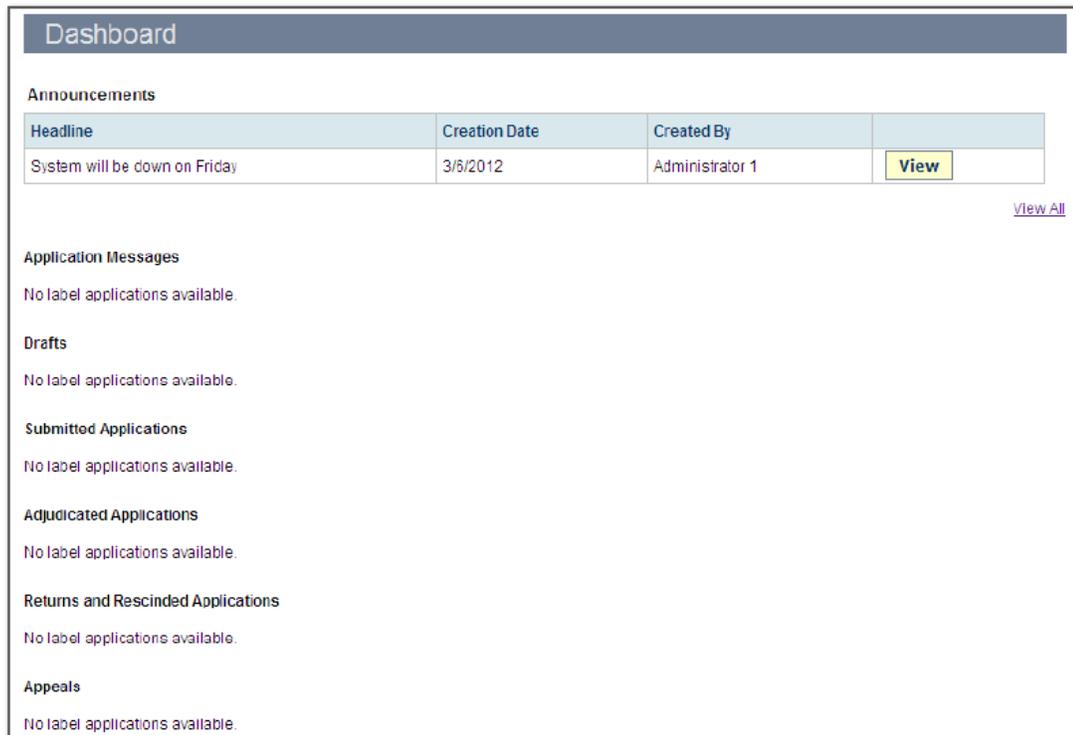
## LSAS Home Page

The LSAS Home Page provides a point of entry to LSAS. The Home Page is customized so each user sees information that is relevant to the user's role and responsibilities. The information provided in the Home Page provides access to LSAS functionality via Select links; or an alternative way to access system functions, utilizing the Navigation Menu.

Figure 4-1 illustrates an example of the Home Page. Figure 4-1 displays a typical Homepage as seen by a user with the "Submitter" role. A Home Page consists of profile management, tasks menu, and pools. Typically, for a submitter the pools are Announcements, Application Messages, Drafts, Submitted Applications, Adjudicated Applications, Returns & Rescinded, and Appeals.

### Dashboard

Depending on the user's permission, the LSAS Dashboard will have specific pools from which the user can access. Some pools are common for all users, such as the Announcements and Message pools. Figure 4-3 illustrates a typical Submitter's Dashboard and the pools.



The screenshot shows a dashboard with a header bar labeled "Dashboard". Below the header, there are several sections, each with a title and a list of items. The "Announcements" section contains a table with one row of data. The other sections are "Application Messages", "Drafts", "Submitted Applications", "Adjudicated Applications", "Returns and Rescinded Applications", and "Appeals", each followed by the text "No label applications available.".

Headline	Creation Date	Created By	
System will be down on Friday	3/6/2012	Administrator 1	<a href="#">View</a>

[View All](#)

**Figure 4-3: LSAS Dashboard**

## View All

Over time, the Dashboard will fill up, so LSAS will abbreviate lists within each pool. When this happens, at the bottom of abbreviated lists you will find a **View All** button. Upon clicking on the [View All](#) button, the following window appears. If the user selects to view all the Adjudicated Pool entries, he/she can set parameters to filter only the LAPs that they are interested in, specifically the Product Type and whether it is a resubmitted LAP.

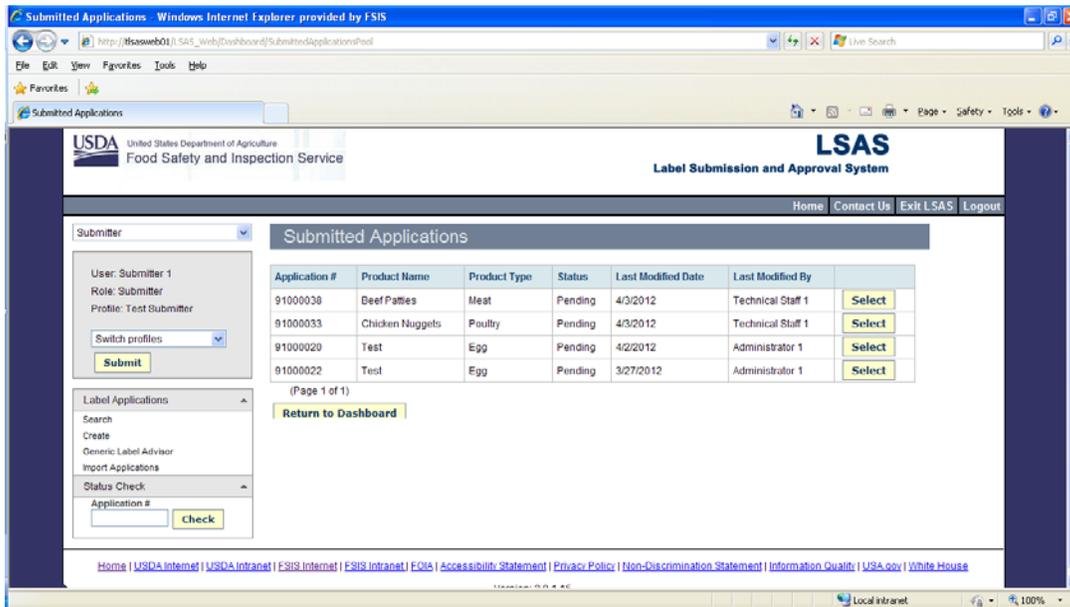


Figure 4-4: View All Screen of Submitted Applications

## LSAS Messaging

The Technical Staff can communicate with industry users regarding any LAP issues with the LSAS Messaging function. The Messaging function can be invoked whenever the **Available Actions** menu displays [Messages](#). The message sent will appear on their recipient's Dashboard.

## LSAS Announcements

LSAS management officials can post/broadcast general notifications; i.e. system maintenance, which are then displayed in the **Announcement** pool.

## LSAS Session Termination

LSAS will terminate user sessions after a configurable period of inactivity, and displays a message that the session has terminated. This is a security function provided by LSAS.

### **Log-out**

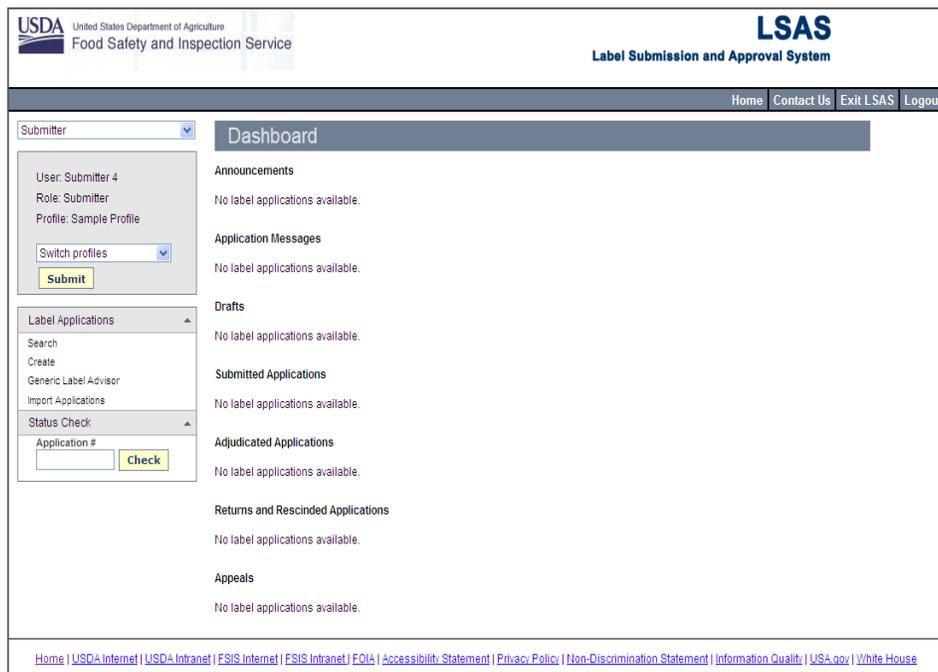
If the user wishes to end the LSAS session, locate the navigation bar, and click on the **Logout** icon.

## 5 LSAS Menus and Functions

### View Home Page and Dashboard

The LSAS Home Page provides a point of entry to LSAS. The Dashboard, included in the Content Area, is customized so that each user sees information that is relevant to the user's role and assignments. LSAS provides a Navigation panel with specific responsibilities assigned to the user—an alternative way to access system functions, augmenting the Dashboard.

Figure 5-1 is a typical Dashboard as seen by a user with the “Submitter” role. Regardless of user role, the Dashboard will always include announcements and a label application message. Other typical pools appearing on the Dashboard for a Submitter are: Drafts, Submitted Applications, Adjudicated Applications, and other pools, as previously described.



**Figure 5-1: Typical LSAS Dashboard for Submitter**

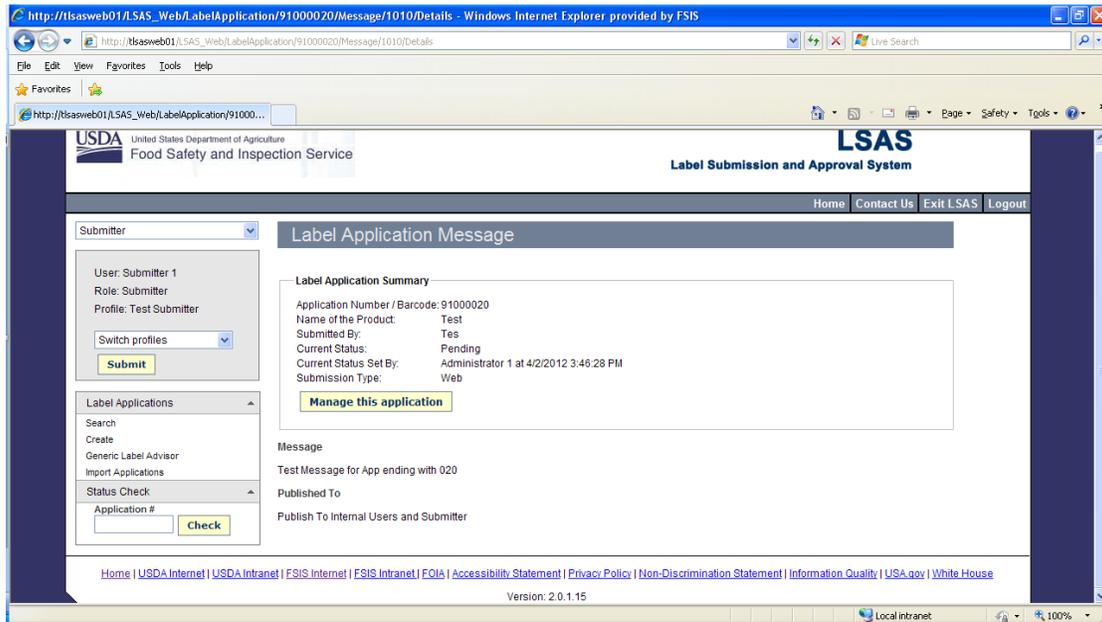
The Submitter can navigate LSAS using the Navigation Menus or directly via the pools. Typical tasks include searching, selecting and viewing applications from the available pools. The left navigation panel includes searching and status checking of label applications. More importantly, the **Create** link is the label application tool that the submitter will utilize to submit application into LSAS, and subsequently to LPDD for evaluation and adjudication. See Chapter Seven for label application submission.

## To View a Message/Announcement

1. Click the **View** button for a message in the Application Messages pool. The **Label Application Message** page displays for the selected message.

Dashboard			
Announcements			
Headline	Creation Date	Created By	
System will be down on Friday	3/6/2012	Administrator 1	<a href="#">View</a>

Label Application Message details include summary information on the label application, including the status.



**Figure 5-2: LSAS Message Screen**

2. If a response to the message is desired, then click on the **Manage this application** button. For additional information, see section on **Manage Application Actions** in this chapter.
4. Click on the **Home** link in the Navigation Bar to return to the Dashboard.

## To View All Messages

The Applications Message pool (as with the other pools on the Dashboard) can only display an abbreviated list. The **View All** option allows displaying the complete list of messages. To make the list manageable, a Filter option is available to narrow the list field.

1. Click the [View All](#) link for the Application Messages pool. The list of messages expands to show all messages.

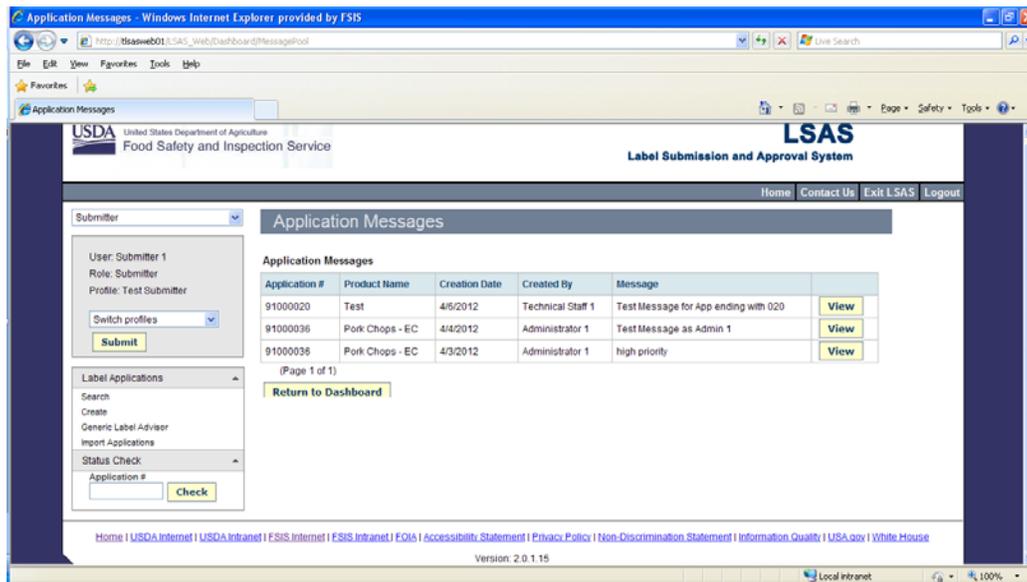


Figure 5-3: View All Results Page

2. Select the **Return to Dashboard** button to return to **Home**.

## To Select Label Application

The Pools on the Dashboard are the primary tools that the submitter will access all label applications, whether they are drafts, returned, appeals, and resubmitted. All label application is sorted by date. So, the LAPs with the oldest Received dates will be sorted to the top of the pool lists.

In this section, as an example, we will pull a LAP from a pool.

1. Click on **Select** button for a label application in a pool. The **Manage Application** page opens. This page provides Summary information about the application, including its current status.

Submitted Applications						
Application #	Product Name	Product Type	Status	Last Modified Date	Last Modified By	
9000930	Qwidimantor	Other- Pigeon	Pending	3/9/2012	Technical Staff 2	Select
9001096	TEst EC Product	Egg	Received	3/9/2012	Submitter 1	Select

Figure 5-4: Select a Label

2. Click on the **Available Actions** pull-down arrow to select an action. The available actions will be role specific.

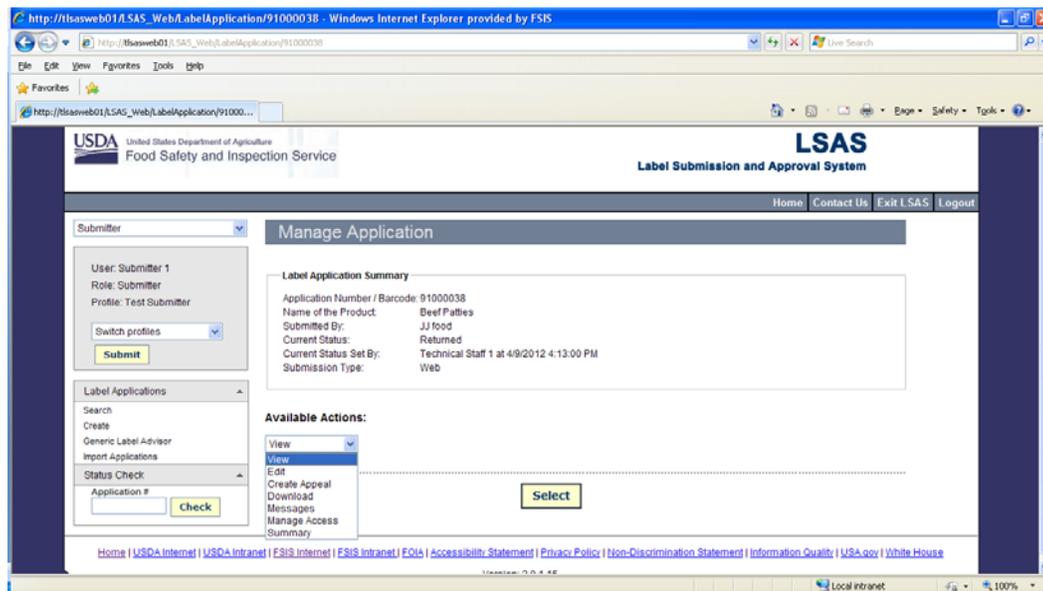
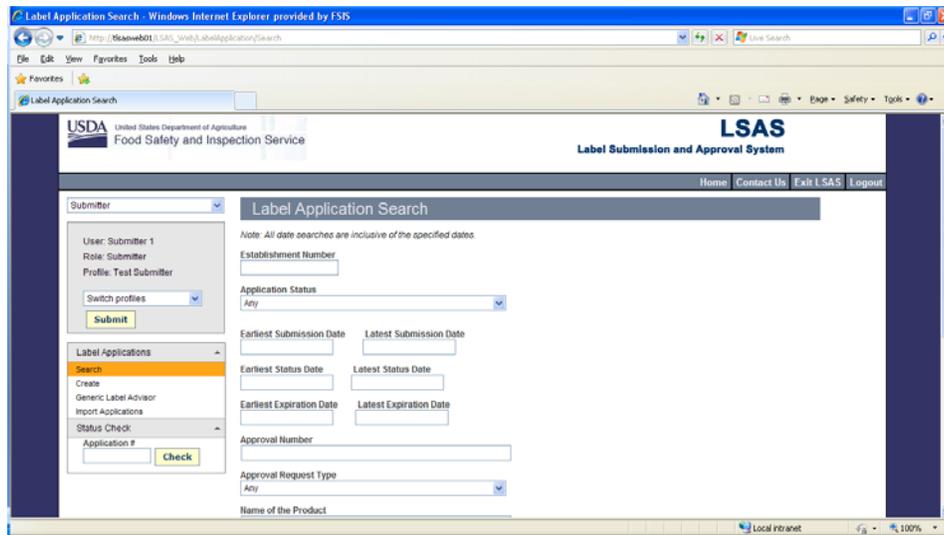


Figure 5-5: Manage Application Options

3. Select **View** on the list to perform actions needed to review the label’s Form 7234.
4. Click the **Home** link. The user is brought back to the Dashboard.

## Search for a LAP or AP

1. Select the **Search** link on the left Navigation Panel. If the Navigation Panel is not displayed, select the **Home** link in the Menu Bar.
2. In the **Label Application Search** page, enter your criteria in one or more of the fields.



**Figure 5-6: LSAS Application Search**

The search fields available on the LAP Search screen include the following:

- Establishment Number
- Application Status
- Approval Number
- Approval Request Type
- Name of the Product
- Product Name
- Type of Product
- Name and Address of Firm
- Appeal Status
- Resubmission
- Earliest and latest Submission Date
- Earliest and latest Status Date
- Earliest and latest Expiration Date
- Earliest and latest Appeal Adjudication Date

Refer to the Glossary in Appendix A for a description of the search fields.

Most of the test-type fields allow for sub-string search.

3. Select the **Search** button. LSAS displays the Search results, as displayed in Figure 5-7.

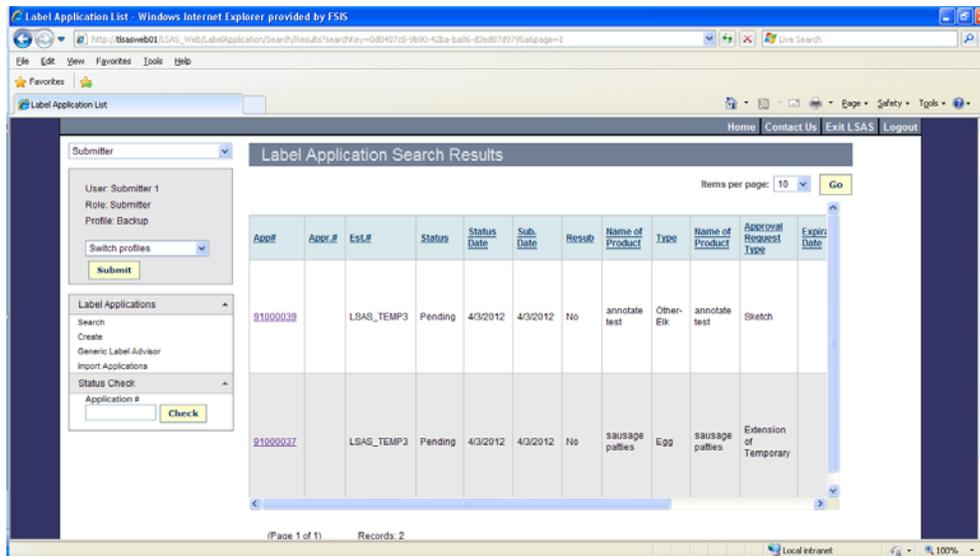


Figure 5-7: Search Results

4. From the resulting list of LAPs, select the LAP that you want to edit or to view.
5. Select the [Home](#) link to return to the Dashboard.

## Managing Application Actions

Not only does the **Manage Application** screen, Figure 5-5, provide status information, but it provides the Submitter the tools required to perform tasks to edit, submit, and resubmit LAPs. The submitter has privileges to perform any one of the actions listed in the **Available Action** pull-down menu. Depending on the submitter's role, the **Manage Action** options will vary.

The Available Actions are View, Edit, Withdraw, Create Appeal, Download, Messages, Manage Access, and Summary.

The following paragraphs will define and describe usage of the **Available Actions**.

**View** – this is a web-based viewer of the label application Form 7234 and any other supporting documentation that were uploaded by the submitter.

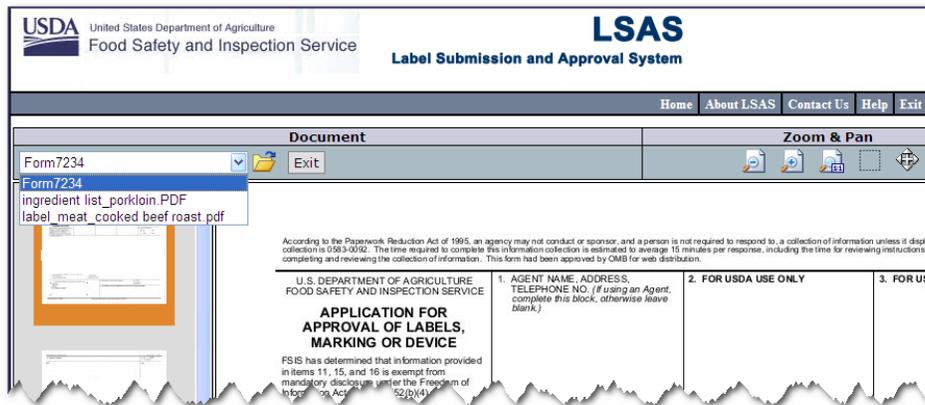


Figure 5-8: Manage Action - View Option

The viewer functionalities include **Document** management and **Zoom, Pan & Rotate** operations. The **Document** functionality allows the submitter to select a label image and any other documentation which have been previously uploaded by the Submitter. By default, the Viewer opens with the image of Form 7234.

### To Select Uploaded Documentation

1. To select other uploaded documentations, click on the pull-down arrow which opens a pop-up window listing all the documentation including the label image.
2. Select a document and click on the open folder icon .
3. To return to the **Manage Application** menu, click on the **Exit Viewer** icon.

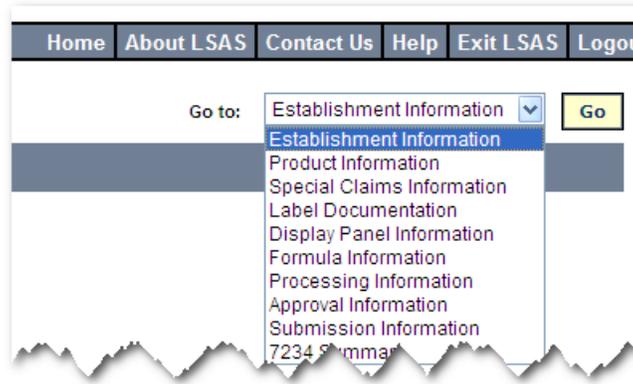
### Zoom, Pan and Rotate Operations

To Zoom or Pan within the document, place the cursor on any  icon, and select. The icons available are Zoom Out, Zoom In, Full view, rectangle selection tool, rotate (clockwise and counter-clockwise), and pan.

**Edit** – this is a text editor for the 7234 label application information. The submitter can make additions, deletions, changes, or corrections to the application information. All changes can be saved when the **Save** button is selected.

Once in the editor, the submitter can quickly point to the desired information or page by using the **Go To** function. See Figure 5-9.

1. Move the mouse cursor to the Go To pull-down arrow and click on the left mouse key. The list opens displaying ten pages to select. Scroll to the desired page and select/highlight the desired page.
2. Click on the  icon. The desired page will appear. Make appropriate changes and save changes with the **Save** button at the bottom of the page.



**Figure 5-9: Go To Function**

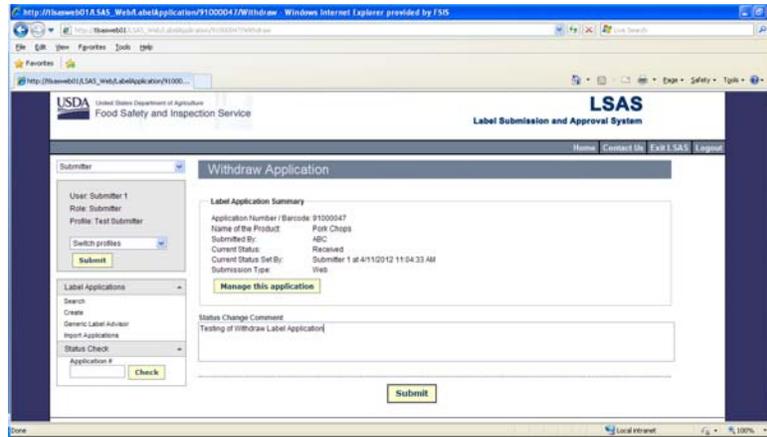
3. To return to the **Manage Application**, click on the **Exit Editor** button at the bottom of the page.

**Create Appeal** – this function allows the submitter to appeal a LPDD decision. The submitter may appeal a Returned or a Sketch Modified label application. Refer to Chapter Seven.

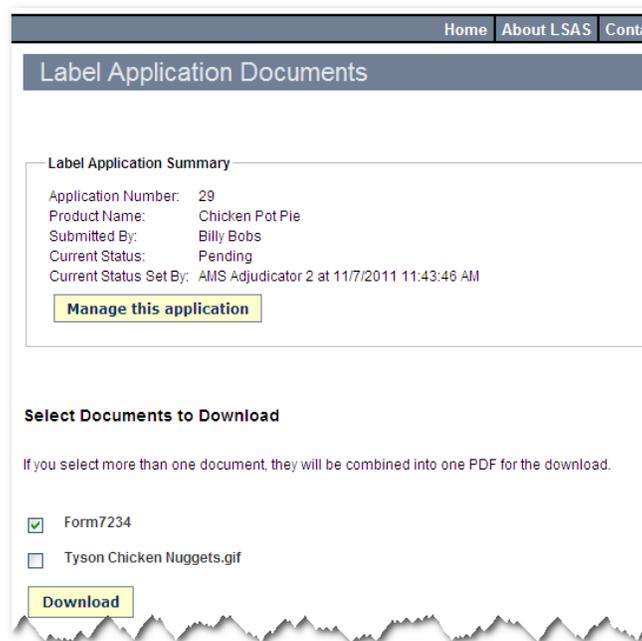
**Withdraw** – this function allows Submitter to withdraw the label application.

The submitter can enter a comment, if desired. Click the Submit button and confirm the withdrawal of the LAP (see figure below). The withdrawn LAP will appear in the Submitter’s Draft pool and sorted to the top of the list.

**Note:** The Withdraw function is not available to the Submitter once the LAP status is pending, only if it is still in Received status.

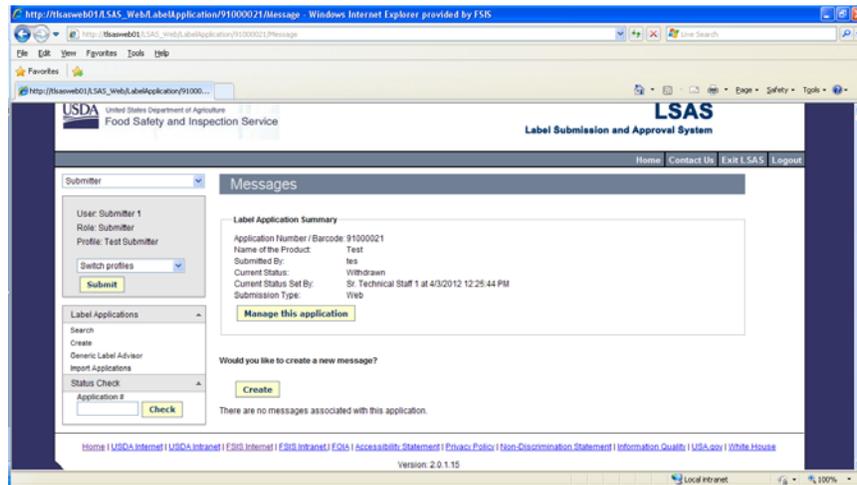


**Download** – this function allows the submitter to select one or more submitter uploaded documents, convert it into a PDF format, and opens the PDF for review. See Figure 5-10.



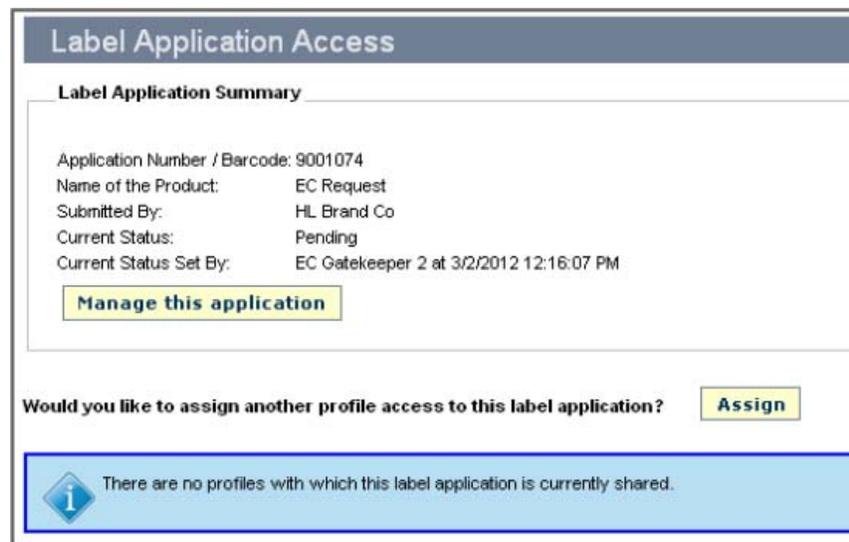
**Figure 5-10: Download Documents Menu**

**Messages** – the submitter can publish to or review messages from LPDD staff for assistance on a LAP. See below figure when submitter selects an option as Messages from Available Actions.



Submitter can click on Create button and type the message in a message text box and click Submit and Confirm to create a new message.

**Manage Access** – this function allows the current submitter to assign this LAP to another profile.



**Figure 5-11: Manage Access**

If there are no profiles to select from, then the current user will utilize the LSAS **Manage Sharing** function in the Profile area of the Homepage.

The screenshot shows a web interface titled "Assign Access". It contains a section for "Label Application Summary" with the following details:

- Application Number / Barcode: 9001074
- Name of the Product: EC Request
- Submitted By: HL Brand Co
- Current Status: Pending
- Current Status Set By: EC Gatekeeper 2 at 3/2/2012 12:16:07 PM

Below the summary is a button labeled "Manage this application". At the bottom of the interface, there is a blue information box with a white 'i' icon and the following text: "There are currently no profiles eligible for access assignment. This could be because all eligible profiles are already assigned to this label application, or because a profile administrator has not yet defined any associated profiles for label application sharing."

**Figure 5-12: Assign Access to Profile**

**Summary** – this function allows the submitter to view the 7234 application information, including supporting documentation, messages, and comments. This view displays all the label information entered by the submitter, whereas only a portion of the information appears on the Form 7234.

To return to the **Manage Application** menu, click on the **Exit** icon.

Now, that we have learned about the **Manage** and **Available Actions**, let us explore how these actions can benefit the submitter utilizing LSAS.



## 6 Generic Label Advisor

Prior to creating a label application, the establishment may want to check whether the label can be generically approved. Effective July 1, 1996, FSIS meat and poultry regulations 9 CFR 317.5 and 381.133 respectively streamlined the label approval process and allowed establishments more flexibility. The generic approval category was expanded so that establishments could use certain labeling without prior FSIS approval. LSAS has incorporated the regulations into a wizard to allow the submitter to determine if a label can be submitted as a generic label.

If the Generic Label Advisor (GLA) determines that the label can be generically approved, LSAS will generate a certificate for the establishment to file with their documents.

1. To start the GLA, click on the Generic Label Advisor link in the Navigation panel.

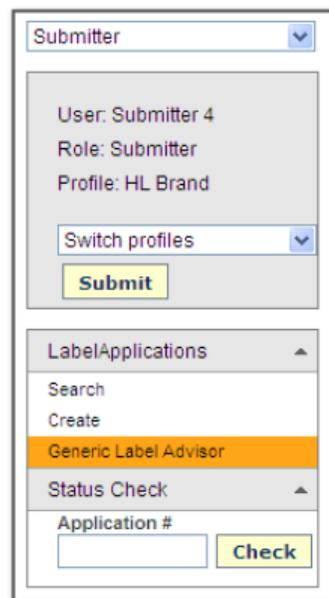


Figure 6-1: Generic Label Advisor

2. LSAS opens with a series of questions. As the submitter answers the questions, the sequence is recorded.

**NOTE:** The opening window of the GLA includes a link to the regulations, 9 CFR Part 317.2, for reference. Throughout the wizard, the user will find links to specific regulations for easy access.



Figure 6-2 illustrates a typical sequence where LSAS, based on the FSIS regulations, has determined that this label can be generically approved, according to the results stated after question #2.

The screenshot shows the 'LSAS : Generic Label Advisor' interface. At the top, it says 'You are here: Home / Wizard for Generically Approved Labels'. Below that, it states 'Labels must display all the mandatory features as required in 9 CFR Part 317.2 and not be false or misleading.' The main content area contains two questions: '1. Was this labeling previously approved by the Labeling and Program Delivery Division as sketch labeling?' with a '- Yes' response and 'Approval Number: 12345678', and '2. Is the final labeling based on the approved sketch label without modifications?' with a '- Yes' response. A confirmation message follows: 'Based on your responses, you have approved sketch labeling with no modifications to use as final labeling. Please provide us the Product Name and Establishment Number (or Temporary Establishment number) before creating a generically approved labeling completion report. NOTE: It is the establishment's responsibility to prepare final labeling in accordance with applicable regulations/policies, and to create and maintain records of final labeling, otherwise known as generic. For further information, click on the following link: [http://www.fs.is.usda.gov/Regulations\\_6\\_Policies/Label\\_Responsibilities/index.asp](http://www.fs.is.usda.gov/Regulations_6_Policies/Label_Responsibilities/index.asp)'. Below this is an 'Additional Information' section with a form containing fields for Product Name\*, Establishment #\*, Establishment Name\*, Establishment Address\*, City\*, State\* (a dropdown menu currently showing 'Alabama'), Zip Code\*, Contact Name\*, and Telephone Number\*. At the bottom of the form are 'Submit' and 'Cancel' buttons.

**Figure 6-2: Typical GLA Sequence and Results**

3. Enter the information in the required fields.
4. Click on the Submit button. LSAS opens the confirmation message, as shown in Figure 6-3. A certificate number is generated. To obtain the certificate, click on the **Download Certificate** button.

The screenshot shows a confirmation message box titled 'Generic Label Application Confirmation'. The text inside reads: 'Please download your generically approved label confirmation certificate.' Below this, it displays 'Certificate number: 11150'. At the bottom right of the box is a yellow button labeled 'Download Certificate'.

**Figure 6-3: Confirmation Message**

5. LSAS displays the File Download window. The submitter can either Save to a dedicated directory or Open the certificate. Click **Open** file. LSAS will take a few moments to generate the certificate as a portable formatted file and display it on screen.

	United States Department of Agriculture Food Safety and Inspection Service	<b>LSAS</b> Label Submission and Approval System
<b>Certificate of Compliance for Generically Approved Labels</b>		
Date Issued:	20-Mar-201	
Certificate ID Number:	11150	
Establishment Number:	M12345	
Establishment Name :	HL Brand Co.	
Establishment Address :	1900 M Street Washington, District Of Columbia - 20000	
Contact Name and Phone:	Manager, 202-355-0000	
Product Name:	Pork Bellies	
Prior FSIS Approval Number:		
<p>For information on labeling and establishment responsibility and what needs to be included in the labeling record, refer to the website address: <a href="http://www.fsis.usda.gov/Regulations_and_Policies/Label_Responsibilities/index.asp">http://www.fsis.usda.gov/Regulations_and_Policies/Label_Responsibilities/index.asp</a></p> <p>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.</p>		
	United States Department of Agriculture, Food Safety and Inspection Service, Office of Policy, Program & Development, Washington, DC 20472	

**Figure 6-4: Certificate for Generically Approved Labels**

6. You have completed the wizard. The certificate contains important information as per the establishment's responsibility in maintaining a labeling record.
7. On the other hand, if it is determined that the label cannot be generically approved, LSAS will return a message stating so, and provide a link to the **Label Application** submission process.



## 7 Submitting a Label Application

### Label Application Submission Process

LSAS was designed to provide the submitter a step-by-step process for completing the 7234 application. The information requested is directly inherited from Form 7234. Some additional information is requested, only for the purpose of streamlining the whole submission process. A label application not only consists of the Form 7234, but also a label image(s) and any supporting documentation. LSAS includes functionality to upload any label image and supporting document(s).

Once the label has been submitted, LPDD personnel will review and evaluate the LAP. It is important to include all relevant information and documentation; i.e. special claims, so as not to delay the process and have the LAP adjudicated as Returned.

The actual application process consists of ten screens, as shown in Figure 7-1. As the Submitter completes all the required fields and saves each page, LSAS will proceed to the next step (page). If the submitter does not complete each page in the process, LSAS will display an error message.

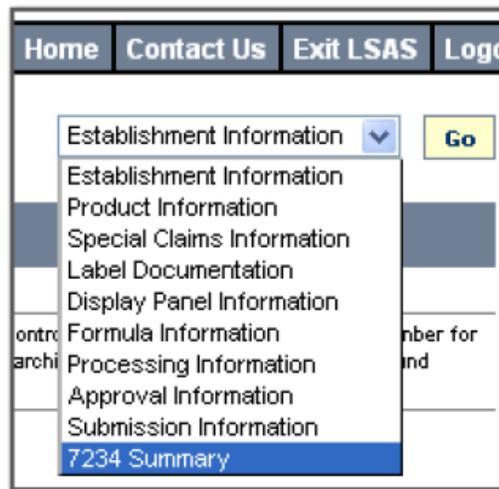


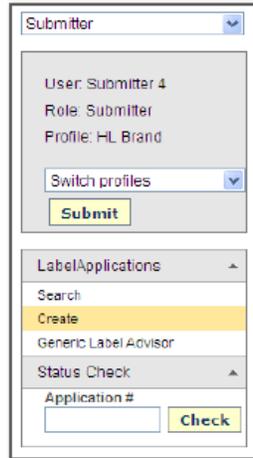
Figure 7-1: Form 7234 Application Screens

At the end of the process, the Submitter submits the application to LPDD. LSAS displays an acknowledgement that the label application submission was accepted and assigns an application number for future reference. LAPs will not be evaluated nor adjudicated unless they are received by LPDD.

The following paragraphs will guide the Submitter through the 7234 application process.

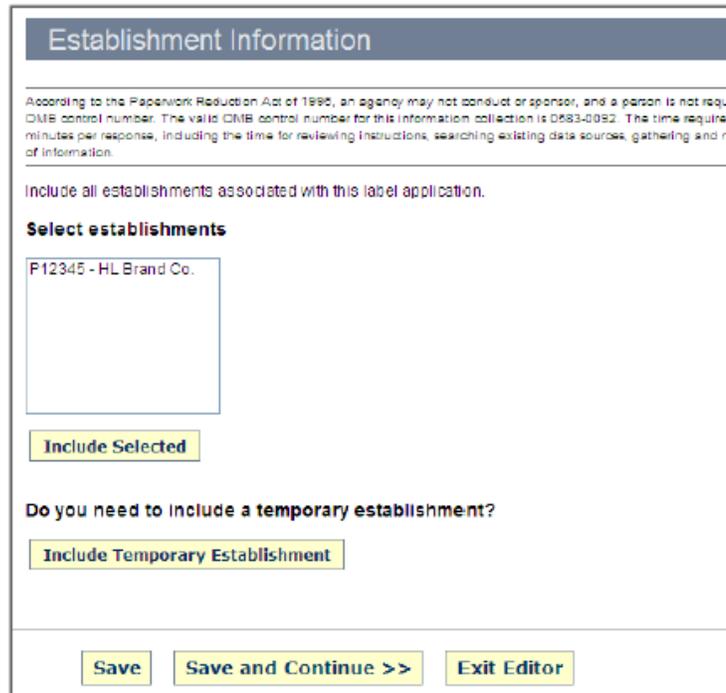
To begin, go to the left navigation panel to the Label Application tab, and select the **Create** link.

1. Move the mouse cursor to the left navigation panel and highlight the task Create. Click with left mouse button on **Create**.



**Figure 7-2: LSAS Create Application**

2. LSAS opens to the **Establishment Information** page (by default), as in Figure 7-3.



**Figure 7-3: Application Form - Establishment Information**

3. If the submitter has previously added establishment information during the profile stage, then the establishment number and name will be listed in the **Select Establishment** field. As illustrated in Figure 7-3, there are no **Include Selected Establishments**. The Submitter will need to select the desired option.

Using the example in Figure, select establishment *P12345 – HLBrand Co*, and click the **Include Selected** button.

LSAS adds the selected establishment to the **Included Establishments** list, as illustrated in Figure 7-4.

**Establishment Information**

According to the Paperwork Reduction Act of 1996, 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.

Include all establishments associated with this label application.  
 All establishments associated with your currently selected organization are included in this label application.

**Do you need to include a temporary establishment?**

**Include Temporary Establishment**

**Included Establishments**

	Establishment Number	Establishment Name	Organization Detail
<input type="checkbox"/>	P12345	HL Brand Co.	1900 M Street Washington District Of Columbia 20036

**Exclude Selected**

**Save** **Save and Continue >>** **Exit Editor**

**Figure 7-4: Application Form - Establishment Information**

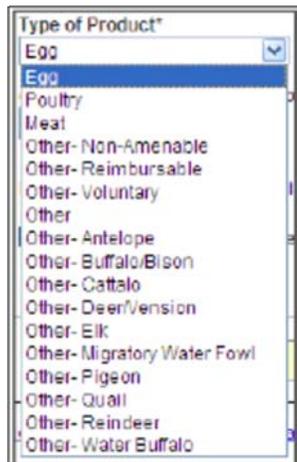
If the Submitter wishes to remove an establishment number from the table, simply check the appropriate box and click on the **Exclude Selected** button.

**NOTE:** If the establishment does not have an official establishment number from FSIS yet, the establishment can generate a temporary establishment number. LSAS will generate a temporary number. The submitter would click on the **Include Temporary Establishment** button and complete the information required. By clicking on the **Create and Include** button, LSAS generates the number and includes it the table.

4. To continue to the next page, click on the **Save and Continue** button.

5. Next, LSAS opens the **Product Information** page. Complete the information required.

- (i) Enter the Product Name.
- (ii) Select the HACCP category
- (iii) **Child Nutrition** – Does this label include a USDA AMS Child Nutrition program CN logo?
  - 1. The YES button should be marked.
  - 2. If YES, provide a CN number.
- (iv) **Product Type** – Select from pull-down list the appropriate option. If it is of type = egg, then an Egg Approval number should be entered in the text field.



- (v) **Extraordinary Circumstances** – Mark checkbox, if desired. All extraordinary circumstances will be vetted to validate the request.

6. To continue to the next page, click on the **Save and Continue** button.

7. Next, LSAS opens the **Special Claims Information** page. Please mark the appropriate selections if any special claims, guarantees, or foreign language appears on the label or the paper Form 7234. A text field is available for entering other claims; i.e. gluten free.

8. To continue to the next page, click on the **Save and Continue** button.

9. Next, LSAS opens the **Label Documentation** page. A tagged document type, previously assigned in the preceding page, will be tabulated on this page. At

minimal, the Form 7234 and the label image will be listed in the **Upload Files** table. Additional documents can be uploaded, if needed.

- (i) To upload the Label Image, simply click on the **Browse** button. Select the desired directory and file, and click **Open**. LSAS populates the field adjacent to the Browse button with the filename. Then, click **Upload** button.

**NOTE: LSAS can upload standard formats like Microsoft Word, PDF, JPEG, and TIF. LSAS limits file size to no greater than 5 MB.**

An **Uploaded Files** table appears with the file that you just uploaded.

Upload the image(s) of your label along with any supporting documentation:			
Select the documentation type to associate with your file*			
Label Image			
Select a file to upload*			
		Browse...	Upload
Uploaded Files			
File Name	Documentation Type	Upload Date	
<input type="checkbox"/>	label_eqq_breakfast.coff	Label Image	3/20/2012 9:18:16 AM
Delete Selected			

**Figure 7-5: Application Form - Upload Documentation**

- (ii) To upload additional supporting documentation; i.e. special claims, repeat the above step.

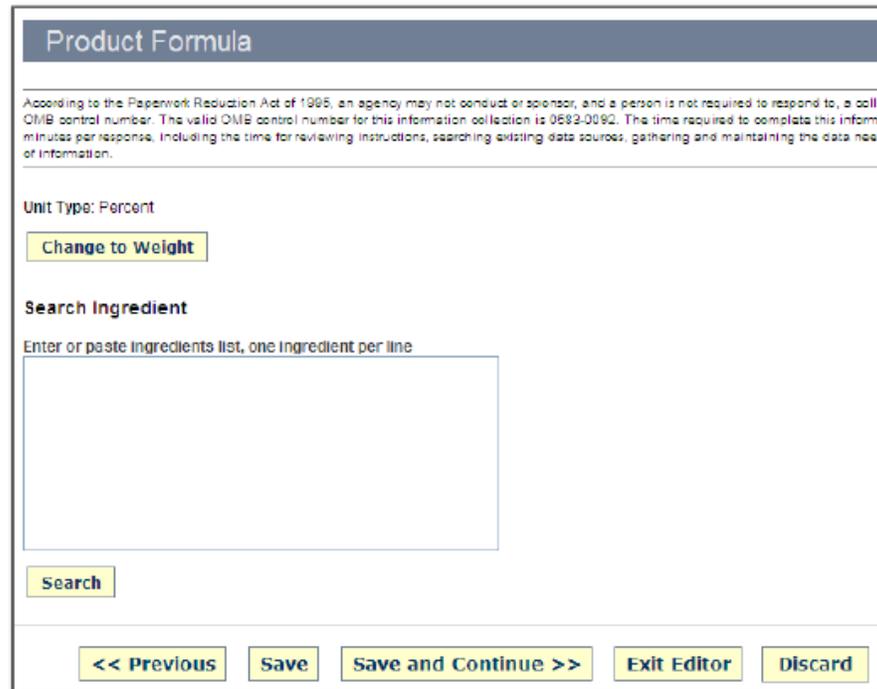
The uploaded document may be associated with a document type by using the **Select the documentation type** pull-down arrow. If the desired selection is not available, go to the previous page and mark the appropriate special claims checkbox. Remember to **save** the change.

To delete a file from the table, simply check the appropriate box and click the **Delete Selected** button.

10. To continue to the next page, click on the **Save and Continue** button.
11. Next, LSAS opens the **Display Panel Information** page. Enter the dimensional values in both fields. Recall that these values are requested in Box 7a & 7b on Form 7234. Decimal values are permitted.
12. To continue to the next page, click on the **Save and Continue** button.
13. Next, LSAS opens the **Product Formula** page, as shown in Figure 7-6. The purpose of this page is to add the product formula or ingredients and the values. As shown in the figure, there are no ingredients shown.

LSAS provides a text field to add ingredients using the **Search Ingredient** function. The Submitter types in the ingredient(s) in the field, then the submitter clicks on the **Search** button, so that LSAS can search in its Master Ingredient List for the ingredient. If the ingredient is found, then LSAS opens a table with the ingredient included. Then, for each ingredient the Submitter enters either the ingredient weight or percentage in the Values column. Repeat for all ingredients.

**TIP:** USE the universal Copy and Paste functions to add a list of multiple ingredients. If the Submitter already has a list of the ingredients, you can copy the list and paste it in the field. Then, click **Search**.

The screenshot shows a web application window titled "Product Formula". At the top, there is a header bar with the title. Below the header, there is a small text block regarding the Paperwork Reduction Act of 1995. The main content area contains a "Unit Type: Percent" label and a "Change to Weight" button. Below this is a "Search Ingredient" section with a text input field and a "Search" button. The text input field has a placeholder text: "Enter or paste ingredients list, one ingredient per line". At the bottom of the form, there is a navigation bar with five buttons: "<< Previous", "Save", "Save and Continue >>", "Exit Editor", and "Discard".

**Figure 7-6: Application Form - Product Formula**

(i) Type the ingredient name in the field, click the **Search** button.

**TIP:** Enter one ingredient per line and press the <Enter> key. It is possible to copy and paste an ingredient list. Simply copy from another list and paste it into the text field. **Keep in mind that each ingredient must be on a separate line.**

If an ingredient is composed of several ingredients, then, as above, each major ingredient should be on a separate line, as shown in the figure below.

## Search Ingredient

Enter or paste ingredients list, one ingredient per line

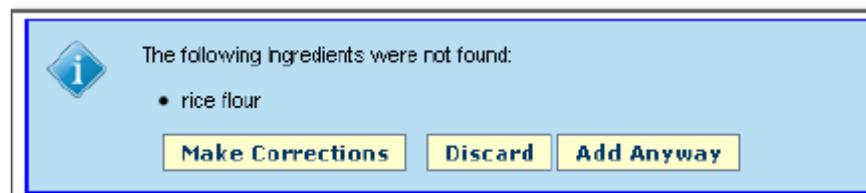
```
Cheddar cheese (cheddar cheese [pasteurized milk, cheese  
culture, salt, enzymes], water, salt, annatto [color]  
Modified dry milk  
Modified food starch  
Salt  
|
```

Search

Note that Cheddar Cheese is composed of several ingredients (enclosed by brackets or parenthesis). So, similar to single ingredients, it should be on a separate line along with the modified dry milk, modified food starch, and salt.

If LSAS finds the ingredient in its database, it will populate the table with that ingredient name. Then, enter the weight/percentage value in the appropriate text field associated with the ingredient.

If LSAS does not find the ingredient in its database, then a message will be displayed, as shown in Figure 7-8. There are three options to choose: **Make Correction**, **Discard**, and **Add Anyway**. If the new ingredient is correctly spelled, then choose the **Add Anyway** button.



**Figure 7-7: Ingredients not found message**

LSAS adds the new ingredient(s) to the list. Enter the weight/percentage values for each new ingredient.

Click on the **Save** button to update the list and LSAS sums the total values of ingredients. The calculated totals will display in the lower right-hand corner of the list.

14. To continue to the next page, click on the **Save and Continue** button.

15. Next, LSAS opens the **Processing Information** page. This page contains the processing information for the product.

To add text, move mouse cursor into text box and start typing. Or, the processing information can be copied and pasted into the field.

16. To continue to the next page, click on the **Save and Continue** button.

17. Next, LSAS opens the **Approval Information** page. The page is used for specifying the **Type of Approval Requested**. The three choices are: **Sketch**, **Temporary**, and **Extension of Temporary**. By default, the option is Sketch.

- (i) For the purpose of this example, select the **Sketch** option, and click the **Select** button.

If the request is temporary (or extension of temporary), select either and click on the **Select** button.

Whenever temporary is requested, LSAS displays the four conditions for Temporary Applications. Please respond to each question by typing the response in the text box.

**IMPORTANT:** After entering the responses, verify that you have followed the instructions (open link to USDA website on the Conditions for Temporary Applications) for completing the temporary application request, by marking the checkbox.

Also, for previously approved labels, provide the information requested at the bottom of the page (Prior Approval Number, Date of Approval, Number of Labels, and Number of Days).

18. To continue to the next page, click on the **Save and Continue** button.

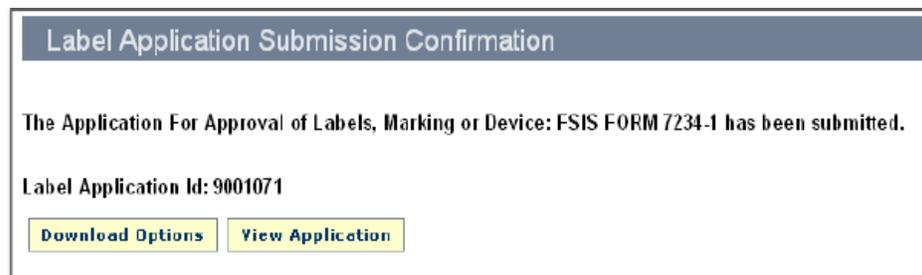
19. Next, LSAS opens the **Submission Information** page. This page requests for the firm/establishment information and the agent's information (if used).

- (i) Enter the firm name, address, and contact information in the appropriate fields. Fields marked with asterisks are required.

For foreign establishment telephone numbers with additional prefixes, enter the number (000)-000-0000, and, then, enter the actual establishment number in the comments fields.

- (ii) If the establishment is using an agent or label consultant, then the appropriate information must be entered, Select **YES** in the **Agent Information** field to open fields.

20. To continue to the next page, click on the **Save and Continue** button.
21. Next and the final page, LSAS opens the **Summary** page. This page serves several purposes. Primarily, it allows the Submitter to review the LAP data entered one final time prior to submitting the application. Secondly and more importantly, the application can be submitted into the adjudication process by clicking on the **Submit Application** button.
22. Review the application information for completeness and accuracy. Use the vertical scroll bar to view the whole page. You will notice that the information is sectioned by each page.
23. To make changes or corrections, use the **Go To** pull-down page selection, as described the beginning of the chapter.  
  
**NOTE:** If the Submitter does not wish to submit the application at this time, click on the **Exit Editor** button. A draft of this application will be saved and appear in the **Draft** pool in the dashboard.
24. At the bottom of the page, there is a **Download PDF** button. Clicking on the button will generate a portable format of the completed 7234 application and its supporting documentation. The user can open the Form 7234 for viewing or save the file for archiving purposes.
25. For Application Complete, click on the **Submit Application** button. LSAS displays a confirmation message that the application has been submitted and the label identification number is shown.



**Figure 7-8: Application Complete confirmation Message**

LSAS includes two buttons (links); one for viewing the application again, essentially the Summary page. The **Download Options** button opens a screen to allow downloading any or all documents in the application.

**Figure 7-9: Download Documents Screen**

26. You have completed the application process. The LAP will be electronically distributed to LPDD for evaluation and adjudication by the LPDD technical staff.

Your label is now an electronic label application which will be permanently stored within LPDD’s database and be easily accessible for future queries.

27. To return to the Dashboard, click the **Home** icon in the top navigation bar.

28. The Dashboard has been updated. The application just submitted now appears in the **Submitted Application** pool, as shown in Figure 7-10.

Submitted Applications						
Application #	Product Name	Product Type	Status	Last Modified Date	Last Modified By	
9001071	Our Sample Test Product	Egg	Received	3/13/2012	DU Clerk 2	<a href="#">Select</a>

[View All](#)

**Figure 7-10: Submitted Application Pool**

29. To submit another label application, repeat the above process.

## To import an Application via XML format

In some cases, the establishment may have delegated the label submission task to an outside contractor, agent, or expeditor. This entity, known as agent, will, most likely, utilize a disparate software application for handling label submission. However, the agent must still use LSAS for submitting label applications. In order to synchronize the data from the disparate system to LSAS, LSAS was designed to provide the agent a straight-forward method to import the specific label data into the 7234 application steps.

Within the agent's Homepage, in the left Navigation panel under the Label Applications tab, locate and select **Import Applications**. The Label Import menu opens, as displayed in Figure 7-11.



**7-11: Label Import Menu**

In order for the import to succeed, the XML data must be synched to the LSAS format. LSAS provides the XML download schema by viewing the Download Schema, as shown in Figure 7-11. It is an .xsd formatted file and provides the data format required by LSAS.

When the label data is formatted per the LSAS schema, the agent can import the data into the 7234-1 application.

### Download the XML Schema

1. Download the XML schema using the "Download Schema" link on the Import Applications page.
2. Configure the in-house system to export label information using the XML schema so that it is LSAS-readable.

### To upload an xml label file

1. Select "Import Applications" from the left-side navigation menu.
2. Select "Browse" to select an XML file containing the label information.
3. Select "Upload" to upload the XML file. This creates a draft application with all of the label information pre-populated.
4. Navigate to the Label Documentation page of the submission process and upload any relevant supporting documents.
5. Navigate to the 7234 Summary page of the submission process, review label information, and select "Submit Application".

## To edit LAP in the Draft Pool

At times during the course of daily tasks, that there will be one or several LAPs not completed and submitted. These LAPS will reside in the Drafts pool. The Submitter can open the LAPs to complete and submit by clicking on the **Select** button.

1. To open the LAP in the **Drafts** pool, click on the **Select** button.

Drafts						
Application #	Product Name	Product Type	Status	Last Modified Date	Last Modified By	
9001098	Test run	Meat	Draft	3/20/2012	Submitter 4	<b>Select</b>

Figure 7-12: Drafts pool

2. LSAS opens the **Manage Application** screen.

**Manage Application**

**Label Application Summary**

Application Number / Barcode: 9001071

Name of the Product: Our Sample Test Product

Submitted By: Sample Product Expeditors

Current Status: Draft

Current Status Set By: DU Clerk 1 at 3/1/2012 6:52:36 PM

Submission Type: Mail

**Available Actions:**

Edit

Figure 7-13: Manage Application Screen

3. Select the **Edit** option (by default) and click on the Submit button.

The Edit option is a text editor for the 7234 label application information. The Submitter can proceed to make additions, deletion, changes, or corrections to the application information. All changes can be saved when the **Save** button is selected. To exit the application, click on the **Exit Editor** button.

**NOTE:** LSAS may display an **Application Locked** screen when attempting to open a LAP. This occurs whenever other users have already opened the application, or for reasons indicated in the informational panel. If this screen appears and you wish to continue opening the application, click on the **Submit** button. Then click on the **Confirm** button to continue.

**Application Locked**

**Label Application Summary**

Application Number / Barcode: 9001371  
Name of the Product: Our Sample Test Product  
Submitted By: Sample Product Exporters  
Current Status: Draft  
Current Status Set By: DU Clerk 1 at 3/1/2012 6:52:36 PM  
Submission Type: Mail

[Manage this application](#)

**Lock Information**

Locking User: DU Clerk 2  
Last Accessed At: 3/8/2012 2:43:24 PM

This label application is locked for editing by another user. You may release this lock by submitting this form. CAUTION: If the user with the current lock is still editing the application, they will be unable to save any unseved or additional changes to it.

[Submit](#)

**Figure 7-14: Application Locked Message**

## Child Nutrition Labels

This section will highlight LSAS functions specific to child nutrition labels.

***NOTE:** For paper-submissions to AMS, the procedure shall be as follows: the AMS technical staff will receive paper submissions, evaluate and adjudicate the LAP, and then forward, via current transporting methods, to LPDD. The LPDD staff will receive the AMS-adjudicated LAP and enter it into LSAS for evaluation.*

The AMS Technical Staff has default access to child nutrition (CN-logo) related label applications. All child nutrition label applications will be redirected first to the AMS personnel prior to LPDD. Once AMS approves the label, then the LAP is forwarded to LPDD for evaluation and adjudication.

When the submitter submits a CN label, specific information provided by the submitter will flag LSAS to redirect the LAP to AMS instead of LPDD. AMS will evaluate the CN label and adjudicate either as **Returned** or **AMS Approved**.

### AMS Returned Status

If the LAP is denied approval or AMS is requesting for more information, then AMS will adjudicate the LAP as Returned. **A draft label will be returned to the submitter/establishment.**

All AMS Returned labels will be put back into the submitter's **Returns and Rescinded Applications** pool. The submitter has the option to resubmit the CN label to AMS via LSAS.

### AMS Approved (Final)

If the LAP is approved, then AMS will designate as **AMS Approved**. For the expiration date field, the default expiration date is five (5) years.

All **AMS Approved** labels will be forwarded to LPDD for evaluation and adjudication.

## **Egg Products**

When the submitter creates an egg label application and selects the Type of Product = Egg, LSAS provides a field to enter the prior egg approval number. Current LPDD business egg approval process requires PY Form 221 (an Egg Product Form) to be appended to the LAP. The LPDD staff will append this completed form to the LAP. When the submitter checks the status of the LAP and it is approved, the PY Form 221 will be appended to the LAP file.

## **Extraordinary Circumstances**

Current LPDD process provides establishments with a special service called Extraordinary Circumstance (EC). The EC service alerts LPDD that an establishment requests prompt attention on a LAP. LSAS provides a method for the submitter to indicate this request. However, LPDD has in place a vetting process to determine the legitimacy of the extraordinary circumstances request. The vetting stage occurs prior to the evaluation and adjudication process.

The purpose of the vetting process is to evaluate whether the circumstance is truly valid. If it is, the LAP will have priority over all other normally submitted LAP and sorted to the top of the LPDD pool, except if there are existing EC type LAPs. If it is not a valid circumstance, then the LAP will be considered as a normal situation and be sorted accordingly in the LPDD queue.

When the submitter specifies that the LAP is an extraordinary circumstances application and checks the Extraordinary Circumstance box during submission, LSAS will redirect the LAP to the EC Gatekeeper. The EC Gatekeeper confirms or denies the EC request by the submitter. If it qualifies as an EC, the LAP is sorted to the top of the queue, except when there are already vetted LAPs, then it is sorted next in line.

## Handling Appeals

The purpose of the appeals process is to allow the submitter to appeal a LPDD decision, modifications, or denials. LSAS provides a means for the submitter to appeal LAPS via the web-interface. Once submitted, the appeal is evaluated by an Appeals Handler, senior level LPDD personnel. The appeals will be reviewed as to whether the reason submitted by the submitter is valid. The Appeal Handler has the option to concur with the submitter and approve the appeal. If not, then the appeal will be rejected and sent back to the submitter. The submitter, upon reviewing the new decision, has the option to re-appeal this decision. When a subsequent appeal is submitted, it is escalated to a higher priority/level and will be reviewed by a higher authority in LPDD.

If the appealed LAP is approved, then LPDD will change the status to **Approved**. LPDD's decision will appear in the submitter's Dashboard.

## 8 LSAS Search

### LAP Search

The LAP Search function, accessible from the left navigation menu, allows you to search the LSAS database for labels based on the criteria entered in the search fields.

### Detailed Description of Function

The LAP Search screen, illustrated in Figure 8-1, is the interface used to search the LSAS database for all LAPs associated with the establishment logged in. Highlights of the screen elements and features are:

The screenshot shows a web form titled "Label Application Search". At the top, there is a note: "Note: All date searches are inclusive of the specified dates." Below the note are several input fields: "Establishment Number" (text box), "Application Status" (pull-down menu with "Any" selected), "Earliest Submission Date" and "Latest Submission Date" (two date boxes), "Earliest Status Date" and "Latest Status Date" (two date boxes), "Earliest Expiration Date" and "Latest Expiration Date" (two date boxes), and "Approval Number" (text box). The bottom of the screenshot is jagged, indicating it was taken from a printed document.

Figure 8-1: Search Screen

**Search Date Fields:** Enter desired date(s) or date ranges, using  to select date entries from a calendar, or manual entry in the mm/dd/yyyy format.

**Pull-down fields:** These fields require not text to be entered, just select an option.

**Approval Number:** The bar code number is now the approval number. All labels are identified using the Approval number.

The search fields available on the LAP Search screen include the following:

- Establishment Number
- Application Status
- Approval Number
- Approval Request Type
- Name of Product
- Product Name
- Type of Product
- Name and Address of Firm
- Appeal Status
- Resubmission
- Earliest Submission Date
- Earliest Status Date
- Earliest Expiration Date
- Earliest Appeal Adjudication Date

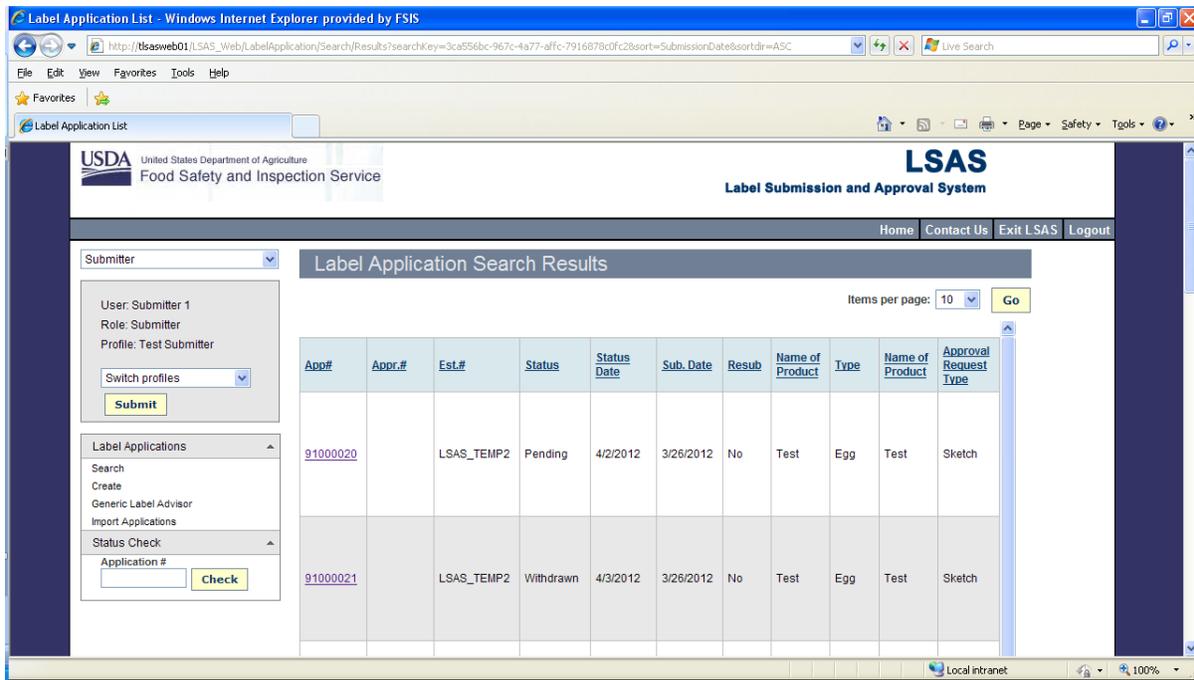
Refer to Appendix A for a description of the Search fields.

**Search:** After entering text or selecting a pull-down option, scroll down to select the  button to initiate a LAP search based on entered parameters (activates on Enter, also).

## Results of Search Function

### Search Results Screen

Figure 8-2 illustrates a LAP Search results screen based on entering “Sketch” in the Application Status field, which displays all LAPs that have been Sketch approved.



**Figure 8-2: Search Screen Results**

### Search Results Screen: Summary Bar

The sample LAP Search results screen, illustrated in Figure 8-2, contains features to filter, order, and export search results data. Highlights of these features, shown in Figure 8-2, are:

**Search Again:** Select [Search Again](#) to return to the LAP Search screen, displaying the search parameters input to obtain these results.

**Records field:** Displays total items found in the search request.

**Column Headers:** Sort the search results list by column; click a column heading once to sort ascending, twice to sort descending.

**Items per Page:** Adjust the number of search result items displayed per page by using this drop-down menu.

**Sort:** The table data can be sorted by clicking on any table header. For example, if you wish to order the LAPs by the approval numbers, just click on the header [Appr.#](#). The LAPs will be ordered from the lowest-to-highest number. Click again, and the LAPS will be ordered from highest-to-lowest number.

### **Search Results Screen: View LAP**

The sample LAP Search results screen, illustrated in Figure 8-2, contains a feature that allows you to view a LAP in detail.

1. Select an Application number hyperlink to open a LAP. Look familiar? This screen may look familiar; it is the **Manage Application** screen.
2. To view the LAP's Form 7234, click on **View**, and click on **Select**. Or, to view the 7234 application data, select Summary in the **Available Action** menu, and click **Select**.

Depending on your role in LSAS, the **Available Actions** will vary.

### **Search Results Screen: Navigation Bar**

The sample LAP Search results screen, illustrated in Figure 8-2, contains the ability to page through search results. This feature is utilized through the Next button (bottom of table) to navigate to additional result pages.

## APPENDIX A: GLOSSARY OF COMMON TERMS

**Administrator:** An administrator is the main contact person representing a company or establishment. The main role of the administrator is to add or remove users accessing LSAS within their organization, in addition to all of the associate's tasks.

**Appeal Status:** An appeal may be Under Appeal, Appeal Approved, or Appeal Denied.

**Approval Number:** The Approval number is assigned to a LAP when it is submitted into LSAS. It is also the application number. It replaces the barcode number.

**Approval Request Type:** The submitter can request sketch, sketch modified, temporary, and extension of temporary.

**Application Status:** A label's status in LSAS (received, pending, returned, sketch, sketch modified)

**Associate:** An associate will be an LSAS user assigned by the organization's administrator to perform label submission tasks, including checking LAP status, view LAPs, withdraw, etc.

**Earliest and Latest Submission Date:** The label's submission date.

**Earliest and Latest Status Date:** The date the status of the label was changed.

**Earliest and Latest Expiration Date:** The date of the label when expired.

**Earliest and Latest Appeal Adjudication Date:** The date of the label when adjudicated.

**Establishment Number:** An identification number assigned to an establishment.

**Name of the Product:** The name on the product label. A legacy data terminology.

**Profile:** A profile represents a company or establishment. A company may have one or more facilities or establishments. LSAS allows companies to assign profiles for each facility or establishment.

**Product Name:** The full product name on the label.

**Type of Product:** Type of product can be meat, poultry, or egg, or other.

**Resubmission:** The submitter can filter only resubmitted labels.



# APPENDIX B: INSTRUCTIONS FOR PREPARATION OF FSIS FORM 7234

**NOTE:** Copy and mailing requirements not applicable for electronic submission.

## INSTRUCTIONS FOR PREPARATION OF FSIS FORM 7234-1

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

- |   |   |
|---|---|
| <p><b>A. PREPARATION OF APPLICATION</b><br/> <i>Application must be typed or it will be returned without evaluation.</i><br/>                 Submit two copies for each label application.</p> <p><b>B. TYPE OF APPROVAL REQUESTED</b><br/>                 Sketch: Self explanatory. (See 9 CFR 317.4 &amp; 381.132)<br/>                 Temporary and Extension of Temporary. Actual label or color litho take off to be used.</p> <p><b>C. FOREIGN LANGUAGE</b><br/>                 Labels printed in foreign languages must be accompanied by English language translation.</p> <p><b>D. ASSEMBLY OF APPLICATION</b><br/>                 Application Form, Product Formula, Processing Procedures, Continuation Sheet if applicable, Label, and any Supporting Documentation. Staple with one or as few staples as possible. <i>(Do not use paper clips).</i></p> <p><b>E. MAIL COMPLETED APPLICATION TO:</b><br/>                 USDA, FSIS, OPPD, LPDD<br/>                 Labeling Distribution Unit<br/>                 Stop Code 3786, Patriots Plaza III, 8-168<br/>                 1400 Independence Avenue, SW<br/>                 Washington, DC 20250-3700</p> | <p>7b. Total available labeling space in square inches for entire package.</p> <p>8. USDA-AMS Child Nutrition Program Logo. Indicate if the product includes a USDA-AMS Child Nutrition Program Logo.</p> <p>9. Leave Blank. For USDA-AMS use only.</p> <p>10. Special claims, guarantees, or foreign language. Indicate if there are any special claims, guarantees, or foreign language on the label. Check all that apply. If Other Claims is selected, indicate specific claim(s) in space provided.</p> <p>11. Name and Address of Firm. Insert Firm's name and mailing address. Use 2 letter symbol for State. Show postal zip code.</p> <p>12 &amp; 13. Signature and Date of Applicant or Agent. To be signed and dated by the applicant or agent representing the official establishment or plant.</p> <p>14. Leave blank for USDA use only. Conditions Applying to Use of Label or Device. <i>(Any condition, modification or remarks applied to the application when approved are conditions governing use of the approved devices.)</i></p> |
|---|---|

The following instructions relate to numbered items on form.

- |  |  |
|--|--|
| <p>1. If using an Agent, provide the company name, address, and telephone number, otherwise leave blank.</p> <p>2 &amp; 3. Leave blank, for USDA use only.</p> <p>4. Establishment No./Foreign Country (if applicable) - Self Explanatory.</p> <p>4a. Type of Product. Select one product type: Egg, Meat, Poultry, or Other (i.e. Exotic Species, Non-Amenable, Voluntary, etc.)</p> <p>5a. Name of Product. Use common or descriptive product name, i.e., "Frankfurter, Cereal Added" or "Meat Patties in Gravy." <i>(Do not use trade brand names or coined names, such as "Joe's Corn Dogs" or "Joe's Sloppy Joes.")</i> If coined names such as "Corn Dogs" are used, also show true product name, such as "Batter Wrapped Wiener."</p> <p>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. Select one.</p> <p>6a &amp; 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 the continuation sheet. Be sure to include product name and block item.</p> <p>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).</p> | <p>15. 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, check the box for "Continuation Sheet," and 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.</p> <p><i>Check whether weight or percent is used. It is preferred that 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 new weight of unit.)</i></p> <p>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.</p> <p>16. 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, check the box for "Continuation Sheet," and use the Continuation Sheet. Be sure to include the product name and number of the block item.</p> |
|--|--|

FSIS FORM 7234-1 (1/16/2011)



## **APPENDIX C: INSTRUCTIONS FOR PREPARATION OF FSIS FORM 8822-4**

**Note:** Copy and mailing requirements not applicable for electronic submission.

FSIS Form 8822-4 is used to request label reconsideration from USDA, FSIS, Labeling and Program Delivery Division (LPDD) for label applications (FSIS Form 7234-1) which have been modified or rejected.

### **A. PREPARATION OF APPLICATION**

Application must be typed, or it will be returned without evaluation.

### **B. ASSEMBLY OF APPLICATION**

Attach two copies of the completed FSIS Form 8822-4 along with two copies of the rejected or previously modified approval FSIS Form 7234-1 for which you are appealing. Include the rejection letter if applicable. Staple with one or as few staples as possible. Do not use paper clips.

### **B. MAIL COMPLETED APPLICATION TO:**

USDA, FSIS, OPPD, Labeling and Program Delivery Division  
Labeling Distribution Unit - APPEAL  
Stop Code 3786, Patriots Plaza III, 8-168  
1400 Independence Avenue, SW  
Washington, DC 20250-3700

#### **Express Mail Only:**

USDA, FSIS, OPPD, Labeling and Program Delivery Division  
Labeling Distribution Unit - APPEAL  
Patriots Plaza III, 8-168  
355 E. Street, SW  
Washington, DC 20024-3221

FAX: 301-504-0873 or 301-504-0875  
Telephone: 301-504-0883 (Distribution Unit)

### **Instructions:**

Complete all sections of Page 1 on the FSIS Form 8822-4.

**COMPANY REASON(S) FOR REQUESTING LABEL RECONSIDERATION.** Provide a reason(s) why the label should not have been modified or rejected. This can be a simple statement. If additional space is needed, check the box for "Continuation Sheet" and use the Continuation Sheet provided.

Written arguments supporting the basis for the appeal must be enclosed with the appeal. In addition, all uncontested modifications to labeling must be made prior to the submission of an appeal. When prior approvals are mentioned in your argument, provide complete, legible copies of the prior approvals. If numerous prior approvals are involved, provide a listing of the approval numbers and a few legible copies of the prior approvals.

**REVIEWER'S REASON FOR DISAPPROVAL OR MODIFICATION.** Include the label reviewer's reason(s) for the rejection and/or modification. If unsure, leave blank.