

**Food Safety Research Lab
Scheduled Process / Process Review Form**

Date _____
 Product name _____
 Container size (Vac packed, Air packed, Bulk) _____
 How will it be sold (Refrigerated, Frozen, Shelf stable) _____
 Name of person responsible for product _____
 Company name _____
 Address _____
 City, State, Zip code _____
 Telephone / Fax / Email _____

Test Results: pH _____ Water activity (Aw) _____ Water phase salt _____ Others _____

Equipment used (contact surfaces) in this process:

1.	2.	3.
4.	5.	6.
7.	8.	9.

Formulations:

	Ingredient names Ingredients are listed in order of weight, beginning with the ingredient that weighs the most and ending with ingredient that weighs the least.	Ingredient weight Use the same unit to all ingredients. Oz/lbs/grams	Descriptions (fresh, frozen, dry, canned, etc.)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
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10.			
11.			
12.			
13.			
14.			
15.			

Processing steps: List ALL steps involved in your product.

1.	
2.	
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