

WYOMING DEPARTMENT OF AGRICULTURE CONSUMER HEALTH SERVICES LABEL REVIEW FORM

To be compliant, all questions must be answered satisfactorily.

INSTRUCTIONS: Please attach proofs and fill out the blue shaded portions and mail or email form to:

Doug Evans **Email:** doug.evans@wyo.gov **Phone:** (307)689-8036

OR

Todd Denny **Email:** todd.denny@wyo.gov **Phone:** (307) 568-2064

Date:	<input type="text"/>	Inspector In Charge:	<input type="text"/>
Company Name:	<input type="text"/>	Contact Person:	<input type="text"/>
Address:	<input type="text"/>		
	<input type="text"/>		
Company Phone:	<input type="text"/>	Email Address:	<input type="text"/>

Label Being Reviewed:

Note: Every product label must be submitted individually for review.

PRINCIPAL DISPLAY PANEL (PDP) Yes No N/A

1. Is the name of the product on the PDP?
2. Is the Product Name in the required type size? (1/2 the largest size)
3. Is there a Statement of Identity? (Common Name)
4. Is the Net Weight on the PDP?
5. Is the Net Weight a dual declaration? (Common and Metric)
6. Is the Net Weight in the lower 30% of the PDP?
7. Is the Net weight the correct font size? (1/16" for ≤ 5 in², 1/8" for 6 to 25 in²)
8. Are special handling instructions given? (Keep refrigerated)
9. Are there health claims? (Low/reduced fat, sugar free)

INFORMATION PANEL (CAN BE THE SAME AS THE PDP) Yes No N/A

1. Is the ingredient statement in descending order?
2. Are ingredients of ingredients listed? (i.e. Brown Sugar [Sugar, Molasses])
3. Are there any abbreviations?
4. Is the lettering at least 1/16"? (Should be bigger on larger labels)
5. Is the address of the Distributor or Manufacturer included?
6. Is the address complete? (Include zip code)
7. If yes to Q9 above, is there nutritional labeling?
8. If an ingredient is trade-marked, is it denoted on the label?
9. Is there any intervening material between the ingredient statement and address?
10. Is the Company's physical address located on the label?

Comments:

Label Review Officer: Date:

Yes No

Is the label in compliance with the Wyoming Food Rule?

CORRECTED SUBMISSION LABEL REVIEW FORM

Date returned for corrections:

Yes

No

Is the corrected label in compliance with the Wyoming Food Rule?

Final Review Officer:

Final approval date:

Comments:

Product Formulation: Please fill out this section prior to submitting your label for review.	
Step 1: List of Ingredients	
Directions: List all of the ingredients in your product starting with the most and finishing with the least. Also include the ingredients of multiple-ingredient components.	
Step 2: Allergen Statements	
Directions: List all of the ingredients that are represented in the following "Big 8" allergen group: 1. Milk 2. Soy 3. Wheat 4. Eggs 5. Tree Nuts 6. Peanuts 7. Shellfish 8. Fish (Specific Nut or Fish must be listed)	
Step 3: Preparation Method	
Directions: List all of the steps in the process from receiving ingredients and storage to weighing, packaging, and distribution.	
Step 4: Label Location	
Directions: Please explain where your label(s) will be displayed on your package. Examples: 1) PDP will be on the front and Information Panel will be on the back. 2) PDP and Information Panel will be on the same label, and placed on top of the jar.	