

FDA SMALL BUSINESS NUTRITION LABELING EXEMPTION CHECKLIST

1

DETERMINE ELIGIBILITY

- Evaluate employee count and sales revenue
- Refer to FDA's criteria for exemption

2

GATHER DOCUMENTS

- Have payroll records and sales invoices.
- Organize and keep them accessible.

3

NAVIGATE FDA ONLINE TOOLS

- Familiarize yourself with FDA's online portal
- Check available resources for exemption

4

SUBMIT EXEMPTION NOTICE

- Ensure all documents support your claims
- Provide accurate and updated information

5

AWAIT FDA'S ACKNOWLEDGEMENT

- Check for confirmation of notice receipt
- Ensure there are no flagged errors

6

RESPOND TO FEEDBACK

- Address any FDA concerns promptly
- Provide additional documentation if needed

7

WAIT FOR APPROVAL

- Be patient during the evaluation phase
- Stay proactive in monitoring updates

8

REVIEW POST-APPROVAL STIPULATIONS

- Understand any attached conditions
- Consider voluntary labeling options

9

DOCUMENT AND RENEW

- Keep track of all related correspondence
- Streamline the renewal process with organized records
- Regularly assess business metrics
- Stay updated with exemption criteria