

## **Instructions for New Firm Product Registration**

Please review the instructions below carefully. The NC Animal Feed Program accepts new product registration via Excel spreadsheet format as shown in the “NC New Brand Template Form” available on our [website](#). This feature allows our office to import your new product registration directly into our registration system, thus eliminating errors, and reducing the time required to complete the registration and provide the Product Registration Certificate. All forms can be found on our [website](#).

What’s needed for New Firm Product Registration?

### **1. Firm Contact Information Form**

- a. Please fill out this form to register your firm for product registration. The information on this form should be as you have registered with the Secretary of State/local county registration. A firm must be a legal entity to distribute products in NC and supply their articles of organization when submitting new firm product registration.

### **2. New Brand Template Form**

- a. This will be used to submit your products for registration and **MUST** be submitted in the Excel file format.
  - i. **Brand Name:** Please list the EXACT and FULL product name as it appears on the product label or packaging. DO NOT include package sizes, product ID’s, SKU’s, etc. in the product name.
  - ii. **Fee:** The registration fee of each unique product is representative of all package sizes for which that product is offered for sale in.
    1. \$5.00 per product sold in packages over 5lbs.
    2. \$40.00 per product sold in packages of 5lbs or less.
    3. \$45.00 per product sold in packages of 5lbs or less and over 5 lbs.
    4. \$12.00 per product sold in canned (hermetically sealed) containers.
  - iii. **Class:** Select the appropriate term for the class column on the new brand excel by using choices provided in the Example Template linked on the website. Please use “miscellaneous” if no other term fits.
  - iv. **Composition Type:** Select the appropriate term for the composition type column on the new brand excel by using choices provided in the Example Template linked on the website. Please use “Other” if no other term fits.
  - v. **Manufacturer ID:** Your firm’s unique product identifier. This is an optional field.
  - vi. **NADA Number:** Only applicable for medicated feeds. If not medicated, please leave blank and disregard.
  - vii. **UPC Code:** If you wish to have this number added for your convenience, please do so. This is an optional field. You can add as many UPC Codes per product as you wish. Please separate each code with a comma and no spaces.
- b. We have provided an example of a new brand excel to use for guidance on “Sheet Two” of the excel file labeled as User Instructions and also linked on our website.

### **3. New NC Manufacturing/Distribution Facility Registration**

- a. Please fill out this form only if you are manufacturing your products in the state of NC. The information provided should be where the products are being

manufactured (i.e., home kitchen, commercial kitchen, etc.) as this is where you will be inspected.

- i. The following link will take you to the federal regulation requirements (21 CFR part 507) which outline the Current Good Manufacturing Practices, Hazard Analysis, and Risk-Based Preventive Controls for Animal Food. You will need to be compliant with these regulations as an animal food manufacturer in NC ([eCFR Part 507 - cGMP, Hazard Analysis, and Risk Based Preventive Controls for Animal Food](#)).
- ii. You may also refer to [Guidance for Industry \(GFI\) #235 for additional information on Current Good Manufacturing Practice Requirements for Food for Animals](#).

**4. Agent Contact Information Form (optional)**

- a. This contact information is only for a 3<sup>rd</sup> party that has been hired by the primary business (firm) to handle their registration. An *agent authorization letter* on the primary business letterhead must be signed and submitted by the primary business.

**5. Copies of Product Labels**

- a. Each product registered must have a label submitted with it at the time of registration. Our office has several options available to accept copies of product labels, however, one of the digital options is preferred. At all times, the library of labels must represent all products registered in NC at that given time.
  - i. The firm may email our office and request a ShareFile Folder be emailed to them. This is a shared digital folder within our office that allows the firm to upload product labels directly to us.
  - ii. The firm may email our office with the product labels attached to the email.
  - iii. The firm may provide our office with a digital library, i.e., CD or USB drive, that is searchable by the registered product name or manufacturer's product ID.
  - iv. The firm may mail printed labels to our office.

If you have any questions regarding this registration process, please email us as [ncfeed.registration@ncagr.gov](mailto:ncfeed.registration@ncagr.gov).

All completed registration forms can be emailed to [ncfeed.registration@ncagr.gov](mailto:ncfeed.registration@ncagr.gov) or mailed to the following address:

<b><u>Animal Feed Product Labels</u></b>	
<b>via US Mail</b>	<b>via FedEx/UPS</b>
NC Food & Drug Protection Division	NC Food & Drug Protection Division
Animal Feed Program	Animal Feed Program
1070 Mail Service Center	4400 Reedy Creek Road
Raleigh, NC 27699-1070	Raleigh, NC 27607