

## Checklist of Requirements for lab analytical package submission

### Mutual Reliance Pilot with New York State Department of Agriculture & Markets (NYSDAM) and FDA targeting Import Alert recommendations

- 1) Legible shipping documentation (as many of these as possible, **if available**, note not all are required):
  - a. Bill of Lading
  - b. Invoice
  - c. Purchase Order
  - d. Packing slip
  - e. Original inbound CBP Manifest
  - f. Original importation documentation including CBP Entry Number
  
- 2) Complete and legible product labeling
  - a. Product labeling – all sides of immediate container
    - i. Original label preferred
    - ii. Legible photographs acceptable
  - b. Case labeling – all sides which bear markings - if available
    - i. Legible photographs acceptable
  
- 3) Name and Address of manufacturer when the information is available
  
- 4) Name and Address of supplier (to aid with traceback)
  
- 5) Complete Analytical Worksheets
  - a. Collection report (showing method of collection)
  - b. NYSDAM Food Laboratory (FL) Worksheets
    - i. Include all necessary analytical data based on methods used
  
- 6) Technical Contact at NYS Laboratory
  - a. Name: Maria L. Ishida
  - b. Address: 6 Harriman Campus Rd. Albany, NY 12206
  - c. Phone number: (518) 457-4478
  - d. Email address: [Maria.Ishida@agriculture.ny.gov](mailto:Maria.Ishida@agriculture.ny.gov)