APPENDIX 15

Links to Downloadable Foldering Structures

1. Select the appropriate folder structure for attaching and sending your particular submission files. See Table XV-1, which lists the roadmap folders using the three-letter code that FDA uses to identify the submission in its internal files.

Roadmap Folder	Submission			
BNF	Final Consultation for Food Derived From New Plant			
	Varieties (Biotechnology Final Consultation)			
FAP-CAP	Food Additive Petition (FAP): Color Additive Petition			
	(CAP); Food Master (FMF); Color Master File			
	(CMF)			
FCN	Food Contact Notification (FCN); Pre-Notification			
	Consultation for a Food Contact Substance (PNC); Food			
	Master File for Food Contact Substances (FCS)			
GRN	Generally Recognized As Safe (GRAS) notice			
NPC	Early Food Safety Evaluation of New Non-Pesticidal			
	Proteins Produced by New Plant Varieties Intended for			
	Food Use (New Protein Consultation) (NPC)			

Table XV-1 The correct foldering structure for your submission

- 2. Based on Submission Type (Biotechnology Final Consultation, FAP-CAP, FCN, GRAS Notice, NPC), please "click" on the corresponding link below to download roadmap and follow the steps extract the foldering structure. As an example, the FCN downloadable foldering structure is selected.
 - 1. <u>BNF- Dovaloadable foldering structure for Biotechnology Final</u> <u>Consultation</u> (BNF-Roadmap-Folders.zip)
 - 2. <u>FAP-CAP Downloadable foldering structure for FAP-CAP</u> (FAP-CAP-Roadmap-Folders.zip)
 - 3. <u>FCN Downloadable foldering structure for FCN</u> (FCN-Roadmap-Folders.zip)
 - 4. <u>GRN Downloadable foldering structure for GRAS Notice</u> (GRN-Roadmap-Folders.zip)
 - 5. <u>NPC Downloadable foldering structure for NPC</u> (NPC-Roadmap-Folders.zip)

Below is an image of a Microsoft Windows warning pop up message that appears after clicking the "downloadable foldering structure" link. It asks if you would like to open the file. Click OK.

Aicrosof	ft Office	×
?	Opening \\Roadmap-Folders.zip Some files can contain viruses or otherwise be harmful to your computer.	
	It is important to be certain that this file is from a trustworthy source.	
	Would you like to open this file?	
	OK Cancel	

3. Windows XP Unzip will look like this (e.g., FCN-Roadmap-Folders.zip) :

🖳 WinZi⊄	- FCN-	Roadmap	o-Folder	s.zip				
<u>File</u> <u>Actions</u>	Options	<u>H</u> elp						
New New	Open	Favorites	Add	Extract	Encrypt	Siew View	CheckOut	Wizard
Name	Туре	Modif	fied	Size	R Pa	cked Path	-	
readme.bt	Readm	e D 12/7/:	2006 4:04	. 251	36%	160 FCN\N	lain directory	
Selected 0 files	, 0 bytes			Total 1 file,	251 bytes			00 .::

The image displays the Winzip Roadmap window. It shows path of the Main directory on the right and Readme.txt file to the Left.

4. Click the Readme.txt and use the "Extract All" feature of your unzip program to save the empty roadmap file structure to your hard drive (please take note where the roadmap files is being saved). For this example, the structure was extracted to C:\Roadmap.

Extract - C:\Ad	obe_LiveCycle\Document\submission\Appendix15\March1	62009 Ro ? 🔀
Extract to	: C:\Roadmap	 Image: A marked black Ima
Desktop My Documents	Prod_Scr Program Files quarantine RECYCLER Roadmap System Volume Information Temp WINNT	
My Computer	Files Open Explorer window Selected files/folders Overwrite existing files All files/folders in archive Skip older files Files: V Use folder names	Extract Cancel <u>H</u> elp

The image displays where the foldering structure will be extracted to. In this case select the C:\Roadmap folder. Below the roadmap window is a radio button choice selection for files. Select All files/folders in archive out of the other choices. Check the Use folder names on the right side.

5. The empty structure was created for submission type (e.g. FCN) on the C:\ Roadmap directory as shown below:



The image displays an empty directory created by unzipping with the appropriate corresponding foldering structure (e.g. FCN).

