

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.

Table XV-1
The correct foldering structure for your submission

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 File (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)

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 to extract the foldering structure. As an example, the FCN – downloadable foldering structure is selected.

1. [BNF - Downloadable foldering structure for Biotechnology Final Consultation](#) (BNF-Roadmap-Folders.zip)
2. [FAP-CAP - Downloadable foldering structure for FAP-CAP](#) (FAP-CAP-Roadmap-Folders.zip)
3. [FCN - Downloadable foldering structure for FCN](#) (FCN-Roadmap-Folders.zip)
4. [GRN - Downloadable foldering structure for GRAS Notice](#) (GRN-Roadmap-Folders.zip)
5. [NPC - Downloadable foldering structure for NPC](#) (NPC-Roadmap-Folders.zip)

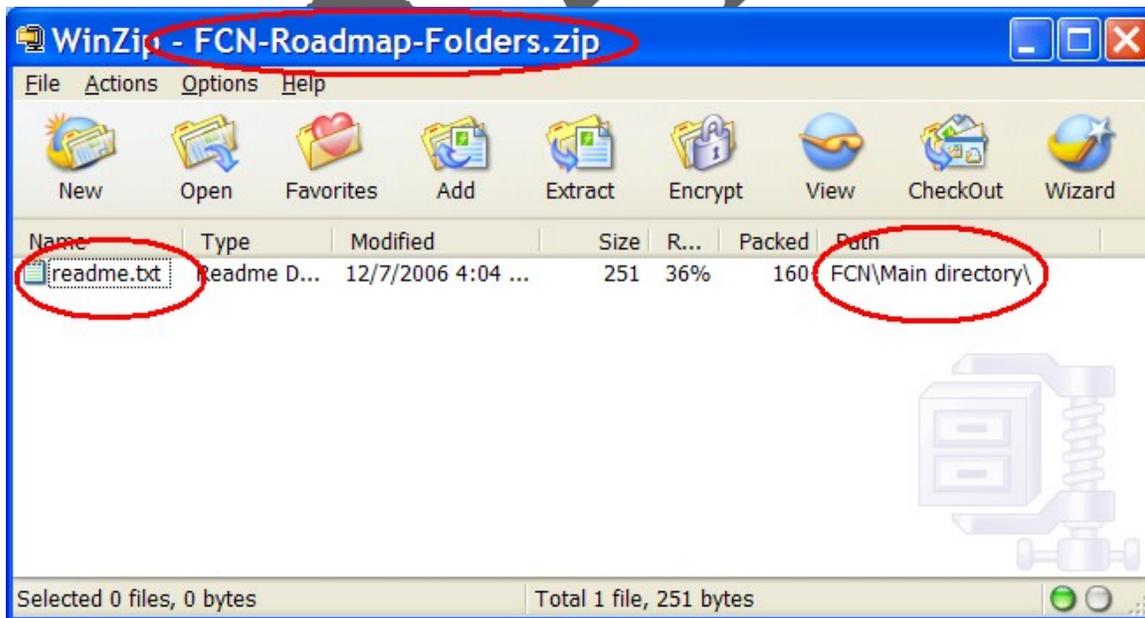
Contains Nonbinding Recommendations

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.



If you see a message to open the file, click “OK”.

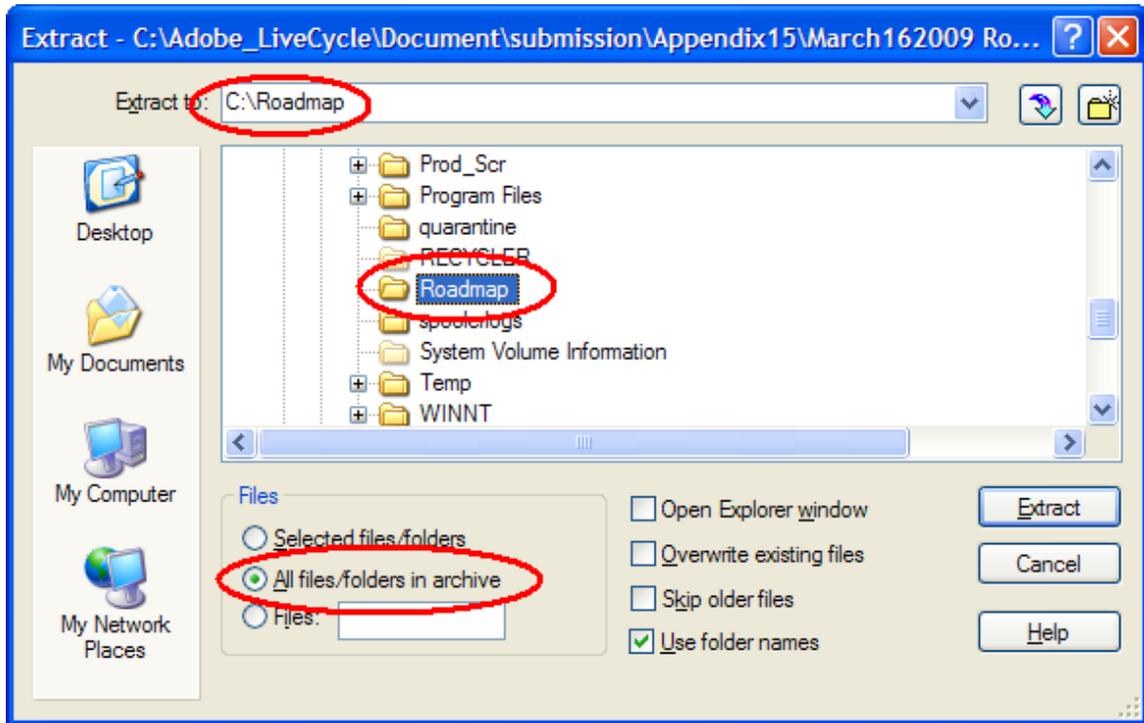
3. Windows XP Unzip will look like this (e.g., FCN-Roadmap-Folders.zip) :



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

Contains Nonbinding Recommendations

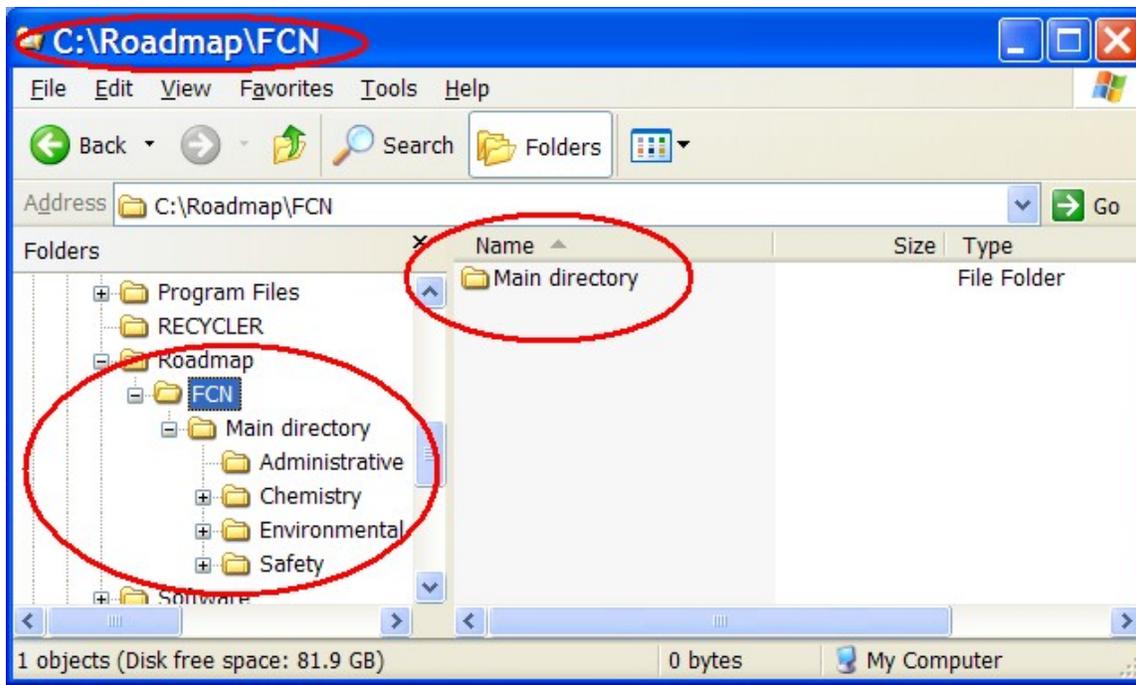
4. Click the Readme.txt and use the “Extract All” feature of your unzip program to save the empty roadmap file structure to your hard drive (please take note where the roadmap files is being saved). For this example, the structure was extracted to C:\Roadmap.



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.

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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).