

U.S. Department of Agriculture • Food and Nutrition Service

CN Database Qualification Report

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a Collection of Information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0494. The time required to complete this information is estimated to average 120 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

Date Submitted: (MM/DD/YYYY)	
Manufacturer Information: Company Name: Street1: Street2: City, State: Zip Code:	Manufacturer Information Continued: Company Website: Company Phone: (xxx) yyy-zzzz: Company Fax: (xxx) yyy-zzzz: General Email:

MFR Product Name: (Max 255 characters-example: Pizza, pepperoni topping, regular crust, frozen, cooked)

Product Name Shortened:(Max 60 characters-example: pepperoni pizza)	Brand: (Max 40 characters)
Unit UPC: (12 numbers) _ - _ - _ - _ - _ - _ - _ - _ - _ - _ - _ - _ -	Product Number/Code:
Food Category Code: (from table on field explanation page 3)	Product Is Produced For School Food Service? <input type="checkbox"/> YES <input type="checkbox"/> NO

Product Is Produced With USDA Commodity Food? YES NO

NLEA Adjusted Values: YES NO

Value Type Code: Analytical Data (A), USDA Data (U), Calculated Data (C) A U C

As Served (S) or As Purchased (P): S P
Is This An Enriched Or Fortified Product? YES NO

Notes:

CN Qualification Report Field Explanation

Enter the **Date Submitted**, and **Manufacturer Information**. The **MFR Product Name** should follow the naming convention used in the USDA's National Nutrient Database for Standard Reference (<http://www.nal.usda.gov/fnic/foodcomp/search/>). The **Product Name Shortened** should not be an abbreviation of each word in the full product name but rather should be a clear and concise shortened version of the full product name. The **Brand** for the product should be listed separately from the full or shortened product name. The **Unit UPC** is the 12 digit Universal Product Code and is important for correctly matching the information to the product. Example: 0 - 12345 - 12345 - 0. The **Product Number/Code** should be your product's 5 digit UPC# (The portion after the second dash) if you do not use a separate product number or code. The **Food Category Code** comes from a USDA Table. Please select from the following list of 2-digit categories.

Food Category Codes

01 Dairy: butter, cheese, eggs, milk, yogurt	16 Condiments: catsup, mustard, relish
02 Spice: seasonings, flavorings, leavening agents	17 Lamb, veal and game products
03 Baby food	18 Baked goods: bread, cakes, cookies, crackers, pies, rolls
04 Fats & Oils: margarine, shortening, mayonnaise, salad dressings	19 Sweets
05 Poultry Products	20 Grains
06 Soups, Sauces and Gravies	21 Fast Foods
07 Luncheon meat & sausage	22 Meals, Entrees, and Sidedishes
08 Breakfast Cereals	25 Snacks
09 Fruits and fruit juices	29 Miscellaneous
10 Pork Products	
11 Vegetables: includes beans & legumes	30 - 39 Reserved for USDA Recipes
12 Nuts and seeds	
13 Beef	43 Purchased mixed dishes: lunch entries
14 Beverages	44 Purchased mixed dishes: breakfast entrees
15 Fish	45 Meat substitute/Vegetable proteins

Indicate whether the product is or is not intended for **School Food Service** and whether it is or is not produced with **USDA Commodity Food**. Indicate whether the nutritional information is based on the **Nutrition Labeling and Education Act (NLEA) Adjusted Values** (Nutrition Facts data).

Select your **Value Type Code** from the following list based on the nutrient data you are reporting: A= Analytical -laboratory data; U = USDA - from a USDA database; C = Calculated - from nutrition facts panel or from individual ingredients.

Indicate whether the nutritional information provided is on an **As Served** or **As Purchased** basis and whether or not the product is **Enriched/Fortified**. There is a space for **Notes** if needed.

Repeat the **Product Number/Code** from page one so that page two can be matched up if necessary. The **Household Serving Amount** is a numeric value used to describe the amount of a specific **Household Serving Measure Description**. The two combined make up the **Household Serving Size**. The **Household Serving Measure Description** should be chosen from the following list of abbreviations:

CM	Centimeter	MG	Milligram (1000th of gram)
CUP	Cup (volume; sometimes fluid; 1 cup = 8 fluid ounces)	ML	Milliliter (volume; usually fluid)
FT	Feet (dimension)	OZ	Ounce (weight; 16 ounces = 1 pound)
GAL	Gallon (volume; sometimes fluid)	FL OZ	Fluid Ounce (volume; 8 fluid ounces = 1 cup)
GM	Gram (weight)	PACKAGE	Package/Box/Case/Bag
IN	Inch (dimension; 12 inch = 1 foot)	PIECE	Piece/Portion/Unit/Item/Serving
KG	Kilogram (weight; 1 kg = 1000 grams)	PT	Pint (volume; sometimes fluid)
LB	Pound (weight)	QT	Quart (volume; sometimes fluid; 4 quarts = 1 gallon)
LT	Liter (volume; usually fluid)	TBSP	Tablespoon (volume; 16 tablespoons = 1 cup)
M	Meter (dimension)	TSP	Teaspoon (volume; 3 teaspoon = 1 tablespoon)

The **Nutrient Serving Size** in grams may be equivalent to the **Household Serving Size** or the net weight on a single serve package if you are reporting Nutrition Facts (NLEA) data. For example, if the **Nutrient Serving Size** is based on one 57 gram single serve package, then the **Household Serving Amount** plus the **Household Serving Measure Description (=Household Serving Size)** would be 2.0 OZ for a non-liquid product. 57 grams divided by 28.35 grams per ounce equals the **Household Serving Size** of 2.0 ounces. Provide the nutrient values in the appropriate units designated in the nutrient list. Nutrients listed with an asterisk are **Optional**; Lastly, provide a **List of Ingredients** found in the product by order of predominance.