

Dairy Listing Module (DLM) Screens for OMB approval

Version: 2.0

June 3, 2016

Submitting a Manufacturer or Processor’s Application Electronically to the dairy list with intent to export

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Dairy Listing Module (DLM) Common Page Components

After the external user has logged in on the FDA's Unified Registration Listing System (FURLS) Online Account Administration (OAA) page and given their account access to the "Dairy Listing Module", choose the link "Dairy Listing Module" from the list of systems available on the FURLS home page. This will take you to the webpage "DLM Main Menu" with the banner "DAIRY LISTING MODULE". Each screen in the DLM electronic submission process has this banner.

At the top right of each page are the links "FURLS Home", which will take you to the FURLS home page, and "DLM Home," which will take you to the DLM Main Menu. Choose the link "FURLS Home" to log out.

To submit an application for a new facility to be added to the dairy list, select the link "Enter New Application" (see "Enter New Application: Figure 1")

The screens throughout the DLM online application process will have the following features:

1. At the top of every screen is a status bar that will track your progress through each step of the process.
2. A "?" Get-Help icon above the menu bar on the right side of the page will provide help. For an overview of all the help files available, see the FDA Industry Systems Index of Help Pages available separately through the "?"Get-Help icon.
3. A "Print" icon which prints the screen displayed on the browser.
4. At the bottom of each screen you will see 1, 2 or 3 navigation buttons; depending on the step in the online application process.
 - a. "Previous" will take you back one step in the process to the previous section of the application. Please note that unsaved information entered on the form is lost if you press the "Previous" button.
 - b. "Next" takes you to the next screen for entering application data.
 - c. "Cancel" takes the user back to the DLM Main Menu. (Will be added to all applicable screens).
 - d. In the last step, the button labeled "Submit" on the bottom far right submits the application to the FDA.

Flow 1: Enter New Application: External User

Enter New Application: Figure 1

A Web Page

http://DLM

U.S. Department of Health and Human Services

FDA FURLS DAIRY LISTING MODULE (DLM) FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Welcome to the Dairy Listing Module (DLM)

OMB Number : 0910-0509
OMB Expiration Date : 9/30/2017

Paperwork Reduction Act

According to the Paperwork Reduction Act of 1995, a collection of information should display a valid Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection is 0910-0509 (Expires 9/30/2017). The time required to complete this information collection is estimated to average 90 minutes for an initial request, 60 minutes for a Biennial Update and 30 minutes for an occasional update, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. Send comments regarding this burden estimate or suggestions for reducing this burden to:

Food and Drug Administration
CFSAN (HFS-306)
5100 Campus Drive
College Park, MD 20740

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Please Note: The system will automatically timeout if there is no activity within 30 minutes.

Enter New Application: Figure 2

A Web Page

http://DLM

U.S. Department of Health and Human Services

FDA FURLS DAIRY LISTING MODULE (DLM) FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information Country/Product Information Review Signature

Type of Facility

Facilities that manufacture, process, pack or hold food for consumption in the United States must first be registered in the Food Facility Registration Module (FFRM) in order to apply in the DLM, unless an exemption applies under 21 CFR 122.6.

Facility Type

Please identify the type of facility for the DLM application:

☐ Dairy Product Manufacturer/Processor that is a registered food facility

☐ Dairy Product Manufacturer/Processor that is exempt from registration of food facilities.

Previous Next

Enter New Application: Figure 3

Food Facility Manufacturers: Food Facility Registration Module (FFRM) Enterprise Account Login. Each firm will have a main enterprise account holder with access to the Food Facility Registration (FFR) Number and FFR Pin Number.

The screenshot shows a web browser window with the address bar displaying "http://DLM". The page header includes the U.S. Department of Health and Human Services logo and the text "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present. A left sidebar contains a menu with "DLM Home", "Enter New Application" (highlighted), "Edit Application", and "Biennial Update". The main content area is titled "FFRM Registration" and features a progress bar with four steps: "Business Information", "Country/Product Information", "Review", and "Signature". The "Business Information" step is active. The registration instructions state: "In order to apply to DLM, you must have first registered your facility that manufactures the dairy product in the Food Facility Registration Module (FFRM). You will need the FFRM Registration Number and PIN Number that you received when you registered your manufacturing facility." It provides three scenarios: 1) If not registered, select OAA to register. 2) If no access to FURLS, select OAA to edit profile. 3) If registered with current info, enter FFRM Registration Number and PIN Number. A section titled "ENTERPRISE ACCOUNT" contains two input fields: "FFRM Registration Number" and "FFRM Pin Number". "Previous" and "Next" buttons are at the bottom of the form.

U.S. Department of Health and Human Services

DAIRY LISTING MODULE (DLM)

FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information | Country/Product Information | Review | Signature

FFRM Registration

FFRM Registration

In order to apply to DLM, you must have first registered your facility that manufactures the dairy product in the Food Facility Registration Module (FFRM). You will need the FFRM Registration Number and PIN Number that you received when you registered your manufacturing facility.

If you have not registered the facility in FFRM, please select OAA and go to FFRM to register.

If you do not have access to the FFRM in FURLS, please select OAA to edit your account profile to get access to FFRM.

If you have registered in FFRM and you have a current and a valid FFRM registration, enter your FFRM Registration Number and PIN Number below. If you do not remember your FFRM Registration Number and PIN Number, please select OAA and go to FFRM.

If you have any questions please contact the FDA Industry Systems Help Desk by selecting help.

ENTERPRISE ACCOUNT

FFRM Registration Number FFRM Pin Number

Previous Next

Enter New Application: Figure 4

Dairy Product Manufacturer/Processor that is a registered food facility: FFRM Subaccount Login. The FFRM Enterprise Account holder is able to assign subaccounts when more than one person at a firm needs to access DLM. When the subaccount user logs in with their OAA account, the system will recognize the facilities that they have access to.

U.S. Department of Health and Human Services

FDA **FURLS** **DAIRY LISTING** **MODULE (DLM)** [FURLS Home](#) | [DLM Home](#)

[DLM Home](#)
[Enter New Application](#)
[Edit Application](#)
[Biennial Update](#)

Business Information | Country/Product Information | Review | Signature

FFRM Registration

FFRM Registration

The following facilities are associated with your Subaccount. Please select the facility for the DLM application.

SUBACCOUNT

| Select | Facility Name | Address |
|-----------------------|---------------|---------------------------------|
| <input type="radio"/> | ABC | 332 Main Street Hull IA |
| <input type="radio"/> | ABC | 2701 Main Road Appleton WI |
| <input type="radio"/> | ABC | N2915 Elm Road AB Luxembourg WI |
| <input type="radio"/> | ABC | 105 Park Ave. Weyauwega WI |

[Previous](#) [Next](#)

Enter New Application: Figure 5

Dairy Product Manufacturer/Processor that is a registered food facility: Business Information, Manufacturer Address and Main Contact Information will be prepopulated for Food Facility Manufacturers since they will be registered in FFRM. All the fields except Doing Business As, Manufacturer Type, and the Inspection details will be read only and cannot be edited.

The screenshot displays a web browser window with the address bar showing 'http://DLM'. The page header includes the U.S. Department of Health and Human Services logo and the text 'DAIRY LISTING MODULE (DLM)'. A navigation bar at the top right contains links for 'FURLS Home' and 'DLM Home'. On the left side, a sidebar menu lists 'DLM Home', 'Enter New Application' (highlighted), 'Edit Application', and 'Biennial Update'. The main content area is titled 'Business Information' and features a tabbed interface with 'Business Information', 'Country/Product Information', 'Review', and 'Signature'. The 'Business Information' tab is active, showing a form with the following sections:

- Business Information:** Fields for Business Name (ABC), Doing Business As (Optional), Address Line 1 (N2915 Elm Road AB), Address Line 2 (Optional), Zip (54217), City (Luxemburg), State (WI), First Name (Joe), Last Name (Smith), Telephone (001 920 555-9999), Fax (001 920 555-9991), and Email (joe.smith@example.com).
- Main Contact Information:** Fields for First Name (Joe), Last Name (Smith), Telephone (001 920 555-9999), Fax (001 920 555-9991), and Email (joe.smith@example.com).
- Manufacturer Address:** Fields for Address Line 1 (2915 Elm Road), Address Line 2 (Optional), Zip (54217), City (Luxemburg), State (WI), and Manufacturer Type (Please Select, Processing Plant, Co-Packer, Dry Storage, Cold Storage).
- Inspection Details:** Fields for Plant Identifier (FEI Number, USDA Dairy Number, IMS Number), Last Inspection Date (/ /), Government Agency that provided Inspection (Please Select, FDA, USDA, State Agency), and Copy of Last Inspection Notice (Upload).

At the bottom of the form, there are 'Previous' and 'Next' buttons. A note at the bottom right states: 'Allowed File types are PDF,DOC,DOCX. The maximum file size is 50MB'.

Enter New Application: Figure 6

Dairy Product Manufacturer/Processor that is exempt from registration of food facilities: Business Information Screen. This screen will appear if the user selects Dairy Product Manufacturer/Processor that is exempt from registration of food facilities in Figure 2. Inspection Details will be required except for Plant Identifier. External user will have to enter information.

The screenshot shows a web browser window displaying the 'DAIRY LISTING MODULE (DLM)' interface. The browser's address bar shows 'http://DLM'. The page header includes the U.S. Department of Health and Human Services logo and the text 'FURLS Home | DLM Home'. The main content area is titled 'Business Information' and is divided into several sections:

- Business Information:** Includes fields for Business Name, Doing Business As (Optional), Country (a dropdown menu), Address Line 1, Address Line 2 (Optional), Zip, City, and State/Province.
- Main Contact Information:** Includes fields for First Name, Last Name, Telephone (with Country Area and Phone Number Ext. sub-fields), Fax (with Country Area and Fax Number sub-fields), and Email.
- Manufacturer Address:** Includes fields for Address Line 1, Address Line 2 (Optional), Zip, State, City, and Type of Manufacturer (a dropdown menu with options: Processing Plant, Co-Packer, Dry Storage, Cold Storage).
- Inspection Details:** Includes a radio button for 'Does the facility currently have an Inspection?' (Yes/No), a field for 'Plant Identifier (Optional) (FEI Number, USDA Dairy Number, IMS Number)', a field for 'Last Inspection Date' (with a calendar icon), a dropdown for 'Government Agency that performed Inspection' (with options: FDA, USDA, State Contract), and a field for 'Copy of Last Inspection Report' with an 'Upload Document' button.

At the bottom of the form, there are 'Previous' and 'Next' buttons. A note at the bottom right states: 'Allowed File Types are PDF, DOC, DOCX. The maximum file size is 50 MB'.

Enter New Application: Figure 7

User will select the exporting country for which the products are being entered.

The screenshot shows a web browser window with the address bar displaying "http://DLM". The page header includes the U.S. Department of Health and Human Services logo and the text "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present. A sidebar on the left contains links: "DLM Home", "Enter New Application" (highlighted), "Edit Application", and "Biennial Update". A progress bar at the top of the main content area shows four steps: "Business Information", "Country/Product Information" (current step), "Review", and "Signature". The main content area is titled "Select Country" and contains a "Select Country" label, a text input field, and a dropdown menu. The dropdown menu is open, showing the following options: "Chile", "China", and "European Union (EU)". Below the dropdown are "Previous" and "Next" buttons.

U.S. Department of Health and Human Services

DAIRY LISTING
MODULE (DLM)

FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information | Country/Product Information | Review | Signature

Select Country

Select Country

Select the Country to apply to: (Apply for one country at a time)

Chile
China
European Union (EU)

Previous Next

Enter New Application: Figure 8

Contact Information for Country Selected. Users can autofill the Contact Information from the Main Contact Information on the Business Information Screen (Figure 5 or 6) or enter data.

The screenshot displays a web browser window with the URL <http://DLM>. The page header includes the U.S. Department of Health and Human Services logo and the text "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present in the top right. A left sidebar menu contains links: "DLM Home", "Enter New Application" (highlighted), "Edit Application", and "Biennial Update". The main content area features a tabbed interface with four tabs: "Business Information", "Country/Product Information" (active), "Review", and "Signature". Below the tabs, the "Contact Information" section is titled "Country Contact Information". A note states: "Email below will be the main email used for Country application notifications." The country is set to "Chile". A "Contact Information" button is visible, along with an "Autofill Main Contact from Business Information Section" button. The form includes input fields for "First Name", "Last Name", "Title", and "Email". For "Telephone" and "Fax", there are dropdowns for "Country" (pre-filled with "001") and "Area", followed by "Phone Number" and "Ext" or "Fax Number" input fields. "Previous" and "Next" buttons are at the bottom of the form.

Enter New Application: Figure 9

Product Information Screen is based on Country selected in Figure 7. Animal Origin will be a required field for all countries. Labels for China will be “Product Category” and “Product Name”. Label for Chile and EU will be “Product”.

Questions will be based on country requirements.

- When applying for the China dairy list, users will be prompted “Is this product currently being manufactured and ready to ship?”
- When applying for the Chile or EU dairy list, users will be prompted “Is this product shipping within the next two years?”

The screenshot displays a web browser window titled "A Web Page" with the address bar showing "http://DLM". The page header includes the U.S. Department of Health and Human Services logo and the text "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present. A sidebar on the left contains links: "DLM Home", "Enter New Application" (highlighted), "Edit Application", and "Biennial Update". The main content area features a tabbed interface with four tabs: "Business Information", "Country/Product Information" (active), "Review", and "Signature". Below the tabs, the "Product Information" section contains the following fields:

- Name of Country: Text input field containing "China".
- Animal Origin: Dropdown menu with "Please Select" and options: Bovine, Ovine, Caprine, Bovinae.
- Product Category: Dropdown menu.
- Product Name (Optional): Text input field.
- Is this product currently being manufactured and ready to ship?: Dropdown menu with "Please Select" and options: Yes, No.

At the bottom of the form are "Previous" and "Next" buttons.

Enter New Application: Figure 10

After user has completed entering Products in Figure 9, they can now view the Product List to confirm the list of products that have been entered for their firm for the current DLM session.

The screenshot displays the DAIRY LISTING MODULE (DLM) interface. At the top, there is a navigation bar with the FDA FURLS logo and the text "DAIRY LISTING MODULE (DLM)". To the right of the logo, there are links for "FURLS Home" and "DLM Home". Below the navigation bar, there is a sidebar on the left with a menu containing "DLM Home", "Enter New Application" (highlighted), "Edit Application", and "Biennial Update". The main content area is divided into four tabs: "Business Information", "Country/Product Information" (selected), "Review", and "Signature". The "Country/Product Information" tab is active, showing the "Product List". The "Product List" section includes "Facility Details" (ABC Facility, N2915 Elm Road AB, Luxembourg, WI 54217) and "Country" (Chile). Below this, there is a table with columns: Country, Animal Origin, Product Category, Product Name, and Action. The table contains five rows of product data. Each row has an "Add Product" button and a red "X" icon in the Action column. At the bottom of the table, there are "Previous" and "Next" buttons.

| Country | Animal Origin | Product Category | Product Name | Action |
|---------|---------------|------------------|---------------------|--------|
| Chile | Bovine | Modified Milk | ABC Skim Milk | |
| Chile | Caprine | Modified Milk | ABC Skim Milk | |
| Chile | Ovine | Pasteurized Milk | ABC Chocolate Milk | |
| Chile | Bovine | Butter | ABC Salted Butter | |
| Chile | Bovine | Butter | ABC Unsalted Butter | |

Enter New Application: Figure 11

Review Screen allows users to review information submitted for the country applied to and edit information as needed prior to submitting.

A Web Page
http://

U.S. Department of Health and Human Services
FURLS Home | DLM Home

FDA
FURLS
DAIRY LISTING
MODULE (DLM)

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information
Country/Product Information
Review
Signature

Application Review
Please review the information entered for the Dairy Facility. Please select the "Edit" buttons next to each section to update. Click "Next" to Submit the application.

Application Review
Country for New Application
Chile
Edit

Business Information
Business Information
Main Contact Information
Edit

Business Name
ABC
First Name
Joe
Doing Business As (Optional)
Last Name
Smith
FEI Number
1513768
Telephone
001 920 999-5555 555
Country Area
Phone Number Ext
Address Line 1
N2915 Elm Road
Fax
001 920 999-5551
Country Area
Fax Number
Address Line 2 (Optional)
Email
joe.smith@example.com
Zip
54217
City
Luxembourg
State
WI

Manufacturer Address
Inspection Details
Edit

Address Line 1
N2915 Elm Road
Plant Identifier (FEI Number, USDA Dairy List Number, IMS Number)
Date of Last Inspection
/ /
Govt Agency who inspected
FDA
Copy of Last Inspection Notice
File Name
Size
Inspection Notice.pdf
37.34Kb
Address Line 2 (Optional)
Zip
54217
City
Luxembourg
State
WI
Type of Manufacturer
PP

Country Contact Information
Edit

| Country | First Name | Last Name | Title | Email | Phone | Fax |
|---------|------------|-----------|------------------------------|-----------------------|--------------|-------------|
| Chile | Joe | Smith | Latin America Sales Director | joe.smith@example.com | 301-555-9610 | 301-555-961 |
| | | | | | | |
| | | | | | | |

Product Information
Edit

| Country | Animal Origin | Product Category | Product Name |
|---------|---------------|------------------|-----------------------|
| Chile | Bovine | Pasteurized Milk | ABC Lactose Free Skim |
| Chile | Bovine | Pasteurized Milk | ABC Lactose Free Skim |
| Chile | Bovine | Pasteurized Milk | ABC Lactose Free Skim |
| | | | |
| | | | |

Next

Enter New Application: Figure 12

Signature Page allows users to sign off on the application submission.

A Web Page
http://DLM

U.S. Department of Health and Human Services

DAIRY LISTING
MODULE (DLM)
FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information
Country/Product Information
Review
Signature

Signature Page

Signature Page

The undersigned certifies that the information in this submission is complete and accurate. The undersigned understands that the information submitted is intended to assist FDA in establishing and maintaining the list. FDA considers the information on this list, which is provided voluntarily with the understanding that it will be communicated to the competent authority and posted on the Internet, to be information that is not protected from disclosure under 5 U.S.C. § 552(b)(4).

☐ I agree
☐ I am authorized to provide this consent and my full name, position , and address are set out below for verification.

On Behalf Of:

Name/Position:

Department

Address Line 1

Address Line 2

City

State

Zip

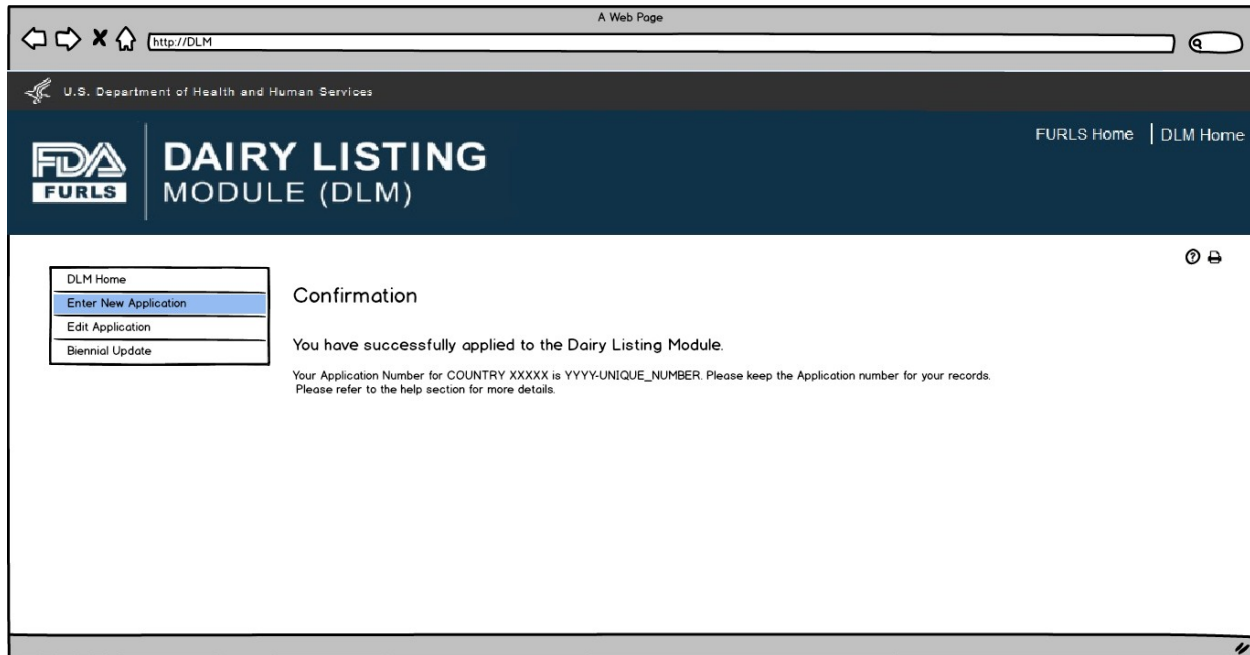
Contact Number

Email Address

Submit

Enter New Application: Figure 13

This screen confirms that the application has been successfully submitted along with the Application Number and Country applied to.



Flow 2: Edit Application

Edit Application: Figure 1

User first selects the country to edit the application. The table will then appear with the facilities for the selected country under the user's OAA account. User can select the Edit "pencil" icon to edit the application for the selected facility. User can select the Delete "X" icon to request removal of selected facility and the associated products from the selected country list.

The screenshot shows a web browser window with the URL <http://DLM>. The page header includes the U.S. Department of Health and Human Services logo, the FDA FURLS logo, and the text "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present. A sidebar on the left contains links: "DLM Home", "Enter New Application", "Edit Application" (highlighted), and "Biennial Update". The main content area has a tabbed interface with "Business Information", "Country/Product Information", "Review", and "Signature". The "Country/Product Information" tab is active, displaying the "Edit Application" section. This section includes instructional text and a dropdown menu for selecting a country. The dropdown menu is open, showing options: "Chile", "China", and "European Union (EU)". Below the dropdown is another instructional text block. At the bottom, a table lists facilities with columns for Application Number, FEI Number, Name of Firm, DBA, Address, Country selected, and Action. The table contains two rows of data, each with edit and delete icons in the Action column.

| Application Number | FEI Number | Name of Firm | DBA | Address | Country selected | Action |
|--------------------|------------|----------------|-----------------|------------------------------|------------------|--------|
| 1234 | 3006521236 | ABC Dairy | ABC Ingredients | 332 Elm Street Hull IA | Chile | |
| 1235 | 3046521286 | ABC Dairy Farm | ABC Division | 2080 Main Street St. Paul MN | Chile | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Edit Application: Figure 2

If the firm is a Dairy Product Manufacturer/Processor that is a registered food facility, all the fields except Doing Business As, Manufacturer Type, and the Inspection details will be read only and cannot be edited. User will need to change any Business Information in FFRM. The information that will be editable for Dairy Product Manufacturer/Processor that is a registered food facility will be Doing Business As, Manufacturer Type, and every field in Inspection Details section. For Dairy Product Manufacturer/Processor that is exempt from registration of food facilities, all fields will be editable.

A Web Page

U.S. Department of Health and Human Services

FDA **FURLS** **DAIRY LISTING**
MODULE (DLM)

FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information Country/Product Information Review Signature

Business Information

Business Information

| | | | |
|------------------------------|-------------------|--------------|-----------------------|
| Business Name | ABC | First Name | Joe |
| Doing Business As (Optional) | | Last Name | Smith |
| Address Line 1 | N2915 Elm Road AB | Phone Number | 001 920 555-9999 555 |
| Address Line 2 (Optional) | | Country Area | Phone Number Ext |
| Zip | 54217 | Fax Number | 001 920 555-9991 |
| City | Luxemburg | Country Area | Fax Number |
| State | WI | Email | joe.smith@example.com |

Manufacturer Address

| | | | |
|---------------------------|---|---|--|
| Address Line 1 | 2915 Elm Road | Plant Identifier (FEI Number, USDA Dairy Number, IMS Number) | |
| Address Line 2 (Optional) | | Last Inspection Date | / / |
| Zip | 54217 | Government Agency that provided Inspection | Please Select FDA USDA State Agency |
| City | Luxemburg | Copy of Last Inspection Notice | |
| State | WI | | |
| Manufacturer Type | Please Select Processing Plant Co-Packer Dry Storage Cold Storage | | |

Inspection Details (Optional)

Upload

Allowed File types are PDF,DOC,DOCX. The maximum file size is 50MB

Previous Next

Edit Application: Figure 3

User will review Country Contact Information and edit information if needed.

The screenshot displays a web browser window with the URL <http://DLM>. The page header includes the U.S. Department of Health and Human Services logo and the text "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present in the top right. A left sidebar menu contains links for "DLM Home", "Enter New Application", "Edit Application" (highlighted), and "Biennial Update".

The main content area features a progress bar with four steps: "Business Information", "Country/Product Information" (the current step), "Review", and "Signature". Below this, the "Contact Information" section is titled "Contact Information for Country". The country is set to "Chile".

The contact information form includes the following fields:

- First Name:** Joe
- Last Name:** Smith
- Title:** Latin America Sales Director
- Email:** joe.smith@example.com
- Telephone:** Country (001), Area (920), Phone Number (555-9999), Ext (555)
- Fax:** Country (001), Area (920), Fax Number (555-9991)

Navigation buttons "Previous" and "Next" are located at the bottom of the form area.

Edit Application: Figure 4

If there are no changes to the product listing, then the user confirms their choice by selecting “There are no changes to this Product List”. If user would like to edit product information, they can click on the pencil icon to edit the product.

The screenshot shows a web browser window with the address bar displaying "http://DLM". The page header includes the U.S. Department of Health and Human Services logo and the text "DAIRY LISTING MODULE (DLM)". On the right side of the header, there are links for "FURLS Home" and "DLM Home".

On the left side, there is a sidebar menu with the following options: "DLM Home", "Enter New Application", "Edit Application" (highlighted in blue), and "Biennial Update".

The main content area is titled "Product List" and has a sub-header "Product List". Below this, there is a section for "Facility Details" with the following information: "Facility Name: ABC" and "Facility Address : N2915 Elm Road, Luxembourg, WI 54217". To the right of this section, there is a checkbox labeled "There are no changes to this Product List".

Below the facility details, there is a table with the following columns: "Country", "Animal Origin", "Product Category", "Product Name", and "Action". The table contains three rows of data:

| Country | Animal Origin | Product Category | Product Name | Action |
|---------|---------------|------------------|----------------|--------|
| Chile | Bovine | Modified Milk | ABC Skim Milk | |
| Chile | Bovine | Modified Milk | ABC Skim Milk | |
| Chile | Bovine | Pasteurized Milk | ABC Whole Milk | |

Below the table, there is a button labeled "+ Add Product". At the bottom of the page, there are two buttons: "Previous" and "Next".

Edit Application: Figure 5

After user clicks Pencil Icon in Figure 5, they can now edit information for the Product selected if needed.

The screenshot displays a web browser window titled "A Web Page" with the address bar showing "http://DLM". The page header includes the U.S. Department of Health and Human Services logo and the text "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present in the top right.

On the left side, a vertical menu contains the following options: "DLM Home", "Enter New Application", "Edit Application" (highlighted with a blue background), and "Biennial Update".

The main content area features a horizontal tabbed interface with four tabs: "Business Information", "Country/Product Information" (active and highlighted in blue), "Review", and "Signature".

Below the tabs, the section is titled "Product Information". Underneath this title, it says "Biennial Update: Product Information". The form contains the following fields:

- Name of Country:** A text input field containing "Chile".
- Animal Origin:** A dropdown menu with "Bovine" selected. The dropdown list shows "Bovine", "Ovine", "Caprine", and "Bovinae".
- Product Category:** A dropdown menu with "ABC Skim Milk" selected.
- Product Name (Optional):** A text input field containing "Pasteurized Milk".
- Is your Product currently being manufactured and able to ship?:** A dropdown menu with "Please Select" selected. The dropdown list shows "Yes" and "No".

At the bottom of the form, there are two buttons: "Previous" on the left and "Next" on the right.

Edit Application: Figure 6

User will see the Product List to confirm the Products entered with their firm.

The screenshot shows a web browser window with the address bar displaying "http://DLM". The page header includes the U.S. Department of Health and Human Services logo, the FDA FURLS logo, and the title "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present. A sidebar on the left contains links: "DLM Home", "Enter New Application", "Edit Application" (highlighted), and "Biennial Update". The main content area has a tabbed interface with "Business Information", "Country/Product Information" (selected), "Review", and "Signature". The "Product List" section displays "Facility Details" for "ABC" at "N2915 Elm Road, Luxembourg, WI 54217". A checkbox indicates "There are no changes to this Product List". Below this is an "Add Product" button and a table with three rows of product data. The table columns are Country, Animal Origin, Product Category, Product Name, and Action. The first three rows show products from Chile: Modified Milk (ABC Skim Milk) and Pasteurized Milk (ABC Whole Milk). The "Action" column contains edit and delete icons for each row. "Previous" and "Next" buttons are at the bottom.

U.S. Department of Health and Human Services

FDA FURLS DAIRY LISTING MODULE (DLM) FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information Country/Product Information Review Signature

Product List

Product List

Facility Details

Facility Name: ABC
Facility Address : N2915 Elm Road, Luxembourg, WI 54217

☐ There are no changes to this Product List

+ Add Product

| Country | Animal Origin | Product Category | Product Name | Action |
|---------|---------------|------------------|----------------|--------|
| Chile | Bovine | Modified Milk | ABC Skim Milk | |
| Chile | Bovine | Modified Milk | ABC Skim Milk | |
| Chile | Bovine | Pasteurized Milk | ABC Whole Milk | |
| | | | | |

Previous Next

Edit Application: Figure 7

Application Review screen for users.

A Web Page

U.S. Department of Health and Human Services

FDA **FURLS** **DAIRY LISTING** **MODULE (DLM)** [FURLS Home](#) | [DLM Home](#)

[DLM Home](#)
[Enter New Application](#)
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[Biennial Update](#)

Business Information **Country/Product Information** **Review** **Signature**

Application Review

Please review the information entered for the Dairy Facility. Please select the "Edit" buttons next to each section to update. Click "Next" to Submit the application.

Application Review

Country for edited application: Chile [Edit](#)

Business Information [Edit](#)

| | |
|--------------------------------|---------------------------------|
| Business Information | Main Contact Information |
| Business Name: ABC | First Name: Joe |
| Doing Business As: | Last Name: Smith |
| FEI Number: 1513768 | Telephone: 001 920 999-5555 555 |
| Address Line 1: N2915 Elm Road | Country Area: Phone Number Ext |
| Address Line 2: | 001 920 999-5551 |
| Zip: 54217 | Country Area: Fax Number |
| City: Luxembourg | Email: joe.smith@example.com |
| State: WI | |

Manufacturer Address

| | |
|--------------------------------|--|
| Address Line 1: N2915 Elm Road | Plant Identifier (FEI Number, USDA Dairy List Number, IMS Number): |
| Address Line 2: | Date of Last Inspection: / / |
| Zip: 54217 | Govt Agency who inspected: FDA |
| City: Luxembourg | Copy of Last Inspection Notice: |
| State: WI | File Name: Inspection Notice.pdf |
| Type of Manufacturer: PP | Size: 37.34Kb |

Country Contact Information [Edit](#)

| Country | First Name | Last Name | Title | Email | Phone | Fax |
|---------|------------|-----------|------------------------------|-----------------------|--------------|--------------|
| Chile | Joe | Smith | Latin America Sales Director | joe.smith@example.com | 301-555-9610 | 301-555-9611 |

Product Information [Edit](#)

| Country | Animal Origin | Product Category | Product Name |
|---------|---------------|------------------|-----------------------|
| Chile | Bovine | Pasteurized Milk | ABC Lactose Free Skim |
| Chile | Bovine | Pasteurized Milk | ABC Lactose Free Skim |
| Chile | Bovine | Pasteurized Milk | ABC Lactose Free Skim |

[Next](#)

Edit Application: Figure 8

Signature Page allows users to sign off on the edited application submission.

U.S. Department of Health and Human Services

FDA **DAIRY LISTING**
FURLS **MODULE (DLM)**

FURLS Home | DLM Home

U.S. Department of Health and Human Services

Business Information Country/Product Information Review **Signature**

Signature Page

The undersigned certifies that the information in this submission is complete and accurate. The undersigned understands that the information submitted is intended to assist FDA in establishing and maintaining the list. FDA considers the information on this list, which is provided voluntarily with the understanding that it will be communicated to the competent authority and posted on the Internet, to be information that is not protected from disclosure under 5 U.S.C. § 552(b)(4).

I agree ☐ I am authorized to provide this consent and my full name, position, and address are set out below for verification.

On Behalf Of:

Name/Position:

Department:

Address Line 1:

Address Line 2:

City:

State:

Zip:

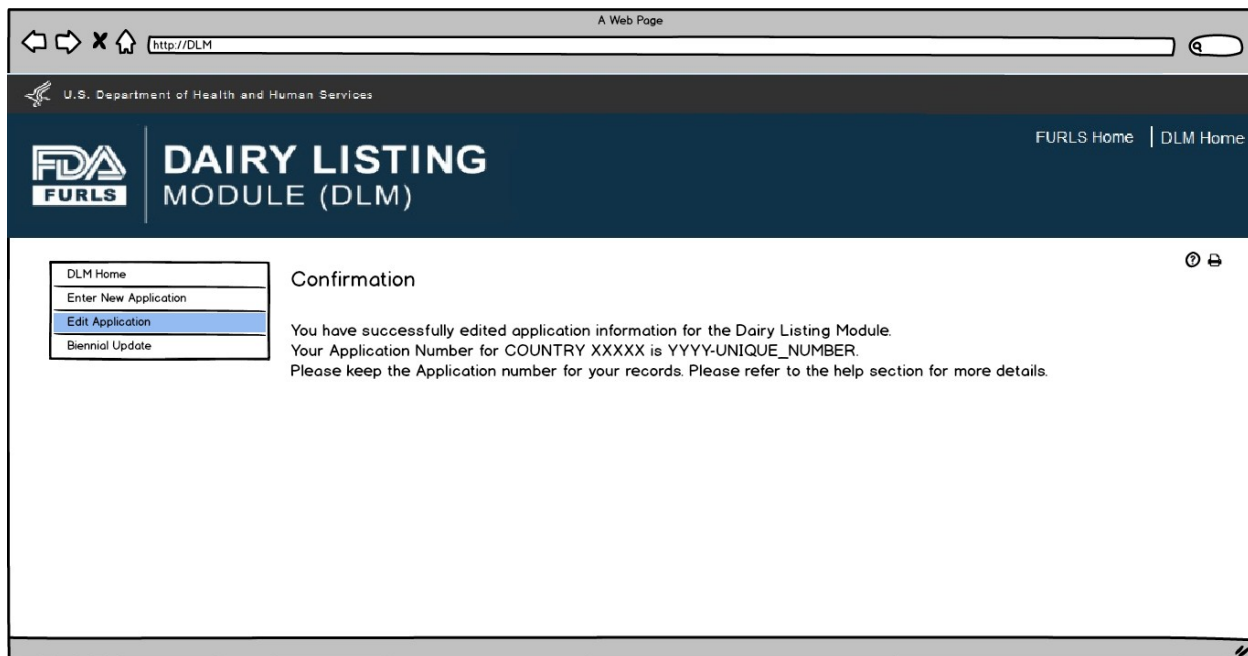
Contact Number:

Email Address:

Submit

Edit Application: Figure 9

This screen confirms that the application changes have been successfully submitted along with the Application Number and Country applied to.



Flow 3: Biennial Update for External User

Biennial Update: Figure 1

User first selects the country for Biennial Update. The table will then appear with the facilities under the user's account. The user will select the facility for reapplication and then select the Reapply button.

A Web Page

http://DLM

U.S. Department of Health and Human Services

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MODULE (DLM)

FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information | Country/Product Information | Review | Signature

Biennial Update

Please select the country to reapply for Biennial Update:

Please select
Chile
China

To reapply for a facility for the Biennial Update, select the firm and please click "Reapply".


| Select | Application Number | FEI Number | Name of Firm | DBA | Address | Country for Reapplication |
|-----------------------|--------------------|------------|----------------|-----------------|------------------------------|---------------------------|
| <input type="radio"/> | 1234 | 3006521236 | ABC Dairy | ABC Ingredients | 332 Elm Street Hull IA | Chile |
| <input type="radio"/> | 1235 | 3046521286 | ABC Dairy Farm | ABC Division | 2080 Main Street St. Paul MN | Chile |
| <input type="radio"/> | | | | | | |
| <input type="radio"/> | | | | | | |
| <input type="radio"/> | | | | | | |
| <input type="radio"/> | | | | | | |
| <input type="radio"/> | | | | | | |
| <input type="radio"/> | | | | | | |

Reapply

Biennial Update: Figure 2

If the firm is a Dairy Product Manufacturer/Processor that is a registered food facility, all the fields except Doing Business As, Manufacturer Type, and the Inspection details will be read only and cannot be edited. Dairy Product Manufacturer/Processor that is a registered food facility user will need to change any Business Information in FFRM. The information that will be editable for Dairy Product Manufacturer/Processor that is a registered food facility will be Doing Business As, Manufacturer Type, and every field in Inspection Details section. For Dairy Product Manufacturer/Processor that is exempt from registration of food facilities, all fields will be editable.

A Web Page
http://DLM



**DAIRY LISTING
MODULE (DLM)**

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[DLM Home](#)
[Enter New Application](#)
[Edit Application](#)
[Biennial Update](#)

Business Information
Country/Product Information
Review
Signature

Business Information

Please review your Business Information. Please update information if needed for the Biennial Update. Instructional text goes here. Business will provide additional information.

Business Information

Business Name:

Doing Business As (Optional):

Address Line 1:

Address Line 2 (Optional):

Zip:

City:

State:

Main Contact Information

First Name:

Last Name:

Phone Number:

Country Area Phone Number Ext

Fax Number:

Country Area Fax Number

Email:

Manufacturer Address

Address Line 1:

Address Line 2 (Optional):

Zip:

City:


State:

Manufacturer Type: Please Select ▼

Processing Plant
Co-Packer
Dry Storage
Cold Storage

Inspection Details (Optional)

Plant Identifier (FEI Number, USDA Dairy Number, IMS Number):

Last Inspection Date: 

Government Agency that provided Inspection: Please Select ▼

FDA
USDA
State Agency

Copy of Last Inspection Notice:

Allowed File types are PDF,DOC,DOCX. The maximum file size is 50MB

Upload

Previous
Next

Biennial Update: Figure 3

User will review Country Contact Information and edit information if needed.

A Web Page
http://DLM

U.S. Department of Health and Human Services

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DAIRY LISTING
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FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information
Country/Product Information
Review
Signature

Contact Information

Contact Information for Country

Country: Chile

Contact Information

First Name
Joe

Last Name
Smith

Title
Latin America Sales Director

Email
joe.smith@example.com

Telephone
001 920 555-9999 555
Country Area Phone Number Ext

Fax
001 920 555-9991
Country Area Fax Number

Previous
Next

Biennial Update: Figure 4

If there are no changes to the product listing, then the user confirms their choice by selecting the “There are no changes to this Product List”. If user would like to edit product information, they can click on the pencil icon to edit the product.

The screenshot shows a web browser window with the address bar displaying "http://DLM". The page header includes the U.S. Department of Health and Human Services logo and the text "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present. A sidebar on the left contains links: "DLM Home", "Enter New Application", "Edit Application", and "Biennial Update" (which is highlighted). The main content area has a progress bar with four steps: "Business Information", "Country/Product Information" (current step), "Review", and "Signature". Below the progress bar, the "Product List" section is titled. It includes a "Facility Details" box with the text: "Facility Name: ABC" and "Facility Address : N2915 Elm Road, Luxembourg, WI 54217". To the right of this box is a checkbox labeled "There are no changes to this Product List". Below the facility details is a table with the following data:

| Country | Animal Origin | Product Category | Product Name | Action |
|---------|---------------|------------------|----------------|--------|
| Chile | Bovine | Modified Milk | ABC Skim Milk | |
| Chile | Bovine | Modified Milk | ABC Skim Milk | |
| Chile | Bovine | Pasteurized Milk | ABC Whole Milk | |
| | | | | |

Below the table is a "+ Add Product" button. At the bottom of the main content area are "Previous" and "Next" buttons.

Biennial Update: Figure 5

After user clicks Pencil Icon in Figure 5, they can now edit information for the Product selected if needed.

The screenshot displays a web browser window with the address bar showing "http://DLM". The page header includes the U.S. Department of Health and Human Services logo and the text "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present. A left sidebar menu contains links: "DLM Home", "Enter New Application", "Edit Application", and "Biennial Update" (which is highlighted). The main content area features a tabbed interface with four tabs: "Business Information", "Country/Product Information" (selected), "Review", and "Signature". Below the tabs, the "Product Information" section is titled "Biennial Update: Product Information". The form contains the following fields: "Name of Country" (text input with "Chile"), "Animal Origin" (dropdown menu with "Bovine" selected, and options "Ovine", "Caprine", "Bovinae"), "Product Category" (dropdown menu with "ABC Skim Milk" selected), "Product Name (Optional)" (text input with "Pasteurized Milk"), and "Is your Product currently being manufactured and able to ship?" (dropdown menu with "Please Select" selected, and options "Yes", "No"). At the bottom of the form are "Previous" and "Next" buttons.

Biennial Update: Figure 6

User will see the Product List to confirm the Products for their firm.

The screenshot shows a web browser window with the URL <http://DLM>. The page header includes the U.S. Department of Health and Human Services logo and the text "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present. A sidebar on the left contains links: "DLM Home", "Enter New Application", "Edit Application", and "Biennial Update" (which is highlighted). The main content area has a tabbed interface with four tabs: "Business Information", "Country/Product Information" (selected), "Review", and "Signature". Below the tabs, the "Product List" section is displayed. It includes a "Facility Details" box with the following information: Facility Name: ABC, Facility Address: N2915 Elm Road, Luxembourg, WI 54217. To the right of this box is a checkbox labeled "There are no changes to this Product List". Below the facility details is a table with the following data:

| Country | Animal Origin | Product Category | Product Name | Action |
|---------|---------------|------------------|----------------|--------|
| Chile | Bovine | Modified Milk | ABC Skim Milk | |
| Chile | Bovine | Modified Milk | ABC Skim Milk | |
| Chile | Bovine | Pasteurized Milk | ABC Whole Milk | |
| | | | | |

Below the table are "Previous" and "Next" buttons. An "Add Product" button is located to the right of the table.

Biennial Update: Figure 7

Biennial Update Application Review screen for users.

A Web Page
http://

U.S. Department of Health and Human Services

FDA
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DAIRY LISTING
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FURLS Home | DLM Home

DLM Home
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Biennial Update

Business InformationCountry/Product InformationReviewSignature

Biennial Update Application Review

Please review the information entered for the Biennial Update. Please select the "Edit" buttons next to each section if any information needs to be edited. Click "Next" to Submit the application.

Application Review

Country Summary
Edit

Country for reapplicationChile

Business Information
Edit

Business Information

Main Contact Information

Business NameABCFirst NameJoe

Doing Business As (Optional)Last NameSmith

FEI Number1513768Telephone001 920 999-5555 555

Address Line 1N2915 Elm RoadCountry AreaPhone Number Ext

Address Line 2 (Optional)Fax001 920 999-5551

Zip54217Emailjoe.smith@example.com

CityLuxembourgCountry AreaFax Number

StateWILuxembourg

Manufacturer Address

Inspection Details

Address Line 1N2915 Elm RoadPlant Identifier (FEI Number, USDA Dairy List Number, IMS Number)

Address Line 2 (Optional)Date of Last Inspection / /

Zip54217Govt Agency who inspectedFDA

CityLuxembourgCopy of Last Inspection Notice

StateWILuxembourg

Type of ManufacturerPP

File NameSize

Inspection Notice.pdf37.34Kb

Country Contact Information
Edit

Product Information
Edit

Next

Biennial Update: Figure 8

Signature Page allows users to sign off on the Biennial Update application submission.

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[DLM Home](#)
[Enter New Application](#)
[Edit Application](#)
[Biennial Update](#)

Business Information | Country/Product Information | Review | **Signature**

Signature Page

Signature Page

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☐ I agree ☐ I am authorized to provide this consent and my full name, position, and address are set out below for verification.

On Behalf Of:

Name/Position:

Department:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Contact Number:

Email Address:

Submit

Biennial Update: Figure 9

This screen confirms that the Biennial update application has been successfully submitted along with the Application Number and Country applied to.

