

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

Table of Contents

Submitting a Manufacturer or Processor’s Application Electronically to the dairy list with intent to export..... 1

 DLM Common Page Components..... 3

 Flow 1: Enter New Application: External User..... 4

 Flow 2: Edit Application..... 17

 Flow 3: Biennial Update for External User..... 27

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 1.226.

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.

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

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.

U.S. Department of Health and Human Services

FDA
FURLS

DAIRY LISTING
MODULE (DLM)

FURLS Home | DLM Home

A Web Page

http://DLM

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information | Country/Product Information | Review | Signature

Business Information

Business Information

Business Information

Business Name: ABC

Doing Business As (Optional):

Address Line 1: N2915 Elm Road AB

Address Line 2 (Optional):

Zip: 54217

City: Luxemburg

State: WI

Main Contact Information

First Name: Joe

Last Name: Smith

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

Fax: 001 920 555-9991
Country Area Fax Number

Email: joe.smith@example.com

Manufacturer Address

Address Line 1: 2915 Elm Road

Address Line 2 (Optional):

Zip: 54217

City: Luxemburg

State: WI

Manufacturer Type: Please Select
Processing Plant
Co-Packer
Dry Storage
Cold Storage

Inspection Details

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: Upload

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

Previous Next

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.

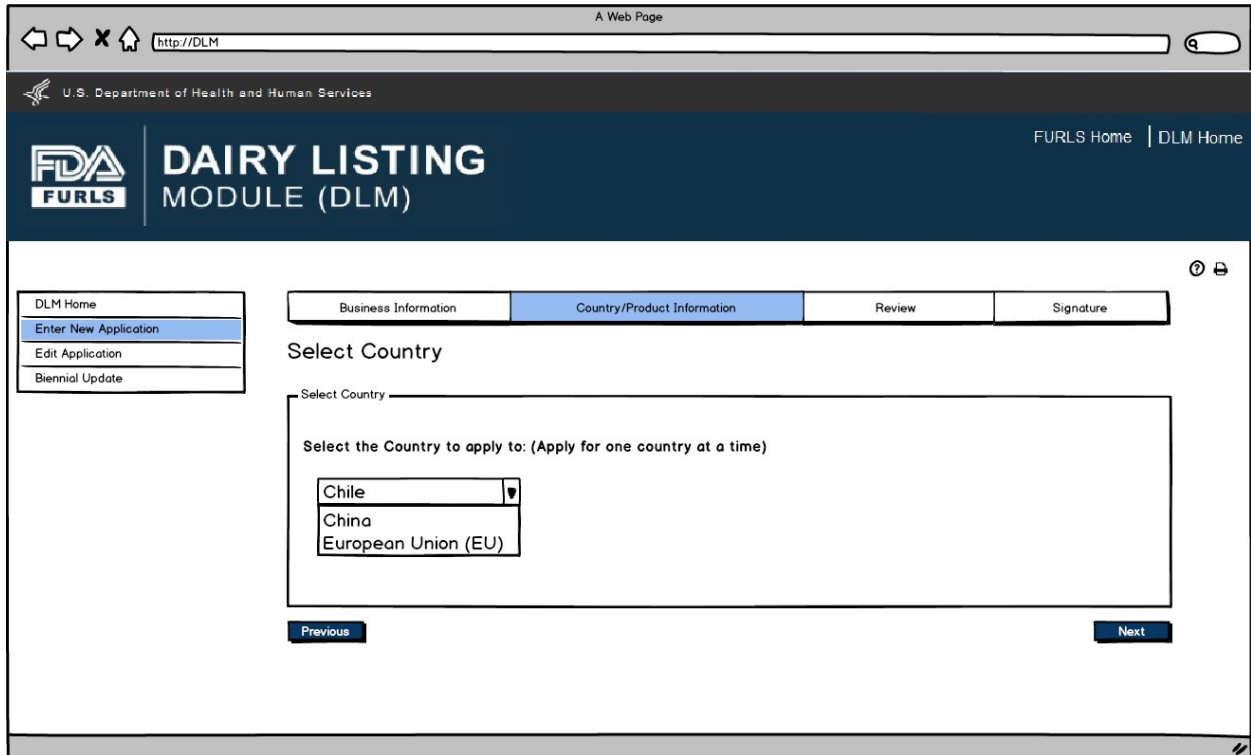
The screenshot displays the 'Enter New Application' screen for the Dairy Listing Module (DLM). The page header includes the U.S. Department of Health and Human Services logo and the text 'DAIRY LISTING MODULE (DLM)'. A navigation menu on the left lists 'DLM Home', 'Enter New Application', 'Edit Application', and 'Biennial Update'. The main content area is organized into four tabs: 'Business Information', 'Country/Product Information', 'Review', and 'Signature'. The 'Business Information' tab is selected, showing a form with the following sections and fields:

- Business Information:** Business Name, Doing Business As (Optional), Country (Please Select), Address Line 1, Address Line 2 (Optional), Zip, City, State/Province.
- Main Contact Information:** First Name, Last Name, Telephone (Country Area, Phone Number, Ext), Fax (Country Area, Fax Number), Email.
- Manufacturer Address:** Address Line 1, Address Line 2 (Optional), Zip, State, City, Type of Manufacturer (Please Select: Processing Plant, Co-Packer, Dry Storage, Cold Storage).
- Inspection Details:** Does the facility currently have an Inspection? (Yes/No), Plant Identifier (Optional) (FEI Number, USDA Dairy Number, IMS Number), Last Inspection Date (calendar icon), Government Agency that performed Inspection: (Please Select: FDA, USDA, State Contract), Copy of Last Inspection Report (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.



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 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" (highlighted), "Edit Application", and "Biennial Update". The main content area has a breadcrumb trail: "Business Information" > "Country/Product Information" > "Review" > "Signature". The "Country/Product Information" step is active, displaying the "Contact Information" form for "Country: Chile". The form includes a note: "Email below will be the main email used for Country application notifications." Below this, there are input fields for "First Name", "Last Name", "Title", and "Email". Telephone and Fax fields are split into "Country", "Area", "Phone Number", and "Ext" components, with "001" pre-filled in the Country boxes. A button labeled "Contact Information" is positioned above the fields, and a button labeled "Autofill Main Contact from Business Information Section" is to the right. "Previous" and "Next" buttons are at the bottom of the form area.

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?”

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

Product Information

Product Information

Name of Country: China

Animal Origin: Please Select (Bovine, Ovine, Caprine, Bovinae)

Product Category: [dropdown]

Product Name (Optional): [text input]

Is this product currently being manufactured and ready to ship?: Please Select (Yes, No)

Previous Next

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 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 a menu with options: 'DLM Home', 'Enter New Application' (highlighted), 'Edit Application', and 'Biennial Update'. The main content area has a breadcrumb trail: 'Business Information' > 'Country/Product Information' > 'Review' > 'Signature'. The current page is titled 'Product List' and displays 'Product List' details for 'ABC Facility' located at 'N2915 Elm Road AB, Luxemborg, WI 54217' in 'Chile'. Below this is a table of products with columns for Country, Animal Origin, Product Category, Product Name, and Action. An '+ Add Product' button is located above the table. 'Previous' and 'Next' buttons are at the bottom of the table area.

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

U.S. Department of Health and Human Services

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

FURLS

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 [Edit](#)

Business Information

Business Name:

Doing Business As (Optional):

FEI Number:

Address Line 1:

Address Line 2 (Optional):

Zip:

City:

State:

Main Contact Information

First Name:

Last Name:

Telephone:

Country Area: Phone Number Ext

Fax:

Country Area: Fax Number

Email:

Manufacturer Address

Address Line 1:

Address Line 2 (Optional):

Zip:

City:

State:

Type of Manufacturer:

Inspection Details

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

Date of Last Inspection:

Govt Agency who inspected:

Copy of Last Inspection Notice:

File Name	Size
Inspection Notice.pdf	37.34Kb

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

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**

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:

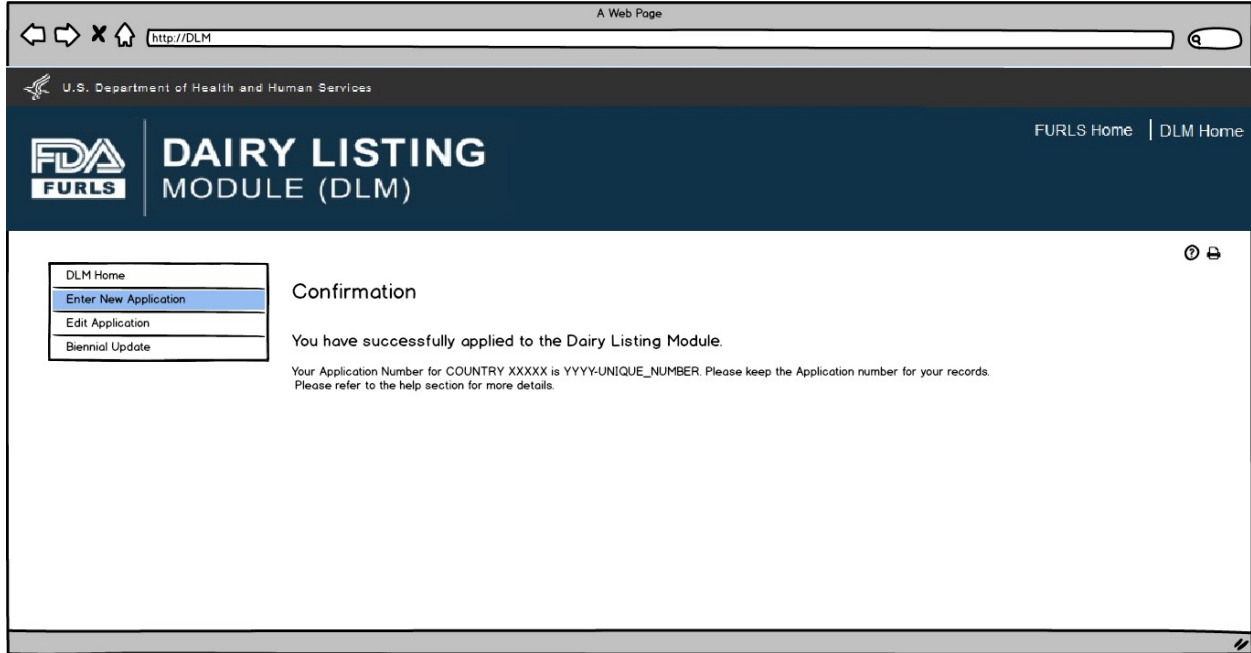
Contact Number:

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)'. There are links for 'FURLS Home' and 'DLM Home'.

The main content area is titled 'Edit Application' and contains a navigation bar with four tabs: 'Business Information', 'Country/Product Information', 'Review', and 'Signature'. The 'Country/Product Information' tab is active.

Below the navigation bar, there is a dropdown menu labeled 'Please select' with the following options: Chile, China, and European Union (EU). Below the dropdown, there is instructional text: 'Instructional text here. If you would like to make edits to an application, select the firm and click the Edit "pencil" icon. If you would like to delete the facility from a Country Listing, please click the Delete "X" icon.'

The main part of the screen displays a table with the following data:

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.

The screenshot displays the 'Edit Application' interface for the Dairy Listing Module (DLM). The page is titled 'Business Information' and is part of a multi-step process (Business Information, Country/Product Information, Review, Signature). The 'Business Information' section includes the following fields:

- Business Information:** Business Name (ABC), Doing Business As (Optional), Address Line 1 (N2915 Elm Road AB), Address Line 2 (Optional), Zip (54217), City (Luxemburg), State (WI).
- Main Contact Information:** First Name (Joe), Last Name (Smith), Phone Number (Country Area: 001, 920; Phone Number: 555-9999; Ext: 555), Fax Number (Country Area: 001, 920; Fax Number: 555-9991), Email (joe.smith@example.com).
- Manufacturer Address:** Address Line 1 (2915 Elm Road), Address Line 2 (Optional), Zip (54217), City (Luxemburg), State (WI), 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 (Upload).

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

Edit Application: Figure 3

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

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

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

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.

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 There are no changes to this Product List

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

[+ 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 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 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-hand navigation menu contains the following items: "DLM Home", "Enter New Application", "Edit Application" (highlighted), and "Biennial Update". The main content area is titled "Product Information" and features a progress bar with four steps: "Business Information", "Country/Product Information" (active), "Review", and "Signature". Below the progress bar, the "Biennial Update: Product Information" section contains the following form fields:

- Name of Country:
- Animal Origin: (dropdown menu with options: Bovine, Ovine, Caprine, Bovinae)
- Product Category: (dropdown menu)
- Product Name (Optional):
- Is your Product currently being manufactured and able to ship?: (dropdown menu with options: Yes, No)

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

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 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 menu on the left contains 'DLM Home', 'Enter New Application', 'Edit Application' (highlighted), and 'Biennial Update'. The main content area has a breadcrumb trail: 'Business Information' > 'Country/Product Information' > 'Review' > 'Signature'. The 'Country/Product Information' step is active. The 'Product List' section features a checkbox labeled 'There are no changes to this Product List'. Below this is a table with columns: Country, Animal Origin, Product Category, Product Name, and Action. The table contains three rows of product data. An '+ Add Product' button is located above the table. 'Previous' and 'Next' buttons are at the bottom of the main content area.

Product List

There are no changes to this Product List

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

Edit Application: Figure 7

Application Review screen for users.

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

Business Name: ABC
 Doing Business As:
 FEI Number: 1513768
 Address Line 1: N2915 Elm Road
 Address Line 2:
 Zip: 54217
 City: Luxembourg
 State: WI

Main Contact Information

First Name: Joe
 Last Name: Smith
 Telephone: 001 920 999-5555 555
Country Area Phone Number Ext
 Fax: 001 920 999-5551
Country Area Fax Number
 Email: joe.smith@example.com

Manufacturer Address

Address Line 1: N2915 Elm Road
 Address Line 2:
 Zip: 54217
 City: Luxembourg
 State: WI
 Type of Manufacturer: PP

Inspection Details

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

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.

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

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

Edit Application: Figure 9

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

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

Confirmation

You have successfully edited application information for the Dairy Listing Module.
Your Application Number for COUNTRY XXXXX is YYYY-UNIQUE_NUMBER.
Please keep the Application number for your records. Please refer to the help section for more details.

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

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

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

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

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 Information		Main Contact 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 Country Area Phone Number Ext
Address Line 2 (Optional)		Fax Number	001 920 555-9991 Country Area Fax Number
Zip	54217	Email	joe.smith@example.com
City	Luxemburg		
State	WI		
Manufacturer Address		Inspection Details (Optional)	
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		

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

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

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

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 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 a menu with options: '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' (the current step), 'Review', and 'Signature'. Below the progress bar, the 'Product List' section is displayed. It includes a checkbox labeled 'There are no changes to this Product List'. Underneath, 'Facility Details' are shown: 'Facility Name: ABC' and 'Facility Address: N2915 Elm Road, Luxembourg, WI 54217'. An '+Add Product' button is located to the right of the table. The table lists three products:

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

At the bottom of the product list section, there are 'Previous' and 'Next' buttons.

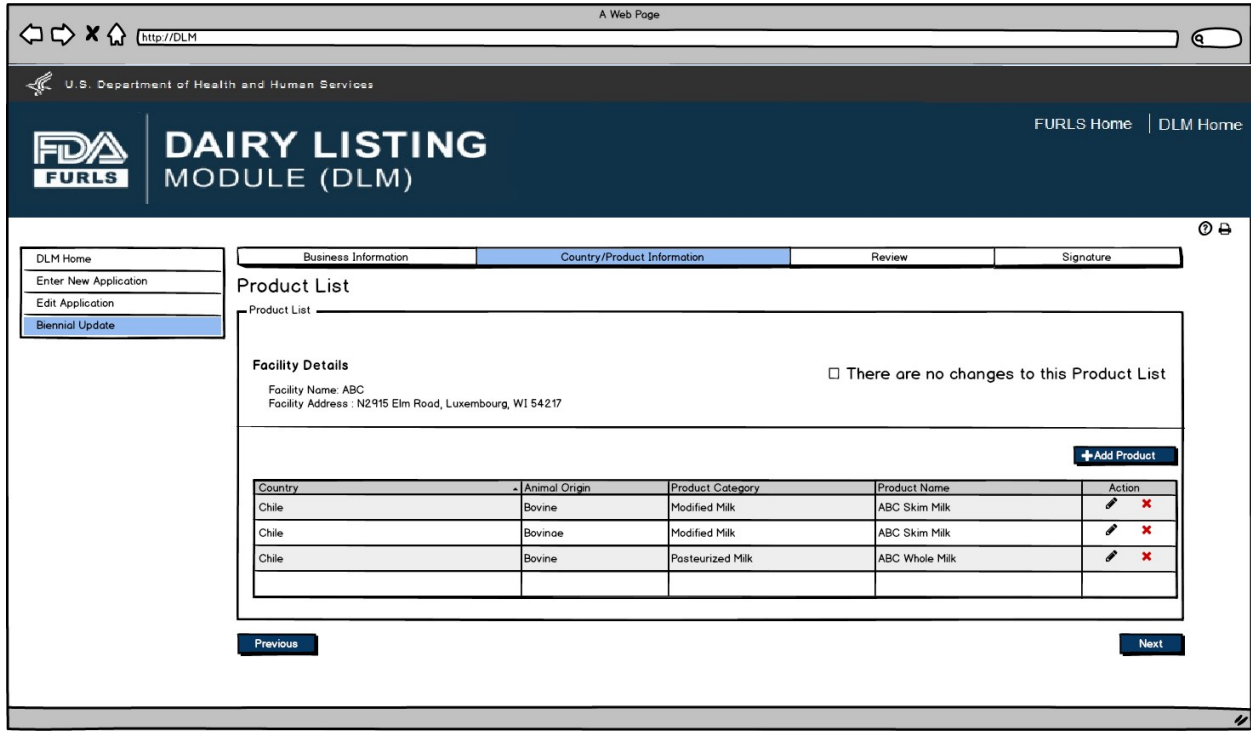
Biennial Update: Figure 5

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

The screenshot 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 in the top right. A left sidebar menu contains: "DLM Home", "Enter New Application", "Edit Application", and "Biennial Update" (highlighted). The main content area features a breadcrumb trail: "Business Information" > "Country/Product Information" > "Review" > "Signature". The "Country/Product Information" step is active. The form title is "Product Information" with a sub-header "Biennial Update: Product Information". The form fields are: "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"). "Previous" and "Next" buttons are located at the bottom of the form.

Biennial Update: Figure 6

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




Biennial Update: Figure 7

Biennial Update Application Review screen for users.

A Web Page
http://

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



DAIRY LISTING
MODULE (DLM)

DLM Home

Enter New Application

Edit Application

Biennial Update

Business Information
Country/Product Information
Review
Signature

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 reapplication: Chile

Business Information Edit

Business Information

Business Name:

Doing Business As (Optional):

FEI Number:

Address Line 1:

Address Line 2 (Optional):

Zip:

City:

State:

Main Contact Information

First Name:

Last Name:

Telephone:

Country Area: Phone Number Ext

Fax:

Country Area: Fax Number

Email:

Manufacturer Address

Address Line 1:

Address Line 2 (Optional):

Zip:

City:

State:

Type of Manufacturer:

Inspection Details

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

Date of Last Inspection:

Govt Agency who inspected:

Copy of Last Inspection Notice:

File Name	Size
Inspection Notice.pdf	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 Mik	ABC Lactose Free Skim
Chile	Bovine	Pasteurized Milk	ABC Lactose Free Skim
Chile	Bovine	Pasteurized Milk	ABC Lactose Free Skim

Next

Biennial Update: Figure 8

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

A Web Page

U.S. Department of Health and Human Services

FDA **DAIRY LISTING** **FURLS** **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:

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.

