

Cornell Scheduled Process Form for Acid, Acidified or Low Water Activity Foods

Please fill in the form to draft a scheduled process for approval, or copy the format and build your own.

Product Name _____
 Date _____
 Company Name (if chosen) _____
 Name of person responsible for product _____
 Address _____
 City, State, Zip _____
 Telephone / Fax _____

Required Analyses: Please record values for all that apply – See Required Analyses Sheet

pH _____ a_w _____
(Water Activity)

Ingredients: Remember to list by weight

	Ingredient*	Descriptors (fresh, canned, sliced, etc.)	Weight (oz, lb, g, kg, etc.)**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

* If using vinegar, note the acid strength (stated on the bottle) of the brand you use. Ex: Vinegar (5%).

** All ingredients, even liquids must be weighed. PLEASE do not assume that 1 cup = 8 oz; a cup of garlic powder weighs much less than a cup of molasses.

Procedure: List ALL steps necessary to make your product – use reverse side for additional steps.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Container type and size: _____

How will product be sold? Shelf-stable Refrigerated Frozen
 Likely buyers: Individuals Institutions Restaurants