



## Product Testing Checklist

This checklist will serve to ensure that your product testing experience with Clemson Cooperative Extension will happen as smoothly and quickly as possible. Please complete this checklist by checking off on all the requirements for your type of test, and sign at the bottom. If you are requesting multiple types of tests, please complete all required sections.

<p><b>All Tests:</b></p> <ul style="list-style-type: none"> <li>• Correct mailing address from Product Testing Form</li> <li>• Complete Product Testing Form</li> <li>• Payment in the form of a check or money order, made payable to “Clemson University”</li> <li>• One (1) check for the appropriate dollar amount for test(s) requested (One check for your entire order is fine)**</li> <li>• Contact information on Product Testing Form is complete and accurate</li> <li>• Samples/Request is shipped to arrive during operating times of the lab (see Product Testing Form for dates)</li> </ul>
<p><b>pH, Water Activity, and/or Gluten Tests:</b></p> <ul style="list-style-type: none"> <li>• Four (4) samples from separate batches are provided for each product</li> <li>• Packages and seals of samples are intact on arrival</li> <li>• If product requires refrigeration/freezing:             <ul style="list-style-type: none"> <li>○ Insulated container with cooling packs</li> <li>○ Package labeled on the outside stating refrigeration/freezing requirement</li> <li>○ Samples to arrive Monday – Thursday during operating times of lab (see Product Testing Form for dates)</li> <li>○ Product recipe section is filled out completely and accurately</li> <li>○ Email Adair Hoover <a href="mailto:cpope@clemson.edu">cpope@clemson.edu</a> to expect refrigerated/frozen items</li> </ul> </li> </ul>
<p><b>Nutritional Label Requests:</b></p> <ul style="list-style-type: none"> <li>• Product recipe is completely broken down, including name and amount of each ingredient (include brand names and copies of labels as needed)</li> <li>• Amount of each ingredient is accurate and in appropriate measure</li> <li>• Solids are presented as weight measurements to ensure accuracy</li> <li>• Liquids are presented as either volumes or weight measurements</li> <li>• Units are labeled for every ingredient’s amount</li> <li>• All ingredients that have their own sub-ingredients are represented by name, with a copy/picture of that ingredient’s nutritional label</li> <li>• Recipe Yield, package size, number of packages per recipe, and serving size is complete and accurate</li> </ul>
<p><b>Meat and Alcohol Percentage Requests:</b></p> <ul style="list-style-type: none"> <li>• All ingredients and final batch weight in gram weight (or mL volume for liquids)</li> <li>• Preparation method, including time and temperatures</li> </ul>

I have completed this Product Testing Checklist and the Product Testing Form to the best of my knowledge:

**x** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Product Testing and Nutritional Labeling Request Form

### Contact Information

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Product Information

A separate form must be completed for each product submitted. Do not combine forms for multiple products.

Are you selling/planning to sell this product wholesale to any other businesses? \_\_\_\_\_

Are you ONLY selling/planning to sell directly to the end consumer (i.e. Farmer's Markets)? \_\_\_\_\_

Name of Product: \_\_\_\_\_ Type of Product: \_\_\_\_\_  
 (i.e. BBQ sauce, jam, etc.)

Package Description: \_\_\_\_\_  
 (i.e. pint glass jar, pouch, plastic bottle, etc.)

Describe processing and packaging method (i.e. how is product prepared and packaged):

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### Testing Options

- pH \$100\* (SC residents)
- A<sub>w</sub> water activity \$100\* (SC residents)
- Nutritional Label \$100\* (SC residents)
- Gluten \$100\* (SC residents)
- Meat or alcohol % \$25\* (SC residents)

Note: Nutrition labels previously created by Clemson's product testing lab: one or two changes to the existing label (i.e. ingredient, serving size, package size, servings per container) is \$25. Changes for more than two items is \$100.)

\*Testing for out of state firms add \$100 per test.

\*Shelf-life studies not included. For information and pricing on shelf-life studies contact Daniel McKamy: [d1mckam@clermson.edu](mailto:d1mckam@clermson.edu) or 864-905-7986.

### Suggested Testing of Various Product Types

pH

BBQ sauce, tomato-based products, pickled products, marinades, salad dressings, fruit-based products, fermented canned products Vegetables, soups, sushi rice

A<sub>w</sub>

Specialty preserves (low sugar fruit preserves and vegetable preserves) Cupcakes, dessert toppings

\*This is not a complete list, but an example of common items tested by the product testing laboratory. Please contact the Food2Market program for more information.

Most products require either a pH or A<sub>w</sub> test, not both.

## Recipe Specifications

To ensure accuracy of nutrition facts panels please include the brand name of each ingredient (if applicable).

For the most accurate results and a faster turnaround, include copies of each ingredient's nutrition facts panel, list ingredients, and allergen statement if possible. In the "additional information" column include any additional information about the ingredient that would help describe the ingredient (i.e. canned, fresh, no added salt, gluten free, from concentrate, etc.). All weights and measures must be accurate. Failure to provide accurate weights and measures will delay testing and possibly result in an inaccurate nutrition facts panel. Do not give numbers of items (i.e. 3 peppers) without a weight or measure; instead provide the total weight or measure of the items (i.e. ½ pound green bell peppers).

## Serving Information

### How to determine serving size:

By law, serving sizes must be based on the amount people typically consume. To determine your product's serving size, reference the FDA guidance document below, which provides examples of products in each product category of the Reference Amounts Customarily Consumed (RACCs).

<https://www.fda.gov/media/102587/download>

### How to weigh a serving size:

1. Place an empty bowl or container on the food scale.
2. Use the "TARE" or "ZERO" function to reset the scale to zero. This allows you to measure a serving without including the weight of the container.
3. Add one serving size of your product to the container.
4. Write the gram weight above.

**If you do not have a scale to measure gram weight, then please send in one package sample of your product for our team to weigh. If you have any questions, please contact us for more details.**



## Product Testing Process and Instructions

Broken, leaking, or improperly sealed and marked samples will not be tested.

No substitutions for this form will be accepted. This form must be completed in its entirety and submitted with product samples and payment. Failure to submit this completed form will delay product testing results.

Mail this completed product testing form along with one sample from four different batches (4 samples total per product) and check made payable to “Clemson University” to:

Clemson University  
c/o Dr. Julie Northcutt; Product Testing Laboratory  
Department of Food, Nutrition, and Packaging Science  
223 Poole Agricultural Center  
Clemson, SC 29634-0316

\*Note: UPS, Post Office and/or FedEx sometimes question this address. Please tell them to send the package to the address above exactly as listed. It will get to the correct location by using this address.

\*Packages must include Dr. Julie Northcutt’s name as listed above. If not included, we cannot ensure that samples will be tested in a timely manner.

Products must be mailed to the address listed above. Absolutely no in-person deliveries of product samples will be accepted.

Physical samples are not needed for nutrient analysis (nutrition facts panel) unless you are requesting that we weigh the product to determine the gram weight of a serving size. (See page 4.)

Please mark on the outside of the package if product needs to be refrigerated or frozen upon arrival, and email [cpope@clermson.edu](mailto:cpope@clermson.edu) to notify of a frozen/refrigerated shipment.

For questions about the product testing process please contact Adair Hoover at [cpope@clermson.edu](mailto:cpope@clermson.edu) or 864-986-4313. Do not call Clemson University’s Department of Food, Nutrition and Packaging Science. This office is unable to answer any questions regarding product testing.

Cash cannot be accepted for payment of product testing. Only checks made payable to “Clemson University” can be accepted at this time.

Pay by Card: We accept major national credit cards. Please see our website [Food2Market | College of Agriculture, Forestry and Life Sciences | Clemson University, South Carolina](#) for details. There is 3% convenience fee for this service.

- Please allow a minimum of four (4) weeks for testing results to be returned.
- Please keep in mind that Clemson University is an educational institution, and all faculty, staff and employees have other responsibilities outside of working with the product testing lab.
- Please note that products cannot be accepted when the product testing laboratory is closed. Make sure that samples are not scheduled to be delivered on holidays, weekends or on the following dates:
  - March 20-24, 2023
  - October 16-17, 2023
  - November 20, 2023 – January 8, 2024 (Note that samples received on or after November 20 will not be tested until the lab re-opens in January)
- The product testing laboratory is not responsible for lost, spoiled, or broken samples.

\*\*\* FOR LAB USE ONLY (ANALYST TO COMPLETE AND FILE IN PRODUCT TESTING FOLDER)\*\*\*

Sample Receiving		
Date Received:	Date Tested:	Check Number:

Product Testing Data				
Sample	pH 1	pH 2	A <sub>w</sub> 1	A <sub>w</sub> 2
1				
2				
3				
4				