



The following describes the general requirements for working with the Own Brands Product Development group in the development and maintenance of finished goods for the Albertson/Safeway organization. If you have any questions regarding this process please contact the Product Development Manager assigned to your product.

Product Initially Submitted for Consideration

- All samples initially submitted for consideration must be accompanied (either with the sample or via email) by a data sheet. Understanding that this could be **preliminary** information and subject to change as the product is finalized, the data sheet must contain the following:
 - Ingredient statement
 - Allergen declaration
 - NLEA panel
 - Usage/preparation instructions
- Samples submitted without this information will not be evaluated.

Product Development Cycle

- Once the development cycle begins the following is required:
 - Complete and submit a Technical Review Committee (TRC) Assessment Form ([see example](#)). The correct form will be provided to you by the Product Development manager assigned to your product. Upon review, the Technical Review Committee may have further questions which will be discussed with you by the Product Development manager assigned to your product.
 - Initial and successive sample evaluation reports will be provided to you via email for development action, as necessary.
 - Each successive product revision must be submitted with the same information required for the initial submission (see above). Samples submitted without this information will not be evaluated.

Product Final Approval

- After notification of award of business from Sourcing, the following is required:
 - Complete and submit a Supplier Label Information Content (SLIC) form required to finalize the package ([see example](#)). The correct form will be provided to you by the Product Development manager assigned to your product. This form must be submitted within 48 hours of being notified that the product is approved. As necessary, our Regulatory Affairs group will contact you to clarify any questions they may have with regard to technical label content.
 - Prior to first production runs supplier is required to input finished product specifications for all UPC's into Spec Connect (Trace One specification system). Without a finished product specification first production samples cannot be evaluated for release.
 - All first production samples must be evaluated by Product Development prior to their shipment to our distribution centers. Without Product Development release the product cannot be received into the warehouse.
 - Any deviation requires prior approval from the GVP of R&D.

Ongoing Product Maintenance

- Supplier will maintain up to date finished product information in Spec Connect. All product changes must be approved by Product Development prior to implementation.