

**CHECKLIST FOR NUTRIENT ANALYSIS SOFTWARE APPROVED BY USDA  
(CN19 Version, Revised 3/31/2015)**

Software Name: \_\_\_\_\_ Version number: \_\_\_\_\_

Company: \_\_\_\_\_ Completed by \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Date Checklist Evaluation Form Completed: \_\_\_\_\_

The intent of this checklist is to assist software developers with developing software to meet the specifications for nutrient analysis software approved by USDA. This document supplements the specifications document, ***Specifications Document for Nutrient Analysis Software Approved by USDA for Nutrient Analyses Required in the School Meal Programs.***

This checklist does not include all aspects of the specifications document, but does provide a means of checking software programs for the major requirements described in the specification document.

When the software developer is ready to submit the software program, the developer must:

- 1) Complete and submit this form to document that the preliminary checklist evaluation was completed by the developer.
- 2) Explain on this form how each requirement was met in the software by adding the location of the required function or a brief description of how each requirement is met.

The test menus are now found on the Software Support page (see link below).

For further information about the specifications and requirements, refer to the specifications document, guidance documents, and other documents posted on the Software Support page of the Healthy Meals Resource System Web site at:

<http://healthymeals.nal.usda.gov/softwaresupport.html>

Contact the Software Evaluation Coordinator for information about any recent updates to the requirements and with questions about the requirements for software approved by USDA for nutrient analyses required in the school meal programs..

Food items, recipes, and menus are designed to test the functions and limits of the software and may not reflect actual data used in school food service nor the requirements of current regulations.

**Meets Requirement?**

(circle yes or no)

**1. Child Nutrition Database (CN-D)**

**Are all of the appropriate files and fields from the CN-D**

**available to the user?** (Last food in CN19 is CND# 120089 Chips, Potato, Ridged, Oven Baked, Cheddar & Sour Cream flavored, 60/.875 oz. bags)

YES NO

*a. Food Items in the CN Database*

YES NO

i. Foods from the USDA National Nutrient Database for Standard reference (Find Child Nutrition Database number [CND#] 1175 – Milk, fluid, 1% fat, without added vitamin A and vitamin D).

YES NO

ii. Foods corresponding to USDA recipes [USDA standardized recipe calculations] ] (Find CND#50183 --Beans, green, in cheese sauce, with reduced fat cheese, margarine, canned green beans; (recipe code – I-11)

YES NO

iii. Foods from Food Industry? (Find CND Find #119876-- Snacks; Austin Zoo Animal Crackers, 2oz/36; Kellogg's / Keebler; As Purchased and #120050 – 16" HANDTOSSED 51% WHOLE GRAIN PEPPERONI PIZZA 3-3PK)

YES NO

iv. USDA Food Distribution Program foods (formerly Commodity Foods)? (Find CND #50486 -- Corn, golden or yellow, whole kernel, cooked from frozen, drained, without salt [100348, A130]).

YES NO

v. "Commodity or recipe code" field is shown, populated, and searchable?

YES NO

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

*b. Changes to Data in the CN-D*

- |     |   |     |    |
|-----|---|-----|----|
| i.  | Has the current release of the CN-D been implemented correctly?   |     |    |
|     | a) food items <b>added</b> [#36632 – Carrabba’s Italian Grill, spaghetti with meat sauce] and [#100168 – Lasagna, Frozen; Stouffer’s chicken, 4/96 oz.; as purchased]           |     |    |
|     | b) <b>modified</b> [#6032 – Soup, beef broth bouillon and consommé, canned, condensed ]   | YES | NO |
|     | c) <b>removed</b> [#32004 – Macaroni and cheese, box mix with cheese sauce, unprepared]   | YES | NO |
| ii. | Does the software’s database include the <b>discontinued</b> (“d”) foods from the CN-D [#110571 – Tacos, Frozen; Coyote grill(r) taco grillerz(tm); as purchased and #118455 -- | YES | NO |

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

*c. Nutrient Data in the CN-D*

- |      |   |     |    |
|------|---|-----|----|
| i.   | Is all data from the NUTVAL file linked to the corresponding FDES file items?   | YES | NO |
| ii.  | Are missing values marked as such and the code defined in a key?  | YES | NO |
| iii. | Are zeros only used for true zero values?   | YES | NO |
| iv.  | If added, has vitamin A in RAE been removed from the software?  | YES | NO |
| v.   | Is modified nutrient data updated in the software? [#1252 – Dairy, Cheese product, pasteurized process, American, vitamin D fortified; Ash (7.4 g), Calcium (1652 mg), Iron (1.11 mg), Vitamin A (1297 IU)] | YES | NO |

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

*d. Supporting Files in the CN-D*

- |     |   |     |    |
|-----|---|-----|----|
| i.  | Is the Buying Guide (BUYGD) information available as a reference in the food item entry (required) and recipe development (recommended) functions? Is the BYGDLNK file implemented for singular and multiple links [Buying Guide Code (BGC) 887 to CND# 1019; BGC 520, 523, 524 to CND#5188, and BGC 419 to CND#s 1012, 1014, 1015, 1016, 1036, 1037]?  | YES | NO |
| ii. | Are the measure descriptions and associated gram weights from the Gram Weights and Measure Descriptions File (WGHT), referred to as the Weights file, connected to the appropriate CN-D numbers and available at recipe development and menu planning? Is the full measure description available to the user? Is the source of the measure clearly defined (e.g. USDA vs. locally-added [user- or developer-added])? Is the user able to add measures for CN-D items ( <i>optional</i> )? Examples below: | YES | NO |

- # 1123 -- Egg, whole, raw, fresh:
- 1cup [4.86 large eggs] (243 g)
  - extra large (56 )
  - jumbo (63g)
  - large (50 g)
  - medium (44 g)
  - small (38 )

- #11143 – Celery:
- 1 NLEA serving (110 g)
  - 1 cup, chopped (101 g)
  - T (7.5 g)
  - stalk, large (11"-12"long)(64 g)
  - stalk, medium (7-1/2" – 8" long) (40 g)
  - stalk, small (5"long ) (17 g)
  - strip, 4" long (4 g))

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

- e. *Additional CN-D Requirements*

i.	Are food items categorized by USDA categories or other grouping system?	YES	NO
ii.	Are the CND# and full long description [descriptor] displayed whenever the user must select or fully identify a food item, e.g. menu planning and recipe development (recommend manufacturer and product code, too)?	YES	NO
iii.	Is the source of the item clear to the user? The user should be able to easily identify USDA items from the CN-D Developer-added or user-added items should be identified as such.	YES	NO
iv.	Is the information provided by the CN-D regarding a food item locked? (The user should not be able to edit or delete CN-D data.)	YES	NO
v.	Can the nutrient analysis of all food items from the CN-D be displayed and printed? Does the report list all required nutrients and the measure with which these nutrients are associated (e.g. per 100 g, per serving, etc.)? Can the user request food items by description, CND# (or ID#), or category? (This can be same report as required in Part 3.)	YES	NO
iv.	Are there appropriate length fields available, especially for description, ID# (CND#, category, manufacturer, product code, and source of nutrient data (USDA, local, vendor)? (See <i>System Components and File Formats</i> document)?	YES	NO

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

## 2. Create, Update, and Save Food Items to the Local Database

### a. Enter Food Items into the Local Database

Enter the following local food item for Biscuit with Egg and Ham.

Biscuit with Egg and Ham

Description: Biscuit w/egg & ham

Food ID#: 900000

Brand Name: Superior

Product Code: 123456789012345

Food Category: Breakfast Entree

Source of Nutrient Data: Manufacturer Fact Sheet

Serving Weights and Measures: 1 biscuit = 192 g

Nutrients per 100 g:

WATER	54.66	g
CALORIES	230	Kcal
PROTEIN	10.64	g
FAT	14.08	g
CARBOHYDRATE	15.79	g
FIBER	0.07	g
ASH	2.31	g
CALCIUM	115	mg
IRON	2.37	mg
SODIUM	166	mg
VITAMIN A	455	IU
SAT. FAT	4.358	g
CHOLESTEROL	156	mg
SUGARS	3	g

- i. Can the user enter the gram weight of the serving size upon which the nutrient data is based? YES NO
  
- ii. Can the user enter the nutrient values per 100 g? Per serving? YES NO  
Can the software convert the user-entered nutrient data to "nutrients per 100 grams" and nutrients "per" other units of measure?
  
- iii. Are there at least 5 digits and 3 decimal places available for entry of nutrient values? YES NO

iv. Is the source of the data shown to the user?	YES	NO
v. Are the identification numbers (ID#s) used for the local food items outside of the range of numbers used by the CN-D?	YES	NO
vi. Are missing values marked as such and the code defined in key?	YES	NO
vii. Are zeros only used for true zero values?	YES	NO

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

- b. **Enter Nutrient Data from Food Labels into the Local Database** YES NO

Enter the following food item from the label information.

Low Fat Granola Bar

Description: Granola Bar, Low fat  
 Food ID#: 900001  
 Brand Name: Webster  
 Product Code: 234567890123451  
 Food Category: Snack Foods  
 Source of Nutrients Data: Manufacturer Food Label  
 Serving Weights and Measures: 1 bar = 21 g

Nutrients per serving (21 g):

CALORIES	80	Kcal
PROTEIN	2	g
FAT	2.0	g
CARBOHYDRATE	16	g
FIBER	1.0	g
SODIUM	60	mg
SATURATED FAT	0	g
CHOLESTEROL	0	mg
ASH	missing	
CALCIUM	0	%DRV
IRON	10	% DRV
VITAMIN A	10	% DRV

- I. Is the software able to convert %DRV (Daily Reference Value) to nutrient values per serving in appropriate units? Is user only able to enter %DRV for vitamin A in IU? YES NO
- II. Are nutrient values per serving able to be converted to nutrients/100 g? YES NO
- III. Are missing values marked as "missing" rather than as zero values on all nutrient analysis reports containing this product (recipes, menus, etc.)? YES NO

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

- |    |   |     |    |
|----|---|-----|----|
| c. | <b>Edit Food Items in the Local Database</b><br>Can the user-entered nutrient values be edited? | YES | NO |
| d. | <b>Delete Food Items in the Local Database?</b><br>Can the user-entered food item be deleted?   | YES | NO |

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

**3. Food Item Nutrient Analysis Report**

- |  |     |    |
|--|-----|----|
| Can a report with the nutrient analysis of all food items in the software's database (CN Database and local) be created? Does the report list all required nutrients and the measure with which these nutrients are associated (e.g. per 100 g, per serving, etc.)? (Including CN Database items on this report meets the requirement under Part 1 e v.) | YES | NO |
|--|-----|----|

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

#### 4. Production Recipes

Enter the following recipe for Salisbury Steak.

##### Salisbury Steak

Recipe Name: Salisbury Steak

Recipe Code Number: 60003

Recipe Category: Main Dish, Entree

Serving Weights and Measures:

Number of Servings: 100 servings

Serving Size/Description: 1 patty

Grams per serving: Software should calculate to 80 g.

Moisture Gain/ Loss = -14%

Fat Gain/Loss = -5%

Type of Fat: CND# 4550, Shortening, frying (heavy duty), beef tallow

Provides: 2.5 oz meat

##### Food Ingredients:

23567	Beef, ground, 85% lean/15% fat, raw	17 lb
8120	Cereals; oats, regular, quick and instant, w/o fortification, dry	1 lb + 8 oz
1123	Eggs; whole, raw, fresh, frozen	10 1/2 oz
14429	Water, Municipal	2 C
6475	Soup, Beef Broth or Bouillon, Powder, or granules prepared w/water	2 C
1091	Milk; dry, skim, nonfat solids, regular, w/o added Vitamin A oz	4 1/2
11284	Onions; dehydrated flakes	3.5 oz
2029	Parsley; dried	1/2 C
2030	Pepper, Black	1 TB

Preparation Instructions: Combine all ingredients and bake at 350 F.

a.	Are there fields to enter the recipe name, recipe code number, recipe category, number of servings (yield), serving size/description, grams per serving, food ingredient, ingredient measure/amount, percent moisture gain/loss, percent fat gain/loss, type of fat gained or lost, "provides" statement (optional), and preparation instructions?	YES	NO
b.	Is the user prompted or instructed to enter recipes using the Yield Factor Method for nutrient analysis purposes?	YES	NO
c.	Are the ingredient sequence number and grams per serving automatically calculated by the software?	YES	NO
d.	Is the entered information able to be edited/deleted? Can the entire recipe be deleted?	YES	NO
e.	Can the user search for the newly entered recipe by recipe name, recipe code number, and category?	YES	NO
f.	Can a Recipe Report be created which contains the recipe code number, recipe name, serving/portion size, yield of the recipe based on number of servings, ingredients, the amount of each ingredient in units appropriate for food service (fractions, not decimals), preparation instructions, and nutrient value of the recipe per serving?	YES	NO
g.	Can a Recipe Nutrient Composition Report be created containing the nutrient value contributed by each ingredient and the total nutrient value of the recipe per serving?	YES	NO

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

h.	Can the yield of the recipe be adjusted from 100 servings to 425 servings? To 25 servings?	YES	NO
i.	Does the base recipe remain intact so that rounding errors, which occur during yield adjustment, will not erode the base recipe?	YES	NO
ii.	Are the measures in the adjusted recipe appropriately rounded? Are measurement conversions accurate and appropriate?	YES	NO
iii.	Is the format readable and understandable to food service employees?	YES	NO
iv.	Are fractions used instead of decimals?	YES	NO

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

## 5. Measure Conversions

Does the software automatically convert measures for weight and volume (if available) at all levels: food item entry, recipe development, and menu planning?	YES	NO
a. Are all universal weights (oz, lb, g) available?	YES	NO
b. If one volume measure is provided, are all universal volumes (teaspoon, tablespoon, cup, pint, quart, and gallon) available?	YES	NO
c. Does the software automatically convert a smaller measure to a larger measure when appropriate (yield adjustment)?	YES	NO
d. Are fluid ounce, milliliter, and liter only used if a value is provided in the Weights file or entered by the user?	YES	NO
e. Is parenthetical information (information in parenthesis behind a Weights file measure description) removed or edited to be correct when the measure is converted or used as a multiple or fraction of this measure? For example, for CND# 1053 one weights file description is "cup, fluid (yields 2 cups whipped)". The "(yields 2 cups whipped)" is the auxiliary information and it becomes incorrect if the unit of measure is converted to other units of measure or a multiple/fractional amount is used.	YES	NO

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

## 6. Creation of Menus

Create the test menu for Key High School.

- |  |     |    |
|--|-----|----|
| a. Are there fields to enter calendar day (Sun-Sat), month, calendar date, meal, location/site, age/grade group, feeding figure (total number offered [prepared]), and the nutrient standard for grade group and meal (e.g. Grade 6 – 8 Lunch )? If a cycle menu function is included, are there fields for cycle number, week, and day (1, 2, etc.)                           | YES | NO |
| 1. Can the user enter the meals offered (prepared) to the students?<br>Can the user designate the meal(s) as the offered (prepared) menu?  | YES | NO |
| 2. Can the user enter different feeding figures (counts) and numbers of servings for the menu for the offered (prepared) menu and the planned menu?  | YES | NO |
| 3. Can food items on a menu be edited and deleted?   | YES | NO |
| 4. Copy the menu for Week 1 to Week 2. Copy a range of dates to another range of dates. Can you copy menus? Can you copy a range of dates? Can cycle menus be assigned to a calendar?  | YES | NO |
| 5. Copy the menu to another site, e.g. Park Elementary, and assign the nutrient standard for lunch for grades K-5 to the menus. Did the software accurately copy menus to appropriate dates? Could you assign a new nutrient standard? Can you change the feeding figure and number of servings for each menu item? Can you change the serving sizes for the age/grade groups? | YES | NO |
| 6. Does the software allow the entry of short and long weeks (3, 4, 6 & 7 day weeks)?  | YES | NO |

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

## 7. Menu Report

- |   |     |    |
|---|-----|----|
| a. Does the software create a menu report listing the menu items offered (prepared)? This report must include the serving size, offered number of servings, and feeding figure (count). | YES | NO |
| b. Is the user able to be create this report by site or school, age/grade group, cycle, month, week, day, meal(s), or date range?   | YES | NO |

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

## 8. Missing Menu Items

YES NO

Does the software alert the user that an item being entered (or already entered) onto a menu, does not exist in the database (or does not contain nutrient or measurement information)? *OR*, is the software able to print a report (Exception Report) of food items and recipes that are entered onto menus or recipes, but are not contained in the database?

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

## 9. Nutrient Standards

- |    |   |     |    |
|----|---|-----|----|
| a. | Are the nutrient standards provided by USDA (Grades K-5, 6-8, 9-12) [required] incorporated into the software and available for comparison to the nutrient analyses?                          | YES | NO |
| b. | Has the Target 1 sodium standard been added to appropriate reports and displays (nutrient analysis and nutrient standard) in the software?  | YES | NO |
| c. | Are the overlapping standards (optional) for grades K-8 for lunch and K-8, 6-12, and K-12 for breakfast incorporated into the software and available for comparison to the nutrient analyses? | YES | NO |
| d. | Are the preschool standards included (optional)?  | YES | NO |
| e. | Are the required and optional standards from USDA tagged as USDA Standards?   | YES | NO |
| f. | Are the nutrient values in the nutrient standards locked (unable to be changed)?  | YES | NO |
| g. | Can you delete user-added nutrient standards? (user should not be able to delete the USDA nutrient standards, but should be able to delete the user-added nutrient standards)                 | YES | NO |
| h. | Can a report summarizing the nutrient standards for each meal and age/grade group served at a particular site be created? Can all nutrient standards be included?                             | YES | NO |

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

## 10. Weighted Nutrient Analysis

- |    |   |     |    |
|----|---|-----|----|
| i. | Can you complete a weighted nutrient analysis for the test menu offered (prepared) to Key High School, grades 9 - 12? Complete the weighted nutrient analysis.  | YES | NO |
| j. | <b>Menu Weighted Nutrient Analysis Report [single menu analysis]</b><br>Is there a report that summarizes the calculated nutritional value of an individual menu?. Can this report be displayed and printed?  | YES | NO |
|    | i. Is the user able to designate the meal analyzed as the offered (prepared) menu?  | YES | NO |
|    | ii. Is the nutrient analysis of menus that contain food items with missing nutrient values (Day 1, Granola Bars) appropriately marked? (The total nutrient value should be marked with a code or symbol to indicate that some or all of the nutrient data was missing [not available]). | YES | NO |

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

<p>k. <b>Multiple Menu Weighted Nutrient Analysis Report [average for a group of menus, such as one week]</b></p> <p>Is there a report that summarizes the analyzed menus averaged over a specified range of days/dates, including one-week periods, and compares the average to a specific nutrient standard? Can this report be displayed and printed?</p>	<p>YES</p>	<p>NO</p>
<p>i. Does the report show the discrepancy from the standard (the difference between the nutrient standard and the menu's actual nutrient value) for nutrients not meeting the nutrient standard?</p>	<p>YES</p>	<p>NO</p>
<p>ii. Are meals and nutrients that do not meet the nutrient standard highlighted or marked, or is an Exception Report issued?</p>	<p>YES</p>	<p>NO</p>
<p>iii. Does the software block the comparison of the menu analysis for one or two days to the weekly USDA standard?</p>	<p>YES</p>	<p>NO</p>
<p>iv. Is the user able to designate the meal analyzed as the offered (prepared) menu?</p>	<p>YES</p>	<p>NO</p>
<p>v. Is the nutrient analysis of menus that contain food items with missing nutrient values (Day 1, Granola Bars) appropriately marked? (The total nutrient value should be marked with a code or symbol to indicate that some or all of the nutrient data was missing [not available]).</p>	<p>YES</p>	<p>NO</p>
<p>vi. Does the software allow the analysis and comparison to the standard for short and long weeks (3, 4, 6 &amp; 7 day weeks)?</p>	<p>YES</p>	<p>NO</p>

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

## 11. Required Nutrients

- |  |     |    |
|--|-----|----|
| a. Are the following nutrients displayed on <u>all</u> nutrient analysis reports: calories, saturated fat , and sodium; and on the recipe & menu analyses, the percentage of calories from saturated fat?  | YES | NO |
| b. If trans fat is included on menu nutrient analysis reports and displays <b>(optional)</b> is the required disclaimer included stating that trans fat is provided for informational purposes, not for monitoring purposes, shown on all displays and reports where trans fat is shown? | YES | NO |
| c. Does the software include the optional nutrients <b>(not required)</b> ?<br>If so, has the developer removed Vitamin A in RAE?  | YES | NO |

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

## 12. Technical Support and Help

- |   |     |    |
|---|-----|----|
| a. Are basic technical support and help available to the user?<br>(help screens, manuals tutorials, and so forth)   | YES | NO |
| b. Does the information provided to the user reflect accurate information about the approved software, other requirements from the Final Rule, the Software Evaluation Project, and approved software programs? | YES | NO |

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

### 13. Technical Requirements

a. Does the software program use software and hardware technology that is commercially available?	YES	NO
b. Is the required operating system commercially available?	YES	NO
c. Is the software provided in an easy to install format or installed for the user?	YES	NO
d. Is the software user-friendly? Is it easy to learn and perform logically set up?	YES	NO
e. Is the CN-D the primary database in the software program?	YES	NO
f. Does the software program use appropriate search functions?	YES	NO
g. Does the user have a choice to display or print all reports?	YES	NO
h. Does the software program or company have a system in place for backing up user data?	YES	NO

**How are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

## 16. Optional Functions

- |      |  |     |    |
|------|--|-----|----|
| a.   | Are the USDA-provided recipes ( <i>USDA Recipes for Schools</i> and <i>Recipes for Healthy Kids</i> ) included as production recipes ( <i>not required</i> , but if the recipes are included, they will be checked)? | YES | NO |
| i.   | If so, are the recipes   |     |    |
|      | a) linked to the nutrient analysis of the corresponding nutrient analysis of the recipe from the Child Nutrition Database? (the food item from the CN Database that corresponds to the USDA recipe)                  | YES | NO |
|      | OR   |     |    |
|      | b) entered using the Yield Factor Method or other yield adjusted method for adjusting ingredients and amounts to obtain an "as consumed" (or "as prepared" or "cooked") nutrient analysis?                           | YES | NO |
| ii.  | Is the first ingredient used when there is a choice of ingredients? Are optional ingredients omitted?  | YES | NO |
| iii. | Is the USDA recipe locked? (User may create copies to edit recipes.) Is the source of the recipes listed as developer-added USDA recipe?   | YES | NO |

**If included, how are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

b. Does the software include food-based meal pattern functionality? YES NO

If “yes” is selected, the software must also be submitted for evaluation and approval for certification of compliance (six cents). Any software including meal pattern functionality must also be approved for certification of compliance.

**If included, how are these requirements met in this software? (Include location of required function or give brief description of how this functionality is met in this software)**

**Please refer to the checklist evaluation form for certification of compliance found here:**  
[http://www.fns.usda.gov/sites/default/files/certtool\\_checklist.pdf](http://www.fns.usda.gov/sites/default/files/certtool_checklist.pdf)