

# Food and Drug Administration



**CFSAN Online Submission Module (COSM)**

**New Dietary Ingredient Notification Step-by-Step Submission Guide**

## New Dietary Ingredient Notification Step-by-Step Submission Guide


### Introduction


This is a *Guide*. It is intended to help you quickly file a New Dietary Ingredient (NDI) Notification. It, therefore, contains enough information to complete a submission. If this is your first exposure to the CFSAN Online Submission Module it is highly recommended that you first review the CFSAN COSM Registration Guide. The Registration Guide is an official pre-cursor to this or any other Guide that is specific to a submission within the COSM system.

### LOG IN TO THE CFSAN ONLINE SUBMISSION MODULE

**FDA** CFSAN Online Submission Module [About](#)

## Login

Username \* 

Password \* 

[Login](#) [Register](#) [Forgot Password?](#)

Please use your credentials to log-in to the CFSAN Online Submission Module.

### FURLS User Registration

Please begin the registration process by providing the E-mail address associated with your FURLS login.

E-Mail Address \*

[Submit](#)

**- - - WARNING - - WARNING - - WARNING - - WARNING - - WARNING - - -**  
*This information system is provided for U.S. Government-authorized use only.*

**System User Agreement**  
You are accessing a U.S. Government information system, the CFSAN Online Submission Module. The information system includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. Any unauthorized or improper usage of this information system is prohibited and may result in disciplinary action as well as civil and criminal penalties. By using this information system, you understand and consent to the following:

- Anyone who makes a materially false, fictitious, or fraudulent statement to the U.S. Government is subject to criminal penalties. See Title 18 U.S.C. 1001.
- Any information system usage may be monitored, recorded, and subject to audit. Anyone using this information system expressly consents to monitoring and is advised that if such monitoring reveals possible criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.
- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communications or data transiting or stored in this information system may be disclosed or used for any lawful government purpose.

Figure 1 : COSM Login Page

Log in to the COSM by entering a Username and Password on the Login page (Figure 1). Click the “Login” button. The Home page for the COSM will appear (Figure 2).

## New Dietary Ingredient Notification Step-by-Step Submission Guide

### COSM HOME PAGE

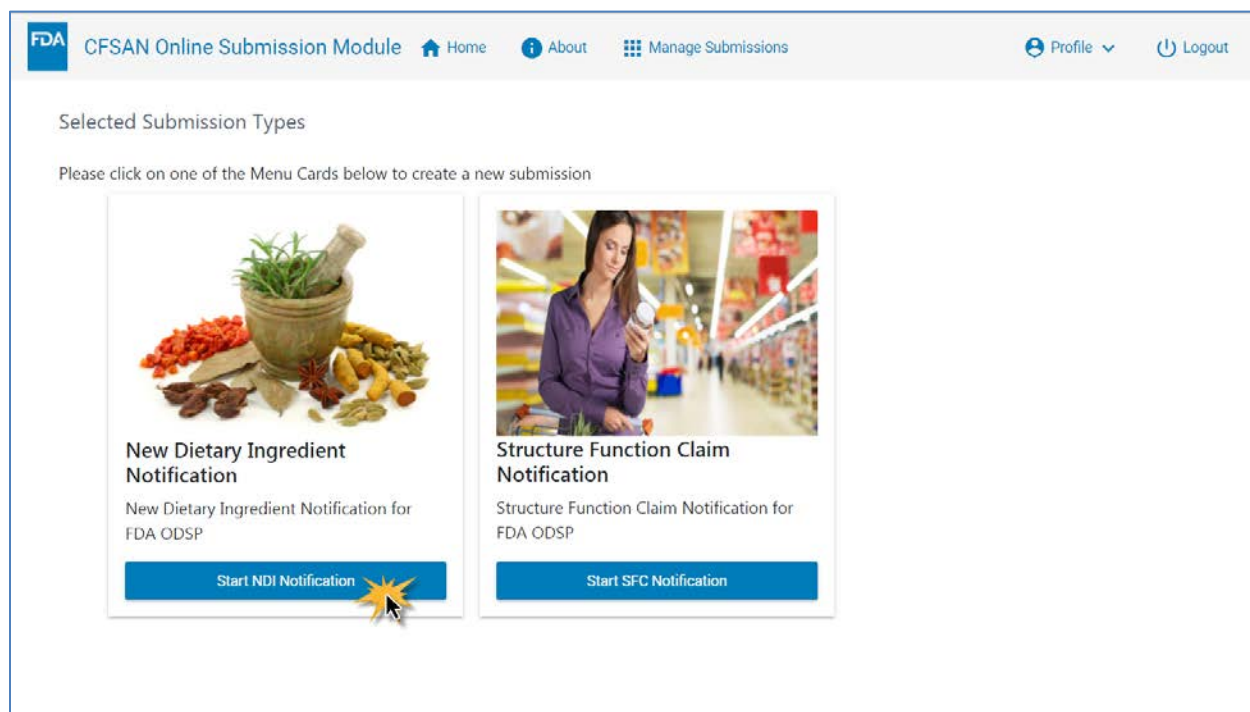


Figure 2: Select NDI Notification


Click the “Start NDI Notification” button to begin a New Dietary Ingredient Notification. The NDI Summary Page (Figure 3) will appear.

## **New Dietary Ingredient Notification Step-by-Step Submission Guide**

### **NEW DIETARY INGREDIENT NOTIFICATION SUMMARY PAGE**

The Summary Page (Figure 3) displays an overview of the sections that must be completed for the New Dietary Ingredient Notification. A unique tracking number is created for each NDI created. The Tracking Number is the unique identifier for the submission within the COSM. Please note that it is not the NDIN report number. Click on each “Update” button to complete the information relevant to the section. As each section is completed, COSM will return you to the Summary Page to complete the next section.

# New Dietary Ingredient Notification Step-by-Step Submission Guide



CFSAN Online Submission Module

[Home](#) [About](#) [Manage Submissions](#)

Profile

Logout


## New Dietary Ingredient (NDI) Notification

Tracking Number: OLS\_NDI\_243

Paperwork Reduction Act Notice

Form Approval: OMB No. 0910-0330

Expiration Date: 05/31/2021



### Contact Information

This section asks you to identify:

a. **The Submitter of the notification**

The submitter of the notification is the person or firm that submits the online notification to FDA. The submitter could be a manufacturer or distributor of dietary ingredients or dietary supplements or it could be a person or entity that submits the notification on behalf of a manufacturer or distributor, such as a consultant, law firm or other agent of the manufacturer or distributor.


b. **The Owner of the notification**

The owner of the notification is the manufacturer or distributor by or on behalf of which the notification is being submitted. In some cases the owner of the notification and submitter of the notification will be the same but in others, such as when manufacturers and distributors hire an outside entity (attorney or consultant) to submit the notification on their behalf, the notification owner and submitter will be different.

c. **Contacts (primary and additional)**

Contacts authorized to communicate with the FDA. Contacts are people whom you designate to communicate with the FDA about the notification. By listing someone as a contact in this section, you authorize FDA to contact him or her with questions about the notification, updates on the status of the notification and any other matters related to the notification. You must designate at least one person as the primary contact. We encourage you to designate additional contacts in case the primary contact is not available, but that is optional.


Update



### General Administrative Information

This section asks for general administrative information pertaining to the New Dietary Ingredient Notification. This is high-level information that gives us insight as to the nature and content of the notification itself.

Update



### Description of New Dietary Ingredient and Dietary Supplement

This section describes the new dietary ingredient and the dietary supplement containing the new dietary ingredient by obtaining answers to specific questions regarding:


a. The type and name of the ingredient.

b. The serving form, serving size and conditions of use for the supplement.

c. A narrative describing the ingredients in the NDI.

d. Other information pertinent to the NDI.


Update



### Safety Information Attachment

In this section, you will download and fill in a safety information template describing the scientific information on which you base your conclusion that the dietary supplement(s) containing the NDI will reasonably be expected to be safe. Safety information means, among other things, information showing that the NDI is identical or related to substances documented as having a history of use as food and/or to test articles used in safety studies. In addition, safety information means documentation of history of use as food, and the results of safety studies, including genetic toxicology studies, pharmacokinetic studies, animal toxicology studies and human clinical studies. The template asks for details about the identity of the NDI, verification of that identity, information about history of use as food, and/or other evidence relevant to the safety of the NDI and the dietary supplement. The template also asks for reprints or photo static copies of all cited studies. After filling in the template, you will attach the completed safety information template file and files containing the scientific publications cited in your notification.


Update



### Additional Attachments

Additional attachments to the NDI notification are explained in this Section. Uploading labeling for the dietary supplement containing the NDI will help FDA evaluate what conditions of use are being recommended or suggested. If you are the manufacturer or distributor of the NDI and do not have access to labeling for the dietary supplement(s) in which the NDI will be used, please upload the labeling of the bulk NDI.


Update



### Review Notification

Review your submission in its entirety. Modify, update or make corrections as necessary before certifying your submission.


Review



### Signature and Certification

The accuracy of the statements you make in this submission should reflect your best prediction of the anticipated facts regarding the chemical substance described herein. Any knowing and willful misinterpretation is subject to criminal penalty pursuant to 18 U.S.C. 1001. The notifying party certifies that the information provided herein is accurate and complete to the best of his/her knowledge.

Update



### Final Submission

• All fields in these documents are entered correctly and submitted.

• Also included all the files and documents required.

• Also followed all the terms and conditions while filling the forms.

Send to FDA

Please ensure that all the above sections are complete before attempting to submit your notification.

Figure 3: NDI Summary Page

## New Dietary Ingredient Notification Step-by-Step Submission Guide

### CONTACT INFORMATION SECTION

The Contact Information Section allows you to enter or select multiple contacts for the NDIN. Contact information may be typed directly into the form or a contact may be selected from your Contacts list. Your Contacts list is explained in the CFSAN Online Submission Module Registration Guide.

Below is a list of the Contact field names and their descriptions. Mandatory fields are shown with an asterisk (\*).

*Table 1: Field Names and Descriptions for Contact*

Field	Description
First Name*	First name of contact person
Last Name*	Last name of contact person
Company*	Full company name
Position*	Position or title of the contact person
Doing Business As	Alternate or “local” name of the company
Mailing Address Line 1	Street name and number or post office box number for the Company’s mailing address
Mailing Address Line 2	Optional; can be uses for building number, suite number or other information.
City*	City for the Company’s mailing address
Country/Area*	Country
State or Province*	Required if Country is “United States of America” or “Canada”
Zip/Postal Code*	Required if Country is “United States of America” or “Canada”
Email Address*	Email address of contact person
Telephone Number*	Telephone number of contact person
Fax Number	FAX phone number of Company

To add one or more contacts to your NDI, click the “Update” button next to the Contact Information heading on the NDI Summary Page. The Contact Information section appears (Figure 4).

## New Dietary Ingredient Notification Step-by-Step Submission Guide

The screenshot displays the 'New Dietary Ingredient (NDI) Notification' page within the 'CFSAN Online Submission Module'. The page header includes the FDA logo, navigation links for Home, About, and Manage Submissions, and user options for Profile and Logout. The tracking number 'OLS\_NDI\_243' is shown. The 'Contact Information' section features an 'Add Contact' button and a 'Contact Type' dropdown menu. The dropdown menu is open, showing four options: 'Submitter', 'Owner', 'Primary', and 'Other'. A 'Cancel' button is located to the right of the dropdown menu.

Figure 4: Select Contact Type

Click the “Add Contact” button to add a new contact. Click the “Contact Type” listbox arrow indicator. Select from one of the contact types that appear. The “Primary”, “Owner” and “Submitter” contact types are mandatory. You will be prompted to add each contact type until each of those contacts has been added. The “Other” contact type is optional.

Select a Contact from the list of contacts (Figure 5). The remaining contact information will be automatically completed. All fields are modifiable, however, changes made on this screen will not affect entries in your contacts list.

## New Dietary Ingredient Notification Step-by-Step Submission Guide

**FDA** CFSAN Online Submission Module [Home](#) [About](#) [Manage Submissions](#) [Profile](#) [Logout](#)

### New Dietary Ingredient (NDI) Notification

Tracking Number: OLS\_NDI\_243

#### Contact Information ?

[Add Contact](#)

Contact Type \*  
**Primary**

Type of Contact \*

- ☐ Submitter of the Notification
- ☐ Owner of the Notification
- ☐ Agent/Attorney/Consultant
- ☐ Other (please specify)

Auto-fill the data

- Wilson, [redacted], LTD
- Jackson, [redacted], Inc. (Profile Contact)

First Name \* Last Name \*

Company \* Position

Doing Business As (if applicable)

Mailing Address \*

Mailing Address2

City \* Country/Area \* State or Province \*

Zip Code/Postal Code \* E-Mail Address \*

Telephone Number \* Fax Number

[Save](#) [Cancel](#) [Continue](#)

Figure 5: Select the Contact from Contacts List

Select the additional “Type of Contact” from the circular “radio” buttons or the square multi-select buttons. Table 2 shows the selections available.

Table 2: Contact Type Selection Choices

Primary	Select one of: Submitter of the Notification Owner of the Notification Agent/Attorney/Consultant Other (please specify)
Submitter	Select one or more of: Manufacturer of NDI



## New Dietary Ingredient Notification Step-by-Step Submission Guide

	Distributor of NDI Manufacturer of Dietary Supplement Containing NDI Distributor of Dietary Supplement Containing NDI Agent/Attorney/Consultant
Owner	Select one or more of: Manufacturer of NDI Distributor of NDI Manufacturer of Dietary Supplement Containing NDI Distributor of Dietary Supplement Containing NDI
Other	Select one of: Submitter of the Notification Owner of the Notification Agent/Attorney/Consultant Other

## New Dietary Ingredient Notification Step-by-Step Submission Guide

FDA CFSAN Online Submission Module Home About Manage Submissions Profile Logout

### New Dietary Ingredient (NDI) Notification

Tracking Number: OLS\_NDI\_243

#### Contact Information ?

[+ Add Contact](#)

Contact Type \*  
Primary

Auto-fill the data  
Jackson, Inc. (Profile Contact)

**Type of Contact \***

☐ Submitter of the Notification  
☐ Owner of the Notification  
☐ Agent/Attorney/Consultant  
☐ Other (please specify)  
*This field is required*

First Name \*  
Jackson

Last Name \*  
Jackson

Company \*  
Jackson, Inc.

Position  
CEO

Doing Business As (if applicable)

Mailing Address \*  
2038 Rallston Sq

Mailing Address2

City \*  
Jamestown

Country/Area \*  
United States of America

State or Province \*  
Virginia

Zip Code/Postal Code \*  
49586

E-Mail Address \*  
jackson@jackson.com

Telephone Number \*  
3049


Fax Number

[Save](#) [Continue](#) [Cancel](#)

Figure 6: Complete the Contact Selection



Click the “Save” button when done as shown in Figure 6. **After** clicking the “Save” button, click the “Add Contact” button to insert an additional contact or click the “Continue” button to exit the Contact Information section (Figure 7).







## New Dietary Ingredient Notification Step-by-Step Submission Guide


 CFSAN Online Submission Module [Home](#) [About](#) [Manage Submissions](#) [Profile](#) [Logout](#)


### New Dietary Ingredient (NDI) Notification

Tracking Number: OLS\_NDI\_243

 **Contact Information** 

Type	Name	Address	Action
Primary	 Jackson	2038 Rallston Sq, Jamestown, VA, 49586, USA	 
Submitter	 Wilson	PO Box 8402, Ewack, WI, 88444, USA	 

 Add Contact

Continue 

Cancel

Figure 7: Completed Contact Information Section

## New Dietary Ingredient Notification Step-by-Step Submission Guide

### GENERAL ADMINISTRATIVE INFORMATION SECTION

The General Administrative Information section captures information about the submission and required components.

The screenshot displays the 'New Dietary Ingredient (NDI) Notification' page within the 'CFSAN Online Submission Module'. The page includes a navigation bar with links for Home, About, Manage Submissions, Profile, and Logout. The tracking number 'OLS\_NDI\_243' is shown. The main section is titled 'General Administrative Information' and contains five numbered questions, each with a mandatory asterisk and a help icon. Question 1 is a text input field for the 'Name of the New Dietary Ingredient'. Questions 2 through 5 are radio button selections regarding confidential information, redacted copies, citations, and language. At the bottom, there are 'Save and Continue' and 'Cancel' buttons.

**1. Name of the New Dietary Ingredient? \*** ?  
Name of the New Dietary Ingredient \*  
Sample Dietary Ingredient

**2. Have you designated information in your submission that you view as trade secret or as confidential commercial or financial information? \*** ?  
☐ Yes, see attached Designation of Confidential Information  
☐ Yes, information is designated at the place where it occurs in the submission  
☐ No

**3. Are you providing a redacted copy of some or all of the notification? \*** ?  
☐ Yes, redacted copy of complete notification  
☐ Yes, redacted copy of part(s) of the notification  
☐ No

**4. Are all citations to published information accompanied by reprints or full photo static copies of the publications? \*** ?  
☐ Yes  
☐ No

**5. Are the notifications and all publications submitted in English or accompanied by a complete and accurate English translation? \*** ?  
☐ Yes  
☐ No

**Save and Continue** **Cancel**

Figure 8: General Administrative Information

All fields in this section are mandatory. See Table 3 for the list of fields and their descriptions for the General Administrative Information section.

Table 3: Fields for General Administrative Information

Field	Description
Name of Dietary Ingredient*	Enter the name of the new dietary ingredient that is the subject of the notification. Please note that for an NDI notification that concerns an NDI that is a combination of two or more NDIs, the NDI notification should include identity information for each component NDI as part of the safety


## New Dietary Ingredient Notification Step-by-Step Submission Guide

	information for the combination NDI.
Have you designated information in your submission that you view as trade secret or as confidential commercial or financial information? *	<p>Select 'Yes, see attached designation of confidential information' if there are trade secrets or confidential commercial information in the notification and you are providing an attachment detailing the information you view as confidential. This attachment should be uploaded in Section 5.</p> <p>Select 'Yes, information is designated at the place where it occurs in the notification' if you have marked certain material as confidential within the notification.</p> <p>Select 'No' if you do not consider any of the information in the notification to be a trade secret or confidential commercial information.</p>
Are you providing a redacted copy of some or all of the notification? *	<p>Select 'Yes' if you are including a redacted copy of your notification. The redacted copy should be uploaded as an attachment in Section 5.</p> <p>Select 'No' if you are not including a redacted copy of your notification.</p>
Are all citations to published information accompanied by reprints or full photo static copies of the publications? *	<p>Select 'Yes' if the notification includes reprints or photocopies of all publications cited.</p> <p>Select 'No' if the notification cites publications and does not include reprints or photocopies of all publications cited. If you select 'No,' your notification will be incomplete, and you will not be able to transmit it to the FDA.</p>
Are the notifications and all publications submitted in English or accompanied by a complete and accurate English translation? *	<p>Select 'Yes' if the entire notification, including any supporting publications, is in English or if the notification includes a complete and accurate English translation of any foreign language materials submitted.</p> <p>Select 'No' if any part of the notification, including supporting publications, is being submitted in a foreign language without a complete and accurate English translation. If you select 'No,' your notification will be incomplete, and you will not be able to transmit it to the FDA.</p>

### DESCRIPTION OF NEW DIETARY INGREDIENT AND DIETARY SUPPLEMENT

This section asks for detailed information about the dietary ingredient such as a description of the ingredient, it's uses, possible trade names, dosing and serving suggestions.

## New Dietary Ingredient Notification Step-by-Step Submission Guide


 CFSAN Online Submission Module

[Home](#) [About](#) [Manage Submissions](#)

[Profile](#) [Logout](#)

### New Dietary Ingredient (NDI) Notification

Tracking Number: OLS\_NDI\_243

 **Description of New Dietary Ingredient and Dietary Supplement**

- New Dietary Ingredient Type (Check all that apply)** [?](#)
  - ☐ Vitamin
  - ☐ Mineral
  - ☐ Herb or other botanical
  - ☐ Amino acid
  - ☐ Dietary substance for use by man to supplement the diet by increasing the total dietary intake
  - ☐ Concentrate, metabolite, constituent, extract, or combination of any ingredient described above
- New dietary ingredient name and related information** [?](#)

Maximum level of new dietary ingredient in each serving of dietary supplement (include units) \*

NDI Name: \_\_\_\_\_ Latin Binomial Name (LBN): \_\_\_\_\_

Synonyms and Trade Name: \_\_\_\_\_ Author of LBN: \_\_\_\_\_

Plant Part and Strain: \_\_\_\_\_
- Dietary supplement serving form (Check all that apply)** [?](#)

Describe formulations that are recommended for your NDI.

**Bulk Ingredient Supplier? \***

☐ Yes ☐ No

<input type="checkbox"/> Tablet	<input type="checkbox"/> Capsule
<input type="checkbox"/> Powder	<input type="checkbox"/> Soft gel
<input type="checkbox"/> Liquid	<input type="checkbox"/> Gelcap
<input type="checkbox"/> Sachet	<input type="checkbox"/> Other
- Description of dietary supplement** (Include the level of NDI and all other ingredients in one unit of the dietary supplement). [?](#)

If the notification concerns an NDI that is a combination of two or more other NDIs, you should provide the following information for each component NDI: Synonyms, Trade Name, Plant Part, Strain, Latin Binomial Name, Author of Latin Binomial Name, and NDI type. Where relevant, also include the following additional information: CAS registry number, Unusual form (e.g., malted barley or immature apples), Type of manufacture (e.g., >99% purity, 50:1 dry leaf extract, or fermentation product).

Description of dietary supplement \*
- Conditions of Use of the Dietary Supplement** [?](#)
  - Serving instructions (e.g., 'take with food', 'take before bed', 'dissolve in a glass of water' etc). [?](#)

Serving instructions \*
  - Dietary Supplement serving size (weight or volumetric measure), serving frequency (# of servings/day, interval between servings), duration of use and maximum total daily intake level. [?](#)

Serving size \*
  - Target populations / excluded populations / other restrictions. [?](#)

Target Populations \*
- Other** [?](#)

Other

[Save and Continue](#) [Cancel](#)

Figure 9: Description of New Dietary Ingredient

## New Dietary Ingredient Notification Step-by-Step Submission Guide

Complete the fields on this page as necessary. Not all fields are mandatory. Mandatory fields are marked with an asterisk (\*). The fields and their descriptions are discussed in the table below.

*Table 4: Field Names and Descriptions for the Description of New Dietary Ingredient*

Field	Description
New Dietary Ingredient Type (Check all that apply)	Select the dietary ingredient type to which the new dietary ingredient that you wish to introduce belongs using the definitions provided. By selecting an ingredient type, you are designating the regulatory status. (See section 201(ff)(1) of the FD&C Act (21 U.S.C 321(ff)(1)).  More than one category may apply; e.g., for broccoli extract you would check the “herb or other botanical,” “dietary substance,” and “concentrate, metabolite, constituent, extract, or combination” boxes.
Maximum level of new dietary ingredient in each serving of dietary supplement *	Enter the maximum level of the NDI (including units of measurement) in a serving of the dietary supplement, if your notification applies to a specific dietary supplement. If you are a bulk supplier or if your notification is intended to cover dietary supplements at a range of doses, enter the maximum level of the NDI (including units of measurement) per serving that you have concluded will reasonably be expected to be safe under the conditions of use described in the notification.
NDI Name	The NDI name that was entered in the General Administration Information Section will be pre-populated here. This field cannot be modified by the user. If this name is not correct the user should return to the General Administration Information section and change it there.
Synonyms and Trade Name	List the trade name(s) of the NDI and any synonyms for the NDI (other names under which the NDI is known) that could be used to search the scientific literature about the safety of the NDI.
Plant Part and Strain (Mandatory if New Dietary Ingredient Type is “Herb or other botanical”)	The plant part and plant strain from which the NDI is taken. (For microbial NDIs, enter the microbial strain.)
Latin Binomial Name (LBN) (Mandatory if New Dietary Ingredient Type is “Herb or other botanical”)	The LBN of the NDI
Author of LBN (Mandatory if New Dietary Ingredient Type is “Herb or other botanical”)	The Author of the LBN
Dietary supplement serving form * (Check all that apply)	Select the form of the dietary supplement containing the NDI. If the NDI will be an ingredient of dietary supplements in more than one form, select all forms that apply. If the form of your dietary supplement is not listed, select ‘Other’ and describe the form in the text box provided.
Description of the dietary	List the names and levels of all ingredients in each dietary supplement

## New Dietary Ingredient Notification Step-by-Step Submission Guide

supplement *	<p>that contains the new dietary ingredient. The level should correspond to the level in the specified serving form(s) above. You should list the dietary ingredients and all other ingredients for each supplement product.</p> <p>Bulk ingredient suppliers should provide the requested information about NDI level, other ingredients, form, and type of manufacture based on the conditions of use that are recommended for the NDI and for which there is a reasonable expectation of safety based on history of use or other evidence.</p> <p>If the notification is intended to cover more than one dietary supplement containing the NDI, enter the description of the first dietary supplement here.</p>
Conditions of Use of the Dietary Supplement	<p>Provide information on the conditions of use for each dietary supplement containing the NDI.</p> <p>If you are a bulk ingredient supplier, provide the conditions of use you recommend for dietary supplements containing the NDI.</p> <p>If the notification is intended to cover more than one dietary supplement containing the NDI, enter the conditions of use for the first dietary supplement here, and enter the conditions of use for the remaining dietary supplements in the safety information attachment you will upload in Section 4.</p>
Serving Instructions*	Provide information on the serving instructions (directions for use) for each dietary supplement containing the NDI.
Dietary Supplement serving size *	For each dietary supplement containing the NDI, provide information on the dietary supplement serving size (weight or volumetric measure of one serving of the dietary supplement), serving frequency (number of servings per day, length of time between servings), duration of use, and maximum daily intake level (weight or volumetric measure) of the dietary supplement when taken as suggested in its labeling.
Target Populations / excluded populations / other restrictions *	For each dietary supplement containing the NDI, provide information on the population groups for which the product is intended and on any population groups that should not take the product. For example, you may want to state that the dietary supplement should not be taken by pregnant and lactating women or by individuals with certain medical conditions: (e.g., diabetics or individuals unable to metabolize phenylalanine.) Also provide information on any other use restrictions that may apply. For example, if the intake of the NDI or one of the other dietary ingredients in the supplement needs to be limited for safety reasons, you may want to state that the dietary supplement should not be taken in combination with other dietary supplements that contain the same dietary ingredient.
Other	Please provide any additional information describing the NDI and the dietary supplement(s) containing the NDI. This field can also be used as additional space to enter information on the answers to the questions in



## New Dietary Ingredient Notification Step-by-Step Submission Guide

this section.

### SAFETY INFORMATION ATTACHMENT

The Safety Information Attachment section allows the user to download a template for the Safety Attachment. The download is not mandatory if the user has downloaded it previously. Uploading a completed Safety Attachment is mandatory, however. This section only allows one document to be uploaded.

The screenshot shows the 'New Dietary Ingredient (NDI) Notification' page in the CFSAN Online Submission Module. The tracking number is OLS\_NDI\_243. The section is titled 'Safety Information Attachment' with a question mark icon. The text explains that users will download and fill a safety information template describing scientific information for the NDI. It lists various types of information required, such as history of use, safety studies, and genetic toxicology studies. A warning states: 'Please ensure that you do not upload a password protected document. Maximum allowed file size is 10MB. Accepted file type is .pdf. Only 1 file is allowed to be uploaded in this section.' Below this, a link labeled 'here' is provided to download the template file. A file upload area with a '+ Drag and Drop or Select File' button is shown. At the bottom, there are 'Save and Continue' and 'Cancel' buttons. A mouse cursor is pointing at the 'Save and Continue' button.

Figure 10: Safety Information Attachment

**Step-1:** To download the template file for entering your safety information, click on the blue link in the sentence “Click [here](#) to download the Safety information template file.”

**Step-3:** Save the completed Safety Narrative to your computer in one of the supported file formats. For security reasons, please save or convert all files to .pdf format prior to uploading. Please remove any protections or restrictions from these documents.

**Step-4:** You may find it advantageous to combine the completed Safety Narrative with the files containing referenced documents into one large document and upload the one file in this section.

Should you choose to create and attach one large file here, which includes the Safety Narrative and associated reference documents, the next section, “Additional Attachments”, may be skipped.

## New Dietary Ingredient Notification Step-by-Step Submission Guide

**Note:** Please ensure that uploaded documents are *not* password protected. The maximum allowed file size is 10MB. The only accepted file type is .pdf. Only 1 file may be uploaded in this section.

Alternatively, you may attach the Safety Narrative document here and attach all files containing referenced documents separately in the “Additional Attachments” section.

**Step-5** Once you have completed this section click the “Save and Continue” button to return to the NDI summary page.

There are two ways to submit your attachments as shown in Figure 11.

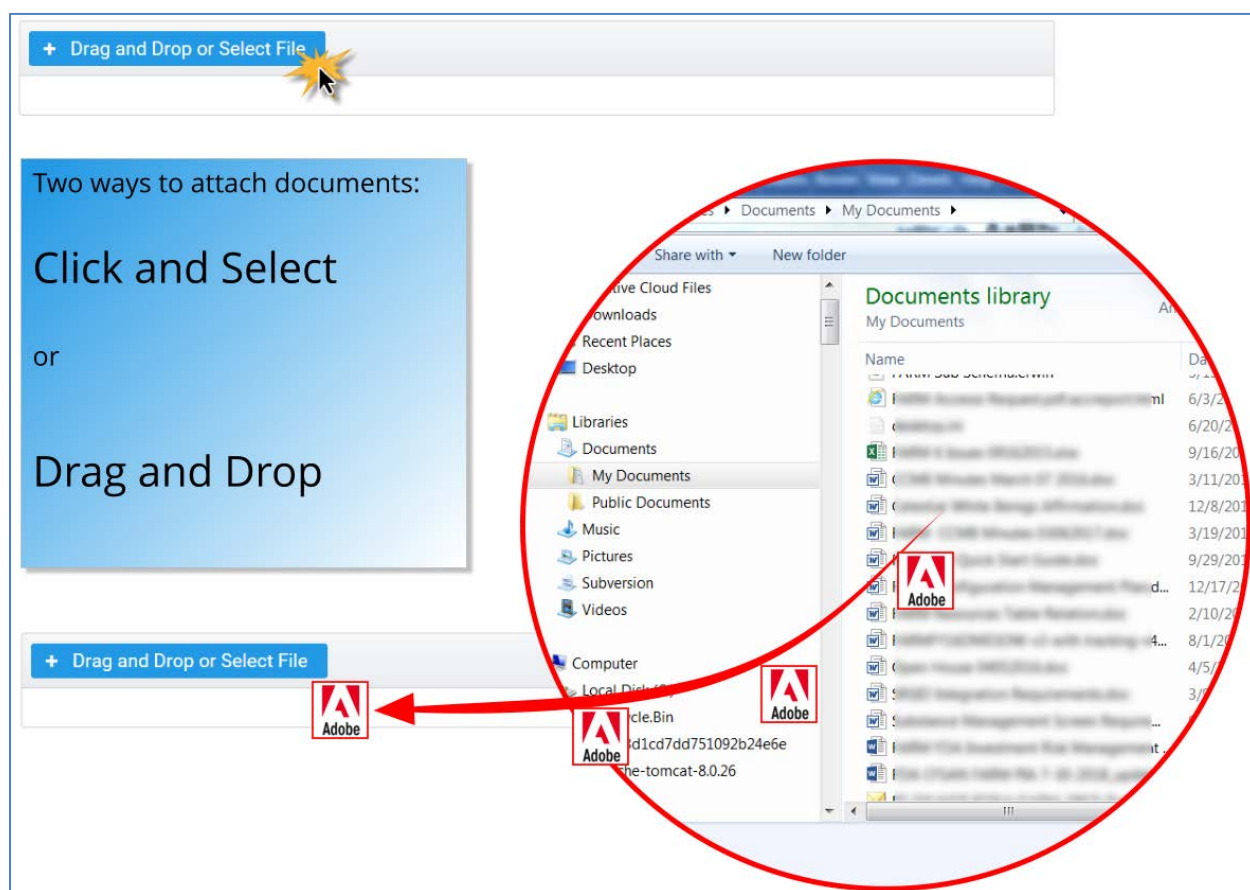


Figure 11: File Uploading Options

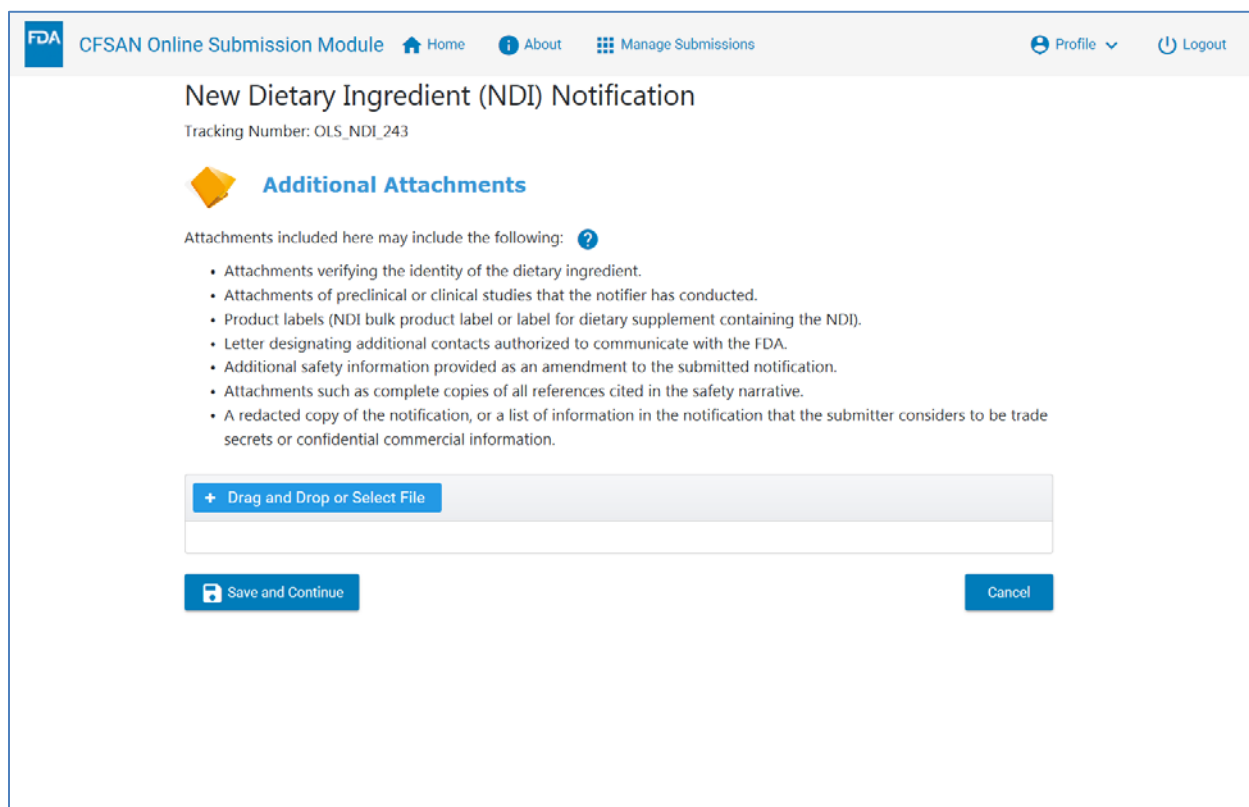
You can click on the blue “Drag and Drop or Select File” button. Your local File Select dialog box will open and you can select the file in the traditional way.

Or you can open the folder containing the file and, using the mouse, “drag” the file from the folder to the area just under the blue button. When you release the mouse button the file will be loaded into the Safety Information Attachment section.

## New Dietary Ingredient Notification Step-by-Step Submission Guide

### ADDITIONAL ATTACHMENTS

*This is an optional section.* In this section, you may upload all referenced materials used as a basis for concluding that the new dietary ingredient (NDI) or dietary supplement(s) containing the NDI are reasonably expected to be safe.



The screenshot shows the 'New Dietary Ingredient (NDI) Notification' page in the CFSAN Online Submission Module. The tracking number is OLS\_NDI\_243. The 'Additional Attachments' section lists the types of attachments that may be included, such as identity verification, preclinical/clinical studies, product labels, and safety information. Below the list is a file upload area with a 'Drag and Drop or Select File' button. At the bottom are 'Save and Continue' and 'Cancel' buttons.

FDA CFSAN Online Submission Module Home About Manage Submissions Profile Logout

### New Dietary Ingredient (NDI) Notification

Tracking Number: OLS\_NDI\_243

#### Additional Attachments

Attachments included here may include the following: ?

- Attachments verifying the identity of the dietary ingredient.
- Attachments of preclinical or clinical studies that the notifier has conducted.
- Product labels (NDI bulk product label or label for dietary supplement containing the NDI).
- Letter designating additional contacts authorized to communicate with the FDA.
- Additional safety information provided as an amendment to the submitted notification.
- Attachments such as complete copies of all references cited in the safety narrative.
- A redacted copy of the notification, or a list of information in the notification that the submitter considers to be trade secrets or confidential commercial information.

+ Drag and Drop or Select File

Save and Continue Cancel

Figure 12: Additional Attachments

Additional attachments to the NDI are explained in the Safety Information Attachment section. Uploading labeling for the dietary supplement containing the NDI will help FDA evaluate what conditions of use are being recommended or suggested.

If the user is the distributor or manufacturer of the NDI and does not have access to labeling for the dietary supplement(s) in which the NDI will be used, the user is advised to upload the labeling of the bulk NDI.

Clearly identify the attachments with appropriate descriptive file names (for example, first author, year and title, or citation number), making sure a reviewer can connect a citation with the reference document. Number the pages in each attachment consecutively.

Once the user has completed this section they can click the “Save and Continue” button to return to the Summary page.

## New Dietary Ingredient Notification Step-by-Step Submission Guide

### REVIEW NOTIFICATION SECTION


In this section, you are given the opportunity to review all data elements for this NDI Notification (Figure 13). You can return to the individual sections in the Summary page to make edits and corrections by clicking the “Edit” button for the relevant Section.

After making corrections for the Section click the “Save and Continue” button to be returned to the Review Notification page.

You may print the Summary page by clicking the “Print” icon near the top of the page.

Click the “Continue” button to be returned to the Summary page.

## New Dietary Ingredient Notification Step-by-Step Submission Guide




 CFSAN Online Submission Module

[Home](#) [About](#) [Manage Submissions](#)

[Profile](#) [Logout](#)

### New Dietary Ingredient (NDI) Notification



Tracking Number: OLS\_NDI\_240


 **Review Notification**  

#### Contact Information

**Contact Type:** Submitter



**Contact Description:**  
1. Manufacturer of NDI


 Jackson  
 Inc. / CEO  
2038 Rallston Sq, Jamestown, VA, USA, 49586  
**Phone :** 301 859 3049

@gmail.com

Edit

**Contact Type:** Primary  
**Type of Contact:** Submitter of the Notification  

 Jackson  
 Inc. / CEO  
2038 Rallston Sq, Jamestown, VA, USA, 49586  
**Phone :** 301 859 3049

@gmail.com

Edit

#### General Administrative Information

1. Name of the New Dietary Ingredient

**New Supplement**

2. Any designated information in your submission that you view as trade secret or confidential commercial information

the following information for each component NDI: Synonyms, Trade Name, Plant Part, Strain, Latin Binomial Name, Author of Latin Binomial Name, and NDI type. Where relevant, also include the following additional information: CAS registry number, Unusual form (e.g., malted barley or immature apples), Type of manufacture (e.g., >99% purity, 50:1 dry leaf extract, or fermentation product.)

#### Description

5. Conditions of Use of the Dietary Supplement

a. Serving instructions (e.g., 'take with food', 'take before bed', 'dissolve in a glass of water' etc.)

**Take w/Food**

b. Dietary Supplement serving size (weight or volumetric measure), serving frequency (# of servings/day, interval between servings), duration of use and maximum total daily intake level

**20mg**

c. Target populations / excluded populations / other restrictions

**All**

6. Other

#### Safety Information Attachment

MEJ518954 Y (50ct).pdf

Edit

#### Additional Attachments (Optional)

1. Memo Style.pdf

2. Rules of Behavior.pdf

Edit

Return




Figure 13: Review Notification (Close up)

## New Dietary Ingredient Notification Step-by-Step Submission Guide

### SIGNATURE AND CERTIFICATION SECTION

This section allows you to affix the name and title of a responsible individual to the submission. The responsible individual has the authority to speak on behalf of the submission and answer questions regarding the dietary ingredient. The section must be completed to submit the notification to the FDA.

The screenshot shows the 'New Dietary Ingredient (NDI) Notification' page in the CFSAN Online Submission Module. The tracking number is OLS\_NDI\_243. The section is titled 'Signature and Certification' with a pen icon. It contains two text input fields: 'Name of the Responsible Official, Employee, Agent or Attorney \*' and 'Title of the Responsible Official, Employee, Agent or Attorney'. Below these is a statement: 'The person named above has reviewed this notification and certifies that it is correct and complete.' followed by a checkbox labeled 'I Agree.\*'. At the bottom, there are two buttons: 'Save and Continue' (with a floppy disk icon) and 'Cancel'.

Figure 14: Signature and Certification

Field names and descriptions are shown in Table 5.


Table 5: Signature and Certification Field Descriptions

Field	Description
Name of the Responsible Official, Employee, Agent or Attorney *	Provide the Name
Title of the Responsible Official, Employee, Agent or Attorney	Provide the Title (optional)
Certification Check Box *	Must be checked.

# New Dietary Ingredient Notification Step-by-Step Submission Guide

## SUBMITTING THE COMPLETED NEW DIETARY INGREDIENT NOTIFICATION

When the NDI is completed, the Summary page will display a check mark to the right of each section as shown in Figure 15. You can edit and review all sections.

**CFSAN Online Submission Module**[Home](#)[About](#)[Manage Submissions](#)

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### New Dietary Ingredient (NDI) Notification

Tracking Number: OLS\_NDI\_204

Paperwork Reduction Act Notice  
**Form Approval:** OMB No. 0910-0330  
**Expiration Date:** 05/31/2021

#### Contact Information

This section asks you to identify:



**a. The Submitter of the notification**  
The submitter of the notification is the person or firm that submits the online notification to FDA. The submitter could be a manufacturer or distributor of dietary ingredients or dietary supplements or it could be a person or entity that submits the notification on behalf of a manufacturer or distributor, such as a consultant, law firm or other agent of the manufacturer or distributor.


**b. The Owner of the notification**  
The owner of the notification is the manufacturer or distributor by or on behalf of which the notification is being submitted. In some cases the owner of the notification and submitter of the notification will be the same but in others, such as when manufacturers and distributors hire an outside entity (attorney or consultant) to submit the notification on their behalf, the notification owner and submitter will be different.

**c. Contacts (primary and additional)**  
Contacts authorized to communicate with the FDA. Contacts are people whom you designate to communicate with the FDA about the notification. By listing someone as a contact in this section, you authorize FDA to contact him or her with questions about the notification, updates on the status of the notification and any other matters related to the notification. *You must designate at least one person as the primary contact. We encourage you to designate additional contacts in case the primary contact is not available, but that is optional.*

[Update](#) ✓

#### General Administrative Information


This section asks for general administrative information pertaining to the New Dietary Ingredient Notification. This is high-level information that gives us insight as to the nature and content of the notification itself.



[Update](#) ✓

#### Description of New Dietary Ingredient and Dietary Supplement

This section describes the new dietary ingredient and the dietary supplement containing the new dietary ingredient by obtaining answers to specific questions regarding:



a. The type and name of the ingredient.

b. The serving form, serving size and conditions of use for the supplement.


c. A narrative describing the ingredients in the NDI.

d. Other information pertinent to the NDI.

[Update](#) ✓

#### Safety Information Attachment


In this section, you will download and fill in a safety information template describing the scientific information on which you base your conclusion that the dietary supplement(s) containing the NDI will reasonably be expected to be safe. Safety information means, among other things, information showing that the NDI is identical or related to substances documented as having a history of use as food and/or to test articles used in safety studies. In addition, safety information means documentation of history of use as food, and the results of safety studies, including genetic toxicology studies, pharmacokinetic studies, animal toxicology studies and human clinical studies. The template asks for details about the identity of the NDI, verification of that identity, information about history of use as food, and/or other evidence relevant to the safety of the NDI and the dietary supplement. The template also asks for reprints or photo static copies of all cited studies. After filling in the template, you will attach the completed safety information template file and files containing the scientific publications cited in your notification.



[Update](#) ✓

#### Additional Attachments


Additional attachments to the NDI notification are explained in this Section. Uploading labeling for the dietary supplement containing the NDI will help FDA evaluate what conditions of use are being recommended or suggested. If you are the manufacturer or distributor of the NDI and do not have access to labeling for the dietary supplement(s) in which the NDI will be used, please upload the labeling of the bulk NDI.



[Update](#) ✓

#### Review Notification


Review your submission in its entirety. Modify, update or make corrections as necessary before certifying your submission.



[Review](#) ✓


#### Signature and Certification

The accuracy of the statements you make in this submission should reflect your best prediction of the anticipated facts regarding the chemical substance described herein. Any knowing and willful misinterpretation is subject to criminal penalty pursuant to 18 U.S.C. 1001. The notifying party certifies that the information provided herein is accurate and complete to the best of his/her knowledge.



[Update](#) ✓

#### Final Submission



- All fields in these documents are entered correctly and submitted.
- Also included all the files and documents required.
- Also followed all the terms and conditions while filling the forms.

[Send to FDA](#) ✨

Figure 15: Ready to Submit



## New Dietary Ingredient Notification Step-by-Step Submission Guide

After the Signature and Certification Section is completed, the notification is ready for Final Submission. Once you select 'Send to FDA,' you will no longer be able to edit any data entered in the submission.

When the you click the "Send to FDA" button, the data and documents will be submitted to FDA and a confirmation page will appear (Figure 16).

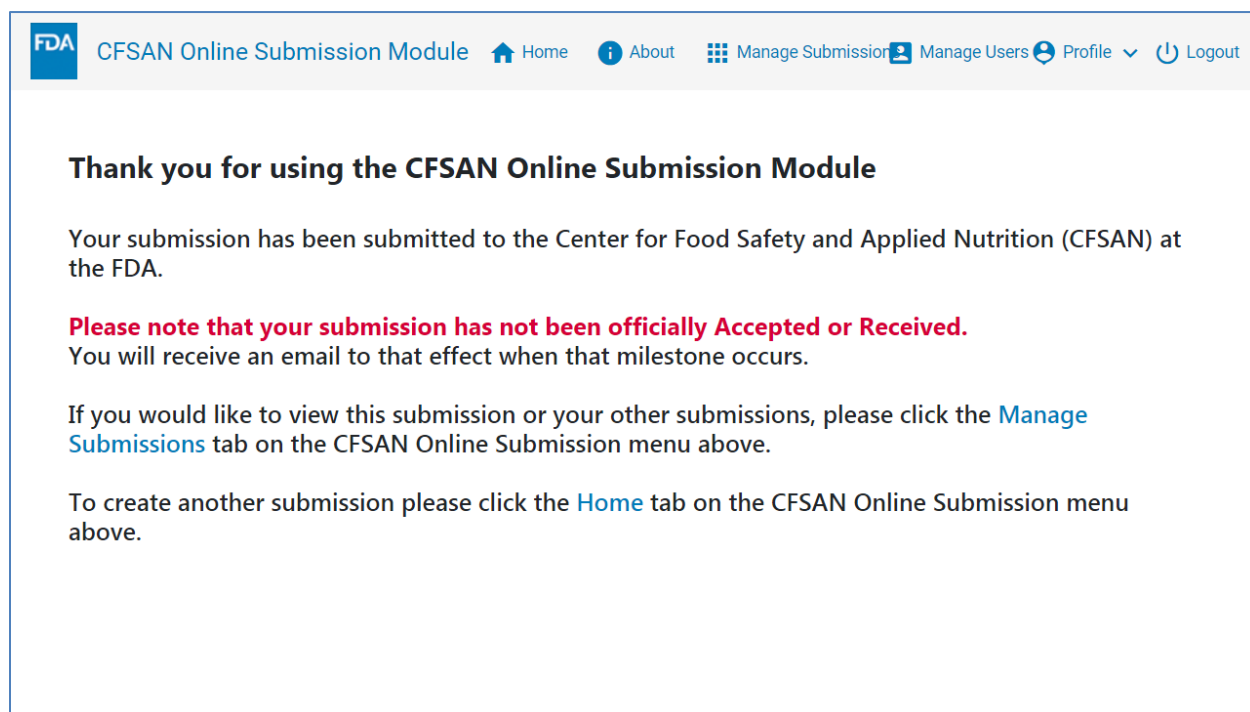


Figure 16: Submission Confirmation Page

The Confirmation page displays the tracking number that uniquely identifies your submission within the COSM. This is not to be confused with the NDIN report number. You will be contacted via email when the submission has undergone a preliminary review. The email will contain the official NDIN report number.

This is the end of the NDI submission process. You may click the "Home" menu item to return to the Home page where another submission may be initiated, or you may click the "Manage Submissions" menu item to see the list of all submissions that you have created.

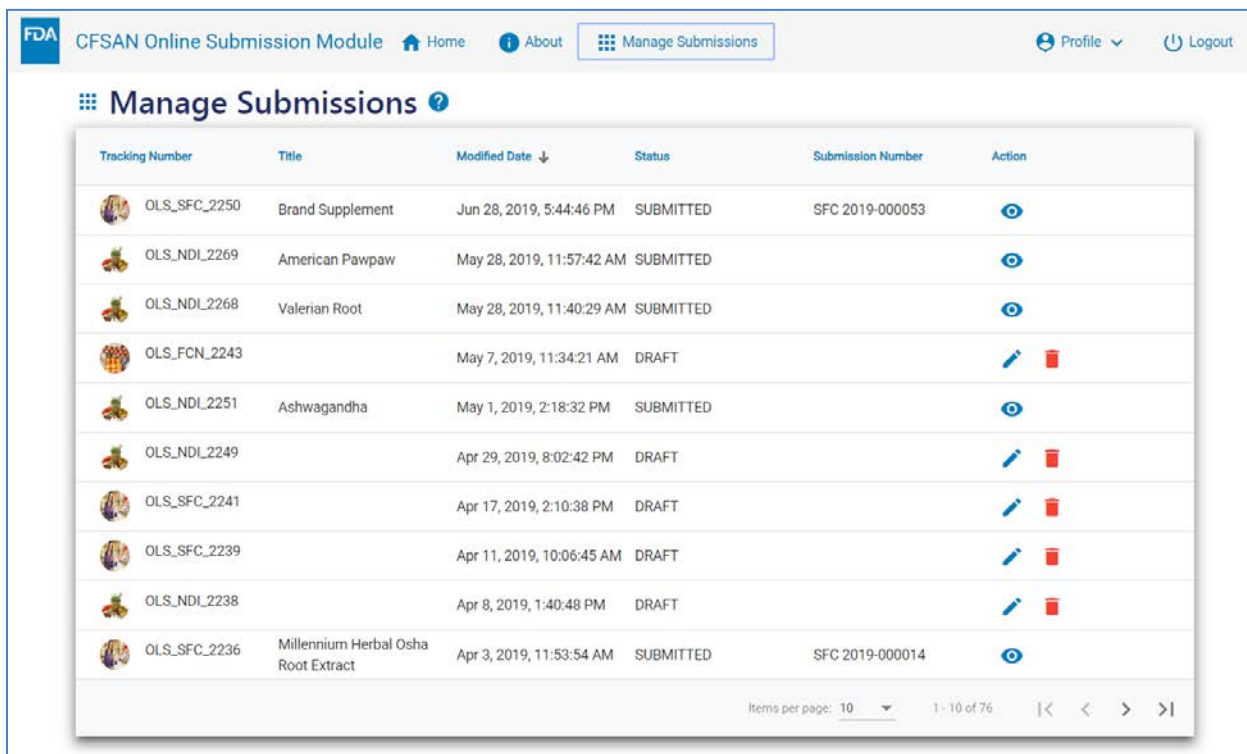


## New Dietary Ingredient Notification Step-by-Step Submission Guide

### MANAGE SUBMISSIONS

The Manage Submissions page (Figure 17) gives information about all your submissions. The Tracking Number is the unique identifier for each submission. The Title will be the name of the NDI as reported in Question 1 of the General Administrative Section of the form. The Modified Date is the date and time the submission was last updated by the user. The status will display “Draft” or “Submitted”.

Submissions in Draft status are available for update. Updates to draft submissions may be initiated by clicking the “Pencil” icon under the “Action” heading. Submissions in Draft status may be deleted by clicking the red “Trashcan” icon under the “Action” heading. Those that say “Submitted” have been sent to the FDA. They can no longer be updated but the contents of the submission can be viewed by clicking the “eye” icon under the “Action” heading.



Tracking Number	Title	Modified Date ↓	Status	Submission Number	Action
OLS_SFC_2250	Brand Supplement	Jun 28, 2019, 5:44:46 PM	SUBMITTED	SFC 2019-000053	
OLS_NDI_2269	American Pawpaw	May 28, 2019, 11:57:42 AM	SUBMITTED		
OLS_NDI_2268	Valerian Root	May 28, 2019, 11:40:29 AM	SUBMITTED		
OLS_FCN_2243		May 7, 2019, 11:34:21 AM	DRAFT		
OLS_NDI_2251	Ashwagandha	May 1, 2019, 2:18:32 PM	SUBMITTED		
OLS_NDI_2249		Apr 29, 2019, 8:02:42 PM	DRAFT		
OLS_SFC_2241		Apr 17, 2019, 2:10:38 PM	DRAFT		
OLS_SFC_2239		Apr 11, 2019, 10:06:45 AM	DRAFT		
OLS_NDI_2238		Apr 8, 2019, 1:40:48 PM	DRAFT		
OLS_SFC_2236	Millennium Herbal Osha Root Extract	Apr 3, 2019, 11:53:54 AM	SUBMITTED	SFC 2019-000014	

Items per page: 10 1 - 10 of 76 |< < > >|

Figure 17: Manage Submissions Page

## **New Dietary Ingredient Notification Step-by-Step Submission Guide**

### **CONCLUSION**

This concludes the NDI Step-by-Step Submission Guide.