# How to submit a renewal application via My CFIA

English document: 18091365 French document: 18177909

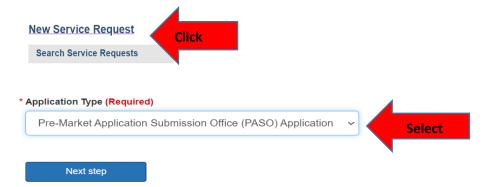
Select the appropriate link to access the instructions to submit:

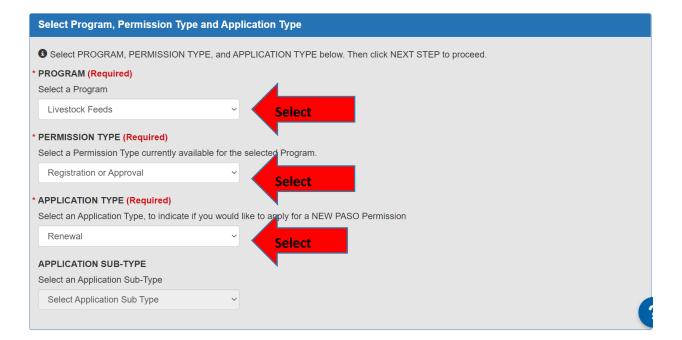
- <u>a streamlined renewal</u>
- a renewal with changes or requiring data (not eligible for streamline renewal)

# How to submit a streamlined renewal application via My CFIA

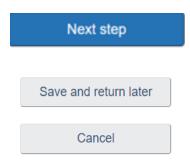
# How to start

- ✓ Enroll as a user and validate your party with My CFIA
- ✓ Choose Party, then click Select
- ✓ One new service request must be submitted for each product.

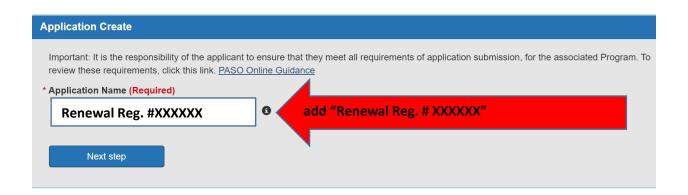




Anytime during the application process, you can use the option:



# PLEASE READ THE FOLLOWING BEFORE PROCEEDING If you have previously been issued a Permission through My CFIA, you must follow the following instructions in order to ensure that your service request can be processed properly. 1) RETURN to your DASHBOARD. 2) LOCATE your issued Permission in the PASO Submission Outcomes tab. 3) CLICK the RENEW, RENEW WITH CHANGES, or AMEND button on your issued Permission screen, and proceed from there. Reference Number If you are applying to RENEW or AMEND a Permission that was previously issued to you by mail, email, or FAX; then enter the unique reference number associated to that Permission below. Enter the located reference number below and click, Next Step Registration Number (Required) Enter the registration number here



- ✓ Accept the Privacy Notice Statement
- ✓ Select the Authorized representative

# Manufacturer information

√ add the name and address of all manufacturing sites of the product

### Type of feed

✓ Select the feed type: Mixed feed or

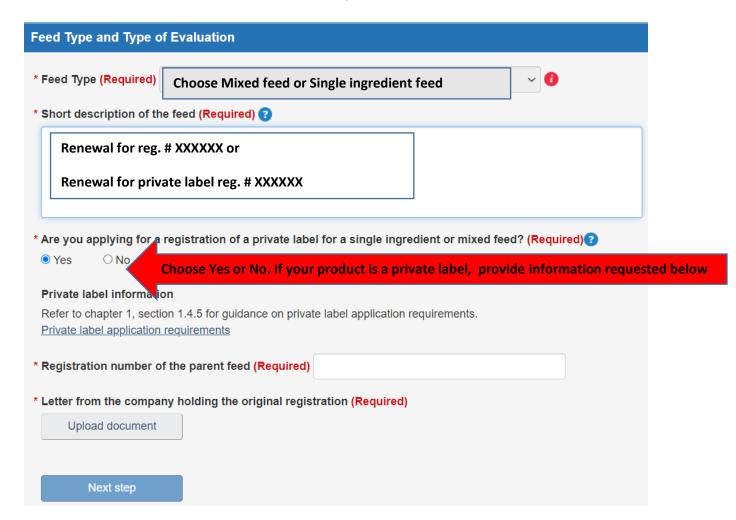
Single ingredient feed for registration number with second digit # 9, for

example 99XXXX or 49XXXX, etc...

✓ Add to Short description: Renewal for Reg. # XXXXXX or

Renewal for private label reg. # XXXXXX

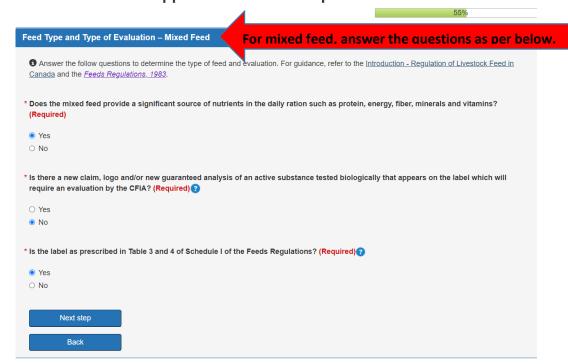
Click Next Step



## Questions for mixed feed or single ingredient feed

✓ For mixed feed streamlined renewals, answer the following questions as per below.

# PASO Permission Application - 55% Complete



Feed Type and Type of Evaluation – Single Ingredient Feed	r single ingredient feed, answer the estions as per below.
	guidance, refer to the <u>Introduction- Regulation of Livestock Feed in</u>
* Is the single ingredient feed listed in Part I or Part II of Schedule IV or V? (Re	equired)
Yes	
○ No	
* Is the single ingredient feed different in terms of: (Required)	
<ul> <li>its purpose</li> <li>its composition, including any inherent hazard of the feed, structure, n</li> <li>the process by which it is manufactured</li> <li>the species or class of livestock intended to be fed and the usage rate</li> <li>Is there a new claim, logo or new guaranteed analysis that requires an</li> </ul>	and its purpose as set out in Schedules IV and V
○ Yes	
<ul><li>No</li></ul>	
* Is the single ingredient feed listed in Part I or Part II? (Required)	
Part I Select Part I or Part II single ingredienf feed	
Part II  * Is the single ingredient feed label as described in the ingredient definition li	sted in Schedule IV or V2 (Required)
Yes	
O No	
Next step	
Back	

# Label information

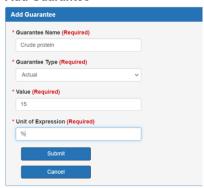
✓ add the brand name, purpose, form, species, a feed name and upload the attestation of compliance.



# Label guarantees

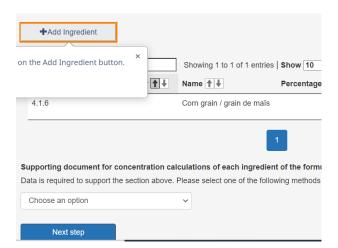
✓ add all the guarantees appearing on the label.

## **Add Guarantee**



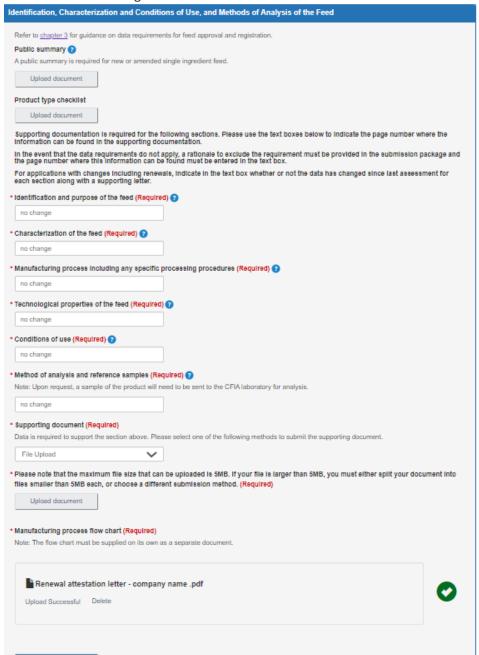
# List of ingredients

√ identify all the ingredients in your product



# Data sections for single ingredient feed listed in Part II of the Schedule IV or V

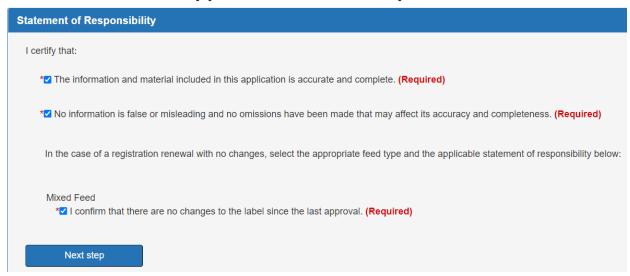
- ✓ Complete the following sections:
  - o by indicating that the data has not changed since last assessment for each section
  - o for the supporting documents, re-upload the attestation of compliance (renewal without changes)
  - for the manufacturing process flow chart, re-upload the attestation of compliance for renewal without changes

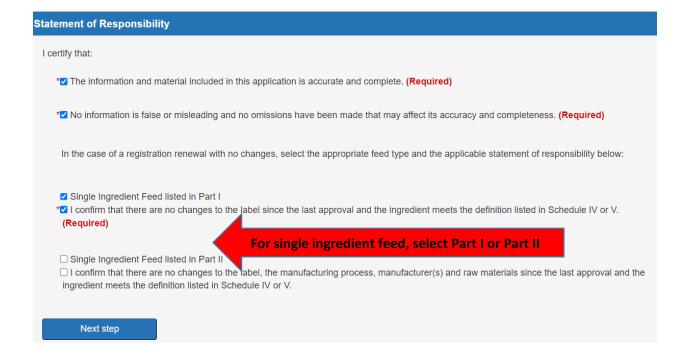


# Studies Concerning the Safety of the Feed Refer to chapter 3 for guidance on data requirements for feed approval and registration. Supporting documentation is required for the following sections. Please use the text boxes below to indicate the page number where information can be found in the supporting documentation. In the event that the data requirements do not apply, a rationale to exclude the requirement must be provided in the submission packathe page number where this information can be found must be entered in the text box. For applications with changes including renewals, indicate in the text box whether or not the data has changed since last assessment each section along with a supporting letter. \* Studies concerning the safety of the feed to target animals (Required) ? no change \* Studies concerning the safety of foods of animal origin produced from livestock consuming the feed (Required) ? \* Studies concerning the safety of the feed for worker/by-stander exposure (Required) [2] no change \* Studies concerning the safety of the feed to the environment (Required) 🔞 Once submitted, your application will be rejected after 2 weeks if the information has not been received. select one of the following methods to submit the supporting document. Cloud or File Hosting Service Please send file retrieval information to cfia.paso-bpdpm.acia@inspection.gc.ca referencing CAS-2022-05244 and the purpose of the file upload Studies Concerning the Efficacy / Intended Purpose of the Feed for the Target Animals Refer to chapter 3 for guidance on data requirements for feed approval and registration. Supporting documentation is required for the following sections. Please use the text boxes below to indicate the page number where the information can be found in the supporting documentation. In the event that the data requirements do not apply, a rationale to exclude the requirement must be provided in the submission package and the page number where this information can be found must be entered in the text box. For applications with changes including renewals, indicate in the text box whether or not the data has changed since last assessment for each section along with a supporting letter. \* Studies concerning the efficacy / intended purpose of the feed for the target animals (Required) ? no change \* Supporting document (Required) Data is required to support the section above. Please select one of the following methods to submit the supporting document. Cloud or File Hosting Service Please send file retrieval information to cfia.paso-bpdpm.acia@inspection.gc.ca referencing CAS-2022-05244 and the purpose of the file upload.

# Acknowledge the appropriate statement of responsibility

# **PASO Permission Application - 90% Complete**





# Review and submit

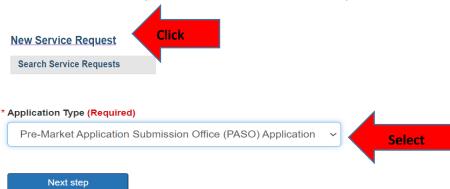
- ✓ you can print a copy of your request before selecting submit
- ✓ once you click submit, your application is sent to CFIA

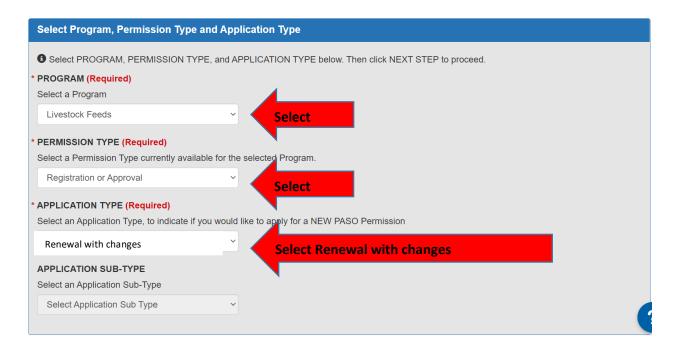


# How to submit an application for renewal with changes or requiring data via My CFIA

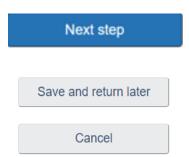
# How to start

- ✓ Enroll as a user and validate your party with My CFIA
- ✓ Choose Party, then click Select
- ✓ One new service request must be submitted for each product.

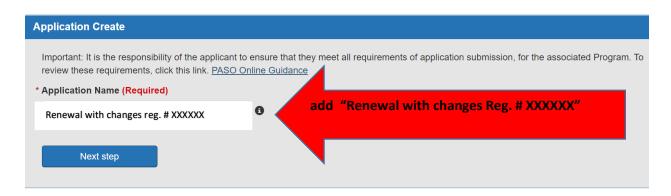




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- ✓ Accept the Privacy Notice Statement
- ✓ Select the Authorized representative

# Manufacturer information

✓ add the name and address of all manufacturing sites of the product

## Type of feed

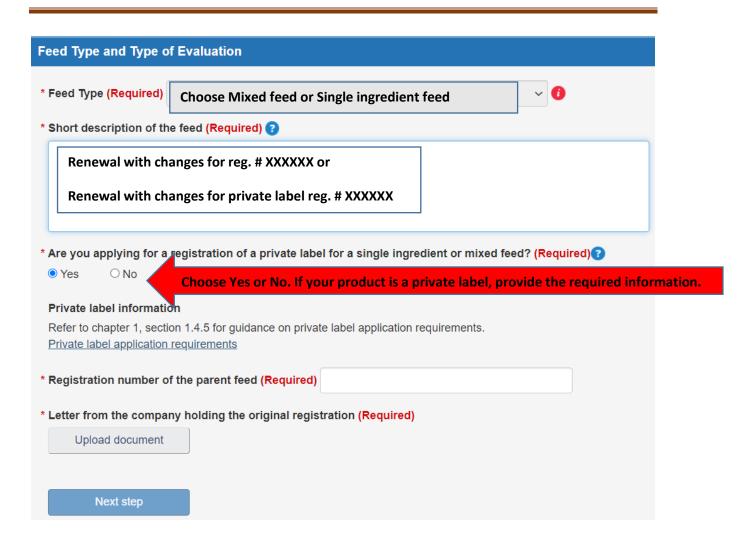
✓ Select the feed type: Mixed feed or

Single ingredient feed for registration number with second digit # 9, for

example 9<mark>9</mark>XXXX or 4<mark>9</mark>XXXX, etc...

✓ Add to Short description: Renewal with change for Reg. # XXXXXX or

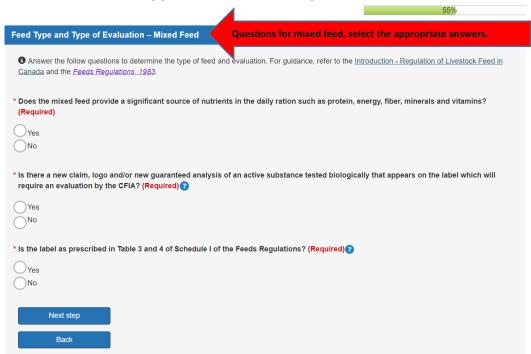
Renewal with changes for private label for Reg. # XXXXXX)

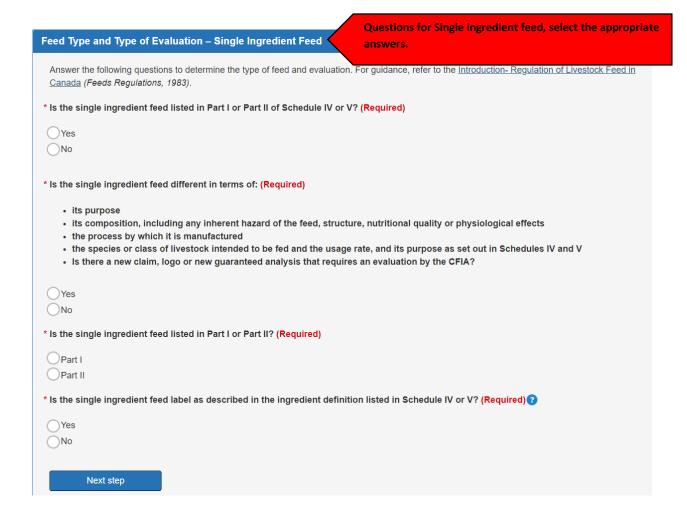


# Questions for mixed feed or single ingredient feed

✓ Answer the following questions based on the type of feed.

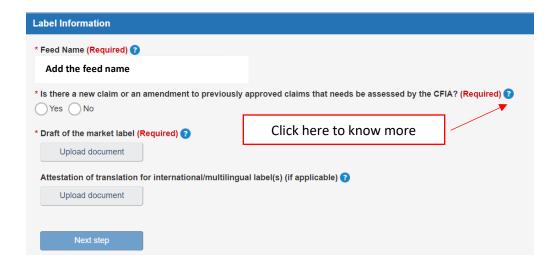
## PASO Permission Application - 55% Complete





## Label information

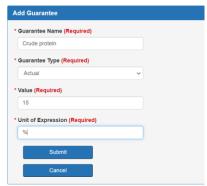
✓ add the brand name, purpose, form, species, the feed name and upload a label.



# Label guarantees

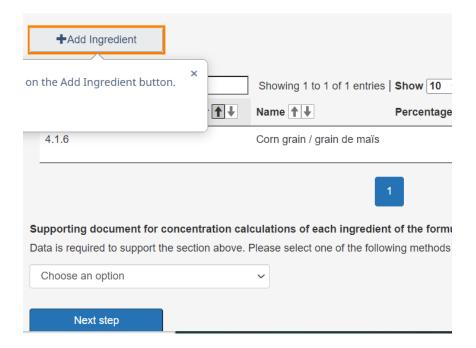
 $\checkmark \quad \text{add all the guarantees appearing on the label.}$ 

#### **Add Guarantee**



## List of ingredients

✓ identify all the ingredients in your product.



### Data sections

✓ Complete the following sections by indicating whether or not the data has changed since last assessment. Supporting letter and a manufacturing process flow chart must be uploaded.

Identification, Characterization and Conditions of Use, and Methods of Analysis of the Feed

Studies Concerning the Safety of the Feed

Studies Concerning the Efficacy / Intended Purpose of the Feed for the Target Animals

✓ For more information, consult the Chapter 3.1 Guidance on data requirements to complete Sections 9, 10, 11 and 12 of the feed approval or registration application

# Acknowledge the statement of responsibility.

# PASO Permission Application - 90% Complete



# Review and submit

- $\checkmark$  add details of the changes to the registration in the box below
- ✓ you can print a copy of your request before selecting submit
- ✓ once you click submit, your application is sent to CFIA

Request Changes (Required)	
n the text box below, enter the details of your requested changes.	
ning: You will not be able to print the Application Summary once you click the "Submit" button.	🖨 Print
Submit	