

# Labeling Template for Packaged Foods: Instructions for Use

**BEFORE USE:** *This Labeling Template for Packaged Foods is intended for use by establishments that are distributing packaged food on-site and are exempt from requirements regarding inclusion of “Nutrition Facts” on the product label.*

This template is intended for use in conjunction with the document “Labeling Guidance for Packaged Foods,” which can be accessed by scanning the QR code or clicking the link below. Please review these guidelines as needed. Additional information can be found in Section 050.343 of the NNPH Food Establishment Regulations. These documents and more food safety resources can be found on the [NNPH Food Safety Services Resource Library](#).

[Labeling Guidance for Packaged Foods](#)



[NNPH Food Establishment Regulations](#)



### Use the label template reference image to complete to the following steps:

1. In the space corresponding to Box A, write the common name of the food product contained in the package.
2. In the space corresponding to Box B, write the amount of food contained in the package. Product quantity can be denoted by units of weight (ounces, pounds, grams, kilograms, etc.), units of volume (fluid ounces, pints, milliliters, liters, etc.), OR units of content (number of pieces). For units of weight or volume, include both U.S. and metric scales.
3. In the space corresponding to Box C, list all ingredients in descending order (most to least) by weight. List all the ingredients by their common name.
4. In the space corresponding to Box D, write any of the major 8 food allergens that are included in the product. The major 8 food allergens are: milk, peanuts, eggs, tree nuts, fish, shellfish, wheat, and soy. If the product contains tree nuts or shellfish, write the specific type such as “coconut” or “shrimp”.
5. In the space corresponding to Box E, include additional or special information about the product, such as a “Use By” date or “Keep Refrigerated”.
6. In the space corresponding to Box F, write the business name for the manufacturer.
7. In the space corresponding to Box G, write the business address for the manufacturer.
8. In the space corresponding to Box H, write any business contact information, such as a phone number or email address.

A

Net Quantity: B

Ingredients:  
C

Allergen Information: This product contains  
D

E

F

G

H

As you fill out the first label, the entered information will fill automatically on the remaining three labels. This label template corresponds to Avery brand shipping labels #5168 but can be used with any 3.5”x 5” adhesive labels.

**Please note: Information on packaged food labels is provided by food establishments and the permit holder is responsible for ensuring that packaged food labels are accurate and complete. Northern Nevada Public Health (NNPH) does not guarantee accuracy of packed food labels using this template. For help with labeling of packaged foods, call the NNPH Environmental Health Services front desk at 775-328-2434, option #8, or reach out via email by sending questions to [foodsafety@NNPH.org](mailto:foodsafety@NNPH.org).**

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Net Quantity:

Ingredients:

Allergen Information: This product contains

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