



COOL Retail Records Request Form

Providing records for Country of Origin Labeling (COOL) is EASY, just follow these steps!

Step 1: Review the items listed in the following table where records are required. All records must be provided to the Reviewer within **5 business days**.

File Name:	Due Date:
#	Item Name & Description <small>(e.g., Home Brand, Ready to Eat Green Beans, 1lb size, Prod. Of Mexico, Dist. by Grown with Pride San Antonio, TX)</small>
1	
2	
3	
4	
5	
6	

Step 2: Identify the information that must be included on the record.

- **For items that are NOT pre-labeled**, records must identify the covered commodity, country of origin, method of production (for fish and shellfish items only), and your immediate previous supplier's name and location (minimum of city and state).
- **For items that ARE pre-labeled**, records must identify the covered commodity your immediate previous supplier's name and location (minimum of city and state).

Step 3: Submit records via e-mail or fax to the contact below. **Be sure to include the file name.**

Reviewer's Name: _____

Fax Number: _____

E-mail: _____

Thank You!