

{Attention to readers: This Check-sheet 2 is prepared by translation into English from a non-official edition of Check-sheet 2 in Japanese (Update:2024-01-05) }

Specific considerations for completing Check-sheet 2

- 1) To create the Overview document, confirm whether the information is appropriate for use for your claims. Also confirm the rationale behind your outline of the target substance, your key specification points, your outline of the standards for use and safety, etc.
- 2) In III (Findings regarding safety), descriptions should be based on the Guideline for the Risk Assessment of Food Additives (Revised Guideline for Assessment of the Effect of Food on Human Health Regarding Food Additives) (2021), from the Food Safety Commission of Japan (FSCJ).
(https://www.fsc.go.jp/english/what_we_do.data/guidelines_for_food_additives_revised_2021.pdf)
- 3) Before you start drafting the Overview document, you should check the completeness of the references, considering the framework and narrative of your Overview document. For this procedure, you need to collect the references and then write down the keypoints of each reference in this Check-sheet 2 to confirm the appropriateness of your preparation. If you prepare the Overview document before you have all the references, you may be faced with a lack of references to base your description on later. Please submit the references on which the content of the Overview document is based along with the Overview document at the time of application.
- 4) At the beginning of this Check-sheet, enter the name of the target substance. As Check-sheet 2 may be submitted multiple times, use an expression such as “First Draft” for the first version submitted, “Second Draft” for the second, etc.

Detailed information on the documents submitted

- 1) By referring to [the Procedure for Preparing Application Documents for Designation of Food Additives and Revision of Use Standards for Food Additives](#) (hereinafter, the Procedure), provide the number of references that will serve as the basis for each item on the Check-sheet, as well as an outline (relevant content) of each reference.
- 2) The references on this Check-sheet may include not only printed matter, such as research reports published in academic journals and publications, but also the results of searches of the relevant laws, regulations, and database information on the Web. When selecting references, keep in mind the fact that the FADCC usually considers the reliability of the source according to the order below, with (A) as the most reliable. With the exception of the Risk Assessment Report issued by the FSCJ, obtain original papers whenever possible.
 - A) Public information such as reports by specialized public institutions (including on their websites)
 - B) Reviewed academic papers in specialized fields
 - C) Books in specialized fields
 - D) Test data provided by business operators and analytical institutions
 - E) Articles published in newspapers and magazines
 - F) Web articles other than A) to E)

- 3) As a great deal of relevant references on which the items on the Check-sheet may be based may be found, number the references serially and list them in V (Information on references). Enter a reference number corresponding to each reference (You may also write the title of the reference next to the reference number.) Briefly describe in the Outline the relevant content of each part. Such information will help you to create the draft Overview document and list the references.
- 4) If there are a number of references for a given Check-sheet item, don't restrict yourself to just one: augment the Reference numbers and the Outline by adding lines as needed.
- 5) In the Outlines in I-1-1 (Name) of I (Outline of the food additive), enter both Japanese and English names. If you are applying for designation of a new additive, use the Japanese and English names (such as the names of the principal ingredient in the food additive) that you wish to use for the food additive.
- 6) In the Outline in I-2 (Origin or details of development), provide concise and relevant information by using your references. For example, "XX was isolated from wine in Germany by Weber et al. in 1890, and industrial production was later initiated by Newton et al."
- 7) In the Outlines in I-3 (Conditions of use in Japan and overseas), describe the permission and registration status in the order of items, on the basis of the relevant laws and regulations. As laws and regulations are subject to revision, make sure you provide the latest information. If such information cannot be obtained, prepare a PDF file as a reference. This should include a descriptive record of your search results, as well as the search details. For example, "The information was sought, but the (permission and registration) status was not described in the organizational references," or "Similar compounds are used as food additives." If you include the status in countries or organizations other than the ones listed in sections I-3-1 (Japan) to I-3-5 (Australia and New Zealand), describe the status.
- 8) For I-4 (Safety evaluations by international organizations), as reevaluations of additives may be conducted by these organizations, make sure you provide the latest information. If you mention a country or region in I-3 (Conditions of use status in Japan and overseas) other than the ones listed in sections I-3-1 (Japan) to I-3-5 (Australia and New Zealand), list the respective assessments as references.
- 9) In I-4-1 (FSCJ, Food Safety Commission of Japan), additives may be evaluated not only as food additives but also as pesticides and feeds, fertilizers, etc. The evaluation reports may be referenced on the FSCJ's website. Please try to collect this information. Before the FSCJ was established in July 2003, such evaluations were conducted by the Pharmaceutical Affairs and Food Sanitation Council of the Ministry of Health, Labour and Welfare (or its predecessor, the Food Sanitation Council of the Ministry of Health and Welfare).
- 10) In I-5 (Physicochemical properties), if the application concerns only the revision of standards for use for an additive that has already been designated, and revision of specifications is not requested, information on some items may be omitted in I-5-3 (Specifications), with reference to the note to that section.

- 11) In preparing I-5-3-1 (Draft specifications), collect the relevant latest information on specifications from the Combined Compendium of Food Additive Specifications (JECFA), FCC (Food Chemical Codex), EU, JP (Japanese Pharmacopoeia), Japan's Specifications and Standards for Food Additives (hereinafter referred to as JSFA), etc., as well as that for similar substances. Use the relevant latest information on specifications. If you need to translate them in Japanese, make sure you do it accurately, and prepare a comparison table of draft and existing specifications. (The comparison table should be included in the Overview document but does not have to be included in Check-sheet 2). Define the specifications used for the draft specifications as "Reference specifications," and enter the reference in I-5-3-1-1 (Reference specifications). If there are multiple Reference specifications, you may augment the Reference numbers and the Outline by adding lines as needed.
- 12) Tick the relevant items in the check boxes of I-5-3-1-2 (Information on which the draft specifications are based (preparation checklist)) in order to monitor the progress of establishment of specifications. For (l) Identification, (m) Specific properties, (n) Purity, and (r) Assay (when setting up separate assay methods for multiple components), please increase the number of rows according to the number of items to be set and provide the name of each item.
- 13) In Sections (l) Identification and (r) Assay of I-5-3-1-2, "Developed in-house" refers to the establishment of a newly developed in-house test method or to test methods partly modified from those established in JECFA specifications, FCC specifications, Japanese Pharmacopoeia (JP), JSFA, etc. "Existing method" refers to the use of an existing method (such as those of the JECFA, FCC, and JP) already established for similar food additives. In the case of Developed in-house, if a test method established for other additives is used as a reference, the referenced specifications (JECFA specifications, FCC specifications, JP, JSFA, etc.) should be used as the "Ref. Sp.". In "Validation of the method" under (l) Identification and (r) Assay, data, etc., are required to show that the method has been correctly confirmed or quantified.
- 14) For items other than (l) Identification and (r) Assay in Section I-5-3-1-2, validity must be confirmed when questions arise regarding the reliability of the test methods. Accordingly, it is desirable that the test method to be established has been validated at Stage 2. If the selected method is found to be inappropriate at Stage 3, the Procedure will return to Stage 2 and Check-sheet 2 will be revised.
- 15) In I-5-3-2-1 (Information on referred specifications), among the references collected in 11), the ones included in the comparison table are listed. Please provide additional Reference numbers and Outline lines as appropriate.
- 16) In I-5-3-3 (Rationale for establishing draft specifications), if multiple references (e.g., standard values, test methods, etc.) are referenced for the draft specifications, please provide additional Reference numbers and Outline lines as appropriate.
- 17) In I-5-3-4 (Verification data of draft test methods and test results), some test methods need to be verified. For example, when standard values are established in a purity test, the recovery rate and relative standard deviation in recovery testing (e.g., n = 3 to 5) must be reported. Organize and provide data (calibration curve, quantitative lower-limit value, etc.) that show the details of the testing procedure and data to establish the proposed specifications and testing methods. Create a summary report titled XX test results, or similar, and cite these data in the summary report. The

report should then be included in references. Test results will be required for each method established for each test item.

- 18) In I-5-4 (Stability of the food additive), describe the relevant knowledge regarding the preservation and management of the target food additive. In II-2 (Stability of the additive in foods) of II (Findings regarding effectiveness), describe the stability of the target food additive when it is added to food.
- 19) In I-5-5 (Method of analyzing food additives in food), include the papers referenced for setting the analytical methods and for validating the analytical methods, as well as the results of analysis of the food additives in foods. If there are any references on the analytical methods for analyzing the additives in foods, you may include them in your references.
- 20) In I-6 (Draft standards for use), regardless of whether you wish to propose standards for use or don't wish to do so (as you consider such standards unnecessary), please list the relevant references.
- 21) Prepare for, and complete, each item in III (Findings regarding safety) on the basis of the Guideline for the Risk Assessment of Food Additive (Revised Guideline for Assessment of the Effect of Food on Human Health Regarding Food Additives), established by the FSCJ. The Guideline provides examples of cases in which submission of toxicity test results is not required. Consult the relevant references to see whether the target substance falls under this rubric.
- 22) If relevant references in III were not found after a search and investigation, briefly describe what kind of investigation or search was performed and include this description as references.
- 23) Your claims about the results of toxicological testing must be based on the references. List any relevant references in a reference list.
- 24) If there are references for tests other than III-2-1 to 2-6 (for example, acute toxicity tests, etc.), enter them in III-2-7 (Other).
- 25) The items in IV (Estimation and consideration of daily intake) should be described in accordance with the FSCJ Guideline. Collect and list references you wish to use to make claims based on standards for the proposed use (including rational grounds for estimation when proposed standards for use are not set) and on the dietary intake of Japanese, etc.
- 26) In V (Information on references), please include the reference numbers and bibliographic information of all documents listed as references in I (Outline of the food additive) to IV (Estimation and consideration of daily intake.) When describing bibliographic information, please refer to the references in the Food Additive Assessment Report published by FSCJ.
- 27) If you have questions regarding preparation of the Overview document, refer to the Procedure, the Guideline for Assessment of the Effect of Food on Human Health Regarding Food Additives (FSCJ), the MHLW website, and the FADCC's website, or contact us via email (address on the website).

28) This Check-sheet 2 cannot be used for applications regarding processing aids or additives in foods used as breast milk substitutes. If you want to apply regarding such substances, please consult the FADCC separately.

About submission

When submitting Check-sheet 2, send the 6th and subsequent pages of Check-sheet 2 in digital format (MS Word is preferred) to the FADCC. Pages 1 to 5 contain points to note when filling out the document; you don't need to submit them.

Check-sheet 2**Food additives in general****New designation or revision of standards for use or specifications**

Name of target substance:

Version:

Date of entry (year/month/day):

Applicant information

If the information is the same as on Check-sheet 1, enter only the name and affiliation of the contact person, then skip to I (Outline of the food additive).

Name of applicant or agent (company or organization name, etc.):

Address of applicant or agent:

Name and affiliation of contact person:

Phone number:

Email:

I. Outline of the food additive

I-1. Name and purpose of uses

I-1-1. Name

Reference number:

Outline:

I-1-2. CAS registry number, etc.

Reference number:

Outline:

I-1-3. Purpose of uses

Reference number:

Outline:

I-1-4. How to use

Reference number:

Outline:

I-2. Origin or details of development

Reference number:

Outline:

I-3. Conditions of use in Japan and overseas

I-3-1. Japan

Reference number:

Outline:

I-3-2. CODEX

Reference number:

Outline:

I-3-3. EU

Reference number:

Outline:

I-3-4. USA

Reference number:

Outline:

I-3-5. Australia and New Zealand Reference number:

Outline:

I-4. Safety evaluations by international organizations

I-4-1. FSCJ (Food Safety Commission of Japan) Reference number:

Outline:

I-4-2. JECFA (Joint FAO/WHO Expert Committee on Food Additives)

Reference number:

Outline:

I-4-3. EFSA (European Food Safety Authority) and SCF (Scientific Committee on Food)

Reference number:

Outline:

I-4-4. US FDA (Food and Drug Administration) Reference number:

Outline:

I-4-5. FSANZ (Food Standards Australia New Zealand)

Reference number:

Outline:

I-5. Physicochemical properties

I-5-1. Structural (or rational) formula, molecular formula, and molecular weight

Reference number:

Outline:

I-5-2. Methods of manufacturing

Reference number:

Outline:

I-5-3. Specifications

Note: If you require only the revision of standards for use, please go to I-5-4 (Stability of the food additive).

I-5-3-1. Draft specifications

I-5-3-1-1. Reference specifications

Reference number:

Outline:

I-5-3-1-2. Information on which the draft specifications are based (preparation checklist)

Check the box on the left for the item you want to set.

(For (a) to (s), refer to the Draft specifications in the Procedure)

Note: "Ref. Sp." means "Reference specification"

Setting item	Draft specifications	Information	Check box	
<input type="checkbox"/>	(a) Name (in Japanese)	Draft	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	(b) English name	Draft	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	Alternative English name	Draft	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	(c) Alternative Japanese name	Draft	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	(d) Structural formula	Draft	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	(e) Molecular formula or compositional formula	Draft	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	(f) Molecular weight or formula weight	Draft	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	(g) Chemical name	Draft	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	(h) CAS registry number	Draft	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	(i) Definition	Draft	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	(j) Content	Draft (Specifications)	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
		Test results	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
<input type="checkbox"/>	(k) Description	Draft (Specifications)	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Test results	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet

<input type="checkbox"/>	(l) Identification (Add rows if necessary.)			
	Items (Carbonates, potassium salts)	<input type="checkbox"/> Developed in-house	<input type="checkbox"/> Existing method	
	Draft (Test method and decision criteria)	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet	
	Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet	
	Validation of the method (when Developed in-house)	<input type="checkbox"/> Validated	<input type="checkbox"/> Not yet	
	Test results	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet	
<input type="checkbox"/>	(m) Specific properties (name of item(s) to be established; add rows if necessary)			
	Items (pH, Refractive index, Specific rotation, etc.)	Draft (Standards and test methods)	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
		Test results	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	(n) Purity (name of item(s) to be established; add rows if necessary)			
	Items (Lead, Arsenic, Residual solvent, etc.)	Draft (Standards and test methods)	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
		Test results	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	(o) Loss on drying,	Draft (Standards and test methods)	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
		Test results	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	Loss on ignition	Draft (Standards and test methods)	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
		Test results	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	Water content	Draft (Standards and test methods)	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
		Test results	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	(p) Residue on ignition	Draft (Standards and test method)	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
		Test results	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	Total ash	Draft (Standards and test method)	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
		Test results	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	Acid-insoluble ash	Draft (Standards and test method)	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
		Test results	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	(q) Microbial limits	Draft (Standards and test method)	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
		Test results	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet
<input type="checkbox"/>	(r) Assay (When setting two or more types, enter the item name (e.g., for magnesium silicate, enter (1) magnesium oxide and (2) silicon dioxide). Add rows if necessary.)			
	Item	<input type="checkbox"/> Developed in-house	<input type="checkbox"/> Existing method	
	Draft (Method)	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet	
	Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet	
	Validation of the method (Existing method is determined on an individual basis. For Existing methods, necessity is determined on a case-by-case basis.)	<input type="checkbox"/> Validated	<input type="checkbox"/> Not yet	
<input type="checkbox"/>	(s) Storage standards	Draft	<input type="checkbox"/> Established	<input type="checkbox"/> Not yet
		Ref. Sp.	<input type="checkbox"/> Obtained	<input type="checkbox"/> Not yet

I-5-3-2. Comparison table of draft and existing specifications

The purpose of the "Comparison table" is to confirm the proposed specifications and Reference Standards.

I-5-3-2-1. Information on referred specifications

Reference number:

Outline:

I-5-3-3. Rationale for establishing draft specifications

(a) Japanese name

Reference number:

Outline:

(b) English name and alternative English name

Reference number:

Outline:

(c) Alternative Japanese names

Reference number:

Outline:

(d) Structural formula

Reference number:

Outline:

(e) Molecular or compositional formula

Reference number:

Outline:

(f) Molecular or formula weight

Reference number:

Outline:

(g) Chemical name

Reference number:

Outline:

(h) CAS registry number

Reference number:

Outline:

(i) Definition

Reference number:

Outline:

(j) Content

Reference number:

Outline:

(k) Description

Reference number:

Outline:

(l) Identification

Reference number:

Outline:

(m) Specific properties

Reference number:

Outline:

(n) Purity

Reference number:

Outline:

(o) Loss on drying, Loss on ignition or water content (if necessary)

Reference number:

Outline:

(p) Residue on ignition, total ash or acid-insoluble ash (if necessary)

Reference number:

Outline:

(q) Microbial limits

Reference number:

Outline:

(r) Assay

Reference number:

Outline:

(s) Storage standards

Reference number:

Outline:

I-5-3-4. Verification data of draft test methods and test results

I-5-3-4-1. Rationale for validity of draft test method(s)

Reference number:

Outlines:

I-5-3-4-2. Test results

Reference number:

Outline:

I-5-4. Stability of the food additive (results regarding storage management of the additive)

Reference number:

Outline:

I-5-5. Method of analyzing food additives in food

I-5-5-1. Referenced papers, notification analysis methods, etc.

Reference number:

Outline:

I-5-5-2. Validation of the analytical method(s) (e.g., recovery test results)

Reference number:

Outline:

I-5-5-3. Test results assayed for the proposed target food product (to the extent possible)

Reference number:

Outline:

I-5-5-4. Other reference(s) pertaining to analytical methods (not limited to the main analytical methods described in this document, but anything relevant that can be referenced)

Reference number:

Outline:

I-6. Draft standards for use

I-6-1. Draft standards for use

Reference number:

Outline:

I-6-2. Rationale for establishing draft standards for use

Reference number:

Outline:

II. Findings regarding effectiveness

II-1. Effectiveness as a food additive, and comparisons of effects with those of other food additives in the same category.

Reference number:

Outline:

II-2. Stability of the food additive in foods

Reference number:

Outline:

II-3. Effects of the food additive on main nutrients in foods

Reference number:

Outline:

III. Findings regarding safety

III-1. Toxicokinetics

Reference number:

Outline:

III-2. Toxicity

III-2-1. Genotoxicity

Reference number:

Outline:

III-2-2. Repeat dose toxicity

III-2-2-1. Subacute toxicity (90 days)

Reference number:

Outline:

III-2-2-2. Chronic toxicity (12 months and more)

Reference number:

Outline:

III-2-3. Carcinogenicity

Reference number:

Outline:

III-2-4. Reproductive toxicity

Reference number:

Outline:

III-2-5. Developmental toxicity

Reference number:

Outline:

III-2-6. Allergenicity

Reference number:

Outline:

III-2-7. Others

Reference number:

Outline:

III-3. Findings in human

Reference number:

Outline:

IV. Estimation and consideration of daily intake

Reference number:

Outline:

V. Information on references

- 1)
- 2)
- 3)
- ...

VI. Information on the testing institution(s)

Provide contact information to enable the FADCC to inquire about test results pertaining to the application. If the tests were conducted at different testing institutions, provide contact information for the person or department in charge at each institution.

Example:

Testing institution that conducted tests using in-house standards

Name:

Address:

Name and affiliation of contact person:

Phone number:

Email:

Testing institution that validated the analytical method on the basis of the draft standard testing method

Name:

Address:

Name and affiliation of contact person:

Phone number:

Email:

Testing institution that validated the method of analyzing food additives in food

Name:

Address:

Name and affiliation of contact person:

Phone number:

Email:

Institution that conducted the safety study or studies

Name:

Address:

Name and affiliation of contact person:

Phone number:

Email: