

# PROCEDURES FOR ADDING/TERMINATING UNIVERSAL PRODUCT CODES (UPC) TO THE TEXAS UPC DATABASE

## Submitting Requests to Add UPCs

When requesting to add Universal Product Codes (UPCs) to the Texas WIC UPC Database, vendors, manufacturers, and wholesale suppliers can complete the online submission form. The request can be submitted by email, fax or mail to the Texas State UPC Specialist.

1. If requesting by email, on the subject line enter "Request to add UPC, brand name (if available) and food item (e.g. strawberries)." Email: [WICUPC@dshs.state.tx.us](mailto:WICUPC@dshs.state.tx.us)
2. If faxing or mailing the request, you must complete the "WIC Submission Form" (click on the on-line submission link to print a copy). Fax/mail the completed form to:

Fax: (512) 341-4422  
Attn: UPC Specialist

**OR**

Mailing Address: Texas Dept. of State Health Services  
Attn: UPC Specialist  
WIC Program, MC 4554  
P.O. Box 149347  
Austin, Texas 78714-9347

## Requirements

1. Email - Picture of the actual label needs to be attached or embedded with the request. The picture must be clear; it must show the manufacturer and product name, package size, the UPC bar code, the ingredients, the nutrition facts and within the email, the unit price for the item.
2. When faxing the request, the picture of the actual product label needs to be attached and submitted with the completed "WIC Submission Form". The picture of the label must be clear; it must show the manufacturer and product name, package size, the UPC bar code, the ingredients and the nutrition facts.
3. If the request is mailed the same requirements apply to faxing a request, however the actual product label must be included – no pictures.

## Approval/Disapproval Process

1. The UPC Specialist forwards all requests to the Clinic Services Branch (CSB).
2. The CSB reviews the request to ensure the foods are allowable.
3. The CSB will notify the UPC Specialist if the food item is approved or disapproved.
4. When approved, the UPC Specialist will enter the UPC into the Texas UPC database and the start date will be 3 days from the current date. The end date will be left blank.
5. The UPC Specialist will notify the Requestor when the food item is approved and the start date.
6. If the food item is disapproved, the UPC Specialist will notify the Requestor.

## Terminating UPCs

1. Suppliers or manufacturers will notify CSB when items are being terminated.
2. CSB will notify the UPC Specialist the items being terminated.
3. The UPC Specialist is responsible for terminating food item UPCs from the Texas UPC Database.
4. The end date must be three days from the current date.