



USDA Commodity Complaint Form

Instructions:

1. Fill-out the Commodity Complaint Form.
2. Take clear digital photos of the foreign object (i.e. insect, metal piece, pit, etc.), the inside of the case, all labels on the case, the can code (if applicable), bags and labels on bags (if applicable) with an identifier such as a dime, quarter or ruler.
3. Email the Commodity Complaint Form and photos to: ogsdonatedfoods@ogs.ny.gov

Recipient Agency (RA) Name		RA Code
RA Street Address		City Zip Code
RA Contact Name	Email	Phone
Vendor Name	Commodity Name and Code (Material Name and Code)	
Date RA Received Commodity	Date Issue Was Discovered	WBSCM Sales Order Number
Describe the complaint/problem as complete as possible (if foreign object is involved, please state size of object):		
Did anyone become ill or injured? Yes* No *If yes, describe the illness/injury and outcome:		
How much of the product was affected? (i.e. 1 bag, 1 can, 2 cases, etc.) Number of cases remaining in your inventory:		
Street Address of Remaining Products		
Provide as much information as possible off the box (Contract #, Lot #, Dates, etc.):		
Storage Conditions (temperature, ventilation, etc.):		

SUBMIT