



USDA COMMODITY COMPLAINT FORM

Email completed form and photos to OGS Food Distribution: ogsdonatedfoods@ogs.ny.gov

Recipient Agency (RA) Name: \_\_\_\_\_ RA Code: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Commodity Name and Code (Material Name and Code):

Date Recipient Agency Received Commodity: \_\_\_\_\_ Date Issue was discovered: \_\_\_\_\_

WBSCM Sales Order Number: \_\_\_\_\_ - \_\_\_\_\_

Describe the complaint/problem as completely 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.): \_\_\_\_\_

Does Recipient Agency want: Replacement [ ] or Credit [ ]?

Please include 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. Email photos along with this form to: ogsdonatedfoods@ogs.ny.gov