

USDA Foods Product Complaint Form

Date: _____

RA Name: _____

RA: Number: _____

Contact Person: _____

Phone Number: _____ Email Address: _____

*****Please attach a picture of the product/can etc. to document your concern.*****

Check boxes as appropriate:

Foreign Material

Packaging Conditions

Quality of Product

Bones

Cans Dented Beyond Use

Taste/Odor

Insects/Insect Parts

Leaking Cans

Mold

Rocks

Possible Evidence of Tampering

Appearance/Color

Metal/Machine Parts

Corrosion in Cans

Usability

Glass

Bags Torn/Pin Holes

Other _____

Plastic/Rubber

Bulging Cans

Other _____

Not Properly Sealed

Other _____

WAREHOUSE CONCERNS:

Please use your picking ticket or monthly allocation sheet to complete the following information:

NJDA Code: _____ Name of Product: _____

Date of Receipt: _____ Amount Received: _____

Amount Currently on Hand: _____

Please use the actual product or information from the box to complete the following information:

Manufacturer: _____ Lot Number: _____

Please explain your concern:

PROCESSING CONCERNS:

Manufacturer: _____

Date Received: _____

End Product #: _____

Invoice Number: _____

Distributor: _____

Amount Received: _____

Amount Currently On Hand: _____

***Submit a copy of your invoice with this form.**

Please explain your concern:

Is your issue resolved or does it require follow up from the New Jersey Department of Agriculture?

Issue Resolved:

Follow Up Needed:

Please save this form as a .pdf document and email as an attachment to Justin.phifer@ag.state.nj.us .

If unable to save and email the document, then please FAX to Justin Phifer @ (609)984-5367.

*If the complaint involves an illness or injury please adhere to your district/school protocols. Additionally, please call Justin Phifer @ (609) 292-4683 in addition to submitting this form.