

FAX FORM TO (888) 237-4958 ATTN: Linda Ornelas

Or email form to linda.ornelas@texasagriculture.gov

**COMPLAINT INFORMATION
FOR
REPORTING COMPLAINTS ON**

USDA DONATED COMMODITIES

Recipient Agency Name: (School, TEFAP, CSFP, Warehouse)	Address: City: State:
Contact Person:	Title: Phone #: Fax #:

Date Complaint Filed: Commodity Name & Commodity Code: Description of Problem/Complaint:

REASON FOR COMPLAINT

1. <input type="checkbox"/> Seeking Replacement	2. <input type="checkbox"/> Vendor Response Requested
3. <input type="checkbox"/> Isolated Incident, Notify Vendor, No Response Necessary	4. <input type="checkbox"/> For Information Only
5. <input type="checkbox"/> Other: (Fill in Remarks)	

IMPORTANT INFORMATION NEEDED TO RESEARCH COMPLAINT (Please fill in as much information as possible)

Sales Order # (To be completed by TDA or Direct Ship Warehouse)		Lot#:	Box#:
Can Codes:	Pack Date:	Amount Rec'd:	Date Product Rec'd by Contracted Warehouse:

Date Product Shipped to RA:	Date Product Rec'd by RA:	Injury from Product	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount of Product Remaining at R/A site:			
Product on Hold at R/A site: Yes <input type="checkbox"/> No <input type="checkbox"/> Amount:			
Physical location of product on hold:			
Vendor (IF KNOWN):			
Is Product Under Warranty: Yes <input type="checkbox"/> No <input type="checkbox"/>			

If you located a foreign object in the commodity, please email a digital picture of the object to Linda.Ornelas@texasagriculture.gov. If you do not have a digital camera, please mail a picture of the object, along with a copy of the complaint form, to P.O. Box 12847, Austin, Texas 78711

If you are emailing a digital picture of the foreign object, please check here: ____

If you are mailing a picture of the foreign object, please check here: _____

If you do not have the capability of taking a picture of the foreign object, please check here:
