

# Complaint Form

Division of Food & Nutrition



Nevada  
Department  
of Agriculture

---

## USDA Foods - Processed End Products

Please Submit Complaint to [FND@agri.nv.gov](mailto:FND@agri.nv.gov)

Sponsor Reporting Complaint: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Product Code: \_\_\_\_\_ Product Name: \_\_\_\_\_

### IMPORTANT INFORMATION NEEDED TO RESEARCH COMPLAINT

Please provide as much information as possible

NDA Invoice #: \_\_\_\_\_ Sales Order # (direct shipment) \_\_\_\_\_

Date Received: \_\_\_\_\_ Name of Manufacturer: \_\_\_\_\_

Number of Cases affected: \_\_\_\_\_ Date Complaint Filed: \_\_\_\_\_

Case Information: Lot # \_\_\_\_\_ Pack Date: \_\_\_\_\_ Other: \_\_\_\_\_

Case Information: Lot # \_\_\_\_\_ Pack Date: \_\_\_\_\_ Other: \_\_\_\_\_

Case Information: Lot # \_\_\_\_\_ Pack Date: \_\_\_\_\_ Other: \_\_\_\_\_

Case Information: Lot # \_\_\_\_\_ Pack Date: \_\_\_\_\_ Other: \_\_\_\_\_

Case Information: Lot # \_\_\_\_\_ Pack Date: \_\_\_\_\_ Other: \_\_\_\_\_

Case Information: Lot # \_\_\_\_\_ Pack Date: \_\_\_\_\_ Other: \_\_\_\_\_

Amount of Product Remaining at Site (# of cases): \_\_\_\_\_

Physical Location where product is being held: \_\_\_\_\_

Is Sponsor requesting a replacement?                      Yes                      No

If yes, how many cases to replace? \_\_\_\_\_

**Send receiving paperwork along with complaint and attach pictures of product to this form. If object in product, keep object until further instruction from NDA.**

**Provide a detailed description of the complaint:**

Poor Quality                      Broken/Smashed Cases                      Bad Taste

Poor Condition

Object found in product? If so, what: \_\_\_\_\_

Injury from product? If so, what: \_\_\_\_\_

---

**NDA Use Only**

NDA received complaint on: \_\_\_\_\_

Complaint Submitted to WBSCM on: \_\_\_\_\_

Complaint Forwarded to Processor on: \_\_\_\_\_

Complaint Resolved on: \_\_\_\_\_

NDA Reviewed and Approved By: \_\_\_\_\_

Rev. 9/9/24