

ALABAMA STATE DEPARTMENT OF EDUCATION
Child Nutrition Programs - Food Distribution

DoD FRESH PRODUCT COMPLAINT FORM

Use this form to report a quality, condition, delivery, or food-safety concern involving USDA DoD Fresh produce.

A. AGENCY/ SITE INFORMATION

School District / Agency:

Site / School Name:

Contact Name:

Email:

Phone:

City:

B. DELIVERY & PRODUCT INFORMATION

Delivery Date:

Incident Date:

DoD Fresh Vendor:

PO/ Order#:

Product/ Produce Item:

Brand / Grower:

Pack Size:

Case / Lot/ Date Code:

Cases Received:

Cases Affected:

Cases Remaining/ On Hold:

Temperature at Receipt:

C. COMPLAINT DETAILS

Type of Concern (check all that apply):

☐ Quality / Appearance

☐ Spoilage / Mold

☐ Damage / Packaging

☐ Temperature

☐ Wrong Item

☐ Foreign Material

☐ Other

Describe what happened (condition, when/how discovered, and action already taken):

D. FOOD SAFETY / HEALTH INFORMATION

Food-safety concern? ☐ Yes ☐ No

Illness or injury? ☐ Yes ☐ No

If yes, number affected:

Health Department contacted?

☐ Yes

☐ No

☐ N/A

E. REQUIRED DOCUMENTATION & HOW TO FILE

1. Complete all applicable fields on this one-page form.
2. Email the completed form with clear pictures of (1) the affected product and (2) the labels on the cases/packaging to FoodDist@alsde.edu.
3. Keep the affected product and original packaging/labels separated and on hold until ALSDE provides further instructions. Do not discard the product unless directed to do so.

Signature:

Date Submitted: