

**METRIC**

**A-A-20371A**

**February 7, 2017**

**SUPERSEDING**

**A-A-20371**

**July 22, 2014**

## **COMMERCIAL ITEM DESCRIPTION**

### **BUTTER, SUNFLOWER SEED**

**The U.S. Department of Agriculture (USDA) has authorized the use of this Commercial Item Description (CID).**

**1. SCOPE.** This CID covers sunflower seed butter, packed in commercially acceptable containers, suitable for use by Federal, State, local governments, and other interested parties. **Please note: This document does not guarantee purchase of this item by USDA.**<sup>1</sup>

#### **2. PURCHASER NOTES.**

##### **2.1 Purchasers *must specify* the following:**

- Style(s), variation(s), agricultural practice(s), and packaging of sunflower seed butter desired (Sec. 3).
- When analytical requirements are different than specified (Sec.7.1).
- When compliance with analytical requirements must be verified (Sec. 7.2).
- Manufacturer's/distributor's certification (Sec. 10.3) or USDA certification (Sec. 10.4).

##### **2.2 Purchasers *may specify* the following:**

- Food Defense (Sec. 10.1) and Manufacturer's Quality Assurance (Sec. 10.2). Purchaser may specify one of the following combinations: Sec. 10.1.1 with 10.2.1 or 10.1.2 with 10.2.2.
- Packaging requirements other than commercial (Sec. 11).

**3. CLASSIFICATION.** The sunflower seed butter must conform to the following list which must be specified in the solicitation, contract, or purchase order.

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<sup>1</sup> USDA purchase specifications are available at: <https://www.ams.usda.gov/selling-food/product-specs>.

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**Styles, variations, agricultural practices, and packaging.<sup>2</sup>**

**Style I** - Natural

**Variation A** - No-stir (homogenized)

**Variation B** - No added sugar (21 Code of Federal Regulations (CFR) § 101.60(c)(2))

**Variation C** - Crunchy

**Variation D** - Smooth/creamy (not homogenized)

**Variation E** - Other (*as specified by the purchaser*)

**Style II** - Creamy

**Variation A** - No-stir (homogenized)

**Variation B** - Other (*as specified by the purchaser*)

**Style III** - Other (*as specified by the purchaser*)

**Agricultural practice 1** - Conventional

**Agricultural practice 2** - Organic

**Packaging a** - 28 gram (g) (1.0 ounce (oz)) cup

**Packaging b** - 31.2 g (1.1 oz) pouch

**Packaging c** - 32 g (1.12 oz) cup

**Packaging d** - 43 g (1.5 oz) cup

**Packaging e** - 62g (2.2 oz) cup

**Packaging f** - 227 g (8 oz) jar

**Packaging g** - 340 g (12 oz) jar

**Packaging h** - 425 g (15 oz) jar

**Packaging i** - 454 g (16 oz) jar

**Packaging j** - 499 g (17.6 oz) jar

**Packaging k** - 510 g (18 oz) jar

**Packaging l** - 2.3 kilogram (kg) (5 pound (lb)) pail

**Packaging m** - 4.1 kg (9 lb) pail

**Packaging n** - 11.8 kg (26 lb) pail

**Packaging o** - 15.9 kg (35 lb) pail/box

**Packaging p** - 227 kg (500 lb) drum

**Packaging q** - Other (*as specified by the purchaser*)

**4. MANUFACTURER'S/DISTRIBUTOR'S NOTES. Manufacturer's/distributor's products must meet the requirements of the:**

- Processing guidelines (Sec. 5).
- Salient characteristics (Sec. 6).

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<sup>2</sup> Not all options are available from every manufacturer. Check with the manufacturer/distributor for availability.

- Analytical requirements: *as specified by the purchaser* (Sec. 7).
- Manufacturer's/distributor's product assurance (Sec. 8).
- Regulatory requirements (Sec. 9).
- Quality assurance provisions: *as specified by the purchaser* (Sec. 10).
- Packaging requirements other than commercial: *as specified by the purchaser* (Sec.11).

## 5. PROCESSING GUIDELINES.

**5.1 Processing.** The sunflower seed butter must be processed in accordance with Current Good Manufacturing Practice (CGMP) (21 CFR Part 110) or the Current Good Manufacturing Practice, Hazard Analysis and Risk-Based Preventive Controls for Human Food (21 CFR Part 117) in effect on the date of the solicitation, contract, or purchase order, and as applicable to the production facility. All food manufacturing, processing, packing, and holding must be conducted under such conditions and controls as are necessary to segregate the sunflower seed butter from major allergens identified by the Food and Drug Administration (FDA) in the Federal Food, Drug, and Cosmetic (FD&C) Act (see Sec. 9).

**5.2 Food defense.** The sunflower seed butter must be processed and transported in accordance with the FDA's *Guidance for Industry: Food Producers, Processors, and Transporters: Food Security Preventive Measures Guidance*.<sup>3</sup> This guidance identifies the kinds of preventive measures food manufacturers, processors, or handlers may take to minimize the risk that food under their control will be subject to tampering or other malicious, criminal, or terrorist actions. The implementation of enhanced food defense preventive measures provides for the security of a plant's production processes and includes the storage and transportation of pre-production raw materials, other ingredients, and post-production finished product.

**5.3 Organic ingredients.** When organic sunflower seed butter is specified in the solicitation, contract, or purchase order, the sunflower seed butter must be produced, handled, and labeled in accordance with the USDA organic regulations by an operation that is certified organic in accordance with the requirements of the National Organic Program (7 CFR Part 205). A Certificate of Organic Production or Handling must be provided to verify that the product was processed and handled in accordance with the USDA organic regulations.

**5.4 Shelf life.** Once the sunflower seed butter is packaged, the sunflower seed butter must have a remaining shelf life of at least twelve months.

## 6. SALIENT CHARACTERISTICS.

**6.1 Definition of no added sugars.** Food contains no added sugar or sugar containing ingredients added during processing in accordance with 21 CFR § 101.60(c)(2).

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<sup>3</sup> <http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/FoodDefense/ucm083075.htm>.

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**6.2 Labeling.** All ingredients must be declared by their common or usual name in descending order of predominance by weight (21 CFR § 101.4(a)) unless exempted by 21 CFR § 101.100.

### **6.3 Ingredients.**

**6.3.1 Sunflower seeds.** The sunflower seeds used in manufacturing the sunflower seed butter must be U.S. No. 2 or better for the U.S. Standards for Sunflower Seed 7 CFR § 810.1801 - 1804.

**6.3.2 Sunflower seed butter.** The sunflower seed butter must contain a minimum of 90 percent sunflower seeds and be prepared by grinding shelled, roasted sunflower seeds. The sunflower seed butter may contain additional ingredients, such as, but not limited to, salt, sea salt, sweeteners, sunflower pieces, sunflower oil, palm oil and other stabilizing and preservation ingredients as permitted by the FDA.

**6.3.3 Additional ingredients.** When used, all additional ingredients must meet the standards specified in the Food Chemicals Codex (FCC). In the absence of FCC specifications at a minimum, meet the specifications for quality set by the U.S. Pharmacopeia (USP)-National Formulary quality. The additional ingredients must be approved for those particular uses by FDA's regulations on food additives (21 CFR Part 170) or Direct Food Substances Affirmed as Generally Recognized as Safe (GRAS) requirements (21 CFR Part 184).

### **6.4 Finished product.**

**6.4.1 Appearance.** Except for Variation A, no-stir (homogenized) creamy sunflower seed butter, the sunflower seed butter may have some separation of oil within the product that requires slight mixing before use. The Variation A, no-stir (homogenized) creamy sunflower seed butter must exhibit no noticeable oil separation.

**6.4.2 Color.** The sunflower seed butter will have a finished product color matching the USDA Colors 1 through 4 of the U.S. Standards for Grades of Peanut Butter.

**6.4.3 Flavor and aroma.** The sunflower seed butter will have a flavor typical of sunflower seeds. The sunflower seed butter must be free from any objectionable flavors and odors, such as, but not limited to, bitter, musty, sour, rancid, sprouty, tallow, or scorched.

**6.4.4 Consistency and texture.** The creamy sunflower seed butter must spread easily and must not be too thin or more than slightly stiff. Except for the crunchy styles, the sunflower seed butter must have a fine and even texture with no perceptible grainy seed particles. The crunchy styles of sunflower seed butter must have a partially grainy texture with a substantial amount of seed particles.

**6.5 Aflatoxin.** All USDA certified sunflower seed butter must be tested by the Science and Technology Program (S&TP), Agricultural Marketing Service (AMS), USDA for aflatoxin. The aflatoxin content of the finished product will not be greater than 15 parts per billion (ppb) as evidenced by an AMS, USDA certificate. When sunflower seed butter is certified by the manufacturer, a Certificate of Analysis as verification of aflatoxin testing will be provided by the manufacturer. The aflatoxin content of the finished product must not be greater than 15 ppb.

**6.6 Foreign material.** All ingredients must be clean, sound, wholesome, and free from foreign material, such as, but not limited to, extraneous plant material, dirt, stones, plastic, insects, insect pieces or rodent or insect infestation.

**7. ANALYICAL REQUIREMENTS.**

**7.1 Analytical and microbiological requirements.** Unless otherwise specified in the solicitation, contract or purchase order, the analytical and microbiological requirements for the sunflower seed butter must conform to those in Table I.

**TABLE I. Analytical and microbiological requirements**

Test	Requirement
Aerobic Plate Count	Less than 10,000 Colony Forming Units (CFU) per g
Peroxide value	Less than 15 milliequivalents (meq) per kg
Yeast and mold	Less than 50 CFU per g
Aflatoxin	Less than 15 ppb
Moisture	Less than 4 percent
Coliform	Less than 3 per g using the Most Probable Number (MPN) technique or less than 10 CFU per g <sup>4</sup>
Generic <i>E. coli</i>	Less than 3 per g using the MPN technique or less than 10 CFU per g <sup>4</sup>
<i>Salmonella</i>	Must be negative

<sup>4</sup> Finds indicate zero tubes producing gas for MPN or zero colonies (CFU) per plate.

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**7.2 Analytical verification.** Purchaser must specify manufacturer's/distributor's certification (Sec. 10.3) or USDA certification (Sec. 10.4).

**7.3 USDA verification procedures.** When USDA certification (Sec. 10.4) is specified in the solicitation, contract, or purchase order, analytical and microbiological testing must be performed as follows.

**7.3.1 Product verification sampling.** When USDA verification of analytical and microbiological requirements is specified in the solicitation, contract, or purchase order, testing must be performed on subsamples of packages randomly selected from the lot. The number of subsamples must be based on USDA inspection service sampling procedures and plans (7 CFR § 52.38). The contents of each will be used to create a composite sample for analytical and microbiological testing.

**7.3.2 Analytical and microbiological testing and reporting.** When specified in the solicitation, contract, or purchase order, the analyses must be made and reported in accordance with the following methods from the AOAC International Official Methods of Analysis (OMA) or the FDA's Bacteriological Analytical Manual (BAM)<sup>5</sup> as specified below in Table II. Any result not conforming to the analytical and microbiological requirements may be cause for rejection of the lot.

**TABLE II. Analytical and microbiological testing and reporting**

<b>Test</b>	<b>Method</b>	<b>Reported as</b>
Aerobic Plate Count	966.23, 990.12, or BAM Ch 3	Nearest CFU per g
Peroxide value	965.33	Nearest meq per kg
Yeast and mold	997.02 or 995.21	Nearest CFU per g
Aflatoxin	991.31, 998.03, or 999.07	Nearest 1 ppb
Moisture	925.45A	Nearest 0.1 percent
Coliform	991.14, 992.30, 966.24, 2000.15, or BAM Ch. 4	Nearest MPN or CFU per g
Generic <i>E. coli</i>	991.14, 992.30, 966.24, 2000.15, or BAM Ch.4	Nearest MPN or CFU per g

<sup>5</sup> 8<sup>th</sup> Edition, Revision A, (1998) FDA BAM Online.

**TABLE II. Analytical and microbiological testing and reporting**

Test	Method	Reported as
<i>Salmonella</i>	967.26 or Section C-7, Ch. 5	Positive or negative

**8. MANUFACTURER’S/DISTRIBUTOR’S PRODUCT ASSURANCE.** The manufacturer/distributor must certify that the sunflower seed butter provided meets the salient characteristics of this CID, conform to their own specifications, standards, and quality assurance practices, and be the same sunflower seed butter offered for sale in the commercial market. The purchaser reserves the right to require proof of conformance.

**9. REGULATORY REQUIREMENTS.** The delivered sunflower seed butter must comply with all applicable Federal and State mandatory requirements and regulations relating to the preparation, packaging, labeling, storage, distribution, and sale of the sunflower seed butter in the commercial marketplace. Delivered sunflower seed butter must comply with all applicable provisions of the FD&C Act, the Fair Packaging and Labeling Act, and regulations promulgated thereunder. When an ingredient containing a major allergen identified by FDA is included in the sunflower seed butter, the sunflower seed butter must comply with the allergen labeling requirements of the FD&C Act. Major allergens identified in the FD&C Act include: wheat, fish, milk, soy, tree nuts, eggs, peanuts, and shellfish or those in effect on the date of the solicitation, contract, or purchase order. When the sunflower seed butter is used for the National School Lunch Program, the sunflower seed butter must comply with all applicable provisions of the Child Nutrition (CN) Program. When a CN label is specified, the label must be approved in its final format by the USDA, Food and Nutrition Service (FNS).

**10. QUALITY ASSURANCE PROVISIONS.** *Purchaser must specify 10.3 or 10.4. Purchaser may specify one of the following combinations: 10.1.1 with 10.2.1, or 10.1.2 with 10.2.2.*

**10.1 Food defense.** When required in the solicitation, contract, or purchase order, a Food Defense Systems Survey (FDSS) must be conducted by USDA, AMS, Specialty Crops Program (SCP), Specialty Crops Inspection (SCI) Division. Food defense requirements include a documented and operational food defense plan that provides for the security of a plant’s production processes and includes the storage and transportation of pre-production raw materials and other ingredients and post-production finished product. The plan must address the following areas: (1) food security plan management; (2) outside and inside security of the production and storage facilities; (3) slaughter, when applicable, and processing, including all raw material sources; (4) shipping and receiving; (5) storage; (6) water and ice supply; (7) mail handling; (8) personnel security; and (9) transportation, shipping, and receiving.

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**10.1.1 FDSS.** When required in the solicitation, contract, or purchase order, a FDSS must be conducted by USDA, AMS, SCP, SCI Division. The FDSS verifies that operators of food establishments have implemented measures to minimize the risk of tampering or other criminal actions against the food under their control. An AMS FDSS verifies the participating company's adherence to the FDA's *Guidance for Industry: Food Producers, Processors, and Transporters: Food Security Preventive Measures Guidance*.<sup>6</sup>

**10.1.2 Food defense section of the Plant Systems Audit (PSA).** When required in the solicitation, contract, or purchase order, a food defense audit will be conducted as part of the PSA. The audit will be conducted by USDA, AMS, SCP, SCI Division auditors. This verifies that operators of food establishments have implemented measures to minimize the risk of tampering or other criminal actions against the food under their control. The food defense section of the PSA verifies the participating company's adherence to the FDA's *Guidance for Industry: Food Producers, Processors, and Transporters: Food Security Preventive Measures Guidance*.<sup>6</sup>

**10.2 Manufacturer's quality assurance.** When required in the solicitation, contract, or purchase order, the product manufacturer will be required to provide evidence, by certificate that the manufacturing plant has undertaken one of the following quality assurance measures within 12 months prior to providing a bid or no later than 10 business days from the date of the awarding of the contract. Failure to provide this documentation within the proper time frame may result in the contract being terminated for cause.

**10.2.1 Plant survey.** A plant survey conducted by USDA, AMS, or other survey performed by a third party auditing service is required within 12 months prior to the date of the awarding of the contract. The plant survey audit verifies that, at the time of the survey, the manufacturer produces products in a clean sanitary environment in accordance with CGMP (21 CFR Part 110) or the *Current Good Manufacturing Practice, Hazard Analysis and Risk-Based Preventive Controls for Human Food* (21 CFR Part 117) in effect on the date of the solicitation, contract, or purchase order, and as applicable to the production facility.

**10.2.2 PSA.** A PSA conducted by USDA, AMS, or other audit performed by a third party auditing service is required within 12 months prior to the date of the awarding of the contract. The PSA verifies the manufacturer's capability to produce products in a clean sanitary environment in accordance with CGMP (21 CFR Part 110) or the *Current Good Manufacturing Practice, Hazard Analysis and Risk-Based Preventive Controls for Human Food* (21 CFR Part 117) in effect on the date of the solicitation, contract, or purchase order; as applicable to the production facility, and verifies that the manufacturer has in place an internal quality assurance program.

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<sup>6</sup> See footnote 3 on page 3.



**10.3 Manufacturer's/distributor's certification.** When required in the solicitation, contract, or purchase order, the manufacturer/distributor must certify that the sunflower seed butter delivered meets or exceeds the requirements of this CID. The manufacturer/distributor must certify via a Certificate of Conformance or other adequate documentation (*as specified by the purchaser*) that the sunflower seed butter meets the analytical and microbiological requirements specified in Sec. 7 of this CID.

**10.4 USDA certification.** When required in the solicitation, contract, or purchase order that product quality and acceptability or both be determined, the USDA, AMS, SCP, SCI Division inspectors will be the certifying program. SCI Division inspectors must certify the quality and acceptability of the sunflower seed butter in accordance with SCI Division procedures, which include selecting random samples of the sunflower seed butter, evaluating the samples for conformance with the salient characteristics and analytical requirements of this CID and other contractual requirements, and documenting the findings on official SCI Division score sheets and/or certificates. In addition, when required in the solicitation, contract, or purchase order, SCI Division inspectors will examine the sunflower seed butter for conformance to the U.S. Standards for Condition of Food Containers (7 CFR Part 42) in effect on the date of the solicitation.

**11. PACKAGING.** Preservation, packaging, packing, labeling, and case marking must be commercial unless otherwise specified in the solicitation, contract, or purchase order.

**12. USDA INSPECTION NOTES.** When Sec. 10.4 is specified in the solicitation, contract, or purchase order, USDA certification must include evaluation of the quality and condition of samples of sunflower seed butter and compliance with requirements in the following areas:

- Processing guidelines (Sec. 5).
- Salient characteristics (Sec. 6).
- Analytical requirements *when specified in the solicitation, contract, or purchase order* (Sec. 7). When USDA analytical testing is specified, SCI Division inspection personnel must select samples and submit them to the USDA, AMS, Science and Technology Program (S&TP) laboratory for analysis.
- Packaging requirements (Sec. 11 or *as specified in the solicitation, contract, or purchase order*).

**13. REFERENCE NOTES.**

**13.1 USDA services.**

**13.1.1 USDA certification.** For USDA certification contact: **Associate Director, Inspection Operations, SCI Division, SCP, AMS, USDA, Room 1536 South Building, STOP 0240, 1400**

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Independence Avenue, SW, Washington, DC 20250-0240, telephone (202) 720-2482, fax (202) 720-0393, or via E-mail: [Nathaniel.Taylor@ams.usda.gov](mailto:Nathaniel.Taylor@ams.usda.gov).

**13.1.2 USDA FDSS, plant survey, and PSA.** For a USDA FDSS, plant survey, and PSA contact the **Chief, Audit Services Branch, SCI Division, SCP, AMS, USDA, Room 0711 South Building, STOP 0247, 1400 Independence Avenue, SW, Washington, DC 20250-0247,** telephone (202) 720-5021, fax (202) 260-8927, or via E-mail: [fvaudits@ams.usda.gov](mailto:fvaudits@ams.usda.gov).

**13.1.3 Analytical testing and technical information.** For USDA technical information on analytical testing, contact the **Laboratory Approval and Testing Division, S&TP, AMS, USDA, STOP 0272, 1400 Independence Avenue, SW, Washington, DC 20250-0272,** telephone (202) 690-0621 or via E-mail: [KerryR.Smith@ams.usda.gov](mailto:KerryR.Smith@ams.usda.gov).

## 13.2 Sources of documents.

### 13.2.1 Sources of information for nongovernmental documents are as follows:

Copies of the AOAC International OMA may be obtained from: **AOAC International, 2275 Research Boulevard, Suite 300, Rockville, MD 20850-3250,** telephone (301) 924-7077. Internet address: <http://www.aoac.org> for nonmembers and <http://www.eoma.aoac.org> for members and AOAC OMA subscribers.

Copies of the Food Chemicals Codex and U.S. Pharmacopeia may be purchased from: **United States Pharmacopeia Convention, 12601 Twinbrook Parkway, Rockville, MD 20877,** telephone (800) 227-8772 or (301) 881-0666, Fax (301) 816-8148 or on the Internet at: <http://www.usp.org>.

### 13.2.2 Sources of information for governmental documents are as follows:

Applicable provisions of the U.S. Standards for Condition of Food Containers are contained in 7 CFR Part 42, the National Organic Program are contained in 7 CFR Part 205, the Child Nutrition Programs are contained in 7 CFR Parts 210, 220, 225, 226, and Appendices A and C, the U.S. Standards for Sunflower Seeds are contained in 7 CFR Parts 800 to 899, the Fair Packaging and Labeling Act are contained in 16 CFR Parts 500 to 503, and the Federal Food, Drug, and Cosmetic Act are contained in 21 CFR Parts 1 to 199. These documents may be purchased from: **Superintendent of Documents, New Orders, P.O. Box 979050, St. Louis, MO 63197-9000.** Credit card (Visa, MasterCard, Discover/ NOVUS, and American Express) purchases may be made by calling the Superintendent of Documents on (866) 512-1800, (202) 512-1800. These documents may also be obtained free of charge on the Internet at: <http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>.

Copies of Guidance for Industry: Food Producers, Processors, and Transporters: Food Security Preventive Measures Guidance are available online from: **FDA, Center for Food Safety and Applied Nutrition (CFSAN) on the Internet at:**  
<http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/FoodDefense/ucm083075.htm>.

Copies of the 8<sup>th</sup> Edition, Revision A (1998) of the FDA BAM are available on line from: **FDA, Center for Food Safety and Applied Nutrition (CFSAN) on the Internet at:**  
<http://www.fda.gov/Food/FoodScienceResearch/LaboratoryMethods/ucm2006949.htm>.

Copies of U.S. standards and inspection instructions for fruits, vegetables, and other specialty products may be obtained from: **USDA, AMS, SCP, SCI Division, 831 Mitten Road, Room 200, Burlingame, CA 94010, telephone (650) 552-9073, fax (650) 552-9147, or via E-mail: [depot@ams.usda.gov](mailto:depot@ams.usda.gov) or on the Internet at:**  
<http://www.ams.usda.gov/grades-standards/how-purchase-equipment-and-visual-aids>.

Copies of this CID, the U.S. Standards for Condition of Food Containers (7 CFR Part 42) and beneficial comments, recommendations, additions, deletions, clarifications, etc. and any data which may improve this CID are available from or provided to: **Director, SCI Division, SCP, AMS, USDA, SW, STOP 0240, 1400 Independence Avenue, Washington, DC 20250-0240, via E-mail: [CIDS@ams.usda.gov](mailto:CIDS@ams.usda.gov) or on the Internet at: <http://www.ams.usda.gov/grades-standards/cids> and <https://www.gpo.gov/fdsys/pkg/CFR-2015-title7-vol2/pdf/CFR-2015-title7-vol2-part42.pdf>.**

#### **CIVIL AGENCY COORDINATING ACTIVITIES:**

DOJ - BOP  
HHS - FDA  
USDA - SCP  
VA - OSS

#### **PREPARING ACTIVITY:**

USDA - SCP

**Non-Discrimination Policy:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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