METRIC

A-A-20066C June 24, 2015 SUPERSEDING A-A-20066B June 13, 2008

COMMERCIAL ITEM DESCRIPTION

CORN MEAL

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

1. SCOPE. This CID covers corn meal 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.¹

2. PURCHASER NOTES.

2.1 Purchasers *must specify* the following:

- Type(s), class(es), color(s), granulation(s), and agricultural practice(s) of corn meal required (Sec. 3).
- When the age requirement is different than specified (Sec. 5.4).
- When analytical and physical requirements are different than specified (Sec. 7.1.1 and 7.1.2).
- Manufacturer's/distributor's certification (Sec. 10.3) or USDA certification (Sec. 10.4).

2.2 Purchasers *may specify* the following:

- When Child Nutrition (CN) meal patterns need to be met (whole grain-rich ounce equivalents or grain/bread serving sizes) (Sec. 3).
- 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 corn meal must conform to the following list which must be specified in the solicitation, contract, or purchase order.

¹ For USDA purchase specifications please visit the following websites: <u>Commodity Purchase Specifications for Agricultural Marketing Service</u> (<u>AMS</u>) and <u>Commodity Purchase Specifications for Farm Service Agency (FSA)</u>.

Types, classes, colors, granulations, and agricultural practices.

- **Type I** Whole grain corn (full fat)²
- **Type II** Stone-ground, whole grain corn (full fat)²
- **Type III** Bolted (partial fat)
- Type IV Degerminated (lower fat)
- **Type V** Other (as specified by purchaser)
- Class A Unenriched, non-self-rising
- Class B Unenriched, self-rising
- Class C Enriched, non-self-rising
- Class D Enriched, self-rising
- **Class E** Other (*as specified by purchaser*)
- Color 1 White
- Color 2 Yellow
- **Color 3** Blue (only available in Granulation a)
- **Color 4** Other (i.e.: red, brown, etc.) (as specified by purchaser)
- Granulation a Coarse (cereals, and bakery products)
- Granulation b Medium (cereals, bakery products, batters, and mixes)
- Granulation c Fine (cereals, batters, and mixes)

Agricultural practice a - Conventional Agricultural practice b - Organic

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).
- 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).

 $^{^{2}}$ Foods that qualify as whole grain-rich for the school meal programs are foods that contain 100 percent whole grain or contain a blend of wholegrain meal and/or flour and enriched meal and/or flour of which at least 50 percent is whole grain. Whole grain-rich products must contain at least 50 percent whole-grains and the remaining grain, if any, must be enriched.

5. PROCESSING GUIDELINES.

5.1 <u>**Processing.**</u> The corn meal must be processed in accordance with Current Good Manufacturing Practices (21 Code of Federal Regulations (CFR) Part 110).

5.2 <u>Food security</u>. The corn meal must be processed and transported in accordance with the Food and Drug Administration's (FDA's) *Guidance for Industry: Food Producers, Processors, and Transporters: Food Security Preventive Measures Guidance*.³ 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 security 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 postproduction finished product.

5.3 <u>Organic corn meals</u>. When organic corn meal is specified in the solicitation, contract, or purchase order, the corn meal 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 <u>Age requirement</u>. Unless otherwise specified in the solicitation, contract, or purchase order, the corn meal must be manufactured not more than 60 days prior to delivery to the purchaser.

6. SALIENT CHARACTERISTICS.

6.1 <u>Definitions</u>.

6.1.1 <u>Type I, Whole grain corn meal</u>. Type I, Whole grain corn meal is corn meal that contains the bran, endosperm, and germ in the same relative proportions as they exist in the intact corn kernels. Typically, Type I, Whole grain corn meal can be stored in a freezer up to 6 months and for a shorter time at ambient temperature.

6.1.2 <u>Type II, Stone-ground, whole grain corn meal</u>. Type II, Stone-ground corn meal is corn meal that contains the bran, endosperm, and germ in the same relative proportions as they exist in the intact corn kernels. Typically, Type II, Stone-ground, whole grain corn meal can be stored in a freezer up to 6 months and for a shorter time at ambient temperature.

6.1.3 <u>Type III, Bolted</u>. Type III, Bolted corn meal has had a portion of the bran and germ removed during the milling process. Typically, Type III, Bolted corn meal can be stored in a freezer up to 8 months and for a shorter time at ambient temperatures.

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

6.1.4 <u>Type IV, Degerminated</u>. Type IV, Degerminated corn meal has had the germ and bran removed during the milling process. Typically, Type IV, Degerminated corn meal can be stored at room temperature of less than 21°C (70°F) for 12 months. The storage time decreases with increasing storage temperatures.

6.1.5 <u>Unenriched</u>. Unenriched corn meal contains no added vitamins or minerals.

6.1.6 Enriched. Enriched corn meal must comply with 21 CFR § 137.260.

6.1.7 <u>Self-rising</u>. The self-rising corn meal contains sodium bicarbonate, salt, and one or both of the acid-reacting substances monocalcium phosphate and sodium aluminum phosphate.

6.2 <u>Ingredients</u>. When the corn meal is made from two or more ingredients, the 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.

6.2.1 <u>**Raw ingredients.**</u> The corn meal will be made from clean, sound corn for the appropriate color of finished corn meal specified in the solicitation, contract, or purchase order.

6.2.2 <u>Additional ingredients</u>. Any additional ingredients used in the corn meals must be permitted by the FDA. When used, the additional ingredients must meet the standards specified in the Food Chemicals Codex (FCC) or, in the absence of FCC specification 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 or be Generally Recognized as Safe (GRAS) for those intended uses.

6.3 <u>Finished product</u>. The corn meal must be prepared and packaged in accordance with good commercial practice (21 CFR Part 110) and must comply with the following U.S. Standards of Identity when applicable:

White corn meal	21 CFR § 137.250
Bolted white corn meal	21 CFR § 137.255
Enriched corn meals	21 CFR § 137.260
Degerminated white corn meal	21 CFR § 137.265
Self-rising white corn meal	21 CFR § 137.270
Yellow corn meal	21 CFR § 137.275
Bolted yellow corn meal	21 CFR § 137.280
Degerminated yellow corn meal	21 CFR § 137.285
Self-rising yellow corn meal	21 CFR § 137.290

6.3.1 <u>Aroma and flavor</u>. The corn meal must possess a natural milled corn taste and aroma, and be free from rancid, bitter, musty, and other objectionable odors and flavors.

6.3.2 <u>Color</u>. The corn meal must have a good natural characteristic color of white, yellow, blue or other colored corns as specified.

6.3.3 <u>Foreign material</u>. The corn meal must not exceed the specified FDA tolerance for "Defect Action Levels" $(21 \text{ CFR } \$ 110.110)^4$.

7. ANALYTICAL REQUIREMENTS.

7.1 <u>Analytical and physical requirements</u>. Unless otherwise specified in the solicitation, contract, or purchase order, the corn meal must comply with the following ranges and tolerances:

7.1.1 Physical granulation requirements.

Granulation	No. 12 Sieve	No. 20 Sieve	No. 25 Sieve	No. 72 Grit Sieve
Coarse	NLT 95% ⁷	NLT 95%	NMT 45% ⁸	NMT 35%
Medium	NLT 99%	NLT 85%	NMT 30%	NMT 15%
Fine	NLT 99%	NLT 90%	NMT 30%	NMT 20%

TABLE I. Physical granulation requirements

7.1.2 <u>Analytical requirements</u>. Unless otherwise specified in the solicitation, contract, or purchase order the analytical requirements for the corn meal will be as follows:

TABLE II. <u>Analytical requirements</u>

Types	Aflatoxin ⁹	Crude Fiber ⁹	Fat ⁹	Moisture ¹⁰
Type I - Whole grain	NMT 20 ppb ¹¹	NLT 1.2%	NLT 3.1% ¹²	NMT 15.0%
Type II - Stone-ground	NMT 20 ppb	NLT 1.2%	NLT 3.1%	NMT 15.0%
Type III - Bolted	NMT 20 ppb	LT 1.2% ¹³	NLT 2.25%	NMT 15.0%
Type IV - Degerminated	NMT 20 ppb		LT 2.25%	LT 1.2%

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

⁴ http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/SanitationTransportation/ucm056174.htm#CHPTA

⁵ All values are on the basis of weight.

⁶ Corn meal that passes through a U.S. Standard woven-wire cloth sieve.

⁷ Not less than.

⁸ Not more than.

⁹ These limiting values are on a moisture-free basis.

¹⁰ Moisture for Color 3 Blue corn meal is NMT 16.0 percent.

 $^{^{11}}_{12}$ ppb = parts per billion.

¹² Codex Stand 154-1985, Codex Standard for Whole Maize (Corn) Meal.

¹³ Less than.

7.3 <u>USDA verification procedures</u>. When USDA certification (Sec. 10.4) is specified in the solicitation, contract, or purchase order, analytical testing will be performed as follows.

7.3.1 <u>Product verification sampling</u>. When USDA verification of analytical requirements is specified in the solicitation, contract, or purchase order, analytical testing must be performed on subsamples or retail packages randomly selected from the lot. The number of subsamples must be based on Federal Grain Inspection Service (FGIS) sampling procedures and plans (7 CFR Part 868. The contents of each sample will be used to create a composite sample that will be used in the analytical testing.

7.3.2 <u>Analytical testing</u>. When specified in the solicitation, contract, or purchase order, the analyses must be made in accordance with the following methods from the AOAC International Official Methods of Analysis (OMA) or an equivalent method with American Association of Cereal Chemists (AACC) International.

Test	Tolerance
Aflatoxin	AACC 45-05, AACC 45-14
Crude Fiber	AOAC 962.09E, AACC 32-10
Fat	AOAC 920.39C, AOAC 922.06, or AACC 30-25
Moisture	AOAC 925.09B, AACC 44-15

7.4 <u>**Test results.**</u> Test results for aflatoxin must be reported to the nearest ppb. Test results for moisture, crude fiber, and fat must be reported to the nearest percent. Test results for granulation must be reported to the nearest percent. Any result not conforming to the analytical requirements will be cause for rejection of the lot.

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

9. REGULATORY REQUIREMENTS. The delivered corn meal must comply with all applicable Federal and State mandatory requirements and regulations relating to the preparation, packaging, labeling, storage, distribution, and sale of the corn meal in the commercial marketplace. Delivered corn meal must comply with all applicable provisions of the Federal Food, Drug, and Cosmetic Act, the Fair Packaging and Labeling Act, and regulations promulgated thereunder. When a known allergen is included in the corn meal, the corn meal must comply with the allergen labeling requirements of the Federal Food, Drug, and Cosmetic Act.

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 <u>Food defense</u>. When required in the solicitation, contract, or purchase order, a Food Defense System Survey (FDSS) must be conducted by USDA, AMS, Fruit and Vegetable Program (FV), 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 postproduction 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.

10.1.1 <u>FDSS</u>. When required in the solicitation, contract, or purchase order, a FDSS must be conducted by USDA, AMS, FV, 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*.

10.1.2 <u>Food defense section of the Plant Systems Audit (PSA)</u>. 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, FV, 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*.

10.2 <u>Manufacturer's quality assurance</u>. 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 <u>**Plant survey.**</u> 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. An AMS plant survey audit verifies that, at the time of the survey, the manufacturer produces products in a clean sanitary environment in accordance with *Current Good*

Manufacturing Practice in Manufacturing, Packing, or Holding Human Food (21 CFR Part 110).

10.2.2 <u>PSA</u>. 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. An AMS PSA verifies the manufacturer's capability to produce products in a clean sanitary environment in accordance with *Current Good Manufacturing Practice in Manufacturing, Packing, or Holding Human Food* (21 CFR Part 110), and verifies that the manufacturer has in place an internal quality assurance program.

10.3 <u>Manufacturer's/distributor's certification</u>. When required in the solicitation, contract, or purchase order, the manufacturer/distributor must certify that the corn meal distributed 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 corn meal meets the analytical and physical requirements specified in Sec. 7 of this CID.

10.4 <u>USDA certification</u>. When required in the solicitation, contract, or purchase order that product quality and acceptability or both be determined, the FGIS must be the certifying program. FGIS inspectors must certify the quality and acceptability of the corn meal in accordance with FGIS procedures, which include selecting random samples of the corn meal, 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 FGIS score sheets and/or certificates. In addition, when required in the solicitation, contract, or purchase order, FGIS inspectors will examine the corn meal 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 Section 10.4 is specified in the solicitation, contract, or purchase order, USDA certification must include evaluation of the quality and condition of samples of corn meal 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, FGIS inspection personnel must select samples and submit them to the USDA, 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 <u>USDA certification services</u>.

13.1.1 <u>Federal Grain Inspection Service</u>. For USDA, FGIS certification, contact the Policies, Procedures, and Market Analysis Branch, Field Management Division, Grain Inspection, Packers and Stockyards Administration (GIPSA), STOP 3632, 1400 Independence Avenue, SW, Washington, DC 20250-3632, telephone (202) 720-0277, fax (202) 720-1015, or via Email: <u>Andrew.S.Greenfield@usda.gov</u>.

13.1.2 <u>USDA Plant Survey</u>. For a USDA plant survey contact the Associate Director, Inspection Operations, SCI Division, FV, AMS, USDA, Room 1536 South Building, STOP 0240, 1400 Independence Avenue, SW, Washington, DC 20250-0240, telephone (202) 720-2482, fax (202) 720-0393, or via E-mail: <u>Nathaniel.Taylor@ams.usda.gov</u>.

13.1.3 <u>USDA FDSS, and PSA</u>. For a USDA FDSS and PSA contact the Chief, Auditing Services Branch, Inspection Operations, SCI Division, FV, AMS, USDA, Room 1536 South Building, STOP 0240, 1400 Independence Avenue, SW, Washington, DC 20250-0240, telephone (202) 720-5021, fax (202) 260-8927, or via E-mail: <u>fvaudits@ams.usda.gov</u>.

13.2 USDA analytical testing and technical information services.

13.2.1 <u>FGIS contacts</u>. For FGIS technical information on analytical testing, contact Jason Vanfossan, FGIS, GIPSA, TSD, USDA, 10383 Ambassador Drive, Kansas City, MO 64153, telephone (816) 891-0474, fax (816) 891-7314 or via E-mail: <u>Jason.D.Vanfossan@usda.gov</u>.

13.2.2 <u>AMS contacts</u>. For AMS technical information on analytical testing, contact a member of 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: <u>KerryR.Smith@ams.usda.gov</u>.

13.3 Sources of documents.

13.3.1 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: <u>http://www.aoac.org</u> for nonmembers and <u>http://www.eoma.aoac.org</u> for members and AOAC OMA subscribers.

Copies of the Approved Methods of the AACC International may be obtained from: AACC International, 3340 Pilot Knob Road, St. Paul, MN 55121-2097; telephone (651) 454-7250,

fax (651) 454-0766, or via E-mail <u>aacc@scisoc.org</u> or on the Internet at: <u>http://www.aaccnet.org</u>.

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.

Copies of the Codex Alimentarius standards may be downloaded free from: Codex Alimentarius, U.S. Codex Office, Room 4861 South Building, Food Safety and Inspection Service, USDA, 1400 Independence Avenue, SW, Washington, D.C. 20250-3700, telephone (202) 205-7760 or (202) 720-2057, Fax (202) 720-3157. Internet address: http://www.codexalimentarius.net/web/index_en.jsp.

13.3.2 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 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 is 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 FDA Defect Levels Handbook are available online from: **FDA**, **CFSAN** on the **Internet at:**

http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/SanitationTransportation/ucm056174.htm#CHPTA.

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, Specialty Crops Inspection Division, Fruit and Vegetable Program, USDA, Agricultural Marketing Service, 1400 Independence Avenue, SW, STOP 0240, Washington, D.C. 20250, via E-mail:**

<u>CIDS@ams.usda.gov</u> or on the Internet at: <u>www.ams.usda.gov/CommercialItemDescription</u>.

CIVIL AGENCY COORDINATING ACTIVITIES:

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

PREPARING ACTIVITY:

USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA - FV

Non-Discrimination Policy: The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) To File an Employment Complaint: If you wish to file an employment complaint, you must contact your agency's EEO Counselor (PDF) within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at http://www.ascr.usda.gov/complaint_filing_file.html. To File a Program Complaint: If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Persons with Disabilities: Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact