

**METRIC**

**A-A-20300**

**May 28, 2014**

## **COMMERCIAL ITEM DESCRIPTION**

### **TURKEY PRODUCTS, GROUND, SEASONED OR UNSEASONED, READY-TO-COOK OR FULLY COOKED, FROZEN**

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

**1. SCOPE.** This CID covers frozen, ready-to-cook or fully cooked, seasoned or unseasoned, ground turkey products (ground turkey products), packed in commercially acceptable containers, suitable for use by Federal, State, local governments, and other interested parties. **Please note: This document is not associated with Federal nutrition assistance programs and does not guarantee purchase of this item by USDA.**<sup>1</sup>

## **2. PURCHASER NOTES.**

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

- Type(s), type(s) of turkey meat, style(s), flavor(s), fat content(s), sodium content(s), vegetable protein product(s) (VVPs), packaging type(s), and weight(s) of ground turkey products desired (Sec. 3).
- When analytical requirements are different than specified (Sec. 7.1).
- When analytical requirements need to be verified (Sec. 7.2).
- Manufacturer's/distributor's certification (Sec. 10.1) or USDA certification (Sec. 10.2).

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

- When Child Nutrition (CN) labeling is required (Sec. 3).
- Special labeling and packaging requirements (Sec. 11).

**3. CLASSIFICATION.** The ground turkey products must conform to the following list which must be specified in the solicitation, contract, or purchase order.

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

**A-A-20300****Types, types of turkey meat, styles, flavors, fat contents, sodium contents, VPPs, packaging types, and weights.<sup>2</sup>****Type I** - Ready-to-cook**Type II** - Fully cooked**Type of turkey meat A** - Natural proportions<sup>3</sup>**Type of turkey meat B** - White**Type of turkey meat C** - Dark**Style 1** - Ground**Packaging type a)** - Bulk bag**Weight 1)** - 2.27 kg (5 lb)**Weight 2)** - 9.07 kg (20 lb)**Weight 3)** - 18.14 kg (40 lb)**Weight 4)** - Other (*as specified by the purchaser*)**Packaging type b)** - Chub/tube**Weight 1)** - 1.36 kg (3 lb)**Weight 2)** - 4.54 kg (10 lb)**Weight 3)** - Other (*as specified by the purchaser*)**Packaging type c)** - Other (*as specified by the purchaser*)**Style 2** - Turkey burgers<sup>4</sup> (9 Code of Federal Regulations (CFR) § 381.160)**Weight 1)** - 56.7 g (2 oz)**Weight 2)** - 85 g (3 oz)**Weight 3)** - 113.4 g (4 oz)**Weight 4)** - 151.1 to 155.9 g (5.33 to 5.5 oz)**Weight 5)** - 198.5 g (7 oz)**Weight 6)** - Other (*as specified by the purchaser*)**Style 3** - Turkey patties<sup>4</sup> (9 CFR § 381.160)**Weight 1)** - 56.7 g (2 oz)**Weight 2)** - 85 g (3 oz)**Weight 3)** - 113.4 g (4 oz)**Weight 4)** - 151.1 to 155.9 g (5.33 to 5.5 oz)**Weight 5)** - 198.5 g (7 oz)**Weight 6)** - Other (*as specified by the purchaser*)

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<sup>2</sup> Not all options are available from every manufacturer. Check with the manufacturer/distributor for availability.<sup>3</sup> You cannot select natural proportion meat and specify the fat content.<sup>4</sup> Product weight is dependent on whether the product is raw or fully cooked. Check with vendor on product availability.

**A-A-20300****Style 4** - Sausage links or continuous rope<sup>4</sup>**Flavor 1** - Hot Italian turkey sausage**Flavor 2** - Sweet Italian turkey sausage**Flavor 3** - Turkey bratwurst**Flavor 4** - Smoked turkey sausage<sup>5</sup>**Flavor 5** - Smoked turkey cheddar sausage<sup>5</sup>**Flavor 6** - Hot smoked turkey sausage<sup>5</sup>**Flavor 7** - Turkey kielbasa<sup>5</sup>**Flavor 8** - Other (*as specified by purchaser*)**Weight 1)** - 56.7 g (2 oz)**Weight 2)** - 85 g (3 oz)**Weight 3)** - 113.4 g (4 oz)**Weight 4)** - Other (*as specified by the purchaser*)**Style 5** - Turkey breakfast sausage<sup>4</sup>**Weight 1)** - 22.7g (0.8 oz)**Weight 2)** - 28 g (1 oz)**Weight 3)** - 45.4 g (1.6 oz)**Weight 4)** - Other (*as specified by the purchaser*)**Style 6** - Turkey breakfast links<sup>4</sup>**Weight 1)** - 28 g (1 oz)**Weight 2)** - 56.7 g (2 oz)**Weight 3)** - Other (*as specified by the purchaser*)**Style 7** - Turkey meatball<sup>4</sup>**Packaging type a)** - Bulk bag**Weight 1)** - 2.27 kg (5 lb)**Weight 2)** - 4.54 kg (10 lb)**Weight 3)** - Other (*as specified by the purchaser*)**Packaging type b)** - Other (*as specified by the purchaser*)**Style 8** - Turkey patty crumbles<sup>5</sup>**Packaging type a)** - Bulk bag**Weight 1)** - 2.27 kg (5 lb)**Weight 2)** - 4.54 kg (10 lb)**Weight 3)** - Other (*as specified by the purchaser*)**Packaging type b)** - Other (*as specified by the purchaser*)

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<sup>5</sup> Product is only available as a fully cooked product.

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**Style 9** - Turkey taco filling<sup>5</sup>

**Packaging type a)** - Bulk bag<sup>2</sup>

**Weight 1)** - 2.27 kg (5 lb)

**Weight 2)** - 4.54 kg (10 lb)

**Weight 3)** - Other (*as specified by the purchaser*)

**Packaging type b)** - Other<sup>2</sup> (*as specified by the purchaser*)

**Style 10** - Other (*as specified by purchaser*)

**Fat content a** - 95 percent lean/5 percent fat<sup>6</sup>

**Fat content b** - 93 percent lean/7 percent fat<sup>6</sup>

**Fat content c** - 90 percent lean/10 percent fat<sup>6</sup>

**Fat content d** - 85 percent lean/15 percent fat<sup>6</sup>

**Fat content e** - Other<sup>6</sup> (*as specified by purchaser*)

**Sodium content i)** - Commercial practice<sup>6</sup>

**Sodium content ii)** - Reduced sodium (21 CFR § 101.61)<sup>6</sup>

**Sodium content iii)** - Low sodium (21 CFR § 101.61)<sup>6</sup>

**Sodium content iv)** - Sodium free (21 CFR § 101.61)<sup>6</sup>

**Sodium content v)** - Other<sup>6</sup> (*as specified by purchaser*)

**VPP (I)** - Without added VPP

**VPP (II)** - With added VPP

**When CN meal pattern contribution information is required:**<sup>7, 8, 9</sup>

**CN labeling (i)** - 1.5 oz equivalent meat/meat alternate

**CN labeling (ii)** - 2.0 oz equivalent meat/meat alternate

**CN labeling (iii)** - 2.25 oz equivalent meat/meat alternate

**CN labeling (iv)** - 2.5 oz equivalent meat/meat alternate

**CN labeling (v)** - 2.75 oz equivalent meat/meat alternate

**CN labeling (vi)** - Other (*as specified by the purchaser*)

<sup>6</sup> Not all products are available with these specified fat and sodium contents. Check with vendor for the fat and sodium contents of their product(s).

<sup>7</sup> Do not specify CN labeling when specifying cooked weight.

<sup>8</sup> When a CN label is specified, the ground turkey products must comply with USDA, Food and Nutrition Service (FNS), Child Nutrition Programs, National School Lunch Programs regulations (7 Code of Federal Regulations (CFR) Part 210, Appendices A and C) and receives Food and Nutrition Service (FNS) final approval.

<sup>9</sup> When a CN labeled product is specified, the ground turkey products must meet the Nutrition Standards in the National School Lunch and School Breakfast Programs, dated January 26, 2012 at: <http://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>.

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#### 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).

#### 5. PROCESSING GUIDELINES.

**5.1 Preparation and processing.** The ground turkey products must comply with USDA, Food Safety and Inspection Service (FSIS), Poultry Inspection Regulations, (9 CFR Part 381), the Food Standards and Labeling Policy Book, be manufactured under sanitary standard operation procedures (SSOP) (9 CFR Part 416), be in compliance with hazard analysis and critical control point (HACCP) system requirements (9 CFR 417), and applicable state regulations. When applicable, the ground turkey products must comply with the USDA, Food and Nutrition Service (FNS), Child Nutrition Programs, National School Lunch Program and School Breakfast Program regulations (7 CFR Part 210, 220, Appendices A and C), which must be specified in the solicitation, contract, or purchase order.

**5.2 Food security.** The ground turkey products must be processed and transported in accordance with the FSIS *Food Defense Guidelines for the Transportation and Distribution of Meat, Poultry, and Processed Egg Products*.<sup>10</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 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 Age requirement.** Unless otherwise specified in the solicitation, contract, or purchase order, the ground turkey products must be produced not more than 180 days prior to delivery to the purchaser.

**5.4 Freezing.** After the final processing, the ground turkey products, that are not fully cooked and/or shaped, must be packaged and frozen to an internal temperature of -17.8°C (0°F) or lower. Fully cooked ground turkey products must be individually quick frozen (IQF) to an internal temperature of -12.2°C (10°F) or lower, prior to packaging. An interim cool-down and drain period may be allowed for the fully cooked ground turkey products before entering the

<sup>10</sup> [http://www.fsis.usda.gov/wps/wcm/connect/4f9d737a-1f3e-49ff-851b-74884fa946bd/Transportation\\_Security\\_Guidelines.pdf?MOD=AJPERES](http://www.fsis.usda.gov/wps/wcm/connect/4f9d737a-1f3e-49ff-851b-74884fa946bd/Transportation_Security_Guidelines.pdf?MOD=AJPERES)

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freezing chamber. After the shaped ground turkey products are IQF, they must be packaged and the internal temperature of the ground turkey products must be -17.8°C (0°F) or lower at the time the ground turkey products are prepared for delivery. The ground turkey products must be maintained at a temperature of -17.8°C (0°F) or lower during shipment.

**6. SALIENT CHARACTERISTICS.**

**6.1 Ingredients.** All ingredients must be declared by their common or usual name in descending order of predominance by weight (9 CFR § 381.118).

**6.1.1 Raw turkey.** The ground turkey products must contain white and dark turkey meat, unless otherwise specified by the purchaser in the solicitation, contract, or purchase order. The ground turkey products must be free of bone and hard bone-like material. The ground turkey products must not have more than 2 percent by weight of tendons, cartilage (gristle), or tendinous or ligamentous material greater than 1.27 cm (0.50 in) in any dimension.

**6.1.2 Additional ingredients.** There must not be any trans fat added to the ground turkey products. The additional ingredients in Style 3, turkey patties; Style 4, turkey sausage links or continuous ropes; Style 5, turkey breakfast sausage patties; Style 6, turkey breakfast links; Style 7, turkey meatball shape; Style 8, turkey crumbles; and Style 9, turkey taco filling may include additional ingredients. All ingredients used in the preparation of the ground turkey products must be of Food Chemicals Codex purity or U.S. Pharmacopeia-National Formulary quality, and meet the related FDA regulations on food additives or generally recognized as safe (GRAS) requirements. Any additional ingredients added directly to the meat components must comply with the Food Ingredients and Sources of Radiation section of the Regulatory Requirements Under the Federal Meat Inspection Act and the Poultry Products Inspection Act (9 CFR § 424.21), or Safe and Suitable Ingredients Used in the Production of Meat, Poultry, and Egg Products directive (FSIS Directive 7120.1<sup>11</sup>).

**6.2 Finished product.**

**6.2.1 Appearance and color.** The Type I (ready-to-cook), Style 1, ground turkey, Style 2, turkey burgers, and Style 3 turkey patties ground products must have a typical pinkish-beige color of ground turkey. The pinkish-beige hue will depend on the fat content of the ground turkey specified in the solicitation, contract, or purchase order. The Type I, Style 4 turkey sausage links or continuous ropes; Style 5, turkey breakfast sausage patties; Style 6 turkey breakfast links; and Style 7, turkey meatball shape; ground turkey products must have a typical pinkish-beige color with added spices and additional ingredients specific for the style of ground turkey products specified in the solicitation, contract, or purchase order. The Type II (fully cooked), Style 2, turkey burgers; Style 3, turkey patties; Style 4 turkey sausage links or continuous ropes; Style 5, turkey breakfast sausage patties; Style 6 turkey breakfast links; Style

<sup>11</sup> <http://www.fsis.usda.gov/OPPDE/rdad/FSISDirectives/7120.1.pdf>

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7, turkey meatball shape; Style 8, turkey crumbles; and Style 9, turkey taco filling; ground turkey products must have a typical light tan color of fully cooked ground turkey specified in the solicitation, contract, or purchase order.

**6.2.2 Aroma and flavor.** The aroma and flavor of the ground turkey products must be characteristic of the Style and Flavor of ground turkey products specified in the solicitation, contract, or purchase order. There must be no foreign odors or flavors such as, but not limited to: fruity, sulfide-like, cardboard, tallow, painty, oily, oxidized, metallic, burnt or other off odors or flavors.

**6.3 Foreign material.** Determination of wholesomeness and acceptability with respect to the presence of foreign material (e.g., glass, dirt, insect parts, hair, wood, metal, or plastic) must be made by a FSIS employee. All ingredients must be clean, sound, wholesome, and free from evidence of rodent or insect infestation. All ground turkey products must be examined by a metal detection device capable of detecting metallic contaminants including, but not limited to: stainless steel shavings, pieces of metal from wire mesh conveyers, pieces of wire, and metal fragments from cutting equipment.

## **7. ANALYTICAL REQUIREMENTS.**

**7.1 Analytical and microbiological tolerances.** Unless otherwise specified in the solicitation, contract, or purchase order, the ground turkey products must comply with the following ranges and/or tolerances:

<b><u>Test</u></b>	<b><u>Tolerance</u></b>
Fat	Will not exceed the purchaser selected range of fat
Aerobic (Standard) Plate Count	Less than 50,000 Colony Forming Units (CFU) per g
Sodium	Will not exceed the purchaser selected sodium content
<i>Escherichia coli</i> ( <i>E. coli</i> )	Less than 3 per g using the Most Probable Number (MPN) technique
<i>Listeria monocytogenes</i> ( <i>L. monocytogenes</i> )	Will be negative
<i>Salmonella</i>	Will be negative
<i>E. coli</i> O157:H7	Will be negative

**7.2 Product verification sampling.** When USDA verification of analytical requirements is specified in the solicitation, contract, or purchase order, analytical and microbiological testing will be performed by USDA laboratories on composite samples. The composite sample for the analytical tests must be 227 g (8 oz) and the composite sample for the microbiological tests must be 0.68 kg (1 lb 5 oz). The number of subsamples drawn to make the analytical composites must

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be based on USDA procedures. Subsamples must be a minimum of one bag, chub, burger/patty shape, or link of ground turkey product and must contain the appropriate number of ground turkey products to yield a 0.907 kg (2.0 lb) sample to be composited.

**7.3 Test portion size.** The test portions must be derived from the composite sample specified in Sec. 7.2. The test portion size for testing *Salmonella* must be 325 g (11.46 oz). The test portion size for testing aerobic (standard) plate count, *L. monocytogenes*, *E. coli* and *E. coli* O157:H7 must be 50 g (1.76 oz) each.

**7.4 Analytical and microbiological testing.** 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).

<b><u>Test</u></b>	<b><u>Method</u></b>
Sample preparation	983.18(a)
Fat	960.39, 976.21, or 985.15 <sup>12</sup>
Aerobic (Standard) Plate Count	966.23 or 990.12
Sodium	935.47, 971.19, 976.25, or 2011.14
<i>E. coli</i>	996.23, 966.24, 992.30, or 991.14
<i>L. monocytogenes</i>	999.06, 2003.12, 2004.02, or 2004.03
<i>Salmonella</i>	996.08, 986.35, 967.26, 2003.09, or 2004.03
<i>E. coli</i> O157:H7	996.09, 996.10, or 997.11

**7.5 Test results.** Test results for fat must not exceed the stated level of fat by 20 percent. The test results aerobic (standard) plate count must be reported to the nearest 100 CFU per g. The test results for *E. coli* must be reported to the nearest MPN. The test results for *Salmonella*, *L. monocytogenes*, and *E. coli* O157:H7 must be reported as positive or negative. 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 ground turkey products provided meet the salient characteristics of this CID, conform to their own specifications, standards, and quality assurance practices, and be the same ground turkey products offered for sale in the commercial market. The purchaser reserves the right to require proof of conformance.

**9. REGULATORY REQUIREMENTS.** The meat components and the finished product must originate and be produced, processed, and stored in compliance with all applicable provisions of the Poultry Products Inspection Act and regulations promulgated thereunder. The delivered ground turkey products must comply with all applicable Federal and State mandatory

<sup>12</sup> Use method 983.18(a) for sample preparation of fat analysis.

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requirements and regulations relating to the preparation, packaging, labeling, storage, distribution, and sales of the ground turkey products in the commercial marketplace. Delivered ground turkey products 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 ground turkey products, the ground turkey products must comply with the allergen labeling requirements of the Federal Food, Drug, and Cosmetic Act. When the ground turkey products are used for the National School Lunch Program and School Breakfast Program, the ground turkey products must comply with all applicable provisions of the CN Programs. When a CN label is specified, the label must be approved in its final format by the FNS.

**10. QUALITY ASSURANCE PROVISIONS.** *Purchaser must specify 10.1 or 10.2.*

**10.1 Manufacturer's/distributor's certification.** When required in the solicitation, contract, or purchase order, the manufacturer/distributor will certify that the finished ground turkey products distributed meets or exceeds the requirements of this CID.

**10.2 USDA certification.** When required in the solicitation, contract, or purchase order that product quality, acceptability or both be determined, the USDA, Agricultural Marketing Service (AMS), Livestock, Poultry, and Seed Program (LPS), Quality Assessment Division (QAD) must be the certifying agency. LPS Program inspectors must certify the quality and acceptability of the ground turkey products in accordance with LPS Program procedures, which include: selecting random samples of the ground turkey products, evaluating the samples for conformance with the salient characteristics of this CID and other contractual requirements, and documenting the findings on official LPS Program score sheets and/or certificates. In addition, when required in the solicitation, contract, or purchase order, LPS Program will examine the ground turkey products 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 10.2 is specified in the solicitation, contract, or purchase order, USDA certification must include evaluation of the quality and condition of samples of ground turkey products 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, LPS Program inspection personnel must select samples and submit them to the USDA, Science and Technology Program (S&TP) laboratory for analysis.

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- Packaging requirements (Sec. 11 or as specified in the solicitation, contract, or purchase order).

**13. REFERENCE NOTES.**

**13.1 USDA certification contact.** For a USDA certification contact the **USDA, AMS, LSP Program, QAD, 1400 Independence Avenue, SW, Room 3932, STOP 0258, Washington, DC 20250-0258, telephone (202) 720-3271, or on line at:**  
<http://www.ams.usda.gov/AMSV1.0/QAD>.

**13.2 Analytical testing and technical information contact.** For USDA 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 E-mail:** [KerryR.Smith@ams.usda.gov](mailto:KerryR.Smith@ams.usda.gov).

**13.3 Sources of information for nongovernmental documents are as follows:**

Copies of the AOAC International OMA may be obtained from: **AOAC International, 481 North Frederick Avenue, Suite 500, Gaithersburg, MD 20877-2417, 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>.

**13.4 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 Child Nutrition Programs are contained in 7 CFR Parts 210, 220, 225, 226, and Appendices A and C; the Poultry Inspection Regulations are contained in 9 CFR Part 381; the Regulatory Requirements Under the Federal Meat Inspection Act and the Poultry Products Inspection Act are contained in 9 CFR Parts 416, 417, and 424; 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>.

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Copies of the FSIS Food Defense Guidelines for the Transportation and Distribution of Meat, Poultry, and Processed Egg Products is available online from: **USDA, FSIS on the Internet at:** [http://www.fsis.usda.gov/wps/wcm/connect/4f9d737a-1f3e-49ff-851b-74884fa946bd/Transportation\\_Security\\_Guidelines.pdf?MOD=AJPERES](http://www.fsis.usda.gov/wps/wcm/connect/4f9d737a-1f3e-49ff-851b-74884fa946bd/Transportation_Security_Guidelines.pdf?MOD=AJPERES).

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: **Chief, Standardization Branch, SCI Division, FV, AMS, USDA, Riverside Business Park, 100 Riverside Parkway, Suite 101, Fredericksburg, VA 22406, telephone (540) 361-1130, Fax (540) 361-1199, via E-mail: [CIDS@ams.usda.gov](mailto:CIDS@ams.usda.gov) or on the Internet at: [www.ams.usda.gov/CommercialItemDescription](http://www.ams.usda.gov/CommercialItemDescription).**

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

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

#### **PREPARING ACTIVITY:**

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](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](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](mailto: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, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).