



## United States Department of Agriculture

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Agricultural Marketing Service, Specialty Crops Program, Specialty Crops Inspection Division

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### **PATCH # 099**

**DOCUMENT:** Certification of Honey and Apiculture Products Destined for the European Union (EU)

**REMARKS:** Changes in EU model certificate statements obsolete the current Appendix IV example of the SC-144 and associated guidance for completion on page 3. A revised SC-144 is available on the AMS Forms Catalog at the following Intranet link: [PDF SC-144.pdf](#). The revised SC-144 includes guidance for completion of the SC-144 as additional pages within the PDF.

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This PATCH represents official guidance. This PATCH is scheduled to be incorporated into the document listed above. After incorporation into the document listed above this PATCH will become obsolete. USDA is an equal opportunity provider, employer, and lender.

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### **CERTIFICATION OF HONEY AND APICULTURE PRODUCTS DESTINED FOR THE EUROPEAN UNION (EU)**

#### **PURPOSE**

This instruction is designed for Specialty Crops Inspection (SCI) Division employees of the U.S. Department of Agriculture (USDA). Its purpose is to assist in the uniform certification of products destined for the European Union (EU). These procedures are an integral part of Division services. If needed, contact your immediate supervisor for any situation not addressed in this instruction.

#### **BACKGROUND**

The EU requires that the honey and apiculture products being certified are produced in an establishment(s) that implements a program based on Hazard Analysis and Critical Control Points (HACCP) in accordance with Regulation (EC) No 852/2004 and that the product(s) have been handled and where appropriate, prepared, packaged, and stored in a hygienic manner in accordance with the requirements of Annex II to Regulation (EC) No 852/2004 (these regulations can be downloaded from the following link:

[http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32004R0852R\(01\)&from=EN](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32004R0852R(01)&from=EN)).

#### **POLICY**

Because of the above requirements, the establishment must have an acceptable HACCP program and pass a SCI Plant Survey before it can produce product for EU certification.

- A. SCI will perform the Plant Survey and HACCP audits.
- B. After the requirements are met, the establishment will proceed with production.
- C. SCI will perform a lot inspection.
- D. Product grading would be based on organoleptic, flavor, odor, and foreign material and any additional analytical requirements.
- E. Product evaluation is based on actual time.

#### **PROCEDURES**

Once an establishment has passed the Plant Survey with the HACCP audit, the applicant will need to request a lot inspection each time an EU certification is needed. When an applicant has

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requested an EU certification on a lot of product, an inspector (or licensed sampler) will travel to the establishment to draw samples for evaluation and analytical testing.

When the inspector/sampler arrives, a “walkthrough” of the establishment will be performed to verify that the location still meets sanitation/HACCP conditions. If problems are noted, the inspector/sampler will contact the Officer-in-Charge (OIC) before proceeding. If the establishment is acceptable, the inspector/sampler will proceed to sample the product as requested.

For the EU certification, the inspector/sampler will draw three (3) samples of the product. Each sample must contain at least five (5) pounds of product. These samples will be transported back to the office to be used for both product examination and for analytical testing.

The product will be evaluated using organoleptic means for flavor, odor, and foreign material. If the product is found to be acceptable, a composite sample shall be made for analytical testing. The composite sample shall be six (6) pounds. The composite shall be divided into six equal portions (one pound each) and shall be packed into leak-proof sterile sample collection bags (such as Whirl-Pak® sampling bags). Three (3) of the sample bags will be sent for analytical testing and three (3) bags will be retained as reserve samples. The reserve samples can be used if a retest is requested or if the original samples are lost in transit.

Prepare a form SC-637 Laboratory Sample Submittal Sheet for submitting samples for analytical testing. The samples shall be sent to the following address:

Intertek Food Services GmbH Me Sabine Engel  
Olof-Palme-Str. 8  
Sample Registration & Orders Food  
28719 BREMEN  
Germany  
Telephone: 49042165727328

The samples shall be tested for the following:

Chloramphenicol by ELISA-Test (11013010)  
Metronidazole by LC-MS/MS (11010890)  
Nitrofurane Metabolites by LC-MS/MS (11010110)  
Streptomycin by LC-MS/MS (11010820)  
Sulfonamides and Trimethoprim by LC-MS/MS (11010870)  
Tetracyclines by LC-MS/MS (11010091)  
Pesticides by GC and LC-MS (11011480)

See Appendix I for an example of a completed SC-637. Note that because the list of tests being requested is too large to fit in the block on the form, the list of tests is included as an attachment to the SC-637. See Appendix II for an example of a completed attachment.

In the event that the product sampled violates lab test results, please contact the following:

- Charlotte Liang (Charlotte.Liang@fda.hhs.gov), CFSAN, Office of Food Safety
- Sandra Purnell (Sandra.Purnell@fda.hhs.gov), CFSAN, Office of Compliance

## PRODUCT CERTIFICATION

First, certify the product using an SC-146 (Certificate of Quality and Condition). See Appendix III for an example of a completed SC-146E.

NOTE: If this is a corrected certificate, there is a 1-line space (just below the space for the office address) to enter the term “CORRECTED CERTIFICATE” (all caps). Additionally, if this is a corrected certificate, in the remarks section of page 2 (below the inspector’s signature and date), enter the statement “THIS CERTIFICATE SUPERSEDES CERTIFICATE NUMBER \_\_\_\_\_” to identify the certificate being superseded.

Form SC-144 Health Certificate for Export of Apiculture Products Intended for Human Consumption from the United States to the European Union is used to certify the product for the EU program. This form can be found on the AMS Forms Catalog at the following intranet address: <http://agnis/AMSFormsCatalog/Forms/AllItems.aspx>. See Appendix IV for an example of a completed SC-144.

Most information on page one of the SC-144 is to be completed by the applicant. This can be done by sending the SC-144 PDF to the applicant via email. Instruct the applicant to only complete page 1, Part I: Details of Dispatched Consignment, the applicant will need to complete all of the sections except I.2. “Certificate Reference Number.” The applicant will return the form back to the office for completion.

The office will complete page 1 by entering the certificate number from the completed SC-146 into the “Certificate Reference Number” block and their office address in the upper right corner. Complete page 2 by placing an “X” in front of each of the three statements to indicate compliance with the requirements. Enter the statement “Capital X means compliance” in the notes section. The bottom of page 2 requires the inspector’s name, title, signature, and the date. Remember to type the inspector’s name in ALL CAPITALS.

The SC-144 needs to be stamped with the USDA “Officially Sampled” stamp. This is done on the right-hand side of the page across from the inspector’s signature. The EU requires that we stamp the certificate with **blue** ink. Some receiving countries may require that we stamp and sign both pages of the certificate. It is the applicant’s responsibility to inform us when this additional requirement is requested.

Once completed the original SC-144 is issued to the applicant. A copy of the SC-144, the original SC-637 and SC-146(E) are filed in the product folder within the office.

The SC-144 must be issued before the consignment to which it relates leaves the control of the competent authority of the country of dispatch. This means that the SC-144 must be issued after all the products in the consignment have been produced, but **before** the consignment leaves the country, ideally when the product leaves the dispatch establishment. This is because the original SC-144 must accompany consignments on entry into the EU.

### **Previously Certified Bulk Lots**

If a portion of a previously certified lot is destined for the European Union that will use all the grade and quality factor information from the original lot, a “Breakdown” certificate may be issued. At times, it may be of benefit to the applicant to certify a bulk load or lot using a breakdown certificate for Honey and other Apiculture products destined for the European Union. The procedures for preparing a breakdown certificate are outlined in the [Certification Manual](#). To promote transparency in commerce between the United States and the European Union, it is important that inspectors utilize the following statement when completing SC-144 breakdown certificates.

Statement to be placed on the SC-144 underneath the date on page 2:

“This certificate covers a portion of (lot number) which consisted of (originally sampled lot size cases/bins/jars/drums, etc.) that was previously inspected and certified on (Inspection certificate number) dated (XX/XX/XXXX).”

### **BILLING**

The applicant is billed for actual driving, sampling, and grading time plus 1 hour for certification. This is 1/2 hour for each certificate utilized for each EU certification (SC-146 and SC-144).

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**APPENDIX I – SC-637**[Electronic version of SC-637](#) (Intranet link)

U.S DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE SPECIALTY CROPS PROGRAM  <b>LABORATORY SAMPLE SUBMITTAL SHEET</b>		To MS Sabine Engel Sample Registration & Orders Food Service Intertek Food Services GmbH Bremen, Germany	
APPLICANT ABC Honeymaker, Inc. 123 Main Street Anytown, WI 12345		FROM USDA, AMS, SCP Specialty Crops Inspection Division 2490 Enterprise Drive Oshkosh, WI 54904	
RECEIVER Sarant Ltd. 4th Floor, 30-34 Curtain Road London. EC2A 3NZ Grobbrittannien (UK)		NO. OF SAMPLES  <input type="checkbox"/> Individual <input type="checkbox"/> Individual to be composited <input checked="" type="checkbox"/> Composite <input checked="" type="checkbox"/> Original <input type="checkbox"/> Reserve	
PRODUCT DRIED HONEY	TYPE Dried	STYLE Free Flowing	
ANALYSIS REQUESTED See Attachment A			
CONTRACT NO.	LOT NO. 123456	SAMPLE NO. 0001	
SPECIFICATION AND AMENDMENT	EFFECTIVE DATE	NO. AND TYPE OF CASES 240 - 50 lb. Corrugated Cardboard Cartons	
		NO. OF POUNDS 12000	
RESULTS AND BILLING TO Billing to Receiver - Sarant Ltd.  Results: Fax to Oshkosh (920) 232-0341 or email kin.agrader@ams.usda.gov		SUBMITTED BY (Inspector's Signature - Print and Sign)  Kim Agrader <i>Kim Agrader</i>  DATE SIGNED 03/21/2019	
<b>TO BE COMPLETED BY LAB</b>			
DATE RECEIVED	LAB NO.	CONDITION OF SAMPLE	
SHIPPING METHOD			
RESULTS			
Security Tape #: OSH-0001 and OSH-0002			
CHARGES	<input type="checkbox"/> MEETS <input type="checkbox"/> FAILS (If fails, explain below)		
SUBCENTER NUMBER	ANALYZED BY (Print and Sign)	DATE SIGNED	

SC-637

## **APPENDIX II – ANALYSIS REQUESTED**

### **Attachment A**

#### **Analysis Requested:**

Chloramphenicol by ELISA-Test (11013010)

Metronidazole by LC-MS/MS (11010890)

Nitrofurane Metabolites by LC-MS/MS (11010110)

Streptomycin by LC-MS/MS (11010820)

Sulfonamides and Trimethoprim by LC-MS/MS (11010870)

Tetracyclines by LC-MS/MS (11010091)


Pesticides by GC and LC-MS (11011480)

EXAMPLE

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## APPENDIX III – SC-146E

		UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE  CERTIFICATE OF QUALITY AND CONDITION (PROCESSED FOODS)	Please refer to this certificate by number and inspection office.
This certificate is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. It does not excuse failure to comply with any applicable Federal or State laws. <b>WARNING:</b> Any person who knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such action, is subject to a fine of not more than \$1,000 or imprisonment for not more than one year, or both (7U.S.C. 1622 (h)). The conduct of all services and the hiring and licensing of all personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.		<b>A-000000</b>	
		DATE March 22, 2019	
APPLICANT ABC Honeymaker, Inc.	ADDRESS Anytown, WI 12345		
RECEIVER OR BUYER Sarant	ADDRESS HULL, UNITED KINGDOM		
SOURCE OF SAMPLES OFFICIALLY DRAWN	PRODUCT INSPECTED FREE FLOWING DRIED HONEY POWDER		
CODE MARKS ON CONTAINERS dhp1234...			
PRINCIPAL LABEL MARKS "ABC DRIED HONEY"			
<b>CONDITION:</b> Product was produced in an establishment which meets the requirements of the HACCP principles in accordance with "the relevant provisions of EU Regulations (EC) no. 852/2004."			
<b>Grade:</b> Product meets "the relevant provisions of EU Regulations (EC) NO. 852/2004."			
<b>Remarks:</b> This certificate covers 240-50 pound corrugated cardboard cartons with 4 mil polyethylene inner bags (12,000 pounds, exporter's count and weight). Lot(s) located at applicant's warehouse at Anytown, Wisconsin, and identified by code mark(s) as shown above. Lot also identified by: Place of Loading: ABC Honeymaker, Inc. - Anytown, WI 12345      Date of Departure: February 15, 2019 Means of Transport: Ship: Mol Express      Entry BIP in EU: Felixstowe, UK Identification of seal container/seal number: ABCZ123456-4      Seals: 000001 Temperature of product: Ambient The described product(s) above was (were) produced in an establishment which meets the requirements of the HACCP principles in accordance with "the relevant provisions of EU Regulations (EC) No. 852/2004."			
<i>Pursuant to regulations issued by the Secretary of Agriculture under the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621-1627), governing the inspection certification of the product designated herein, I certify that the quality and condition of the product shown by samples inspected on the above date were as shown, subject to any restrictions specified above.</i>			
ADDRESS OF INSPECTION OFFICE 2490 Enterprise Drive, Oshkosh, WI 54904		SIGNATURE OF INSPECTOR Kim Agrader  <i>Kim Agrader</i>	

SC-146E

Original Certificate



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## APPENDIX IV – SC-144

[Electronic version of SC-144](#) (Intranet link)

United States  
Department of  
Agriculture

OMB No. 0581-0125

Specialty Crops Inspection Division  
2490 Enterprise Drive  
Oshkosh, WI 54904

AGRICULTURAL MARKETING SERVICE  
Specialty Crops Program  
Specialty Crops Inspection Division


CERTIFICATE FOR THE ENTRY INTO THE UNION FOR PLACING ON THE MARKET OF HONEY  
AND OTHER APICULTURE PRODUCTS INTENDED FOR HUMAN CONSUMPTION

Part I: Details of Dispatched Consignment				Page 1 of 2 Official certificate to the EU	
I.1. Consignor/Exporter Name ABC Honeymaker, Inc. Address 123 Main Street Anytown, WI 12345 Tel. No (123) 466-1234		I.2. Certificate Reference Number A-000000		I.2.a IMSOC reference No	
		I.3. Central Competent Authority			
		I.4. Local Competent Authority			
I.5. Consignee/Importer Name Sarant Address Unit 26 Gothenberg Way Sutton Fields Ind. Est Hull United Kingdom Postal code HU7 0YN Tel. No +44 1234 123456		I.6. Operator responsible for the consignment Name Sarant Address Unit 26 Gothenberg Way Sutton Fields Ind. Est Hull United Kingdom Postal code HU7 0YN			
I.7. Country of Origin United States of America	ISO Code US	I.8.	I.9 Country of Destination United Kingdom	ISO Code UK	I.10.
I.11 Place of dispatch Name ABC Honeymaker, Inc. 123 Main Street Anytown, WI 12345		Approval number: 123456		I.12. Place of destination Name Sarant Address Unit 26 Gothenberg Way Sutton Fields Ind. Est Hull United Kingdom	
I.13. Place of Loading ABC Honeymaker, Inc., Anytown, WI 12345		I.14. Date and time of Departure 2/15/19 2:02 pm			
I.15. Means of Transport Airplane <input type="checkbox"/> Vessel <input checked="" type="checkbox"/> Other <input type="checkbox"/> Road Vehicle <input type="checkbox"/> Railway <input type="checkbox"/>		I.16. Entry BCP Felixstowe, UK		I.17. Accompanying documents Type No. Kim Agrader	
Identification: Vessel London Express					
I.18. Transport conditions Ambient <input checked="" type="checkbox"/> Chilled <input type="checkbox"/> Frozen <input type="checkbox"/>					
I.19. Container No/Seal No Container # ABC2123456-4 Seal # 000001					
I.20. Goods certified as Human consumption <input checked="" type="checkbox"/>					
I.21.					
I.23 Total number of packages 240		I.24. Quantity Total number 240		I.22. Total net weight (Kg) 12,000 pounds Total gross weight (Kg) 15,000 pounds	
I.25. Description of goods No Code and CN title 2106 Free Flowing Dried Honey Powder					
Species (Scientific name) Apis Mellifera		Manufacturing plant ABC Honeymaker, Inc., Anytown, WI 12345 FDA#000000000000		Treatment type Heat-treated	
Final consumer <input checked="" type="checkbox"/>	Number of packages 240	Net weight 12,000 pounds	Batch No dhp1234	Type of packaging Corrugated Cardboard Cartons	

SC-144 (2019 Example)

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Part II: Certification		Page 2 of 2 Official certificate to the EU Honey and other apiculture products intended for human consumption
II. Health information	II.a. Certificate reference No <b>A-000000</b>	II.b.
<b>II.1. Public health attestation</b> I, the undersigned, declare that I am aware of the relevant provisions of Regulation (EC) No 178/2002 of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety (OJ L 31, 1.2.2002, p. 1), Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs (OJ L 139, 30.4.2004, p. 1) and Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific hygiene rules for food of animal origin (OJ L 139, 30.4.2004, p. 55) and Regulation (EU) 2017/625 of the European Parliament and of the Council of 15 March 2017 on official controls and other official activities performed to ensure the application of food and feed law, rules on animal health and welfare, plant health and plant protection products, amending Regulations (EC) No 999/2001, (EC) No 396/2005, (EC) No 1069/2009, (EC) No 1107/2009, (EU) No 1151/2012, (EU) No 652/2014, (EU) 2016/429 and (EU) 2016/2031 of the European Parliament and of the Council, Council Regulations (EC) No 1/2005 and (EC) No 1099/2009 and Council Directives 98/58/EC, 1999/74/EC, 2007/43/EC, 2008/119/EC and 2008/120/EC and repealing Regulations (EC) No 854/2004 and (EC) No 882/2004 of the European Parliament and of the Council, Council Directives 89/608/EEC, 89/662/EEC, 90/425/EEC, 91/496/EEC, 96/23/EC, 96/93/EC and 97/78/EC and Council Decision 92/438/EEC (Official Controls Regulation) (OJ L 95, 7.4.2017, p. 1), and I certify that honey and other apiculture products described above were produced in accordance with these requirements, in particular that they: <input checked="" type="checkbox"/> come from (an) establishment(s) implementing a program based on the hazard analysis and critical control points (HACCP) principles in accordance with Article 5 of Regulation (EC) No 852/2004; <input checked="" type="checkbox"/> have been handled and, where appropriate, prepared, packaged and stored in a hygienic manner in accordance with the requirements of Annex II to Regulation (EC) No 852/2004; and <input checked="" type="checkbox"/> fulfil the guarantees covering live animals and products thereof provided by the residue plans submitted in accordance with Council Directive 96/23/EC of 29 April 1996 on measures to monitor certain substances and residues thereof in live animals and animal products and repealing Directives 85/358/EEC and 86/469/EEC and Decisions 89/187/EEC and 91/664/EEC (OJ L 125, 23.5.1996, p. 10), and in particular Article 29 thereof. <b>Notes:</b> Capital X means compliance.  See notes in Annex II of Commission Implementing Regulation (EU) 2019/628 of 8 April 2019 concerning model official certificates for certain animals and goods and amending Regulation (EC) No 2074/2005 and Implementing Regulation (EU) 2016/759 as regards these model certificates (OJ L 31, 17.5.2019, p.101). <b>Part I:</b> — Box reference I.11: place of dispatch: Approval number means registration number. — Box reference I.25: Insert the appropriate Harmonized System (HS) code(s) using headings such as: 0409, 0410, 0510, 1521, 1702 or 2106. — Box reference I.25: <i>Treatment type:</i> state 'ultrasonication', 'homogenization', 'ultrafiltration', 'pasteurization', 'no thermal treatment'. <b>Part II:</b> — The color of the stamp and signature must be different from that of the other particulars in the certificate.  <b>Official Inspector</b> Name (in capitals): <b>KIM AGRADER</b> Qualification and Title: <b>Agricultural Commodity Grader</b> Signature: <i>Kim Agrader</i> Date: <b>02/15/19</b>   <small>This certificate is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. It does not excuse failure to comply with any applicable Federal or State laws. <b>WARNING: Any person who knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such action, is subject to a fine of not more than \$1,000 or imprisonment for not more than one year, or both (7 U.S.C. 1622 (h)).</b> The conduct of all services and the licensing of all personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, or national origin.</small> <small>According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0581-0125. The time required to complete this information collection is estimated to average five minutes per response, including the time for reviewing the instruction, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information.</small> <small><b>Non-Discrimination Policy:</b> 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, audiotape, 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. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a> 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: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. USDA is an equal opportunity provider, employer, and lender.</small>		

SC-144 (2019 Example)

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“SCI moving forward in the 21<sup>st</sup> Century using technology, innovation, and old fashioned hard work”

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**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, audiotape, 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.

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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