

# Reporting Damaged Product to the State Agency

**The State Agency needs the following information when Recipient Agencies have a food complaint. If a foreign object was found, do not throw the object away and call the State Agency Immediately.**

## Include Photos

- Multiple photos identifying issue
- Show quantity effected
- Case markings
- Product label
- Lot Number, BIUB Date, Pack Date
- Foreign object





- Measurements (if foreign object is found)
- Hold onto object, vendors frequently request object be sent to them

