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## PRELIMINARY INQUIRY WORKSHEET

(Include attachments, additional pages, labels and flowcharts as necessary)

TODAY'S DATE:  ESTABLISHMENT NUMBER: M- \_\_\_\_\_ P- \_\_\_\_\_ G- \_\_\_\_\_ V- \_\_\_\_\_

COMPANY'S NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

COMPANY TELEPHONE: \_\_\_\_\_ EXT: \_\_\_\_\_

PRIMARY COMPANY CONTACT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EXT: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPANY MEDIA CONTACT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EXT: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CHECK THIS IF CONSUMER AND MEDIA CONTACT ARE SAME, IF DIFFERENT, PLEASE SPECIFY: \_\_\_\_\_

COMPANY CONSUMER CONTACT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EXT: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ISSUE DESCRIPTION: 1. \_\_\_\_\_

LIKELY ROOT CAUSE: \_\_\_\_\_

HOW WAS THE ISSUE DISCOVERED: 2. \_\_\_\_\_

WHEN WAS FSIS NOTIFIED: \_\_\_\_\_ WHEN WAS THE FIRM NOTIFIED: \_\_\_\_\_

BRAND NAME			
PRODUCT NAME			
PRODUCT TYPE (e.g., RTE, Canned, Frozen)			
HACCP CATEGORY			
PRODUCTION DATE(S)			
PACKAGING DATE(S)			
LOT CODE(S)			
PACKAGE (type and size)			
PACKAGE CODE(S) (ex: Use by/sell by)			

<sup>1</sup> Please indicate the primary issue. For example: STEC / Listeria Monocytogenes / Salmonella / Residue / Processing Defect / Extraneous (foreign) material/ Undeclared or Allergen or Substance / Other (if other, please describe)

<sup>2</sup> Notification may include: 3rd Party / Consumer / FDA / IIC / Monitor / Outbreak / Plant / Retail / Other (if other, please describe)

CASE CODE(S) (Identifying)			
UNITS PER CASE			
USABLE SHELF LIFE OF PRODUCT			
AMOUNT PRODUCED (lbs.)			
AMOUNT HELD AT ESTABLISHMENT (lbs.)			
AMOUNT DISTRIBUTED (lbs.)			
DISTRIBUTION LEVEL (Institutional/Retail)			
DISTRIBUTION AREA (states)			
EXPORTED TO (Country)			
DONATED COMMODITY/ USDA FOODS <sup>3</sup>	<input type="checkbox"/> (YES) <input type="checkbox"/> (NO)	<input type="checkbox"/> (YES) <input type="checkbox"/> (NO)	<input type="checkbox"/> (YES) <input type="checkbox"/> (NO)
DEPT. OF DEFENSE <sup>4</sup> (DeCA, DLA, AAFES)	<input type="checkbox"/> (YES) <input type="checkbox"/> (NO)	<input type="checkbox"/> (YES) <input type="checkbox"/> (NO)	<input type="checkbox"/> (YES) <input type="checkbox"/> (NO)
INTERNET OR CATALOG SALES	<input type="checkbox"/> (YES) <input type="checkbox"/> (NO)	<input type="checkbox"/> (YES) <input type="checkbox"/> (NO)	<input type="checkbox"/> (YES) <input type="checkbox"/> (NO)

**IF PRODUCT THAT WAS DISTRIBUTED IS ON HOLD AT AN OFF-SITE <sup>5</sup> LOCATION, SPECIFY:**

AMOUNT ON HOLD OFFSITE (LBS.):

PRODUCT LOCATION(S):

**ADDITIONAL COMMENTS: (please attach any mitigation information you would like FSIS to consider)**

<sup>3</sup> Donated Commodity/USDA Foods is direct deliver by USDA for product to the Federal Nutrition Assistance Program, (National School Lunch or Emergency Assistance Program)

<sup>4</sup> Defense Commissary Agency (DeCA) procures food items for military grocery stores. Defense Logistics Agency (DLA) procures on behalf of military dining facilities and operational rations. Army Air Force Exchange System (AAFES) procures on behalf of installation shopping malls and associated concessionaires

<sup>5</sup> Off-site location may include a distributor warehouse, restaurant, retailer, another federal establishment, etc.