



Country of  
Origin Labeling  
Division

1400 Independence Avenue, SW.  
Room 2614-S, STOP 0216  
Washington, DC 20250-0216

**Country of Origin Labeling (COOL)**  
**Corporate Contact Designation Form**

To ensure that official USDA correspondence pertaining to COOL retail surveillance activities is received by the correct corporate official, and to streamline the response process, firms may designate one specific individual as the responsible party for handling non-compliance notices and other correspondence. If so designated, COOL correspondence will be sent to the corporate contact indicated below via e-mail as a courtesy, in addition to the retail store locations where retail reviews are conducted. Please communicate with your store management teams to avoid multiple submissions of corrective actions for the same review. Only one corporate contact can be designated for each firm. Please complete the following and submit by email to [coolaudit@ams.usda.gov](mailto:coolaudit@ams.usda.gov) or via fax to (202) 354-5062.

Company Name:	
Store Banner Name(s):	
Corporate Contact:	
Title:	
Mailing Address: (No P.O. Boxes)	
City / State / Zip Code:	
Email Address:	
Phone Number:	

By completing, signing and submitting this form, I request that a courtesy copy of all COOL correspondence be sent via email to the designated corporate contact or mailed to the corporate office address as stated above. This COOL Corporate Contact Designation Form is subject to expire on December 31, 2018. Companies should to resubmit this form if any of the information changes. Renewal will not be automatic beyond December 31, 2018; therefore, another designation form will be required at that time.

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Signature

Date