

COMMODITY DISTRIBUTION PROGRAM  
STORAGE SITE REVIEW

(Must be completed prior to June 30<sup>th</sup> of each calendar year)

- 1. Recipient Agency/Site: \_\_\_\_\_
- 2. Date of Review; \_\_\_\_\_
- 3. Storage Location : \_\_\_\_\_
- 4. Name and Title of Responsible Official Completing Form: \_\_\_\_\_
- 5. Signature of Responsible Official Completing Form: \_\_\_\_\_
- 6. Telephone Number: \_\_\_\_\_

Please place "X" in proper column for "Yes" and "No" answers. Indicate "NA" for all items either not observed at time of review or not applicable. Explain all appropriate "NO" answers.

7. STORAGE FACILITIES AND PRACTICES	YES	NO
a. Are dry, cooler and freezer type storage facilities adequate for the program? (Sufficient space available for storage, freezers available when needed, proper temperatures maintained for dry and cool storage, etc.)	_____	_____
b. Is storage area clean and orderly?	_____	_____
c. Are health inspections in file?	_____	_____
d. Are there safeguards against theft and damage?	_____	_____
e. Are measures taken to prevent insect, rodent, bird and other animal infestations?	_____	_____
f. Is food being handled on a first-in / first-out basis?	_____	_____
g. Have cases been dated upon receipt into storage?	_____	_____
h. Are there sufficient pallets and shelves available so that foods may be stacked off the floor and away from walls to allow air circulations?	_____	_____
i. Is proper dunnage used to prevent damage and are commodities stacked in an orderly manner to allow accurate inventory?	_____	_____
j. Does the person in charge know the procedure for disposing of out of condition foods?	_____	_____
k. Have there been any food losses?	_____	_____
1. If "YES" have losses been due to: _____ Age    _____ Damage    _____ Theft    _____ Spoilage    _____ Other		
2. Have losses been reported to Commodity Division?	_____	_____
l. Are temperature logs maintained on coolers and / or freezers?	_____	_____
1. Temperatures on day of review.	_____	_____

8. RECORDS AND REPORTS	YES	NO
a. Are there complete and accurate records maintained for Food Receipts	_____	_____
1. Perpetual Inventory?	_____	_____
2. Utilization?	_____	_____
b. Are records held for required period?	_____	_____
c. Are reports submitted on prescribed due dates?	_____	_____
d. What is done with remaining commodities at the end of the school year - Summer for Child & Adult Care facilities that are closed during Summer?	_____	_____

9. DEFICIENCIES: \_\_\_\_\_

10. CORRECTIVE ACTION TAKEN: