COMMODITY DISTRIBUTION PROGRAM
STORAGE SITE REVIEW

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 "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, cool 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 on file?   ____   ____
    d. Are there safeguards against theft and damage?   ____   ____
    e. Are measures taken to prevent insect, rodent, bird and other animal   ____   ____
       infestation?
    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 food may be stacked   ____   ____
    i. Is proper dunnage used to prevent damage and are commodities stacked   ____   ____
       off the floor and away from wall to allow air circulation?   ____   ____
    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
    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 year? (schools only)
       _____

9. DEFICIENCIES:

10. CORRECTIVE ACTION TAKEN: