

Annual Storage Facility Review: USDA foods

This review applies to areas where USDA foods are stored. Each SFA stores USDA foods differently (separate warehouse, at schools etc.) please fill out as it best suits your SFA by June 30th and keep on file.

Name of storage facility:	
Address:	Phone:
City:	Person Interviewed:

1. Have health inspections been obtained as required by local health agencies. Inspections/approvals must be within last 12 months. If storage facility is part of your school(s), the most recent health inspection applies.

Approving agency	Date of inspection

2. Facilities are sanitary and free from rodent, bird, insect, and other animal infestations.
yes no

If your storage facility is part of your school(s), the most recent pest/rodent treatment applies:

Date of last inspection/extermination treatment:	
Name of agency that conducted last inspection/treatment:	

3. What procedures are done to safeguard against theft, spoilage, and similar loss?

Do you have a written policy for these procedures? yes no
 Are procedures adequate? yes no

4. Are proper storage temperatures maintained?

dry _____°F/°C cold _____°F/°C frozen _____°F/°C

Frequency of cold/frozen temperature check?

By whom?

Automatic failure alarm? yes no

5. Are the commodities stored away from hazardous material such as cleaning agents, paints, chemicals etc.?
yes no

6. Are foods stored off the floor and away from walls to allow for adequate ventilation?
yes no

7. Does the warehouse use first-in first-out (FIFO) procedures? yes no

Signature for Recipient Agency

Date

Signature for Storage Agency

Date