

Storage Facility Review Form

School Food Authority: _____

Storage Facility: _____

Address: _____

Warehouse Manager: _____

Does the facility provide both warehousing and transportation services? Yes No

If no, who provides transportation? _____

Reviewer(s): _____

Date of this Review: _____

Date of last Review by SFA: _____

Storage Facility Review Form

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A. GENERAL CONSTRUCTION FEATURES

- 1. Waterproof Yes No
- 2. Well-lighted Yes No
- 3. Insulated (if practical) Yes No
- 4. Well-ventilated Yes No
- 5. Structurally sound Yes No

Warehouse Dimensions: Length: _____ Width: _____ Height _____

Square footage _____

Is the size of the building adequate to meet the storage needs of the programs? Yes No

B. HOUSEKEEPING PRACTICES¹

Please check if staff practices the following housekeeping methods:

- 1. Clean and sweep the entire storage facility at least weekly. Yes No
- 2. Clean areas that harbor insects, such as corners, windowsills, under pallets, and behind and between stacks of food at least weekly. Yes No
- 3. Promptly clean up foods that have been spilled. Yes No
- 4. Dispose of refuse, garbage, and debris daily. Yes No
- 5. Remove empty cartons and sacks from the storage area daily. Yes No
- 6. Keep the area around the exterior of the warehouse free of debris, garbage and excess vegetation. Yes No
- 7. Overall, are good housekeeping practices in place? Yes No

Comments:

¹ Food Storage Guide for Schools and Institutions - page 31

C. RODENT AND INSECT CONTROL

1. In accordance with 250.14(b)(1) is the storage facility sanitary and free from rodent, bird, insect and other animal infestation? Yes No

2. Are pest control services rendered by a reputable licensed company on a regular basis at a minimum of at least once per month? Yes No

Name of Company: _____

Frequency: _____

3. Are dates of inspections/fumigation on file? Yes No

4. Are there screens on windows and doors to prevent entry by rodents, insects, and birds? Yes No

5. Are windows shielded adequately to protect the USDA commodities from direct sunlight? (Adult insects are attracted to light and can be found around windows and windowsills.) Yes No

6. Does staff examine shipments for evidence of insect/rodent infestation (i.e. check boxes and bags for live larvae, webbing, moths, holes, or partly consumed foods)? Yes No

7. Are there cracks in floors and walls? Yes No

8. Is there evidence of spilled foods, dirt, or garbage in the warehouse? Yes No

Comments:

D. STORAGE CONDITIONS & CLEANLINESS OF FACILITY

	Condition	Clean
1. Floors	Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Walls	Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Ceiling	Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Dry Storage Area	Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Refrigerated Storage Area	Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Freezer Storage Area	Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Comments:

E. TEMPERATURE CONTROLS

In accordance with 250.14(b)(3) storage facilities are to maintain foods at proper storage temperatures.

	<u>Recommended</u>	<u>Actual</u>
Dry	50° F to 70° F. ²	_____
Refrigerated	36° F to 40° F. ³	_____
Freezer	0° F and below. ⁴	_____

Please check if the following practices are being followed:

1. Are temperature readings taken and recorded at least daily both outside and inside refrigerated and freezer storage? ⁵ Yes No
2. Are coolers/freezers armed with alarms to alert of malfunctions? Yes No
3. Is there a backup system in place, in the event of freezer failure?
If yes, describe procedures: Yes No

² Food Storage Guide for Schools and Institutions - page 7
³ Ibid., page 12
⁴ Ibid.
⁵ Ibid., page 8

- 4. Do staff understand back up system/procedures? Yes No
- 5. Does the warehouse have air conditioning to keep the temperature from going above 70° F? Yes No
- 6. Does the warehouse have a heating system? Yes No
- 7. Is refrigerated storage space overcrowded or at full capacity? Yes No
- 8. Is freezer storage space overcrowded or at full capacity? (Overcrowded freezers with no walkways limit air circulation needed for proper freezer conditions.) Yes No

Comments:

F. VENTILATION OF STORAGE FACILITIES

In accordance with 250.14(b)(5), donated foods should be stored off the floor in a manner to allow for adequate ventilation.

- 1. Are commodities stored away from walls and off the floors in a manner that allows for adequate ventilation? ⁶ Yes No
- 2. Are all commodities stacked at least 18 inches from any walls and at least 2 feet from the ceiling? Yes No
- 3. Are all stacks of commodities separated by at least 24 inches? Yes No

Comments:

⁶ Ibid., page 26

G. STACKING PRACTICES

- 1. In accordance with 250.14(b)(4), storage facilities shall stock and space foods in a manner so that USDA donated foods are readily identifiable. Are commodities stacked and maintained in a manner so that USDA-donated foods are easily identifiable by staff? Yes No
- 2. Are commodities stacked on pallets or dunnage in uniform quantities to allow easy inventory? Yes No
- 3. Are commodities stacked to a height which would create unstable pallets or which would endanger the food handlers? Yes No
- 4. Is high-pile stacked or palletized USDA commodities "tied in" or "locked" and stable for safe handling by personnel and/or handling equipment? Yes No
- 5. Are commodities of a kind stacked together, i.e., canned goods next to canned goods, bagged foods next to bagged foods, etc? ⁷ Yes No

Comments:

H. FIRST-IN-FIRST-OUT PROCEDURES

- 1. Are first-in-first-out (FIFO) procedures in place to ensure that the product with the earliest pack date is used/shipped first? Yes No
- 2. Does staff date stamp/number or mark in pen the date received on the containers/pallets of USDA Commodities as they are placed in storage? ⁸ Yes No

If no, what method do they employ?

- 3. Is storage facility overcrowded, making FIFO/product rotation difficult? Yes No

Comments:

⁷ Food Storage Guide for Schools and Institutions - page 25

⁸ Food Storage Guide for Schools and Institutions - page 26

I. PACK DATE PROCEDURES

1. Does staff have procedures in place to track pack dates? (Staff should be using pack dates; not receipt dates to track). Yes No

2. Are there any USDA commodities on hand with old pack dates? Yes No

3. If yes, list product(s), pack date(s) and explain.

4. Is the State Agency aware of the old product? Yes No

5. Are procedures in place to ensure that all commodities are distributed to outlets prior to the best if used by dates? Yes No

6. Does staff monitor the pack dates of USDA-donated commodities upon receipt to ensure they are not beyond the best if used by dates? Yes No

7. Are there any donated commodities in inventory that were received by the facility after the best if used by dates? Yes No

If yes, list product(s), date(s) and explain.

Comments:

J. INVENTORY

1. Does the inventory level of any donated food in storage exceed a 6-month supply? Yes No
 250.14(f)(2)

2. Are procedures in place to ensure that warehouses are maintaining commodity inventory levels at no more than a 6-month supply? Yes No

3. Explain the inventory system (physical/book) used by warehouse staff? 250.14(d)(3)

4. Is an annual physical inventory conducted and reconciled with inventory records in accordance with 250.14(d)(3)? Yes No

5. Inventory Spot check done by reviewer? Yes No
 If yes, list results of products inventoried.

Commodity				
Month/Year				
Beg. Balance				
Amount Received				
Amount Distributed				
Ending balance				
Do results agree with inventory reports?	Yes <input type="checkbox"/> No <input type="checkbox"/>			

Comments:

K. MANAGEMENT PRACTICES ⁹

- 1. Are shipments carefully checked for possible shortages and damage before the foods are accepted and put in storage? Yes No
- 2. Are refrigerated/frozen products examined upon arrival to ensure temperatures are adequate and that the foods are in good condition? Yes No
- 3. Are foods found out of condition at the time of receipt segregated from other foods, recorded and reported to the State Agency? Yes No

Comments:

L. MISCELLANEOUS

In accordance with 250.14(b)(2) and 250.14(b)(6), the storage facility shall safeguard foods against theft, spoilage and other loss, and take other protective measures as necessary.

Security

- 1. Is the warehouse facility secure? Yes No
- 2. What type of security exists? Yes No

- 3. Do windows and doors have strong locking devices to prevent theft? Yes No

Fire Prevention

- 1. What fire protection measures exist?

⁹ Food Storage Guide for Schools and Institutions - page 19

STORAGE FACILITY AGREEMENT PROVISIONS

<u>Reg Cite</u>	<u>Requirement</u>	<u>Included?</u>
250.12(b)(1)	The distribution and use of donated foods is in accordance with this part.	
250.12(b)(2)	Subdistributing agencies, recipient agencies, warehouses, carriers, or other persons to whom donated foods are delivered by the DA are responsible to the DA for any improper distribution or use of donated foods or for any loss of, or damage to, donated foods caused by their fault or negligence.	
250.14(d)(1)	Assurance that the storage facilities will be maintained in accordance with the standards specified in 250.14(b) as detailed below: <ul style="list-style-type: none"> • are sanitary and free from rodent, bird, insect and other animal infestation; • safeguard against theft, spoilage and other loss; • maintain foods at proper storage temperatures; • stock and space foods in a manner so that USDA-donated foods are readily identified; • store donated food off floor in a manner to allow for adequate ventilation; and • take other protective measures as may be necessary. 	
250.14(d)(2)	Evidence that donated food shall be clearly identified.	
250.14(d)(3)	Assurance that an inventory system shall be maintained and an annual physical inventory will be conducted, and reconciled with the inventory records;	
250.14(d)(4)	Beginning and ending dates of the contract.	from _____ to _____
250.14(d)(5)	A provision for immediate termination of the contract due to non-compliance on the part of the warehouse management.	
250.14(d)(6)	A provision allowing for termination of the contract for cause by either party upon 30 days written notification.	
250.14(d)(7)	The amount of any insurance coverage which has been purchased to protect the value of food items which are being stored.	
250.14(d)(8)	Express written consent for inspection and inventory by	

Reg Cite

Requirement

Included?

the DA, subDA, recipient agency, the Comptroller General, the Dept. or any of their duly authorized representatives.

250.14(d)

DA agreements with storage facilities shall be effective for no longer than five years, including option years extending a contract.

(Does not need to be stated in agreement.)

Before the exercise of option years, the storage facility shall update all pertinent information and demonstrate that all donated foods received during the previous contract period have been accounted for.