Oregon Department of Education

Child Nutrition Programs/Food Distribution Program

Public Service Building

255 Capitol St. NE

Salem, OR 97310

Phone: 503-947-5896

## USDA FOODS ANNUAL STORAGE

## FACILITY EVALUATION FORM

Instructions: USDA requires sponsors to conduct an annual review of all facilities in which USDA Foods are stored. Complete this form by June 30th each year and retain on file for 3 years plus current year. Please keep this report for your records, and furnish to ODE upon request.

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| SPONSOR NAME: | SITE NAME: | DATE: |
| ADDRESS: | TELEPHONE:( ) |
| A. FACILITY REVIEW |
| 1. Does storage space appear to be adequate? | YES 🞏 NO 🞏 |
| 2. Is storage space in good repair with finished and sealed surfaces? | YES 🞏 NO 🞏 |
| 1. Are supplies stacked to permit easy identification and provide accountability?
 | YES 🞏 NO 🞏 |
| 1. Are supplies stacked off the floor on pallets or shelves to allow for proper ventilation?
 | YES 🞏 NO 🞏 |
| 1. Are supplies stacked at least six inches from any walls and at least two feet from the ceiling?
 | YES 🞏 NO 🞏 |
| 1. Are supplies stacked to prevent damage from excess weight to bottom layers?
 | YES 🞏 NO 🞏 |
| 7. Are out-of condition foods stored separately? | YES 🞏 NO 🞏 |
| 1. Are foods stored separately from pesticides, herbicides, cleaning supplies and other material that could contaminate foods in storage?
 | YES 🞏 NO 🞏 |
| 9. Are safeguards taken to prevent theft, spoilage, damage, or other loss? | YES 🞏 NO 🞏 |
| 10. Is storage area maintained in a way that prevents accidents? | YES 🞏 NO 🞏 |
| 1. Is storage area free from rodent, bird, insect, and other animal infestation?
 | YES 🞏 NO 🞏 |
| 1. Are required local/state health inspection certificates and inspection sheets on file?
 | YES 🞏 NO 🞏 |
| B. INVENTORY REVIEW |
| 1. Per food type, is the warehouse utilizing supplies on a first-in, first-out basis?
 | YES 🞏 NO 🞏 |
| 1. Is there an accurate inventory system to account for USDA Foods?
 | YES 🞏 NO 🞏 |
| C. TEMPERATURE CONTROL REVIEW |
| 1. Are daily temperature readings recorded for all cold storage facilities? | YES 🞏 NO 🞏 |
| 2. Are dry storage areas only holding food that is not potentially hazardous? | YES 🞏 NO 🞏 |
| 3. Are refrigerated storage areas maintained at a temperature between 32°F and 41°F? | YES 🞏 NO 🞏 |
| 4. Are the freezer storage areas at a temperature of 0°F or below? | YES 🞏 NO 🞏 |
| 5. Are all perishable items stored at the temperature listed on the USDA Foods case and checked for evidence of previous temperature abuse upon arrival? | YES 🞏 NO 🞏 |

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| CORRECTIVE ACTION FOR ANY NO ANSWERS |
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I hereby certify that all of the information, to the best of my knowledge, is true and correct.

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SIGNATURE OF AUTHORIZED REPRESENTATIVE