# Topic: Storage Facility Review

**Overview:**

Local Education Agencies (LEAs) that participate in the National School Lunch Program must conduct an annual review of all facilities in which USDA Foods are stored, including any commercial storage facility that stores USDA Foods for the LEA. The purpose of this review is to ensure proper storage and utilization of USDA Foods.

## **Requirements:**

* LEAs must conduct a storage facility review of any facility storing USDA Foods annually by June 30.
* Use the [Storage Facility Self-Evaluation](https://www.oregon.gov/ode/students-and-family/childnutrition/USDAFoods/Documents/Sponsor_Annual_Storage_Facility_Evaluation_Form.docx) form to complete the review.
* Any areas of noncompliance identified during the review must be addressed and a corrective action plan prepared and implemented.
* Retain completed Storage Facility Self-Evaluation forms and any corrective action for review during the Administrative Review.

**Other Information:**

The Storage Facility Review areas of evaluation include:

* Facility:
* Adequate storage space
* Storage space sanitation
* Identification of USDA Foods
* Proper ventilation
* Local health inspection certificates
* USDA Foods utilization
* First in, first out
* Quantities ordered to meet needs without waste
* Temperature control
* Thermometers in place and temperatures recorded
* Dry storage 50–70°F degrees
* Refrigerated storage 32–40°F
* Frozen storage 0°F or below
* Inventory records
* Inventory system

**Helpful Resources:**

* [Storage Facility Self-Evaluation](https://www.oregon.gov/ode/students-and-family/childnutrition/USDAFoods/Documents/Sponsor_Annual_Storage_Facility_Evaluation_Form.docx)

**Regulatory Reference:**

* [7 CFR 250.14](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-B/part-250/subpart-B/section-250.14)

This institution is an equal opportunity provider.

**Acronym Reference** **and Definitions**

-CFR Code of Federal Regulation

-LEA Local Education Agency

-ODE CNP Oregon Department Education Child Nutrition Program

-USDA United States Department of Agriculture