



OREGON
USDA FOODS

ODE USDA Direct Delivery: Short Shelf-Life Items Policy

The [ODE USDA Foods Program](#) administers the distribution of USDA Foods direct delivery products which include dry, frozen, and refrigerated items. Several refrigerated items are identified as 'short shelf-life items' that must be shipped to USDA Foods Recipient Agencies as soon as received in the state warehouse. The ODE Short Shelf-Life Items Policy provides guidance on identifying USDA short shelf-life items and explains the rules regarding the shipping and reallocation of USDA short shelf-life products.

Identifying ODE USDA short shelf-life items

Currently, ODE has several USDA short shelf-life chilled cheese products ordered in [WBSCM](#) and stored in the state warehouse cooler upon delivery.

- USDA Material #100003 CHEESE CHED YEL SHRED BAG-6/5 LB
- USDA Material #110396 CHEESE MOZ LM PT SKM STRING BOX-360/1 OZ
- USDA Material #100018 CHEESE PROCESS YEL SLC LVS-6/5 LB
- USDA Material #100036 CHEESE BLEND AMER SKM YEL SLC LVS-6/5LB

These cheeses are not stored in the warehouse freezer because USDA specifies these cheeses are chilled cheeses and have limited vendor warranty. *ODE may also distribute USDA bonus or additional products other than chilled cheeses that are designated short shelf-life products, like Fresh Apples or Orange Juice.*

Please run your [WBSCM Requisition Status Order](#) to identify if any of these items have been ordered by your organization and, if so, by what date they will arrive in the warehouse (Req. Delivery Period column).

Know the Short Shelf-Life Shipping and Reallocation Rules

Please monitor your emails for 'WBSCM Sales Order Changes' and ODE's notifications of arrival. Alternatively, login to [Gold Star](#) and check the 'USDA Inventory by Lot' report to check your inventory account details.

As soon as notified by WBSCM and/or ODE, Recipient Agencies must place the items on order in the ODE's warehouse contractor inventory release system (currently [Gold Star](#)) for their next available delivery day, or add them to their open orders (minimum delivery is 20 cases except for the last delivery of the year).

Recipient Agencies that placed short shelf-life items on order but do not meet the minimum delivery (and have less than 20 cases) have 30 days to add cases to their open order from the date they were received in the warehouse. As instructed by ODE, if no order is placed after the 30 days, Gold Star will reallocate the short shelf-life items to other agencies that have open orders.

If you have storage issues at your school sites and cannot receive your cases, please email the ODE USDA Foods Program Team at ode.usdafoods@ode.oregon.gov immediately (and do not post short shelf-life items on the ODE Transfer Post). Thank you for your cooperation.