



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 items are identified as 'short shelf-life items' and 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

Current USDA Foods products identified as 'short shelf-life' products:

- USDA #100003 Cheese Cheddar Yellow Shredded, Bag-6/5lb, Chilled
- USDA #100018 Cheese American Processed Sliced, Loaves-6/5lb, Chilled
- USDA #100036 Cheese American Reduced Fat Sliced, Loaves-6/5lb Chilled
- USDA #110396 Cheese Mozzarella Part Skim String, Box-360/1oz, Chilled

These cheeses are not frozen and stored in the warehouse cooler because USDA specifies these cheeses are chilled and have limited vendor warranty. ODE may also distribute USDA bonus or additional products (other than listed above) as 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, the Requisition Status Report provides the 'Date Received' in the warehouse.

As soon as notified by WBSCM and/or ODE, Recipient Agencies must place their short shelf-life items on order in the [ODE's warehouse contractor inventory release system](#) for delivery to their site within 60 days of date received in the warehouse. *ODE may redistribute to other agencies with open orders, if not delivered within 60 days.*

Recipient Agencies that have placed short shelf-life items on order for delivery but do not meet the minimum delivery (less than 20 cases) or recipient agencies that can no longer receive these items should promptly email the ODE USDA Foods Program Team at ode.usdafoods@ode.oregon.gov.

Thank you for your cooperation.