METHOD OF DISPOSAL FOR USDA FOODS

* When you discover out-of-condition USDA food, before taking any action, telephone our office to report the problem. We will advise you as to what to do with the food in question.
* Complete the following *Loss/Disposal for USDA Foods* form.
* The form must be signed and dated by the Food Service Manager and a witness.
* To dispose of the USDA food, please do the following:
* Open the cans or bags of food and empty the contents into a garbage bag.
* The empty cans or bags should be placed in another garbage bag or in recycling.
* Dispose of the garbage bag(s) in your dumpster.
* Make a copy of the completed form. Keep the original for your records and send the copy to:

Child Nutrition

Maine Department of Education

136 State House Station

Augusta, ME 04333

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**LOSS/DISPOSAL FORM FOR USDA FOOD**

Name of Recipient Agency:

Address:

Telephone:

Name of Food Service Manager:

Date of Disposal:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ITEMS DISPOSED OF | | | | | |
| **Quantity** | Food Items | **Date Received** | **Package Date** | **Lot Number** | **Other Numbers** |
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Reason for Disposal:

(Please state reason for disposal for **each** item. Specify the kind of spoilage found.)

Signatures:

Food Service Manager:

Title: Date:

Witness:

Title: Date:

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