

Warehouse Inspection of Safe and Sanitary Conditions Procedure

PURPOSE: To ensure USDA products are stored in safe and sanitary conditions.

PROCEDURE:

- ✓ The warehouse will be visited 3 times during the school year.
- ✓ During the visit the USDA food coordinator will walk through all storage areas where USDA food is stored or have the potential to be stored.
- ✓ The USDA Food Coordinator will complete “USDA Warehouse Review Checklist”
- ✓ The checklist as required by 7 CFR 250.12(a) will include review the Federal, State and local inspections relative to food safety and health and recall procedures. Violations recorded in Federal/state/local inspections or noted during visit will be documented on this form for follow-up.
- ✓ Warehouse will submit an improvement plan to correct any violations. (needs to be added to future contract)
- ✓ Follow-up will occur within 30 days to ensure correction is made.
- ✓ The “USDA Warehouse Review Checklist” will be retained with comments for length of warehouse contract.

- ✓ If an additional storage overflow is used and it will also have a walk about and a separate “USDA Warehouse Review Checklist” will be completed.

Effective June 2019

Warehouse Inspection of Safe and Sanitary Conditions Procedure
USDA Warehouse Review Checklist

(This must be completed and kept on file)

Reviewer _____ **Date** _____

- Is the facility sanitary and free from rodent, bird, insect and other animal infestation?
- Is the facility safeguarded against theft, spoilage and loss?
- Are foods maintained at proper storage temperatures?
- Are foods stocked and maintained in a manner so that USDA donated foods are readily identified?
- Are donated foods off the floor in a manner that allows for adequate ventilation?
- Are chemicals and cleaning solutions stored away from commodities?
- The cleanness of the warehouse storage meet standards
- Does the warehouse use the “first-in, first-out” stock rotation method taking into account the pack dates?
- Are other necessary protective measures taken?
- Can it be easily identified the date the commodities were received into the warehouse?
- Is there a designated area for recouping of damaged commodities?
- Are there seals on all incoming USDA shipments?
- Are they intact?
- Are the seal numbers the same as the seal #'s on the bill of lading?
- Do the warehousemen check the temperature of frozen and cooler shipments that arrive at the warehouse?

PLEASE NOTE: Comments are required for any less than satisfactory observation.