

ANNUAL STORAGE FACILITY SELF-EVALUATION FORM USDA COMMODITY FOODS

This form may be duplicated for multiple site reviews. Review storage and handling annually by June 30.
Keep on file for State Office review.

RECIPIENT AGENCY	DATE
ADDRESS	TELEPHONE ()
A. FACILITY REVIEW	
1. Does storage space appear to be adequate?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Is storage space in good repair?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Are supplies stacked to permit easy identification and provide accountability?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Are supplies stacked off the floor on pallets or shelves to allow for proper ventilation and easy inventory?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. Are supplies stacked at least six inches from any walls and at least two feet from the ceiling? <i>Exception: Non-warehouse sites such as small storage rooms are allowed a one-inch separation from the wall.</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
6. Are supplies stacked to prevent damage from excess weight to bottom layers?	YES <input type="checkbox"/> NO <input type="checkbox"/>
7. Are out-of condition foods stored separately?	YES <input type="checkbox"/> NO <input type="checkbox"/>
8. Are foods stored separately from pesticides, herbicides, cleaning supplies and other material that could contaminate foods in storage?	YES <input type="checkbox"/> NO <input type="checkbox"/>
9. Are safeguards taken to prevent theft of supplies?	YES <input type="checkbox"/> NO <input type="checkbox"/>
10. Is the storage area maintained in a way that prevents accidents?	YES <input type="checkbox"/> NO <input type="checkbox"/>
11. Is the storage area free from rodent, bird, insect, and other animal infestation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
12. Are required local/state health inspection certificates and inspection sheets current and on file?	YES <input type="checkbox"/> NO <input type="checkbox"/>
B. INVENTORY AND RECORDS REVIEW	
1. Is the agency utilizing food on a first-in, first-out basis? (Are cases marked with the date they are received?)	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Is the agency maintaining an inventory system? (NSLP sponsors only)	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Are signed Bills of Lading for commodity deliveries current and on file?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Are temperature logs of all food storage areas current and on file?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. Are the USDA Commodity Agreement and Amendment on file? (NSIPs only)	YES <input type="checkbox"/> NO <input type="checkbox"/>
C. TEMPERATURE CONTROL REVIEW	
1. Are daily temperature readings recorded for all storage facilities?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Are dry storage areas maintained between 50°F and 70°F?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Are refrigerated storage areas maintained at a temperature between 32°F and 45°F?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Are the freezer storage areas at a temperature of 0°F or below?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. Are all perishable items stored at the temperature listed on the commodity case?	YES <input type="checkbox"/> NO <input type="checkbox"/>

COMMENTS

I hereby certify that all of the information, to the best of my knowledge, is true and correct.

DO NOT mail to State Office. Keep on file for State Office Reviews

FOR STATE USE DURING REVIEWS

Approved	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Corrective Action Required	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Signature			DATE