

## Annual Storage Facility Self-Evaluation Form TEFAP USDA Commodity Foods

Agency Name: \_\_\_\_\_

\*(Check Y=yes / N=no)

### I. FACILITY REVIEW

- Y  N 1. Does storage space appear to be adequate?
- Y  N 2. Is storage space in good condition?
- Y  N 3. Is food stacked to permit easy identification?
- Y  N 4. Is food stacked off the floor on pallets for proper ventilation and easy inventory?
- Y  N 5. Are out-of-condition (expired) foods stored separately? (If they are USDA Foods, is it reported to CANS <https://doe.sd.gov/cans/documents/CommodityLossReport.pdf>)
- Y  N 6. Is food stacked to prevent damage from excess weight to bottom layers?
- Y  N 7. Are foods stored separately from pesticides, herbicides, cleaning supplies and other materials that could contaminate foods in storage?
- Y  N 8. Are safeguards taken to prevent theft?
- Y  N 9. Is the storage area maintained in a way that prevents accidents?
- Y  N 10. Is the storage area free from rodent, bird, insect, and/ or any animal infestation?
- Y  N 11. Do you contract for pest control services?  
(Pest Control Template is available at <https://doe.sd.gov/cans/documents/PestCntrl.pdf>)
- Y  N 12. Are required local/state health inspection certificates and inspection sheets current and on file?

### II. INVENTORY AND RECORDS REVIEW

- Y  N 1. Is the warehouse utilizing food on first-in, first-out basis (FIFO)?
- Y  N 2. Does the warehouse maintain an inventory system?
- Y  N 3. Are signed Bills of Lading for commodity deliveries current and on file?
- Y  N 4. Are signed Bills of Lading for commodity deliveries scanned and emailed to the State office in a timely manner?
- Y  N 5. Is insurance covering the value of at least a month's inventory of USDA Foods current and on file?  
See USDA Policy Memo FD-139.

**III. TEMPERATURE CONTROL REVIEW**

- Y  N 1. Are daily temperature readings recorded for all storage facilities and a log kept?
- Y  N 2. Are dry storage areas maintained between 50°F and 70°F?
- Y  N 3. Are refrigerated storage areas maintained between 32°F and 45°F?
- Y  N 4. Are the freezer storage areas maintained between of 0°F or below?
- Y  N 5. Are all perishable items stored at the temperature listed on the commodity case?

**V: COMMENTS**

**SIGNATURES:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_