

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

DATE: \_\_\_\_\_

### 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. Is food stacked to permit easy identification?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Is food stacked off the floor on pallets for proper ventilation and easy inventory?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. Are out-of-condition foods stored separately?<br>(If they are USDA Foods, is it reported to CANS<br><a href="http://doe.sd.gov/cans/documents/CommoLoss.pdf">http://doe.sd.gov/cans/documents/CommoLoss.pdf</a> )                              | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. Is food stacked to prevent damage from excess weight to bottom layers?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7. Are foods stored separately from pesticides, herbicides, cleaning supplies and other materials that could contaminate foods in storage?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8. Are safeguards taken to prevent theft?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 9. Is the storage area maintained in a way that prevents accidents?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 10. Is the storage area free from rodent, bird, insect, and other animal infestation?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 11. Do you contract for pest control services? If so, frequency (monthly, semi-annually, annually)? (If not, is your Pest Control Plan completed and on file? <a href="http://doe.sd.gov/cans/tefap.aspx">http://doe.sd.gov/cans/tefap.aspx</a> ) | 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 warehouse utilizing food on first-in, first-out basis?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Does the warehouse maintain an inventory system?  | 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 signed Bills of Lading for commodity deliveries scanned and emailed to the State office in a timely manner?                 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 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. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

### C. Temperature Control Review

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| 1. Are daily temperature readings recorded for all storage facilities and a log kept? | 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 between 32°F and 45°F?                   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

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

4. Are the freezer storage areas maintained between of 0°F or below? Yes  No
5. Are all perishable items stored at the temperature listed on the commodity case? Yes  No

**Comments**

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

---

Signature

Date

**DO NOT** mail to State Office. Keep on file for State Office Review

**FOR STATE USE DURING REVIEW**

- Approved Yes  No
- Corrective Action Required Yes  No

---

Signature

Date