

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

AGENCY: _____

DATE: ____/____/____

*(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 <http://doe.sd.gov/cans/documents/CommoLoss.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 other animal infestation?
- Y N 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? <http://doe.sd.gov/cans/tefap.aspx>)
- 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?
- 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.

Child and Adult Nutrition Services – SD Department of Education
Website: <http://doe.sd.gov/cans/tefap.aspx>

This institution is an equal opportunity provider.

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

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

Child and Adult Nutrition Services – SD Department of Education
Website: <http://doe.sd.gov/cans/tefap.aspx>

This institution is an equal opportunity provider.