

B. WAREHOUSE OPERATIONS (Reference FNS Instruction 709-5):

1. Are unloading/loading appointments required? Yes No

If yes, how are appointments made?

2. What are the procedures for trucks/railcars that arrive without appointments?

3. According to the warehousemen, how long would it take to unload a truck from the storage area furthest from the loading dock?

4. Has the warehouse received product delivered:

On Floor Yes No

Slip Sheets Yes No

If yes, how recently?

5. While unloading palletized commodities, what is the warehouse policy for checking pallets for hidden damage? (FNS Inst 709-5, VI, B)

6. What is the warehouse policy for handling a car or truck that is received with partial damage? (FNS Inst. 709-5, VIII)

Extensive damage (FNS Inst. 709-5, VIII)

7. Does the staff complete Over, Short, Damage Report, FNS-57? Yes No

If no, who completes report?

8. What does the warehouse do with damaged/out-of-condition foods during receiving?

During storage:

Are they stored in a separate area that will not cause other foods to be contaminated? (FNS Inst. 710-1, VI, B)

7. What is the usual condition of incoming trucks or railcars (i.e., Free of debris, clean, dirty, and dented)?
8. What is the warehouse policy on taking the temperature of trucks/railcars and product? (In back, middle, front before/while unloading)
11. Do warehouse lot numbers correlate to receiving documents, DO #s, N/D's #? Yes No
 Is receiving date noted? Yes No
 Is pack date noted? Yes No
12. Does the warehouse have a separate area set aside for re-cooping salvageable product? (FNS Inst. 709-5, VI, A, 6, a) Yes No
 If yes, describe:
13. Does the warehouse store hazardous materials intermingled with food? Yes No
 Are hazardous materials stored in a separate area? Yes No
 (i.e.: Cleaning materials, charcoal lighter fluid, vehicle chemicals and oils, etc)

If yes, notify appropriate State Agency of violation for correction action.

C. Housekeeping Practices:

Please check if staff practices the following housekeeping methods:

1. Clean and sweep the entire storage facility at least weekly. Yes No
2. Clean areas that harbor insects, such as corners, windowsills, under pallets, and behind and between stacks of food at least weekly. Yes No
3. Promptly clean up foods that have been spilled. Yes No
4. Dispose of refuse, garbage and debris daily. Yes No
5. Remove empty cartons and sacks from the storage area daily. Yes No
6. Keep the area around the exterior of the warehouse free of debris, garbage and excess vegetation, old unused equipment. Yes No
7. Overall, are good housekeeping practices in place? Yes No
8. Area required health inspection certificates on file? Yes No

		Condition			Clean	
		Good	Fair	Poor		
9.	Floors	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	Walls	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11.	Ceiling	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	Dry Storage Area	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13.	Refrigerated Area	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14.	Freezer Area	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:

D. Rodent and Insect Control:

1. In accordance with 250.14(b)(1) is the storage facility sanitary
And free from rodent, bird, insect and other animal infestation? Yes No
2. Is pest control services rendered by a reputable licensed company
on a regular basis at a minimum of at least once per month? Yes No

Name of Company:
Frequency:
3. Are dates of inspection/fumigation on file? Yes No
4. Are there screens on windows and doors to prevent entry by
rodents, insects, and birds? Yes No
5. Are windows shielded adequately to protect the USDA commodities
from direct sunlight? (Adult insects are attracted to light and can be
found around windows and windowsills.) Yes No
6. Does staff examine shipments for evidence of insect/rodent infestation
(i.e. check boxes and bags for live larvae, webbing, moth, holes or
partly consumed foods)? Yes No
7. Are there cracks in floors and/or walls? Yes No

Comments:

E. EQUIPMENT AND STAFFING:

1. Does the warehouse have any:

- | | | |
|-------------------------------|------------------------------|-----------------------------|
| Banding Equipment | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Stretch/Shrink Wrap Equipment | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fork Lifts | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Slip Sheet Puller | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Manual Pallet Jacks | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. Is the labor pool for unloading floor loaded shipments Whse: Temp:

Comments:

F. TEMPERATURE CONTROLS:

In accordance with 250.14 (b)(3) storage facilities are to maintain foods at proper storage temperatures.

	Recommended	Actual
Dry	50° F to 70° F	
Refrigerated	36° F to 40° F	
Freezer	0° F and below	

(If no thermometer is available, identify the areas)

Please check if the following practices are being followed:

1. Are temperature readings taken and recorded, from internal and/or external thermometers, at least daily in all storage areas? Yes No
 2. Are coolers/freezers armed with alarms to alert of malfunctions? Yes No
 3. Is there a backup system in place, in the event of freezer failure? Yes No
- If yes, describe procedures:
4. Does staff understand back up system / procedures? Yes No
 5. Does the warehouse have air conditioning to keep the temperature from going above 70° F? Yes No
 6. Does the warehouse have a heating system? Yes No
 7. Is refrigerated storage space overcrowded or at full capacity? Yes No
 8. Is freezer storage space overcrowded or at full capacity? Yes No

(Overcrowded freezers with no walkways limit air circulation needed for proper freezer conditions)

Comments:

G. VENTILATION OF STORAGE FACILITIES:

In accordance with 250.14(b)(5), donated foods should be stored off the floor in a manner to allow for adequate ventilation.

1. Are commodities stored away from walls and off the floors in a manner that allows for adequate ventilation? Yes No
2. Are all commodities stacked at least 18 inches from any walls and at least 2 feet from the ceiling? Yes No
3. Are all stacks of commodities separated by at least 24 inches? Yes No

Comments:

H. STACKING PRACTICES:

1. In accordance with 250.14(b)(4), storage facilities shall stock and space foods in a manner so that USDA donated foods are readily identifiable. Are commodities stacked and maintained in a manner so that USDA-donated foods are easily identifiable by staff? Yes No

What system is utilized to identify commercially packaged commodities?

Comment:

2. Are commodities stacked off the floor?
On Metal Racks? Yes No
On Pallets? Yes No
Stacked with only slip sheets between? Yes No
3. Are commodities stacked on pallets or dunnage to allow easy inventory and inspection? Yes No
4. Are commodities stacked to a height which would create unstable pallets or which would endanger the food handlers? Yes No
5. Are stacked or palletized USDA commodities “tied in” or “locked” and stable for safe handling by personnel and/or handling equipment? Yes No
6. How high are pallets stacked? # Pallets high:

7. Are any of the cases on the bottom pallets crushed? Yes No
 If yes, note in comments Qty and food item.

Comments:

I. FIRST-IN-FIRST-OUT PROCEDURES:

1. Are first-in-first-out (FIFO) procedures in place to ensure that the product with the earliest pack date is used/shipped first? Yes No
2. Does staff date stamp/number or mark in pen the date received on the containers/pallets of USDA commodities as they are placed in storage? Yes No
 If no, what method do they employ?
3. Is storage facility overcrowded, making FIFO/product rotation difficult? Yes No

Comments:

J. STOCK ROTATION/DATES PROCEDURES/FOOD LOSSES:

1. Does staff have procedures in place to track pack dates? Yes No
 (Staff should be using pack dates; not receipt dates to track).
 (Refer to FD 5-10 "First-in-First-Out (FIFO) System, dated 1/14/98)
- If Pack Dates **are not printed** on the commodity items, is the Warehouse tracking and rotating product based on receiving date for those items. Yes No
2. Do any USDA commodities on hand have pack dates or receiving dates older than 6 months? Yes No
 If yes, list product(s), pack date(s) / receiving date(s) and explain.

Product	Pack/Receipt Date	Explain
---------	-------------------	---------

3. Is the State Agency aware of the old product? Yes No

4. Are procedures in place to ensure that all commodities are distributed to outlets prior to the best if used by dates? Yes No
5. Does staff monitor the pack dates/receiving dates of USDA commodities upon receipt to ensure they are not beyond the best if used by dates? Yes No
6. Are there any donated commodities in inventory that were received by the facility after the best if used by dates? Yes No

If yes, list product(s), date(s) and explain:

Product	Pack Date	Explain
---------	-----------	---------

7. Has this warehouse had any food losses since its last review? Yes No
8. Were these losses reported to the State Agency as required? Yes No

If no, complete the required loss reporting documentation.

Comments:

O. MISCELLANEOUS:

In accordance with 250.14(b)(2) and 250.14(b)(6), the storage facility shall safeguard foods against theft, spoilage and other loss, and take other protective measures as necessary.

Security:

1. Is the warehouse facility secure? Yes No
2. What type of security exists?
3. Do windows and doors have strong locking devices to prevent theft? Yes No

Fire Prevention:

1. What fire protection measures exist?

2. Does the warehouse have fire extinguishers?

Yes

No

How many?

Where are they located?

When were they last checked?

Other:

1. Is staff aware that they are responsible to the DA/SFA for any improper distribution or use of donated foods or for any loss of, or damage to, donated foods caused by their fault or negligence?

Yes

No

2. How does warehouse staff report losses to SA?