Product Record: Damaged or Discarded Product Log

(prototype)

Instructions: Food service employees will record product name, quantity, action taken, reason, initials, and date each time a food product is damaged and/or will be discarded due to improper handling. Supervisory employee will verify that damaged food is being discarded as instructed. Maintain this log for a minimum of one year beyond date of second inspection.

Date	Product Name/ Brand/ Company	Quantity	Action Taken (Hold, Return, Discard)	Reason	Initials