

- NSLP
- SFSP

## Storage Facility Self-Evaluation Form

Name of Recipient Agency: \_\_\_\_\_ CTD \_\_\_\_\_

Address: \_\_\_\_\_

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

**(A) FACILITY REVIEW**

**YES      NO**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Does storage space appear to be adequate?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is storage space in good repair?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are USDA commodities of any kind stacked together to permit easy identification and provide accountability?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are USDA commodities stacked off the floor and on pallets or shelves to allow for proper ventilation and easy inventory?                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are USDA commodities stacked at least 18 inches from any walls and at least two feet from the ceiling?                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Exception:</u> Non-warehouse sites such as small storage rooms are allowed a one-inch separation from the wall.                          |                          |                          |
| 6. Are USDA commodities stacked to prevent damage from excess weight on bottom layers?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are out-of-condition foods stored separately?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are foods stored separately from pesticides, herbicides, cleaning supplies, and other materials that could contaminate foods in storage? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are safeguards taken to prevent donated foods from theft?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is your storage area maintained in a way that prevents accidents?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is your storage area free from rodent, bird, insect and other animal infestation?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are required local/state health inspection certificates on file?  | <input type="checkbox"/> | <input type="checkbox"/> |

**(B) COMMODITY UTILIZATION**

1. Is the agency utilizing USDA commodities on a first-in first-out basis?
2. Are commodities requested and accepted only in such quantities that can be used without waste?
3. Identify all commodities that exceed a six-month usage.

<u>Commodity</u>	<u>Date Received</u>	<u>Amount in Excess</u>	<u>Will Increase Usage</u>	<u>Request A Transfer</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**(C) TEMPERATURE CONTROL REVIEW**

**YES      NO**

1. Are daily temperature readings recorded for all storage facilities?
2. Are dry storage areas maintained between 50°F and 70°F?
3. Are refrigerated storage areas maintained at a temperature between 35°F and 41°F?
4. Are the freezer storage areas at a temperature of 0°F or below?
5. Are all perishable items stored at the temperature listed on the commodity case?

**(D) INVENTORY RECORDS REVIEW**

1. Is your site maintaining a perpetual inventory system?    
 If no, explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMMENTS**

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Keep this document in your files for future Site Review. It is not necessary to return a copy to our office.

I have read and understand the questions on this survey. My answers are correct and complete to the best of my knowledge.

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**Print or Type Name of  
Authorized Representative**

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**Signature**

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**Dated**