

## REPORT OF USDA DONATED FOOD LOSS

Instructions: Complete this form, retain a copy for your files, and *return the original to:*

Arizona Department of Education Phone: (602) 364-1973  
 Health and Nutrition Services- Food Distribution Program Fax: \*\* (602) 542-3818  
**Attn: Airica Choquette**  
 1535 W. Jefferson Street, Bin 7  
 Phoenix, Arizona 85007

Date Invoices Due \_\_\_\_\_

CTD No. \_\_\_\_\_

OFFICE USE ONLY Sponsor \_\_\_\_\_

\_\_\_\_\_  
 School/Agency

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City

\_\_\_\_\_  
 Zip Code

\_\_\_\_\_  
 CTD No.

\_\_\_\_\_  
 Contact Name

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Fax Number

Any USDA commodities that have been rendered unfit for human consumption or unaccounted for due to circumstances which include, but not limited to: incorrect accounting methods, theft and improper receipt, and/or storage and distribution of commodities must be documented either by the recipient agency (school), the distributing agency (the Arizona Department of Education), or both. For each incident, if the loss is greater than \$2,500 then this Commodity Loss Report must be completed and returned to the Department of Education for processing. If the loss is \$2,499.99 or less, per incident, the recipient agency must complete this report and maintain it on file it for auditing purposes.

If possible, obtain a record of all of the numbers on the cases for commodities that will be destroyed. Please dispose of commodities in such a manner that they cannot be used for human consumption, and document such. Dispose of commodities according to your county's sanitation rules and regulations.<sup>1</sup>

The USDA commodities are the entitlement of the students for whom they are intended. The recipient agency acts as a custodian. Therefore, loss items need to be replaced in-kind<sup>2</sup> with Commercial Product (not USDA commodities). Copies if the invoices need to be submitted to the Department of Education, along with this completed loss report, when the loss is greater that \$2500.

<sup>1</sup> USDA Regulations – “destroyed in accordance with applicable sanitation laws and regulations”

<sup>2</sup> USDA Regulations – “In-kind replacement means replacement of lost donated foods with a quantity of the same foods of United States origin that are of equal or better quality than the lost foods and that are of at least equal monetary value to the Department’s cost of replacing the lost foods.”

For Office Use Claim No. CTD-Loss Date

**(1) How did loss occur?** (check all that apply)

- Refrigeration/Freezer Failure       Fire
- Theft       Infestation/Spoilage
- Contamination       Damage
- Other (Explain): \_\_\_\_\_

If theft, did the police investigate?  Yes     No      (If yes, include copy of police report)

**(2) Where did this occur?**     School/School Warehouse       Commercial Warehouse

**(3) Date that the loss occurred:** \_\_\_\_\_

**(4) Time between last visual check and discovery of loss:** \_\_\_\_\_

**(5) Storage Facilities**

- A. Where were the commodities stored? \_\_\_\_\_
- B. Temperature of storage area where loss occurred: \_\_\_\_\_
- C. Are the storage facilities locked?       Yes       No
- D. Is there a temperature alarm system for the refrigeration/freezer?     Yes       No

**(6) Give complete details regarding loss:** \_\_\_\_\_

**(7) Type and frequency of storage and equipment inspection (including pest control and preventive maintenance of refrigeration/freezer equipment):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(8) What action has been taken to avoid reoccurrence of this loss/damage?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This report cannot be filed without an authorized signature and proper documentation.

**(9) Signature**

Date this loss report was completed: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title \_\_\_\_\_

\*\* A Loss Report must be completed within three to ten business days after discovery. If the report is faxed please follow-up with an original in the mail.

**ATTACHMENT A**

**DESCRIPTION OF LOST "A" and "B" COMMODITIES**

(Make additional copies as necessary.)

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<p><b>(1) Commodity Code</b> (e.g.:A130;B050): _____</p> <p><b>Commodity Name:</b> _____</p> <p><b>Date Received at Prep Site/Whse:</b> _____ <b>Date</b></p> <p><b>Pack Size:</b> _____ (e.g.: 6/#10, 12/2#, 50# bag)</p> <p><b>Units Lost:</b> _____ <b>Unit Value:</b> _____ (e.g.: 2 cases, 1 bag, 5 cans) (e.g. \$/case, \$ per lb)</p>	<p><b>(2) Commodity Code</b> (e.g.:A130;B050): _____</p> <p><b>Commodity Name:</b> _____</p> <p><b>Date Received at Prep Site/Whse:</b> _____ <b>Date</b></p> <p><b>Pack Size:</b> _____ (e.g.: 6/#10, 12/2#, 50# bag)</p> <p><b>Units Lost:</b> _____ <b>Unit Value:</b> _____ (e.g.: 2 cases, 1 bag, 5 cans) (e.g. \$/case, \$ per lb)</p>
<p><b>(3) Commodity Code</b> (e.g.:A130;B050): _____</p> <p><b>Commodity Name:</b> _____</p> <p><b>Date Received at Prep Site/Whse:</b> _____ <b>Date</b></p> <p><b>Pack Size:</b> _____ (e.g.: 6/#10, 12/2#, 50# bag)</p> <p><b>Units Lost:</b> _____ <b>Unit Value:</b> _____ (e.g.: 2 cases, 1 bag, 5 cans) (e.g. \$/case, \$ per lb)</p>	<p><b>(4) Commodity Code</b> (e.g.:A130;B050): _____</p> <p><b>Commodity Name:</b> _____</p> <p><b>Date Received at Prep Site/Whse:</b> _____ <b>Date</b></p> <p><b>Pack Size:</b> _____ (e.g.: 6/#10, 12/2#, 50# bag)</p> <p><b>Units Lost:</b> _____ <b>Unit Value:</b> _____ (e.g.: 2 cases, 1 bag, 5 cans) (e.g. \$/case, \$ per lb)</p>
<p><b>(5) Commodity Code</b> (e.g.:A130;B050): _____</p> <p><b>Commodity Name:</b> _____</p> <p><b>Date Received at Prep Site/Whse:</b> _____ <b>Date</b></p> <p><b>Pack Size:</b> _____ (e.g.: 6/#10, 12/2#, 50# bag)</p> <p><b>Units Lost:</b> _____ <b>Unit Value:</b> _____ (e.g.: 2 cases, 1 bag, 5 cans) (e.g. \$/case, \$ per lb)</p>	<p><i>Office Use Only</i></p> <p><b>Item (1) Loss Value:</b> _____</p> <p><b>Item (2) Loss Value:</b> _____</p> <p><b>Item (3) Loss Value:</b> _____</p> <p><b>Item (4) Loss Value:</b> _____</p> <p><b>Item (5) Loss Value:</b> _____</p> <p><b>Total Estimated Loss Value:</b> _____</p>

**ATTACHMENT B****DESCRIPTION OF PROCESSED COMMODITY ITEMS**

(Make additional copies as necessary.)

<p><b>(1)</b> Name of Processor _____</p> <p>Product Name _____</p> <p>Processor Product Code _____</p> <p>Date Received at District/Whse _____</p> <p>Pack Size _____</p> <p>Units Lost _____</p>	<p><b>(2)</b> Name of Processor _____</p> <p>Product Name _____</p> <p>Processor Product Code _____</p> <p>Date Received at District/Whse _____</p> <p>Pack Size _____</p> <p>Units Lost _____</p>
<p><b>(3)</b> Name of Processor _____</p> <p>Product Name _____</p> <p>Processor Product Code _____</p> <p>Date Received at District/Whse _____</p> <p>Pack Size _____</p> <p>Units Lost _____</p>	<p><b>(4)</b> Name of Processor _____</p> <p>Product Name _____</p> <p>Processor Product Code _____</p> <p>Date Received at District/Whse _____</p> <p>Pack Size _____</p> <p>Units Lost _____</p>
<p><b>(5)</b> Name of Processor _____</p> <p>Product Name _____</p> <p>Processor Product Code _____</p> <p>Date Received at District/Whse _____</p> <p>Pack Size _____</p> <p>Units Lost _____</p>	<p><b>(6)</b> Name of Processor _____</p> <p>Product Name _____</p> <p>Processor Product Code _____</p> <p>Date Received at District/Whse _____</p> <p>Pack Size _____</p> <p>Units Lost _____</p>