**Warehouse Inspection of Safe and Sanitary Conditions Procedure**

**Implementation Date**: June 2019

**Revised Date**: October 2019

 **Next Review Date**: April 1, 2021

**Purpose**: To ensure USDA products are stored in safe and sanitary conditions.

**Applicable Audience**:

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| --- | --- | --- | --- |
| Office | Division | Section | Position |
| School Finance & Operations | Child Nutrition | USDA Foods |  |
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**Definitions**:

**Statutes, Rules or References**:

**Tasks, Responsibilities and Accountabilities**:

**Procedure**:

* The warehouse will be visited 3 times during the school year.
* During the visit the USDA food coordinator will walk though all storage areas where USDA food is stored or have the potential to be stored.
* The USDA Food Coordinator will complete “USDA Warehouse Review Checklist”
* The checklist as required by 7 CFR 250.12(a) will include review the Federal, State and local inspections relative to food safety and health and recall procedures. Violations recorded in Federal/state/local inspections or noted during visit will be documented on this form for follow-up.
* Warehouse will submit an improvement plan to correct any violations. (needs to be added to future contract)
* Follow-up will occur with 30 days to ensure correction is made.
* The “USDA Warehouse Review Checklist” will be retained with comments for length of warehouse contract.
* If an additional storage overflow is used and it will also have a walk about and a separate “USDAWarehouse Review Checklist” will be completed.

**Roles**:

|  |  |  |  |
| --- | --- | --- | --- |
| Key Contact | Position | Email | Phone Number |
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|  |  |  |  |

**Document History & Distribution**:

This document will be distributed to Maine DOE staff and posted on the Maine Department of Education Intranet.

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| Version | Revision Log | Date |
| Version 1.0 | Initial Publication | June 2019 |
|  | Revised | October 2019 |
|  | Reformat | June 2020 |

Date: April 1, 2020 Manager Signature:

Date: April 1, 2020 Division Director Signature:

**USDA Warehouse Review Checklist**

**(This must be completed and kept on file)**

**Reviewer\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

* Is the facility sanitary and free from rodent, bird, insect and another animal infestation?
* Is the facility safeguarded against theft, spoilage and loss?
* Are foods maintained at proper storage temperatures?
* Are foods stocked and maintained in a manner so that USDA donated foods are readily identified?
* Are donated foods off the floor in a manner that allows for adequate ventilation?
* Are chemicals and cleaning solutions stored away from commodities?
* The cleanness of the warehouse storage meets standards
* Does the warehouse use the “first-in, first-out” stock rotation method taking into consideration the pack dates?
* Are other necessary protective measures taken?
* Can it be easily identified the date the commodities were received into the warehouse?
* Is there a designated area for recouping of damaged commodities?
* Are there seals on all incoming USDA shipments?
* Are they intact?
* Are the seal numbers the same as the seal #’s on the bill of lading?
* Do the warehousemen check the temperature of frozen and cooler shipments that arrive at the warehouse?

PLEASE NOTE: Comments are required for any less than satisfactory observation.