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| **DEPARTMENT OF HEALTH SERVICES**  Division of Public Health  F-40065 (07/04) | **STATE OF WISCONSIN**  **Federal Reg. 250, 251** |

**THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)**

**STORAGE FACILITY REVIEW MONITORING REPORT**

**Use of form:** This form will be used to determine compliance with established program and food storage guidelines and the adequacy of physical storage to protect the quality and safety of the commodities.

**Instructions:** Check the appropriate box to the left of each question; "Yes", "No", "NA" (not applicable) or "U" (unable to determine compliance).

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| **Yes** | **No** | **NA** | **U** |  | | | |
|  |  |  |  | **Storage Facilities** | | | |
|  |  |  |  | 1. | Are commodities kept 6" off the floor and stored on pallets, platforms or shelves? | | |
|  |  |  |  | 2. | Are commodities stored at least 4" away from walls to allow proper ventilation and permit good air circulation and sufficient working aisles? | | |
|  |  |  |  | 3. | Are storage areas free of uninsulated steam and hot water pipes, water heaters, refrigeration condensing units or other heat producing devices? | | |
|  |  |  |  | 4. | Are non-food items kept separated from commodities? | | |
|  |  |  |  | 5. | Are toxic items (soap, bleach, cleaning supplies) stored away from commodities? | | |
|  |  |  |  | 6. | Are floors, pallets and shelving clean? | | |
|  |  |  |  | 7. | Are commodity storage areas clean and odor free? | | |
|  |  |  |  | 8. | Is there a regular cleaning schedule established and maintained? | | |
|  |  |  |  | 9. | Are commodities checked regularly for signs of spoilage or damage and are the dates of the inspection logged? | | |
|  |  |  |  | 10. | Are doors, windows and roofs well sealed to prevent pest entry and / or water damage? | | |
|  |  |  |  | 11. | Do the storage areas have adequate safeguards to prevent theft, spoilage, or other loss; e.g., locks on doors, windows, limited access? | | |
|  |  |  |  | 12. | Is a good pest control system maintained by a qualified person on staff or does the EFO contract with a licensed firm to manage pest control? | | |
|  |  |  |  | 13. | Is the equipment well maintained? | | |
|  |  |  |  | 14. | Does the warehouse monitor temperature control? | | |
|  |  |  |  | 15. | Are there working thermometers in all storage areas (dry, refrigerated, freezer)? | | |
|  |  |  |  | 16. | Is a temperature log maintained? | | |
|  |  |  |  | 17. | Are dry, refrigerated and frozen items stored at proper temperatures? | | |
|  |  |  |  |  | Actual reading (dry storage) | ° | F. |
|  |  |  |  |  | Actual reading (refrigerated storage) | ° | F. |
|  |  |  |  |  | Actual reading (frozen storage) | ° | F. |
|  |  |  |  | 18. | Are controls in place that assure a first-in, first-out inventory flow? | | |
|  |  |  |  | 19. | Are there any TEFAP commodities currently in storage that were received more than six months prior to the date of this review? | | |
|  |  |  |  | 20. | Is the inventory in storage appropriate considering the size of the EFO service area, its distribution activities, and its physical facilities? | | |

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| **Yes** | **No** | **NA** | **U** |  | | | |
|  |  |  |  | 21. | Have any losses occurred during the past 12 months? If "Yes" explain the losses and describe the process used by the EFO to deal with the losses. | | |
|  |  |  |  |  |  | | |
|  |  |  |  | 22. | Does the warehouse have insurance coverage for the maximum value of the commodities in storage? | | |
|  |  |  |  | 23. | Does the warehouse have a current inspection approval certificate / license from the State of Wisconsin? | | |
|  |  |  |  |  | Date of inspection: |  | . |
|  |  |  |  |  |  | (mm/dd/yyyy) |  |
|  |  |  |  |  |  |  |  |
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| **Reviewer Comments / Notes** | | | | | | | |
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