

Commodity Loss Report

### Commodity Loss Report

7 CFR 250 and 251

Date Loss Discovered: \_\_\_\_\_ Program #: \_\_\_\_\_

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

Agency Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Suncom: \_\_\_\_\_

Location where loss occurred: \_\_\_\_\_

*(If different from Agency Address – ex. ABC Elementary School, Jones Warehouse or Smith's Soup Kitchen)*

CHECK TYPE OF LOSS:  Refrigeration Failure  Infestation  Theft  Damages

Expired Shelf Life  Other \_\_\_\_\_

#### General Storage Conditions

Was product stored on:  Shelves?  Pallets?  Neither?

Was FIFO by Pack Date Used?  Yes  No By Received Date Used?  Yes  No

Temperature of Storage Area at Time of Loss: \_\_\_\_\_

**IMPORTANT – ATTACH COPIES OF YOUR LAST 2 HEALTH INSPECTION REPORTS AND TEMPERATURE LOGS FOR THE LAST 60 DAYS**

#### Infestation

Type of Infestation: \_\_\_\_\_ Date of Last Treatment: \_\_\_\_\_

#### Theft Information

Was the loss reported to local police?  Yes - Attach a copy of police report

No - Why not? \_\_\_\_\_

#### Insurance Information

Was the loss covered by Insurance?  Yes  No

#### Disposition of USDA Donated Food

Was the food inspected prior to its disposal?  Yes – By what agency? \_\_\_\_\_

*Attach a copy of the Condemnation Notice/Stop Sale*

No – Why not? \_\_\_\_\_

How was the food destroyed? \_\_\_\_\_

#### FDACS Use Only:

CLAIM #: \_\_\_\_\_ TOTAL LOSS VALUE: \_\_\_\_\_

DATE DETERMINED: \_\_\_\_\_ BUREAU INITIALS: \_\_\_\_\_

**ATTACHMENT A  
DESCRIPTION OF LOST COMMODITIES**

(1)

Commodity Code (ex. A130; B050): \_\_\_\_\_ Commodity Name: \_\_\_\_\_

Delivery Order Number (ex. 112-V-123): \_\_\_\_\_

Date Received at Warehouse/Com. Distributor: \_\_\_\_\_

Date Received at Food Preparation Site: \_\_\_\_\_

Pack Date on Case/Bag/Can: \_\_\_\_\_

Unit of Pack: \_\_\_\_\_ Units Lost: \_\_\_\_\_  
(ex. 6/#10; 12/2#; 50# bag) (ex. 2 cases; 1 bag; 5 cans)Explain reason for loss: \_\_\_\_\_  
\_\_\_\_\_

(2)

Commodity Code (ex. A130; B050): \_\_\_\_\_ Commodity Name: \_\_\_\_\_

Delivery Order Number (ex. 112-V-123): \_\_\_\_\_

Date Received at Warehouse/Com. Distributor: \_\_\_\_\_

Date Received at Food Preparation Site: \_\_\_\_\_

Pack Date on Case/Bag/Can: \_\_\_\_\_

Unit of Pack: \_\_\_\_\_ Units Lost: \_\_\_\_\_  
(ex. 6/#10; 12/2#; 50# bag) (ex. 2 cases; 1 bag; 5 cans)Explain reason for loss: \_\_\_\_\_  
\_\_\_\_\_

(3)

Commodity Code (ex. A130; B050): \_\_\_\_\_ Commodity Name: \_\_\_\_\_

Delivery Order Number (ex. 112-V-123): \_\_\_\_\_

Date Received at Warehouse/Com. Distributor: \_\_\_\_\_

Date Received at Food Preparation Site: \_\_\_\_\_

Pack Date on Case/Bag/Can: \_\_\_\_\_

Unit of Pack: \_\_\_\_\_ Units Lost: \_\_\_\_\_  
(ex. 6/#10; 12/2#; 50# bag) (ex. 2 cases; 1 bag; 5 cans)Explain reason for loss: \_\_\_\_\_  
\_\_\_\_\_

Date Loss Report Completed: \_\_\_\_\_

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

Note: This report cannot be filed without an Authorized Signature and the proper documentation. A Loss Report must be filed within three to ten business days after discovery. If the report is faxed, then follow-up with an original in the mail.

***FDACS Office Use Only***

(1) Loss Value: \_\_\_\_\_

(2) Loss Value: \_\_\_\_\_

(3) Loss Value: \_\_\_\_\_

Total Estimated Loss Value: \_\_\_\_\_ Commodity File Date: \_\_\_\_\_

**ATTACHMENT B  
DESCRIPTION OF LOST PROCESSED COMMODITIES**

(1)

Name of Processor: \_\_\_\_\_

Product Name: \_\_\_\_\_ Product Code: \_\_\_\_\_

Date Received at Warehouse/Com. Distributor: \_\_\_\_\_

Date Received at Food Preparation Site: \_\_\_\_\_

Pack Date on Case/Bag/Can: \_\_\_\_\_

Unit of Pack: \_\_\_\_\_ Units Lost: \_\_\_\_\_  
(ex. 6/#10; 12/2#; 50# bag) (ex. 2 cases; 1 bag; 5 cans)Explain reason for loss: \_\_\_\_\_  
\_\_\_\_\_

(2)

Name of Processor: \_\_\_\_\_

Product Name: \_\_\_\_\_ Product Code: \_\_\_\_\_

Date Received at Warehouse/Com. Distributor: \_\_\_\_\_

Date Received at Food Preparation Site: \_\_\_\_\_

Pack Date on Case/Bag/Can: \_\_\_\_\_

Unit of Pack: \_\_\_\_\_ Units Lost: \_\_\_\_\_  
(ex. 6/#10; 12/2#; 50# bag) (ex. 2 cases; 1 bag; 5 cans)Explain reason for loss: \_\_\_\_\_  
\_\_\_\_\_

(3)

Name of Processor: \_\_\_\_\_

Product Name: \_\_\_\_\_ Product Code: \_\_\_\_\_

Date Received at Warehouse/Com. Distributor: \_\_\_\_\_

Date Received at Food Preparation Site: \_\_\_\_\_

Pack Date on Case/Bag/Can: \_\_\_\_\_

Unit of Pack: \_\_\_\_\_ Units Lost: \_\_\_\_\_  
(ex. 6/#10; 12/2#; 50# bag) (ex. 2 cases; 1 bag; 5 cans)Explain reason for loss: \_\_\_\_\_  
\_\_\_\_\_

Date Loss Report Completed: \_\_\_\_\_

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

Note: This report cannot be filed without an Authorized Signature and the proper documentation. A Loss Report must be filed within three to ten business days after discovery. If the report is faxed, then follow-up with an original in the mail.

**FDACS Office Use Only**

(1) Com. Code: \_\_\_\_\_ Com. Price p/lb: \_\_\_\_\_ Lbs. Lost: \_\_\_\_\_ Loss Value: \_\_\_\_\_

(2) Com. Code: \_\_\_\_\_ Com. Price p/lb: \_\_\_\_\_ Lbs. Lost: \_\_\_\_\_ Loss Value: \_\_\_\_\_

(3) Com. Code: \_\_\_\_\_ Com. Price p/lb: \_\_\_\_\_ Lbs. Lost: \_\_\_\_\_ Loss Value: \_\_\_\_\_

Total Estimated Loss Value: \_\_\_\_\_ Commodity File Date: \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING A COMMODITY LOSS REPORT**

Pursuant to FNS Instruction 410-1, a **LOSS CLAIM** is to be filed with the Bureau of Food Distribution whenever any USDA commodities or further processed items (containing USDA commodities) have been rendered unfit for human consumption or unaccounted for due to circumstances which include, but are not limited to: incorrect accounting methods, theft and improper receipt, storage and distribution of commodities. When a loss is identified, utilize the procedures noted below to complete a Commodity Loss Report.

All losses of USDA Commodities must be reported by the State Contracted Warehouse(s), Recipient Agencies with Food Service Management Companies and all TEFAP State-Contracted Agencies. For each incident, if the loss is \$100 or less, then it should be recorded internally as an Adjustment to Inventory. If the loss is greater than \$100, then a Commodity Loss Report must be completed and returned to the Bureau of Food Distribution for processing, within three to ten business days from the date of the loss.

1. Fill out a **COMMODITY LOSS REPORT**.
2. Enter the **DATE** the loss was discovered.
3. Enter your **PROGRAM NUMBER** as noted on your contract (e.g., 94010), **CONTACT NAME, AGENCY NAME, MAILING ADDRESS, TELEPHONE, FAX and/or SUNCOM NUMBER**.
4. Enter the **LOCATION WHERE THE LOSS OCCURRED**. If there are multiple sites where USDA Commodities are stored, then list the actual site of the loss (specific school, warehouse, etc.)
  5. Check the box noting the cause of the loss under **TYPE OF LOSS**.
6. Indicate using the check boxes, how the product was stored and the method of distribution used for all types of losses.
  7. If the type of loss was **REFRIGERATION FAILURE**, then:
    - a) Enter the **TEMPERATURE OF STORAGE AT TIME OF LOSS**.
    - b) Attach a copy of the temperature logs for at least two months prior to the discovery.
    - c) Attach copies of your last two Health Inspection Reports.
  8. If the type of loss was **INFESTATION**, then:
    - a) Note the **TYPE OF INFESTATION**.
    - b) As instructed in #6, check whether the commodities were stored on Shelves, Pallets or Neither (if the commodities were not stored on either).
    - c) Note the **DATE OF THE LAST PEST CONTROL TREATMENT**.
      - d) Enter the **TEMPERATURE OF STORAGE AT TIME OF LOSS**.
      - e) Attach a copy of the temperature logs for at least two months prior to the discovery.
      - e) Attach copies of your last two Health Inspections.
  9. If the type of loss was **THEFT**, then:
    - a) Check **WAS THE LOSS REPORTED TO LOCAL POLICE?** If yes, then attach a copy of the police report. If no, then explain why not?
    - b) Attach an explanation indicating what measures have been taken to prevent another occurrence of theft from happening.
  10. If the type of loss was due to **DAMAGES**, then:
    - a) As instructed in #6, check whether the commodities were stored on Shelves, Pallets or Neither (if the commodities were not stored on either).
  11. If the type of loss was due to **EXPIRED SHELF LIFE**, then:
    - a) As instructed in #6, indicate using the check boxes, how the product was stored and the method of distribution used.

12. If the type of loss was **OTHER**, then attach a detailed explanation to the report.
13. Check whether the **LOSS WAS COVERED BY INSURANCE**, or not. If yes, please attach supporting documentation.
14. **DISPOSITION OF USDA DONATED FOOD.** Check if the food **WAS INSPECTED PRIOR TO ITS DISPOSAL**.
- If yes, then attach a Stop Sale Notice or other official report.
  - If no, then enter an explanation why not?
- NOTE:** All USDA foods must be inspected by a recognized agency such as the County Health Department, the FDACS Division of Food Safety or Bureau of Food Distribution field personnel. If a Health Department or Division of Food Safety inspector is used, a copy of the Stop Sale Notice must be attached. The Bureau of Food Distribution is to be called as a last resort for food inspection or authorization to dispose of USDA food. If verbal authorization is given by the Bureau, then note the name of the person and date on the report.
15. Describe **HOW THE FOOD WAS DESTROYED**. All USDA foods must be destroyed according to regulations. **NOTE:** If a large amount of food is unfit for human consumption and can be used for livestock feed, please contact the Bureau of Food Distribution prior to making arrangements for its destruction. It should also be noted by the inspector on the Stop Sale Notice.
16. **DESCRIPTION OF LOST COMMODITIES.** Use **ATTACHMENT A** to describe the commodities lost. Each block should contain a description of one Commodity, one Pack Date and one Delivery Order (DO) Number. If there are more than one pack date or (DO) number for a commodity lost, list the commodity again with the other pack date and (DO) number. List each commodity noting:
- Commodity Code (e.g., A123, B050, etc.)
  - Commodity Name (e.g., Butter, Cut-up Chicken, Diced Pears, etc.)
  - Delivery Order (DO) Number (e.g., 112-V-123, etc.)
  - Date received at the warehouse or commercial distributor (if applicable)
  - Date received at the food preparation site (if applicable)
  - Pack Date (e.g., September, 1995)
  - Unit of Pack (e.g., 6/#10 cans per case, 24/#300 cans per case, 25/2# bags, etc.)
  - Units Lost (e.g., 2 cases, 4 cans, 15 pounds, etc.)
17. **EXPLAIN REASON FOR LOSS.** Be concise! Explain how the loss occurred, including all of the facts that are relevant so that an accurate determination can be made.
18. At the bottom of **ATTACHMENT A**, enter the **DATE THE LOSS REPORT** was completed. Commodity Loss Reports are to be sent to the Bureau of Food Distribution within three to ten business days from discovery.
19. **ATTACHMENT B - LOST PROCESSED COMMODITIES.** If the loss identified includes further processed commodities, complete Attachment B. Be sure to include the name of State Approved Processor. Further processed items are defined as a finished product containing any amount of USDA donated foods that have been commercially processed.
20. Have the **COMMODITY LOSS REPORT** signed by an Authorized Representative of your agency and their title. Then mail to the address below:

Bureau of Food Distribution, Program Oversight Section  
407 South Calhoun Street  
Mayo Building, Second Floor (M39)  
Tallahassee, Florida 32399-0800

If a loss claim is assessed, then the present replacement value for the commodities will be calculated by the Bureau of Food Distribution. The assessed amount can be paid in cash (by check) or, if approved, replaced with in-kind or similar products that are domestically produced and are of equal or greater value than USDA's cost of replacement.