

Commodity Loss Report

Date Loss Discovered: _____

Program Number: _____ Contact: _____

Agency Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Phone Number: (____) _____ Suncom: _____

Location where loss occurred: _____

If different from Agency Address (e.g. ABC Elementary School, Jones Warehouse)

CHECK TYPE OF LOSS : Refrigeration Failure Infestation Theft Damages
 Expired Shelf Life Other {Explain} _____

General Storage Conditions

Was product stored on: Shelves? Pallets? Neither?

Was FIFO by Pack 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 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? _____

Explain How The Loss Occurred:

DESCRIPTION OF LOST COMMODITIES

<p>(1)Commodity Code (eg:A130;B050): _____</p> <p>Commodity Name: _____</p> <p>Delivery Order Number (eg:112-V-123): _____</p> <p>Date Received at Whse/Com. Dist: _____</p> <p>Date Received at Food Prep. Site: _____</p> <p>Pack Date _____ on Case or Bag</p> <p>Unit of Pack: _____ (eg: 6/#10, 12/2#,50# bag)</p> <p>Units Lost: _____ Unit Value: _____ (eg: 2 cases, 1 bag, 5 cans) (e.g. \$/case, \$/lb)</p>	<p>(2)Commodity Code (eg:A130;B050): _____</p> <p>Commodity Name: _____</p> <p>Delivery Order Number (eg:112-V-123): _____</p> <p>Date Received at Whse/Com. Dist: _____</p> <p>Date Received at Food Prep. Site: _____</p> <p>Pack Date _____ on Case or Bag</p> <p>Unit of Pack: _____ (eg: 6/#10, 12/2#,50# bag)</p> <p>Units Lost: _____ Unit Value: _____ (eg: 2 cases, 1 bag, 5 cans) (e.g. \$/case, \$/lb)</p>
<p>(3)Commodity Code (eg:A130;B050): _____</p> <p>Commodity Name: _____</p> <p>Delivery Order Number (eg:112-V-123): _____</p> <p>Date Received at Whse/Com. Dist: _____</p> <p>Date Received at Food Prep. Site: _____</p> <p>Pack Date _____ on Case or Bag</p> <p>Unit of Pack: _____ (eg: 6/#10, 12/2#,50# bag)</p> <p>Units Lost: _____ Unit Value: _____ (eg: 2 cases, 1 bag, 5 cans) (e.g. \$/case, \$/lb)</p>	<p>(4)Commodity Code (eg:A130;B050): _____</p> <p>Commodity Name: _____</p> <p>Delivery Order Number (eg:112-V-123): _____</p> <p>Date Received at Whse/Com. Dist: _____</p> <p>Date Received at Food Prep. Site: _____</p> <p>Pack Date _____ on Case or Bag</p> <p>Unit of Pack: _____ (eg: 6/#10, 12/2#,50# bag)</p> <p>Units Lost: _____ Unit Value: _____ (eg: 2 cases, 1 bag, 5 cans) (e.g. \$/case, \$/lb)</p>
<p>(5)Commodity Code (eg :A130;B050): _____</p> <p>Commodity Name: _____</p> <p>Delivery Order Number (eg:112-V-123): _____</p> <p>Date Received at Whse/Com. Dist: _____</p> <p>Date Received at Food Prep. Site: _____</p> <p>Pack Date _____ on Case or Bag</p> <p>Unit of Pack: _____ (eg: 6/#10, 12/2#,50# bag)</p> <p>Units Lost: _____ Unit Value: _____ (eg: 2 cases, 1 bag, 5 cans) (e.g. \$/case, \$/lb)</p>	<p>Item (1) Loss Value: _____</p> <p>Item (2) Loss Value: _____</p> <p>Item (3) Loss Value: _____</p> <p>Item (4) Loss Value: _____</p> <p>Item (5) Loss Value: _____</p> <p>Total Estimated Loss Value: _____</p> <hr/> <p><i>FDACS Office Use Only</i></p> <p>Total Loss Report Value: _____</p>

Date this Loss Report was 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 you have more than five items, then use Attachment A. If the report is faxed, then follow-up with an original in the mail.

ATTACHMENT B

DESCRIPTION OF PROCESSED COMMODITY ITEMS

(1) Name of Processor _____
Product Name _____
Processor product code _____
Date Received at Comm. Dist/Whse _____
Date Received at prep site _____
Unit of pack _____
Units Lost _____

(2) Name of Processor _____
Product Name _____
Processor product code _____
Date Received at Comm. Dist/Whse _____
Date Received at prep site _____
Unit of pack _____
Units Loss _____

(3) Name of Processor _____
Product Name _____
Processor product code _____
Date Received at Comm. Dist/Whse _____
Date Received at prep site _____
Unit of pack _____
Units Lost _____

(4) Name of Processor _____
Product Name _____
Processor product code _____
Date Received at Comm. Dist/Whse _____
Date Received at prep site _____
Unit of pack _____
Units Loss _____

(5) Name of Processor _____
Product Name _____
Processor product code _____
Date Received at Comm. Dist/Whse _____
Date Received at prep site _____
Unit of pack _____
Units Lost _____

(6) Name of Processor _____
Product Name _____
Processor product code _____
Date Received at Comm. Dist/Whse _____
Date Received at prep site _____
Unit of pack _____
Units Loss _____

Program # _____

INSTRUCTIONS FOR COMPLETING A COMMODITY LOSS REPORT

A **LOSS CLAIM** is to be filed with the Bureau of Food Distribution whenever any 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 procedure noted below to complete a Commodity Loss Report.

All losses of USDA Commodities must be reported. For each incident, if the loss is \$100 or less, then it should be recorded on the Monthly Report of 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 working days from the date of the loss.

1. Fill out a **COMMODITY LOSS REPORT**. Discard any of the old Commodity Loss Report forms you may still have
2. Enter the **DATE THE LOSS WAS DISCOVERED**
3. Enter your **PROGRAM NUMBER** as noted on your contract (e.g., 94010), **AGENCY NAME, ADDRESS, TELEPHONE NUMBER** and **CONTACT**. The **CLAIM NUMBER** will be entered by the Bureau of Food Distribution
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. If the **TYPE OF LOSS** was Refrigeration Failure, then:
 - a) Check whether the commodities were stored on **Shelves, Pallets or Neither** (if the commodities were not stored on either).
 - b) Enter the **TEMPERATURE OF STORAGE AREA AT TIME OF LOSS**. Be sure to include a copy of the temperature logs for at least two months prior to the discovery.
 - c) Check whether **FIFO** (First-in First-out) by Pack Date was used.
 - d) Attach copies of your last two Health Inspection Reports.
7. If the **TYPE OF LOSS** was Infestation, then:
 - a) Note the **TYPE OF INFESTATION**.
 - b) Check whether the commodities were stored on Shelves, Pallets or Neither (if the commodities were not stored on either).

- c) Note what was the **DATE OF THE LAST PEST CONTROL TREATMENT**.
 - d) Enter the **TEMPERATURE OF STORAGE AREA AT TIME OF LOSS**. Be sure to include a copy of the temperature logs for at least two months prior to the discovery.
 - e) Check whether FIFO (First-in First-out) by Pack Date was used.
 - f) Attach copies of your last two Health Inspection Reports.
8. If the **TYPE OF LOSS** was theft then:
- a) Check **WAS THE LOSS REPORTED TO THE POLICE?** If yes, then attach a copy of the police report. If no, then explain why not?
 - b) Note, in the **EXPLANATION** section on the top of the second page, what measures have been taken to prevent another occurrence from happening.
9. If the **TYPE OF LOSS** was due to Damages, then:
- a) Check whether the commodities were stored on **Shelves, Pallets or Neither** (if the commodities were not stored on either).
10. If the **TYPE OF LOSS** was due to Expired Shelf Life, then:
- a) Check whether FIFO (First-in First-out) by Pack Date was used.
 - b) Enter the **TEMPERATURE OF STORAGE AREA AT TIME OF LOSS**. Be sure to include a copy of the temperature logs for at least two months prior to the discovery.
 - c) 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 Other, then attach a detailed explanation to the report.
12. Check whether the **LOSS WAS COVERED BY INSURANCE** or not.
13. **DISPOSITION OF USDA DONATED FOOD**. Check if the food **WAS INSPECTED PRIOR TO DISPOSAL**
- a) If yes, then attach a Stop sale or other official report.
 - b) 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.

- c) 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.

14. **EXPLAIN HOW THE LOSS OCCURRED.** Be concise! Explain how the loss occurred, including all of the facts that are relevant so that an accurate determination can be made.

15. **DESCRIPTION OF LOST COMMODITIES.** There are five blocks available 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:

- a) Commodity Code (e.g., A123, Bo50, etc.)
- b) Commodity Name (e.g., Butter, Cut-up Chicken, Diced Pears, etc.)
- c) Delivery Order (DO) Number (e.g., 112-V-123, etc.)
- d) Date received at the warehouse or commercial distributor (if applicable)
- e) Date received at the food preparation site (if applicable)
- f) Pack Date (e.g., September, 1995)
- g) Unit of Pack (e.g., 6/#10 cans per case, 24/#300 cans per case, 25/2# bags, etc.)
- h) Unit Value (e.g., \$25.55 per case, \$1.15 per can, \$1.2345 per pound, etc.)
- i) Units Lost (e.g., 2 cases, 4 cans, 15 pounds, etc.)

16. On the bottom right of the description of lost commodities section is a summary of Loss Value. For each item (commodity), multiply the number of units (cans/cases/bags) by the value per unit to get an **ITEM'S VALUE**. Sum all of the **ITEM VALUES** to calculate the **TOTAL ESTIMATED LOSS VALUE**.

In a situation where more than five Commodities (or Pack Dates) were lost, an additional Commodity Description Form (Attachment A) is available to be sent with the first form.

If a loss claim is assessed, then the current 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, by in-kind replacement.

17. At the bottom of the page, enter the **DATE THIS LOSS REPORT WAS COMPLETED**. Commodity Loss Reports must be submitted to the Bureau of Food Distribution within three to ten working days from discovery.
18. 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, Review Section
Mayo Building, 2nd Floor (M39)
407 S. Calhoun Street
Tallahassee, Florida 32399-0800