



Agency Name: \_\_\_\_\_ Food Bank ID# \_\_\_\_\_

Address where commodities are stored: \_\_\_\_\_

Date of Self Review: \_\_\_\_\_ Person Conducting Review: \_\_\_\_\_

Recall Notice Contact #1

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Recall Notice Contact #2

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

**Dry Storage of Commodities**

**YES    NO**

- |                                                                                                                                                                 |       |       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| 1. Commodities are stored on pallets or shelves. Items are at least 4 inches from walls and 4" off the floor to allow adequate air circulation around the food. | _____ | _____ |
| 2. The storage area is clean and dry.                                                                                                                           | _____ | _____ |
| 3. The storage area is secure and protected against theft. The storage area or building is kept locked when no one is there.                                    | _____ | _____ |
| 4. Storage areas are rodent and insect proof. Cracks and holes where rodents or insects can enter are repaired as needed.                                       | _____ | _____ |
| 5. The storage area is sprayed or otherwise exterminated as needed.                                                                                             | _____ | _____ |
| 6. Storage areas that get hot (over 70 degrees) are regularly opened and aired out.                                                                             | _____ | _____ |
| 7. Toxic items are stored away from food.                                                                                                                       | _____ | _____ |

**Freezer Storage of Commodities (Complete ONLY if you receive frozen commodities)**

- |                                                                                          |       |       |
|------------------------------------------------------------------------------------------|-------|-------|
| 1. Frozen food is maintained at 0 degrees or below.                                      | _____ | _____ |
| 2. The freezer is clean. Freezers that need defrosting are properly defrosted as needed. | _____ | _____ |
| 3. The freezer is secure and protected against theft.                                    | _____ | _____ |
| 4. Temperature gauge is in each compartment and log is maintained.                       | _____ | _____ |

**Refrigerator Storage of Commodities (Complete ONLY if you receive refrigerated commodities)**

- |                                                                    |       |       |
|--------------------------------------------------------------------|-------|-------|
| 1. Refrigerated food is maintained above 34 degrees and below 40.  | _____ | _____ |
| 2. The refrigerator is clean.                                      | _____ | _____ |
| 3. The refrigerator is secure and protected against theft.         | _____ | _____ |
| 4. Temperature gauge is in each compartment and log is maintained. | _____ | _____ |

**General Review – All Programs**

- |                                                                                                                      |       |       |
|----------------------------------------------------------------------------------------------------------------------|-------|-------|
| 1. Commodities in stock can be used or distributed in one month. No more than one month supply is ordered at a time. | _____ | _____ |
| 2. Commodities are stored only at Food Bank monitored facilities.                                                    | _____ | _____ |
| 3. Any losses of commodities (theft, infestation, fire, etc.), are promptly reported to the Food Bank.               | _____ | _____ |
| 4. Commodities are stored separately to easily distinguish them from other food products.                            | _____ | _____ |

**USDA COMMODITY  
ANNUAL SELF REVIEW  
2020  
(Continued)**

**General Review – All Programs (Continued)**

YES	NO
_____	_____
_____	_____
_____	_____
_____	_____

5. Separate file is kept for invoices with USDA products highlighted.
6. Federal Poverty Guidelines are posted and available.
7. “And Justice for All” Poster is displayed, if provided by DHS/USDA.
8. Annual Civil Rights Training Documentation for all staff/volunteers are on file.

**General Review – Pantry Programs\***

_____	_____
_____	_____
_____	_____

1. Client intake form includes self-declared TOTAL household income information (not a range).
2. Client intake form includes FULL Non-Discrimination Statement in same size print as the rest of the document.
3. Client intake form has a statement that verifies all information provided is true and correct with a client signature line.

By signing below, I verify that the information provided is true and correct.

\_\_\_\_\_  
Signature of Legally Authorized Agent

\_\_\_\_\_  
Printed Name of Legally Authorized Agent

\_\_\_\_\_  
Date

**VERY IMPORTANT!**

- 1. MAKE A COPY OF THIS SELF REVIEW FOR YOUR FILES**
- 2. RETURN THE ORIGINAL BY JUNE 12TH**

\*Your agency is required to complete and submit this form to continue receiving USDA / TEFAP foods. Failure to return this document by the deadline above will result in your agency’s removal from the USDA program.

**USDA is an equal opportunity provider and employer.**