

**EAST BATON ROUGE PARISH SCHOOL SYSTEM
CHILD NUTRITION PROGRAM
COMMODITY LOSS FORM**

DATE OF LOSS: _____

NAME OF SITE WHERE LOSS OCCURRED: _____

1	2	3	4	5	6	7
COMMODITY FOOD ITEM	UNIT SIZE	USDA VALUE PER UNIT AT TIME OF LOSS	NUMBER OF UNITS LOST	TOTAL USDA VALUE	REASON FOR LOSS	DATE ITEM DENATURED WITH BLEACH
<u>TOTAL USDA VALUE OF ALL ITEMS LISTED</u>				\$		

COMMENTS:

SIGNATURE

TITLE

DATE

When a Commodity Loss occurs:

1. Open spoiled/damaged food items, place them in a garbage bag, pour bleach on them to denature and place in dumpster.
2. Complete this form and send to the commodity department at the Child Nutrition Office. Keep a copy on file at your school
3. Call the Computer Training Coordinator @ 226-3677 for instructions to remove Commodity losses in the WINFSIM computer program.
4. If a loss is due to spoilage: attach the ORIGINAL temperature log to this form before sending in to the CNP office.
5. If a loss is due to theft: write the police report file number on this form before sending in this form.

Memo

Date: June 8, 2006
Memo To: CNP Managers
Memo From: Emily Hartman
Subject: Handling Commodity Losses

When a Commodity Loss occurs please do the following:

1. The health inspector does not need to come to your school to denature spoiled/damaged food items. The manager is responsible for denaturing commodity items. The process for denaturing items is as follows: Open spoiled/damaged food items and pour bleach over the food items and place them in the dumpster.
2. Complete the attached form and send the **ORIGINAL** copy to the commodity department at the Child Nutrition Office. Keep a copy on file at your school.
3. To cost out a Commodity Loss, contact the Computer Training Coordinator for instructions at 226-3677.

**DO NOT CALL THE HEALTH
INSPECTOR WHEN YOU
HAVE A COMMODITY LOSS!**

If you have any questions, please call The Commodity Department at 226 - 3763.