



Procedure for Reporting Damaged, Lost or Discarded USDA Product

Please use the **Agency Log for Damaged, Lost or Discarded USDA Product** to report any damages to USDA product. These adjustments should be reported monthly, filed on agency property and kept for three years.

To access this information on our website:

- Go to www.regionalfoodbank.net
- Select **Agencies, Agency Resources and Forms**
- Select **Procedure for Reporting USDA Damaged Product**
- To file a report online, select “**USDA Damaged Product Log-Online Submission**”
- To print and complete the log by hand, select **USDA Damaged Product Log-PDF**. Please mail the log to:

Kayla Sweet
Regional Food Bank of NENY
965 Albany Shaker Rd.
Latham, NY 12110

How to fill out the Agency Log for Damaged, Lost or Discarded USDA Product:

- **Reporting Date (above chart)** – list month for which you are reporting damages
- **Item Name** – name the product is listed under, this can be found on the Food Bank Invoice
- **Date Reporting** – The date you are filling out the USDA Damaged Product Log
- **Item Number** – This can be found on the Food Bank invoice
- **Invoice Number** – This can be found on the top of the Regional Food Bank Invoice and on The Regional Food Bank online ordering system, PWW
- **Date received** – Date which you received the product
- **Number of Damaged Units** – Number of cases of product that are damaged (report only when the damaged effects the whole case of product)
- **Photographs** – Attach pictures of the product and the case that contained the product to the Agency Log for Damaged, Lost or Discarded USDA Product