



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:

Amanda Cuthbert
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 items that are damaged (ex. cans, boxes, etc.)
- **Photographs** – Attach pictures of the product and the case that contained the product to the Agency Log for Damaged, Lost or Discarded USDA Product

Please communicate all questions to Amanda Cuthbert at: amandac@regionalfoodbank.net or 518-786-3691 x 258