



# USDA Foods Distribution Handbook

Wyoming Department of Education

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What are USDA Foods?

USDA Foods are foods purchased by the USDA to support the domestic agriculture market and are then donated to the states to support the National School Lunch Program (NSLP) participants.

How does it work?

- A. Every year each state is given an amount of entitlement to make available to Recipient Agencies (RA). The state then figures each RA's fair share allocation based on their annual lunch participation. Entitlement can only be used to obtain USDA Foods; it cannot be used on the commercial market to obtain food.
- B. The Wyoming Department of Education (WDE) conducts an annual food order through the online Child Nutrition Programs website of all the RAs in the state. WDE then totals all the orders, figures how much of what needs to be delivered to the warehouse and places orders with USDA. WDE then notifies the RAs which items they are going to receive and when they are expected to receive it. The computer system will do a fair share allocation based on inventory available versus total cases ordered. Quantities will be determined on a month by month basis.

Who is eligible?

- C. RAs that participate in the NSLP and have entered into an agreement with WDE.

How does the RA know what to order?

- D. USDA Foods are split into four categories.
  1. Unprocessed – mostly canned fruits and vegetables, meat, cheese, etc.
  2. Processed – this is meat or cheese which we order and have shipped to a processor to turn it into a different end product. These items come with an additional out of pocket processing fee. Each RA needs to assess whether they can buy the end product cheaper as a USDA Foods item or on the commercial market.
  3. Bonus - these are unprocessed items of which USDA has a surplus. These items' value will not be taken off the RA's entitlement, however other charges still apply. These items usually have a very short ordering window.
  4. The fourth category is Department of Defense, Fresh Fruit and Vegetable (DoD FF&V) Program. All schools are eligible to participate. A certain amount of a participant's regular entitlement is designated for the DoD FF&V program.
- B. Some items listed on the unprocessed order form have actually already been further processed by the USDA; i.e., individual fruit cups, 8 piece chicken, diced chicken, chicken fajita meat, and beef crumbles.

1. How does the RA know if it should order these items as unprocessed or as processed?
  - a. Unprocessed items have a higher USDA value and therefore use up more entitlement; however they are only delivered once or twice a year. The RA needs to assess its storage capability.
  - b. Processed items have a lower USDA value and therefore use up less entitlement, and have an additional out of pocket processing fee; however deliveries can be made monthly to the warehouse.
- C. The RA should also look at the Fact Sheets provided by the USDA for unprocessed items to ensure they know the pack sizes, number of servings provided and nutritional values. A processing book will be provided by the WDE with the annual order forms (and is on our website) that gives nutritional information, pack sizes and in some cases cooking instructions.
- D. RAs should also keep in mind their storage limitations. Because we are a small state we typically only get a single unprocessed item in once or twice a year. RAs must take delivery of their entire order of that item within forty-five days of the warehouse receiving that item. USDA Foods should also not stay in a school's inventory longer than six months, if at all possible.

#### How to spend entitlement; two outlooks

- A. This is free government money that will be lost if not spent on USDA Foods. Spend it on whatever you want without regard to "price." In fact, since this is free money, use it on the more expensive items!
- B. Treat this like any other money. While it can only be spent on USDA Foods, RAs should still comparison shop and not spend entitlement on items which can be bought on the commercial market more cheaply. However, you don't want to under utilize these funds, so keep in mind you need to utilize this money on something.
- C. WDE requires the RA's to utilize between 90% to 110% of their entitlement. If you do not spend 90% of your money, leftover product may be assigned to you by this office.

#### How do I know what I'm getting and when?

Sometime after the annual order is collected, you will receive a confirmation from this office of what you are getting and when it will be delivered to the warehouse. This office compiles the annual order and determines what unprocessed items can be procured by splitting with other states and how many deliveries of processed items we can accommodate based on how many times we can meet the minimum processors order requirements.

How do RAs determine the true cost of the USDA Food?

While the USDA Foods themselves are free, they do come with a cost. You will be charged a per case delivery charge and possible storage charges plus the state charges an administrative fee per case. These charges are not paid for out of entitlement. These are out of pocket expenses (4&11 money) which need to be factored in when placing your annual orders.

What is the true value of the USDA Food?

The "USDA value" is the value of the USDA Food. However, the RA needs to assess the replacement and/or insurable value of the USDA Food. If the RA has to replace a USDA Food product with a commercial one, it needs to know the USDA value of the item, the delivery cost, the processing cost (if applicable) and the state administrative charge. That is the true value of each product.

Delivery

Either the warehouse will make contact to set up delivery or the state will email you with the dates each month that delivery will be made. Nicholas customers can get multiple deliveries per month as long as they meet the minimum order requirements. Shamrock and DTS customers will only get one delivery per month. The state will send a delivery notice to all RAs each month notifying them of what they should expect to take delivery of for that month.

**Receiving Policy - see page 12.**

**Delivery and Receipt Policy - see pages 13-14.**

**Storage Policy - see page 15.**

Agreement between the State, an RA and a second RA

- A. These agreements are used when one RA accepts delivery of USDA Foods on behalf of another RA. (Usually used when one RA is too small to meet minimum order requirements or is too far off the beaten path to receive deliveries.)
- B. The first RA is required to treat the other RA's USDA Foods as their own when it comes to receiving and storage.
- C. The second RA is required to pick those USDA Foods up from the first RA in a specified time frame.

Recalls

- A. Recall of USDA Foods are described in detail in the publication "Responding to a Food Recall" by the USDA, with the National Food Service Management Institute, which can be found at [http://www.fns.usda.gov/fdd/fd\\_foodsafety.htm](http://www.fns.usda.gov/fdd/fd_foodsafety.htm).

- B. Each RA is responsible for appointing a food safety coordinator (usually the Food Service Director) and providing the name, title, email address, phone and fax numbers to the WDE.
  
- C. In the event of a food recall, the WDE will send a recall notification, press release, and request for information to be returned via email to affected RAs. Please respond to this email promptly so WDE staff knows contact has been made. WDE staff will telephone RAs who do not respond to the email.
  - 1. The recall notification will provide the name of the product, affected lot numbers, and other product information.
  - 2. Additional information will be included to assist school districts in responding to requests from the media, parents, school district officials, and others. The RA must provide the location and quantity of product in storage, amount of product already consumed, and document reimbursable costs.
  - 3. The RA will work with the WDE and the contracted warehouse to determine the appropriate method and timeframe for picking up the recalled product.
  - 4. The quantity and location of the product must be submitted to the WDE within ten calendar days for the RA to be reimbursed within thirty days of the recall notification. If the RA does not meet this deadline, reimbursement will be made at the closeout of the recall process (ninety calendar days).
  
- D. School/Serving Site Level Responsibilities:
  - 1. Identify the recalled food immediately.
  - 2. Account for all food product that was received.
  - 3. Determine if any of the food has been served.
  - 4. If the recalled product has been used, document the date(s) used and to whom it was served (classes, not individuals).
  - 5. If you have had any reports of health problems that could be related to consumption of the recalled food product, direct anyone affected to appropriate medical personnel or the school nurse.
  - 6. Hold unused food product and do not use until you know the final action.
  - 7. Submit to the WDE the following information:
    - a. Inventory counts of the recalled product on hand at the time of recall and counts or amounts of the product used before the call notice was received.
    - b. How the recalled product was segregated from other food products and secured to prevent further use.
    - c. Information on whether the product was served. If it was served, provide information on to whom it was served and the date(s) served.

- d. Reports of symptoms of adverse health problems and actions taken.
- e. Complete any necessary documentation for collection, return or destruction, and reimbursement per WDE instructions.
- f. Submit necessary documentation to the WDE.
- g. Maintain copies of documentation on file for three years plus the current year including:
  - i. Copies of communications received and sent regarding the food recall.
  - ii. Documentation related to the food recall that shows the required procedures were followed including:
    - a. How the product was secured to prevent use.
    - b. Return of the product to the warehouse.
    - c. Destruction of the on-site product, and accompanying written notification to do so.
    - d. Records that show the date that the product was used and to whom it was served. Reports from students of symptoms of physical illness.

#### Other forms and unusual occurrences

- A. Request for Entitlement Value Refund – Must be filled out if an RA wants to request a refund to their entitlement for the value for damaged or out of condition USDA Foods when the problem happened prior to the RA taking delivery. Claims must be made in full case quantities. Refunds will not be granted for items that have become out of condition due to the RA storing them beyond their recommended timeframes. See page 15.
- B. Transfer Form – USDA Foods can be transferred between RAs using this form. It is not necessary to use this form unless you want the entitlement value of the product transferred as well. See page 16. This form does not need to be filled out for RAs that are governed by inter-agency service agreements.
- C. “Best If Used By” Guidance – This is a memo put out by the USDA regarding inventory control and “best if used by” dates. See page 17 and 18.
- D. Out of Condition USDA Foods – Under the single inventory system, the state does not have to give permission to dispose of out of condition USDA Foods. However, USDA Foods must be disposed according to local health department and landfill requirements. Hopefully this should not happen if the RA is using the First In First Out (FIFO) inventory method.

- E. Holds - USDA may call for a Hold of a product. This product must be held at the RA's facility until further information is provided by USDA. Do not serve, dispose of or remove from appropriate storage until further instructions are provided.
- F. Disasters – Feeding may be required from any RA if the President declares a situation to be a disaster and warrants assistance in feeding disaster victims. In the event an RA is required to provide meals and/or food appropriated for such use, the RA is required to identify and document quantities of USDA Foods used and number of people served, for reimbursement from USDA to the RA. Approval by the WDE is not needed in the event of a disaster, however notification of the situation will probably be provided by WDE. In the event of a disaster situation the National Guard, Red Cross and other organizations may also have the authority to request disaster feeding assistance be provided by the RA.
- G. Situation of Distress – A situation where the President has not declared a disaster. This situation requires approval from WDE and the USDA before using USDA Food foods for congregate meal service.
- H. USDA Food complaints should be directed to the USDA Food Distribution Coordinator of the WDE at (307) 857-9269. This person will then notify the USDA.

#### Reviews

The USDA Food program is reviewed by the NSLP consultant in conjunction with a participants NSLP review. They will be looking to:

- A. Ensure the RA is still eligible for USDA Foods.
- B. Ensure a FIFO storage method is used.
- C. Ensure USDA Food and other foods are properly stored.
- D. Ensure RA is maintaining proper records.

#### Food Distribution Advisory Council

A group made up of mostly Food Service Directors for the purpose of deciding which processed items will be offered each school year.

#### American USDA Food Distribution Association (ACDA)

- A. ACDA is a national organization consisting of industry, agriculture, recipient agencies, legislators, processors, state distributing agencies and USDA.

B. Goals and function of ACDA

1. Identify and address issues that impact USDA Food Distribution Program.
2. Develop an effective link with members.
3. Effect legislative, regulatory and policy changes for improvement of the USDA Food program.
4. Encourage acquisition of USDA Food products in a form that is beneficial to recipient agencies and agriculture.
5. Provide members with educational and networking opportunities.
6. Initiate and strengthen strategic working relationships.

## Timeline/18 Month Ordering Cycle

**December** – Entitlement commitments for the DoD FFVP are due.

**February/March** – State notifies you by email that the USDA Food Distribution Program Renewal for the following year needs to be completed in the CNP website. Annual orders are released and due for the following school year. Entitlement available to the RA is an estimate. Meal rate and participation numbers are both from the prior school year. Meal rates are updated in July and participation numbers are updated in November. Both updates will affect your entitlement available. This is another reason to spend up to 110% of your entitlement during the annual order.

**March/April** – State totals orders, figures out how much of what is needed to be delivered to which location. State places orders with USDA.

**May** – State notifies school what items they are getting for the next year, and the date the items are expected into the warehouse.

**June** – State of Wyoming School Nutrition Association (SNA) Conference. Food Distribution Advisory Council (FDAC) meets. Food show held and processed items (USDA Food and non-USDA Food) are available for taste testing.

**July** – USDA releases the new per meal rate. State finalizes annual lunch participation numbers from prior year and processes the program renewals.

**August to May** – Schools place orders in CNP for delivery the following month base on their annual Surveys called allocations. Surplus product is also available monthly and should be looked at monthly as this is usually to only way to use up remaining entitlement.

**October** – Processing show for USDA Food processors only.

**November** – FDAC meets to discuss food list for the upcoming school year. Foods are put out for bid and due in December. Food list is finalized in January.

**February/March** – Annual order for the next school year is released and due.

**April - May** – All warehouses need to be empty before school lets out. Schools must accept delivery of any stored foods by this time.

**June** – Final entitlement used from current school year is calculated and available to school districts on the CNP website. Auditors will ask for this report.

## Resources

The Wyoming Department of Education Website:

[http://edu.wyoming.gov/Programs/nutrition/foods\\_distribution.aspx](http://edu.wyoming.gov/Programs/nutrition/foods_distribution.aspx)

The One-Stop USDA Food Network Website:

[www.commodityfoods.usda.gov](http://www.commodityfoods.usda.gov)

This website is the portal to Fact Sheets, processing information, recipes, regulatory requirements, disaster feeding, food safety, and much more!

The USDA Food Distribution Program:

<http://www.fns.usda.gov/fdd/>

Nutritional Information for Unprocessed USDA Foods:

<http://www.fns.usda.gov/fdd/schfacts/>

Processed USDA Foods:

<http://www.fns.usda.gov/fdd/processing/default.htm>

[http://www.fns.usda.gov/fdd/processing/national/NPA\\_ApprovedProcessors.htm](http://www.fns.usda.gov/fdd/processing/national/NPA_ApprovedProcessors.htm)

Federal Regulations regarding Food Distribution:

<http://www.fns.usda.gov/fdd/regs/>

ACDA – The American USDA Food Distribution Association:

[www.commodityfoods.org](http://www.commodityfoods.org)

This website contains a Recipient Agency Processing Handbook available to members only.

## POLICY FOR RECEIVING USDA FOODS

*(To be posted at delivery site)*

CDFA #10.550

*All personnel receiving USDA Foods are required to follow the procedural checklist below.*

- Count** each and every USDA Food item received.
- Verify** that USDA Foods and amounts received are the same as stated on the Agency Receipt.
- Accept ALL** USDA Foods and amounts listed on the Agency Receipt. Substitutions or overages may be accepted at the discretion of the RA ONLY if noted clearly on the Agency Receipt and initialed by both the driver and RA.
- Visually check** cases for signs of damage.
- Note and initial** all shortages and/or damages on the Agency Receipt **before signing**. Request driver to initial shortage and/or damage. There are three copies of the Agency Receipt. Two should be signed. One signed copy is for the driver and one signed copy is for the RA. The third copy is also the RA.
- The Agency Receipt serves as delivery receipt and invoice. Make sure accounts payable receives a copy a pays from this document.***
- Credit** may be issued to the Recipient Agency for any shortages noted on the Agency Receipt at the time of delivery. Damaged product should be accepted, opened and determined if any part is salvageable.

## POLICY FOR DELIVERY and RECEIPT OF USDA FOODS CDFA #10.550

1. WFBR has been provided a detailed calendar of school closures. They should not attempt to deliver on days the school is closed. However, if you did not submit your school calendar to WDE, the warehouse does not have your information.
2. The carrier is required to notify the RA if the delivery will not be made or will not arrive on the prescheduled day.
3. The RA is required to make arrangements to be able to accept delivery between the hours of 6:00 a.m. and 3:00 p.m. on its regularly prescheduled day. At times, the delivery truck may be behind schedule due to mechanical failure, bad weather, or problems unloading at a previous site. Any cooperation given to the driver in getting the truck unloaded after 3:00 p.m. is appreciated. However, if the delivery arrives as scheduled, is correct, and the RA refuses delivery, it will be rescheduled for the following month and the RA will be charged a restocking fee equal to the delivery fee.
4. The driver will deliver USDA Foods to designated receiving areas. The recognized receiving area at a RA warehouse is across the receiving platform. RA warehouse deliveries may be made on exchangeable or returnable pallets.
5. The driver is not required to stow USDA Foods on shelves, stack in reach-in coolers, freezers or other cabinets, or to rotate stock.
6. The RA is not required to help the driver unload.
7. A representative of the RA must sign two copies of the Agency Receipt. Once the Agency Receipt is signed, the RA becomes the owner of those USDA Foods.
8. The driver will deliver the USDA Foods specified on the Agency Receipt. Shortages or damaged USDA Foods, shall be noted on the Agency Receipt by the RA, and initialed by both the driver and the RA. (Frozen USDA Foods must remain totally frozen during shipment).
9. The RA may accept substitutions or overages, ONLY if discrepancies are clearly noted on the bill of lading/delivery receipt and initialed by both driver and RA.
10. The RA should go ahead and accept damaged USDA Foods. They should be opened and salvage anything usable. If it is damaged beyond usability please fill out the Request for Entitlement Value Refund. On the Agency

Receipt, please note the amount of the USDA Food that is visually damaged at the time of delivery. Credits can be determined later.

11. USDA Food deliveries which are correct and prescheduled are not to be refused at the time of delivery. If USDA Foods are refused, the RA **WILL** incur restocking fees of \$4.24 per case on the refused undamaged items.

## POLICY FOR STORAGE OF USDA FOODS

### CDFA #10.550

All schools/districts have signed an agreement with the Wyoming Department of Education (WDE) to be responsible for all USDA Foods received.

1. Foods should be stored only in refrigerators and freezers that are working properly and in good repair. Refrigerators and freezers should be thoroughly cleaned and dried before foods are placed in storage.
2. Where walk-in type refrigerators and freezers are used, foods should not be placed directly on the floor. Foods should be placed on pallets or on shelves, with a ½ inch space left between the walls and the food containers to insure proper air circulation. Foods should be properly stacked to prevent falling and possible damage.
3. Temperatures in the refrigerators and freezers are to be taken and recorded daily. Recording thermometers should be on the outside so that temperatures can be taken and recorded without opening the door.
4. Refrigerators and freezers should be equipped with an alarm system for easy detection of high temperatures and power failures.
5. After a power failure, refrigerators and freezers should be checked to make sure they are operating properly and that stored foods are in good condition.
6. Thermometers and other refrigeration equipment should be checked periodically to insure that they are operating properly. It is desirable that this be done at least twice each week.
7. Malfunctioning equipment should be repaired immediately.
8. USDA Foods must be stored in a manner to safeguard against theft. Only authorized personnel should have access to storage areas and take the temperatures of the refrigerators and freezers.
9. Flour and other grain products should be refrigerated during the summer.
10. An effective insect and rodent control program should be maintained in all schools that store food.
11. Any dry storage items not placed in freezers or coolers should be maintained at 50-70 degrees Fahrenheit.
12. Temperature reading should be recorded in each dry storage area and on each cooler or freezer door.
13. Label and date all food placed in storage, use the (FIFO) First In - First Out inventory system.
14. Keep records of all stored food; this will be of use when ordering food supplies, for accountability purposes, in a disaster feeding situation or if losses or theft occur.
15. Inventory of all food, including USDA Foods, is required at least annually. More often is recommended. All food, not just USDA Food, must be traceable in the event of a hold or recall. Food can be stored outside its original packaging as long as the identifying information is preserved.

## REQUEST FOR ENTITLEMENT VALUE REFUND CDFA #10.550

Instructions: Complete this form. Retain a copy for your files and return the original to the above address.

Recipient Agency: \_\_\_\_\_ Recipient Agency #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**List USDA Food loss below. Attach additional sheet(s) if necessary.**

USDA FOOD	PACK SIZE	PACK DATE	CONTRACT #	DATE REC'D	QUANTITY LOST

Nature of loss:     Refrigeration/freezer failure                       Theft  
                           Infestation/spoilage     Fire  
                           Contamination     Damage  
                           Other, explain: \_\_\_\_\_

Were the USDA Foods inspected at the time they were received to ensure frozen product arrived in a frozen state and cases were not damaged upon arrival?    Yes \_\_\_\_\_    No \_\_\_\_\_

Date/time loss occurred and/or was discovered: \_\_\_\_\_

Date/time last temperature/visual check: \_\_\_\_\_

If theft, did police investigate?     Yes (include copy of police report)     No

Are the storage areas locked?     Yes     No

Is there a temperature alarm system for the refrigeration/freezer?     Yes     No

Type and frequency of storage and equipment (including pest control and preventative maintenance of refrigeration/freezer equipment). \_\_\_\_\_

Is loss covered by insurance?     Yes     No    If yes, has claim been filed?     Yes     No

Give complete details regarding loss. Attach additional sheet(s) if necessary. \_\_\_\_\_

USDA Foods can only be disposed of in a manner compliant with local health department and landfill requirements. Date USDA Foods disposed of or returned to sender: \_\_\_\_\_

Per Case Value of USDA Food: \$ \_\_\_\_\_ x No. of Cases = Total entitlement refund requested: \$ \_\_\_\_\_

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Person Completing Report

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

# TRANSFER OF USDA FOODS

**CDFA #10.550**

INSTRUCTIONS: Submit report whenever USDA Foods are transferred from your agency to another recipient agency. Send one (1) copy to Wyoming Department of Education (WDE), one (1) copy to Receiving Agency, and retain one (1) copy for your files.

1.	
Transfer Date: MM/DD/YY	

2.	<b>USDA FOODS TRANSFERRED</b>		
	DESCRIPTION	PACK SIZE	NUMBER OF CASES

3.	<b>FROM:</b>			
	Transferring Agency		Recipient Number	
	Delivery Address	City	Zip	Phone Number
3a.	Signature of Authorized Representative	Date MM/DD/YY		

4.	<b>TO:</b>			
	Transferring Agency		Recipient Number	
	Delivery Address	City	Zip	Phone Number
4a.	Signature of Authorized Representative	Date MM/DD/YY		

5.	
WDE Authorization	
Date MM/DD/YY	

## **BEST IF USED BY GUIDANCE INVENTORY CONTROL IN SCHOOLS**

**Q: How can I effectively manage my inventory to ensure quality products are being served?**

A: The most basic rule of inventory management is first-in-first-out (FIFO). You can achieve an acceptable level of accuracy by **marking the cases, or individual cans/packages, with the date you receive them and practicing FIFO**. Another important rule for inventory management is adjusting orders carefully to reflect your level of usage. Try to order just what you need to serve your customers and order for delivery just when you need it. You will have less inventory to manage, and you will significantly reduce the risk of product going out of condition. Excessive inventory increases the risk of product going out of condition.

**Storage conditions** have a significant impact on the quality of food products. The same product will last for different periods of time depending on the temperature of the storeroom, the humidity level, and air circulation. In general, cool temperatures and low humidity provide the best storage conditions. Store food off the floor and away from contact with walls and ceilings.

**Q: How can I tell when a product has gone out of condition? Is there a single date I can refer to?**

A: Experts disagree on how long a product can be kept in storage before it goes out of condition. There is no single date before which most products must be used, and after which they must not be used. Unfortunately, it's not that simple. The exception is infant formula. Infant formula and some baby foods are unique in that they absolutely must not be used after the "use-by" date that appears on the case and unit.

Some commercial products may display recommended quality dates. A "**best-if-used-by**" date means that the manufacturer recommends using the product by this date for the best flavor or quality. At some point after that date, the product will change *very gradually* in taste, color, texture, or nutrient content. But, the product may be wholesome and safe long after that date. You may also see a "**sell-by**" date on a food product. This means the manufacturer recommends that a store sell the product by that date. It is assumed that the product may then be stored for some period of time before it is used. Therefore, a "sell-by" date would be reached earlier in the life of a product than a "best-if-used-by" date. **These various dating systems do not represent expiration dates, and they do not indicate when product safety becomes an issue.**

**Q: How can I tell if a product is safe to eat?**

A: Absent any defects in packaging or obvious signs of spoilage and assuming proper storage, you can be reasonably confident that products are wholesome and safe.

If you have reason to question the wholesomeness or safety of a food product, open a case or individual package and carefully examine the cans or packages for rust, bulging, broken seals, insect infestation or other visible defects. **If any of these conditions are present, the food is generally considered NOT fit for human consumption.**

If there are no visible signs of spoilage, but you have reason to question the quality of the product, a sensory evaluation would be appropriate. The food should be opened, defrosted (if necessary), and cooked (if necessary). Observe the overall condition of the food including color, texture, and smell. If the food displays acceptable color, texture, and smell, you must use your best judgment regarding the quality of the food and whether or not to serve it. **DO NOT** taste any food that you have reasonable basis to suspect is unwholesome or unsafe.

If, based on this inspection, you have any doubt regarding wholesomeness or safety of the product, (1) have local health authorities inspect it as soon as possible, and (2) make sure that it cannot be accidentally used or distributed in the meantime. If the health inspector suspects or discovers problems, immediately contact your State agency or, if you are a State agency, your FNS Regional Office for further instructions.