

OSPI CNS School Meal Programs Reference Sheet

Storage Facility Review

LEAs that participate in the NSLP must conduct an annual review of all facilities in which USDA Foods are stored, including any commercial storage facility that stores USDA Foods for the LEA. The purpose of this review is to ensure proper storage and utilization of USDA Foods

Process:

- LEAs must conduct a storage facility review of any facility storing USDA Foods annually by February 1st
- Use the [Storage Facility Self-Evaluation form](#) to complete the review
- Any areas of non-compliance identified during the review must be addressed and a corrective action plan prepared and implemented
- Retain completed Storage Facility Self-Evaluation form and any corrective action for review during the Administrative Review

The Storage Facility Review areas of evaluation include:

- Facility:
 - Adequate storage space
 - Storage space sanitation
 - Identification of USDA Foods
 - Proper ventilation
 - Local health inspection certificates
- Commodity Utilization
 - First in First out
 - Quantities ordered to meet needs without waste
- Temperature Control
 - Thermometers in place and temperatures recorded
 - Dry storage 50–70°F degrees
 - Refrigerated storage 32–40°F
 - Frozen storage 0°F or below
- Inventory Records
 - Inventory system



Reference

- [7 CFR 250.14](#)

Resources

- [Storage Facility Self-Evaluation form](#)

Acronym Reference

- **CFR** – Code of Federal Regulations
- **CNS** - Child Nutrition Services
- **LEA** – Local Education Agency
- **NSLP** – National School Lunch Program
- **OSPI** - Office of Superintendent of Public Instruction
- **USDA** - United States Department of Agriculture