Los Angeles Unified School District
Food Services Division

Damaged or Discarded Product Log

School Name: _____ Location Code: _____

Products to Record on this Log:

1) Recalled Product
2) Contaminated Product
3) Damaged Product
4) Product Loss Due to Equipment Breakdown
5) Product Loss Due to Time and Temperature Abuse
6) Product Loss Due to Break-In or Vandalism

Instructions:

1) Keep the log in a location that is safe and accessible to all employees.
2) Food services employees fill in the information below each time food is discarded or returned for one of the reasons listed.
3) Cafeteria manager verifies that food services employees are discarding damaged food properly by visually monitoring.
4) Cafeteria manager observes foodservice employees during the shift and reviews this log on a regular basis.
5) When the log is filled up, the manager or designee replaces it with a blank log and files the log in the correct folder in the cafeteria filing system.

Date	Product Name (Also write product codes if it is a recalled, damaged, and/or contaminated item)	Reason Item Discarded or Returned						Quantity Discarded or Returned	Corrective Action and Comments	Manager or Designee Initials
		Recall	Contami-nation	Damage	Equipment Break-Down	Time Temp Abuse	Break-In Vandalism			