Discard Item Log

School: _____

Month: _____

Date	Vendor	Product	Qty	UOM	Initials	Reason for Discard

Directions	Reason Code
1. Complete form daily recording all items discarded within month.	"1"- Wrong Product
2. Include date, vendor, items, quantity (QTY) and unit of measure (UOM)	"2"- Pest Contamination
3. Use Reason Code to indicate issue.	"3" - Food Recall
4. For instances involving a food recall or other food safety concern, use new log sheet for those specific items and file with Food Safety Incident report	"4"- Food Storage went down
	"5"- Damaged Product or Packaging
	"6" - Food Expired
5. Discard logs are to be turned in monthly to SN Director	"7" Other include an explanation

Manager's Signature: _____

Date Verified: _____