

## Damaged or Discarded Food Log

**Instructions:** A food employee will record the date and name of food item to be discarded or returned. The reason for discard or return should be noted, whether damaged, or for another reason (food item has met the 7-day storage requirement, food item became cross contaminated, etc.). Corrective action should be noted and optional comments may be added. The employee will initial the entry and be verified by a manager.

Date/Time	Food Item	Reason for Discard/Return	Is the item Damaged? Y/N	Discarded? Y/N	Notes	Employee Initials/ Verified By	
9/16/20	Shredded Cheese	Opened for 7 days	N	Y	Opened/ date marked new packaged	AB	CD



Bethlehem Health Bureau  
 To request this information in an alternate format,  
 call (610) 865-7083  
 askbhb@bethlehem-pa.gov  
 www.bethlehem-pa.gov/Health-Bureau

