

**Damaged or Discarded Product Log**

**Instructions:** Food service employees will record product name, quantity, action taken, reason, initials, and date each time a food product is damaged and/or will be discarded due to improper handling. Supervisory employee will verify that damaged food is being discarded as instructed. Maintain this log for a minimum of two years and until given permission to discard it.

Date	Product Name/ Brand/ Company	Quantity	Action Taken (Hold, Return, Discard)	Reason	Initials

Supervisory Employee's Initials and Date: \_\_\_\_\_