## Damaged or Discarded Product Log

**Instructions:** Foodservice employees will record product name, quantity, action taken, reason, initials, and date each time a food or food product is damaged and/or will be discarded. The foodservice manager will verify that foodservice employees are discarding damaged food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating this log daily. <u>Maintain this log for a minimum of 1 year</u>.

Date	Time	Product Name	Quantity	Temperature / Reason for Action Taken	Corrective Action Taken	Initials/Date	Manager Initials/Date