

What do you do when TEFAP food is bad or needs to be destroyed?

1. **DO NOT THROW AWAY ANY FOOD**, please contact your Agency Relations Coordinator at Second Harvest Food Bank first.
2. Take multiple photos of the damaged or bad product.
3. Go to <https://www.tn.gov/agriculture/departments/administration/commodity-distribution/emergency-food-assistance-program.html>
 - Click on attachment **“G” TEFAP Report of Adjustment**
 - Click on attachment **“H” Donated Food Loss Report**
4. Complete both documents. Explain in detail exactly what happened.
5. If the product is refrigerated or frozen, you must provide 2 temperature logs: the month the incident occurred and the previous month.
6. Provide proof of pest control.
7. Attach the requested information to an email, and email the documents and photos to your Agency Relations Coordinator for review.
8. Once your documentation has been reviewed and corrected, it will be forwarded to the Tennessee Department of Agriculture for further review.
9. You will be contacted by your Agency Relations Coordinator if any further actions are necessary.