Damaged or Discarded Product Log

**Instructions:** Record product name, quantity, action taken, reason for damage/discard, initials, and date each time a product is damaged and/or will be discarded. Person in charge will also initial log when products are damaged and/or discarded.

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| **Date** | **Product**  **(include specific info such as name, brand, company, etc.)** | **Quantity**  **(include units such as cases, pounds, gallons, etc.)** | **Corrective Action Taken**  **(Hold, Return, Discard)** | **Reason** | **Food Handler Initials** | **Person in Charge Initials** |
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