



**OKLAHOMA DEPARTMENT OF HUMAN SERVICES**



**Loss Report**

Commodity Distribution Unit  
P.O. Box 25352  
Oklahoma City, OK 73125-0352  
Fax 405-521-6949

Use this form when United States Department of Agriculture (USDA) commodity foods are no longer edible. Complete an original and one copy. Mail or fax the original to the Commodity Distribution Unit (CDU) at the above address and keep a copy in your commodity file. After you reporting a loss, remove the lost product from Form 23CD001E (CDU-CC-1), Perpetual Inventory for USDA Commodities.

Recipient agency	Agency number		Date
Street address	City	State	Zip
Street or P.O. Box mailing address	City	State	Zip
Telephone number	Fax number		
Date loss discovered	Location of loss such as freezer or storeroom		

**For a freezer or refrigerator loss, send:**

- Form 23CD002E (CDU-CC-2), Refrigerator and Freezer Daily Temperature Log, for last two months;
- unit repair invoice;
- sanitarian's disposition sheet; and
- copy of insurance claim.

**For a fire send:**

- copy of fire chief's report;
- sanitarian's disposition sheet; and
- copy of insurance claim.

**For infestation, spoilage, deterioration, or contamination send:**

- description of how food was stored;
- proof of recent exterminations;
- sanitarian's disposition sheet; and
- copy of insurance claim.

