The same procedures and practices necessary to protect the quality of stored commodities at warehouses (and guard them against spoilage, damage, theft, or other loss) apply to distribution site storage facilities. The main difference between the two is that site storage facilities should contain little (if any) commodity after distribution has been completed. In other words, commodities are delivered and accumulated at distribution site storage facilities only prior to and expressly for distribution.

* If the storage facility at a distribution site operates as a true warehouse, all standard warehouse storage and recordkeeping procedures apply.
* If the storage facility at a distribution site is not suitable for long-term storage or is unsafe, any commodity remaining after the completion of a distribution should be returned to the warehouse (via waybill) from where it was dispatched.
* An account must be maintained at each distribution site, even if storage is not possible.

**Recommended Procedures**

1. If commodities stated on the distribution plan are not received in a reasonable amount of time prior to distribution, notify the warehouse manager at the dispatching warehouse and Commodity Management.
2. Upon arrival of commodity:

* Inspect and count all off-loaded commodity, and record the count on a tally sheet.
* Weigh a random sample of all commodity received.
* Complete the Receipt Information section of the waybill, and note any shortages or damaged commodity.
* Notify Commodity Management immediately of major irregularities in quality or quantity of commodity received.
* Sign the waybill along with the transporter for the **actual amount received.**
* File a copy of the signed waybill at the distribution site storage facility. (The persons responsible for the site storage facility are fully responsible for all commodity signed for, and may be held liable for any losses discovered by distribution monitors, auditors, or other staff.)

1. Record commodity received on stack cards.
2. Record commodity issued from the storage facility for each distribution on the appropriate stack card. The quantity for each distribution must correspond to the number of people to be served at the approved ration to be used, as stated on the distribution plan.
3. If commodity is returned from the storage facility to the dispatching warehouse, or commodity is transferred to another warehouse, prepare a dispatch waybill.
4. Total and reconcile the signed distribution lists with the corresponding quantity of commodity issued on stack cards. If less commodity was distributed, cards must show the amount returned to the storage facility or a possible loss must be recorded. Keep cards up to date so that balances always match any actual quantity of commodity in the storage facility.
5. Prepare a monthly report with the following information:

* Total quantities of commodity received during the month
* Total quantities of commodity issued from the storage facility
* Physical count of commodity remaining in the storage facility at the end of the month (if applicable)
* Details of any losses

1. Keep the following documents on file at distribution site storage facilities:

* Copies of approved distribution plans
* Waybills
* Signed distribution lists
* Monthly Distribution Site Storage Reports