Reconstitution takes commodities from damaged, underweight, or overweight containers (bags, cartons, or tins) and puts them in new (undamaged) ones to the standard weight or volume specified on the B/L. The terms “repackaging” and “reconstitution” are often used interchangeably.

* If the cost of reconstitution is **≤ US$500**, such costs should be paid by ITSH funds.
* If the cost of reconstitution will be **above US$500**, seek prior approval from FFP. If approval is not granted, reimbursement for the costs may be denied.
* The US$500 limitation shall apply to each loss situation, e.g., if 700 bags are damaged in a warehouse due to an earthquake, the US$500 limitation applies to the total cost for reconstitution of the 700 bags.

**Recommended Standard Operating Procedures**

1. Maintain a supply of clean, empty bags, cartons, or tins appropriate for the type of food commodities commonly held, as well as sealing materials (e.g., needles, thread, and tape).

* Bags recuperated from distributions must be cleaned before reuse.
* Bags or tins purchased locally must have the same donor markings as per the approved Branding and Marking Plan. If marking the new containers will be costly or is not feasible, request USAID to waive this requirement.

1. To prevent further loss and facilitate damage claims against responsible parties, reconstitute commodity as soon as possible after the damage has been discovered. To the extent possible, reconstitute commodity **arriving** in damaged containers upon receipt, and include the reconstitution information in the Remarks section of the waybill. Issue a **new waybill** for commodity being removed from a stack for reconstitution.
2. To avoid any possible misappropriation, ensure reconstitution is undertaken in the presence of at least two persons not directly responsible for handling commodity (non-warehouse personnel).
3. Closely monitor reconstitution activities to ensure quality work and detect and correct any faulty packaging. Consider enforcing penalties for unacceptable work practices or offering incentives for high-quality work.
4. Reconstitute commodity in damaged bags by stitching or taping torn bags, placing the damaged bag inside a new bag, or re-bagging entirely.

* Legumes and grains with dead insects or other foreign matter should be passed through a sieve to separate out debris and partially consumed food before reconstitution.
* If large amounts of commodity contain debris, consider sending commodity to a processor or miller with equipment to separate out the matter. Ensure that all damaged containers are fully accounted for before they are dispatched. Keep supporting waybills on file.

1. Weigh all reconstituted containers to ensure they have been filled to the standard weight of the original package as stated on the shipping documents, or label the new weight.
2. Sweepings from the reconstitution process must be accounted for and disposed of as per standard operating procedures.
3. Create separate stacks by shipment number for reconstituted commodity in the warehouse.
4. Prioritize reconstituted commodities for immediate distribution.