|  |  |  |  |
| --- | --- | --- | --- |
| **Loss Number:** |  | **Report Date:** |  |
| **Shipment Number:** |  | **Loss Reason:**(1) |  |
| **Transfer Authorization#:** |  | **US$ Value:**(2) |  |
| **Loss Type (circle one):** | **Commodity:** |  |
| Transport | Warehouse | Distribution | **Quantity Lost:** |  |

|  |  |
| --- | --- |
| Method Used to Calculate US$ value |  |
| Time, date, and place the loss occurred and/or was discovered |  |
| Number and size of containers/bags |  |
| Current location or disposition of commodities |  |
| Who, if anyone (person or organization), had possession of the commodities at time of loss? |  |
| Who, if anyone (person or organization), might be responsible for the loss? |  |
| Action**(3)** taken to recover or dispose of commodities |  |
| Details of claims established against responsible parties (or reason for not instituting claim action) |  |
| Claim action requested |  |
| Any other details to explain the circumstances under which the loss, damage, or misuse took place |  |
| **Prepared by:** |  **Signature:** |
| **Reviewed by:** |  **Signature:** |
| **Commodity Management:** |  **Signature:** |

**Attach required supporting documents** (1)

|  |  |
| --- | --- |
| **(1) Loss Reason** | **Supporting Documentation** |
| Short-landed | * Discharge Survey Report
* Outturn reports, if available
* Short-landing certificates signed by the port authority, if available
 |
| Unfit (for human consumption) | * Certificate of unfit food prepared by competent authority
* Waybills
* Documents for dispatching unfit food
* Photographs
 |
| Short-delivered | * Waybills
 |
| Theft / missing  | * Physical inventory report
* Police report
* Incident report
 |
| Misused | * Distribution lists
* Incident report
 |
| Reconstitution | * Invoices
* Commodity Reconstitution Report
 |
| Spillage/partially filled bags | * Distribution report
 |

(2) Determine the **value** of the commodity loss in either one of two ways:

1. Based on the domestic market price at the time and place the loss occurred
2. By adding the following to determine the FAS plus loss value:
* Commercial export price of the commodity at the time and place of export
* Ocean freight charges
* Other costs incurred by the U.S. Government in making delivery to the Awardee

(3) **Actions** include:

1. Filing a claim against a third party
2. Taking legal action against a person or organization
3. Processing a claim, which results in receipt of a claim payment
4. Arranging for a local health authority’s inspection and certification that the damaged food was unfit for human consumption
5. Requesting for USAID approval to sell or destroy unfit food
6. Requesting for USAID approval to take no action
7. Investigation of what happened to the unfit commodity