**Product Transfer Log**

**Attachment A to the Agency Partner Sub-Distribution Agreement**

This log should be used to track any Connecticut Foodshare product shared with other organizations, to help in the event of a product recall. As stated in the Sub-Distribution Agreement, surplus donated (including retail rescue) and GPP product from Connecticut Foodshare may only be shared with other Connecticut Foodshare agency partners that are in good standing. Consult your Network Relations Representative to confirm eligibility before transferring any product. Sub-distribution should be occasional—if it becomes regular, please contact Connecticut Foodshare so we can discuss long-term options. Keep this log (paper or digital) on-site for at least 12 months and be prepared to make it available to Connecticut Foodshare staff upon request. **Important note: Product received through government programs (TEFAP, CT-NAP, CSFP) may not be transferred. If you have surplus government commodities, contact your Network Relations Representative for further guidance.**

**Program Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Partner Receiving the Product** | **Date Transferred** | **Product Source & Date Received** | **Product Description****(include detail so product can be identified if recalled)** | **Pounds Transferred** | **For Refrigerated & Frozen: Sample Temperature at Time of Transfer** | **Name of Person Completing This Log** |
| *Fishes & Loaves* | *8/1/25* | *Vernon Stop & Shop Retail 7/30/25* | *Wyman’s Frozen Blueberries, 3 lb bags* | *50* | *-3* | *Jane Doe* |
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| **Partner Receiving the Product** | **Date Transferred** | **Product Source & Date Received** | **Product Description****(include detail so product can be identified if recalled)** | **Pounds Transferred** | **For Refrigerated & Frozen: Sample Temperature Time of Transfer** | **Name of Person Completing This Log** |
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