

**U.S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE**  
**DESTINATION DATA FOR DELIVERY OF**  
**DONATED FOODS**  
FNS Instruction 709-5

TYPE OF ACTION

- NEW  CHANGE  
 DELETE

SEE INSTRUCTIONS ON REVERSE

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Research and Analysis (0584-0293), Alexandria, VA 22302. Do not return the completed form to this address.

1. NAME OF STATE DISTRIBUTING AGENCY	2. DESTINATION (CITY) RECEIVING POINT	3. STATE IN WHICH DISTRIBUTING AGENCY IS LOCATED
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4. CONSIGN TO  ENTITY NO.	5. CARE OF (Please provide Fax No. and E-mail address if available)
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6. DELIVER TO (Street address, team track, warehouse, etc. Please provide Fax and E-Mail address if available)

A. FOR RAIL DELIVERY	LIMITATIONS
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B. FOR TRUCK DELIVERY	LIMITATIONS
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7. SHIP BY (Shipment may be made by rail or truck unless one of the following is checked)  <input type="checkbox"/> RAIL ONLY <input type="checkbox"/> TRUCK ONLY	EXPLANATION OF NEED FOR THE RESTRICTION SHOWN
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8. TITLE AND ADDRESS ONLY OF PERSON TO WHOM THE FORWARDING NOTICE AND DISTRIBUTION AGENCY CONSIGNEE RECEIPT (Form MP-209A) SHOULD BE SENT	9. TITLE AND ADDRESS ONLY OF PERSON TO WHOM THE NOTICE OF SHIPMENT SHOULD BE SENT
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10. OUTLET(S) SERVED

NUTRITION PROGRAM FOR THE ELDERLY (NPE)  CHARITABLE INSTITUTIONS  CHILD AND ADULT CARE FOOD PROGRAM (CACFP)  SUMMER CAMPS  SCHOOLS

COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)  SUMMER FOOD SERVICE PROGRAM  FOOD DIST. PRGM. ON INDIAN RESERVATIONS (FDPIR)  OTHER (Specify) .....

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)

**IF DESTINATION IS A WAREHOUSE, COMPLETE ITEMS 11 THROUGH 14**

11. TYPE OF WAREHOUSE  <input type="checkbox"/> STATE OWNED AND OPERATED <input type="checkbox"/> COMMERCIAL	12. IF COMMERCIAL WAREHOUSE DELIVERY ACCEPTABLE BY  <input type="checkbox"/> TRANSFER OF TITLE <input type="checkbox"/> LOCAL PICKUP
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13. TYPE(S) OF STORAGE PROVIDED  <input type="checkbox"/> DRY <input type="checkbox"/> REFRIGERATED <input type="checkbox"/> FREEZER	14. HANDLING OF PERISHABLE FOODS (Check one)  <input type="checkbox"/> SHIPMENT ALWAYS ENTIRELY UNLOADED AND PLACED IN STORAGE <input type="checkbox"/> PART OF SHIPMENT ALWAYS OR SOMETIMES DISTRIBUTED FROM CAR OR WAREHOUSE PLATFORM
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**The above information is true and correct to the best of my knowledge and belief.**

15. DATE	16. SIGNATURE OF AGENCY REPRESENTATIVE
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DESTINATION

**DISTRIBUTING AGENCY**

- Send a fax/copy to the Food and Nutrition Service Regional Office.

**FNS REGIONAL OFFICE**

- Send a fax/copy to the Kansas City Commodity Office.

## INSTRUCTIONS

It is important that a separate form be prepared for each destination (item 2) when delivery conditions require changes in elements of information in items 5, 6, 7, 8, or 9.

In the "*Type of Action*" entry, check one box only indicating whether the form is to provide data for: (1) a New destination, (2) notification of CHANGE in data for an existing receiving point, or (3) DELETION of a destination receiving point.

### ITEM

- 1 Self-explanatory.
  - 2 Name of the city to which shipment is to be made. Show State only if different from item 3.
  - 3 Self-explanatory.
  - 4 Enter the title of the Distributing Agency's representative who is accountable for distribution of donated foods. Names are not to be shown unless essential to the Distributing Agency's operation. The Entity Number is the code designation assigned by USDA for a destination receiving point and will be filled in by the Distribution Agency each time the form is submitted. *(Prior to submitting the form for establishment of a new destination receiving point, the Distributing Agency will contact the FNS Regional Office and obtain an Entity Number.)*
  - 5 If delivery at destination is to be accepted by the Distributing Agency's representative (shown in item 4), enter "Same as item 4." If delivery at destination is to be accepted by someone other than the representative shown in item 4, that person's title is inserted here. Names are not being shown unless essential to the Distributing Agency's operation.
  - 6 This item is used jointly with item 7 since the information to be supplied is dependent upon the method of shipment indicated in item 7.
- 7 It is desirable that shippers be allowed to make shipment by either rail or truck so that the means of transportation can be selected which will result in least transportation costs. Distributing agencies may restrict the method of shipment only when necessary to their program operations. If a specific mode of transportation is shown, an explanation must be made of the need for the restriction.
  - 8 If this person is the same as the one to whom the Notice of Shipment is sent, enter "Same as item 9." Names are not to be shown unless essential to the Distributing Agency's operations.
  - 9 Self-explanatory. Names are not to be shown unless essential to the Distributing Agency's operations.
  - 10 Indicate the outlet(s) to which distributions are made from this destination point.
  - 11 12, 13, and 14 self-explanatory.
  - 15 & 16 The Distributing Agency's representative (item 4) will complete these entries.

effect at the point of delivery, the name of the railroad which serves this location shall be shown. For example: "Blank's Warehouse, ACL," or "Industrial siding, PPP." Where reciprocal switching is in effect at the point of delivery, no delivering carrier shall be specified. If delivery is to be made on a team track, the name of a specific team track shall not be shown unless it is essential to program requirements.

Limitations. Show limiting conditions, if any, at the destination point; e.g., "Cannot handle care over maximum length of 53 feet."

B. For Truck Delivery. Show exact street address for location at which delivery will be accepted. If same as for "Rail Delivery," enter "Same as for rail delivery."

A. For Rail Delivery - No entry is to be made unless delivery to a specific location is essential to program operations; e.g., the receiving warehouse is located on a rail siding. When an entry is necessary, the address shown shall include the specific location at which the car is to be placed for unloading. When reciprocal switching is not in