**Secondary Distribution Record**

If your Agency is sharing Product picked up at participating Retail locations the following must be documented.

1. Agency that picked up product
2. Agency that is receiving product
3. Weight of shared product
4. Description of product
5. Temperature of product given
6. Temperature of product received.

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| Date | Primary Agency | Secondary Agency | Weight of Product | Description of Product | Temperature of Product Given | Temperature of Product Received |
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