

Standard Operating Procedures for

Facility Name: _____

Receiving and Storage

Why:	Potentially Hazardous Foods (PHFs) need to be delivered at the proper temperature so that bacteria can not multiply. Damaged packaging may be a sign that food is contaminated. Labels will identify food sources and ingredients. Food stored properly will prevent cross-contamination, and keep bacteria from multiplying.
Who:	<input type="checkbox"/> Designated receiving employee <input type="checkbox"/> _____
When:	When food is delivered and stored.
How:	<p>Check that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The receiving area is clean. <input type="checkbox"/> The delivery vehicle is clean & there are no chemicals transported with the food. <input type="checkbox"/> Frozen foods are frozen solid, and do not show evidence of thawing and refreezing. (Common signs of thawing and refreezing are large ice crystals on the surface, and frozen juices or liquids in the package.) <input type="checkbox"/> The temperature of PHF with clean calibrated thermometer. Cold foods must be less than 41 °F. Hot deliveries need to be greater than 135 °F. <input type="checkbox"/> Food does not show signs of spoilage. <input type="checkbox"/> Product packaging is not damaged exposing food to contamination. <input type="checkbox"/> Cans do not bulge, leak, or have creased seams. <input type="checkbox"/> There are no insects, insect eggs, dirt, rodent droppings, or other contaminants. <input type="checkbox"/> All products are properly labeled with the name and address of the manufacturer, and the ingredient statement. <input type="checkbox"/> Food is stored properly as soon as possible. Protect ready to eat foods from raw foods. Store raw foods under ready to eat foods, and separate from raw foods. <input type="checkbox"/> Raw animal foods are kept separate from each other. <input type="checkbox"/> All products are within their "use-by" date <input type="checkbox"/> _____
Optional Records:	<input type="checkbox"/> "Receiving Temperature Log" – Record temps at receiving <input type="checkbox"/> Document receiving Temperature on invoice. <input type="checkbox"/> _____
Correction:	<p>Delivery:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reject PHF delivered at the wrong temperature. <input type="checkbox"/> Reject products in damaged packaging if food is exposed to contamination, or cans that are bulging, leaking, or have a sharp crease in a seam. <input type="checkbox"/> Reject products without proper labels. <input type="checkbox"/> Reject deliveries if the inside of the delivery truck is dirty or contains chemicals. <input type="checkbox"/> Reject deliveries of products where use-by date has passed. <input type="checkbox"/> _____
PIC Verification:	<ul style="list-style-type: none"> <input type="checkbox"/> Spot check delivery procedures <input type="checkbox"/> weekly or <input type="checkbox"/> _____ <input type="checkbox"/> Check that food is stored properly. <input type="checkbox"/> _____

Prepared or revised by: _____
 Signature: _____ Date _____