# 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:** Designated receiving employee

**When:** When food is delivered and stored.

**How:**
- The receiving area is clean.
- The delivery vehicle is clean & there are no chemicals transported with the food.
- 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.)
- 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.
- Food does not show signs of spoilage.
- Product packaging is not damaged exposing food to contamination.
- Cans do not bulge, leak, or have creased seams.
- There are no insects, insect eggs, dirt, rodent droppings, or other contaminants.
- All products are properly labeled with the name and address of the manufacturer, and the ingredient statement.
- 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.
- Raw animal foods are kept separate from each other.
- All products are within their “use-by” date.

**Optional Records:**
- “Receiving Temperature Log” – Record temps at receiving
- Document receiving Temperature on invoice.

**Correction:**
- Reject PHF delivered at the wrong temperature.
- 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.
- Reject products without proper labels.
- Reject deliveries if the inside of the delivery truck is dirty or contains chemicals.
- Reject deliveries of products where use-by date has passed.

**PIC Verification:**
- Spot check delivery procedures weekly or ______
- Check that food is stored properly.