

# Standard Operating Procedures for

Facility Name: \_\_\_\_\_

## Source

<b>Why:</b>	Food from sources that are not approved may cause foodborne illness.
<b>Who:</b>	Designated Purchasing Employee <input type="checkbox"/> _____
<b>When:</b>	When ordering or purchasing food. <input type="checkbox"/> _____
<b>Where:</b>	Where food is ordered (vendor). <input type="checkbox"/> _____
<b>How:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assure all foods come from an approved source – for example meat, poultry or game meat comes from a U.S. Department of Agriculture (USDA) inspected facility, other foods from approved commercial processors.</li> <li><input type="checkbox"/> No home canned etc. sport fish etc.</li> <li><input type="checkbox"/> Ice is from an approved source.</li> <li><input type="checkbox"/> Shellfish is from approved source.</li> <li><input type="checkbox"/> _____</li> </ul>
<b>Mandatory Records:</b> (if applicable)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep shellfish tags for at least 90 days.</li> <li><input type="checkbox"/> Keep parasite destruction records for raw seafood for at least 90 days.</li> <li><input type="checkbox"/> _____</li> </ul>
<b>Optional Records:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> List of vendors approved by the facility.</li> <li><input type="checkbox"/> _____</li> </ul>
<b>Correction:</b>	Reject deliveries from non-approved suppliers. <input type="checkbox"/> _____
<b>PIC Verification:</b>	Review records and observe deliveries. <input type="checkbox"/> _____

Prepared or revised by:

Signature: \_\_\_\_\_ Date \_\_\_\_\_