

## #9 - Receiving Deliveries

### Standard Operating Procedure

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1. Person in charge or designee who accepts items is informed about receiving procedures.
2. Delivery time negotiated with supplier allows for items to be checked in and/or to set up an alternate check in procedure with the delivery person.
3. Delivery schedule is posted and it includes the names of vendors, days and times of deliveries, and the invoice.
4. A rejection policy has been established to ensure accurate, timely, consistent, and effective refusal/return of rejected goods.
5. Items that are rejected are noted on invoice or packing slip.
6. Sufficient space is provided in the freezer, refrigeration, dry store areas, and receiving areas in anticipation of a delivery to facilitate storage of food items in a timely manner.
7. Tools needed to check in deliveries are kept in specific location near the receiving area. These tools include: invoice or purchase orders, temperature logs, calibrated thermometers/infrared thermometers, pens, flashlights, and clean loading carts.
8. Ready-to-eat foods are not handled with bare hands.
9. A code has been established and used so items are rotated on first-in, first-out basis.
10. Delivery trucks are inspected at least once at start of the school year to ensure that they are clean, free of putrid odors, and organized to prevent cross-contamination. Trucks are re-inspected on a routine basis if there are product issues.
11. Verification is obtained to ensure that the driver monitors the interior temperature of refrigerated trucks.
12. Vendor name is confirmed before accepting delivery.
13. Delivery invoices are compared with product order records and inconsistencies are brought to the attention of the driver and/or vendor representative.
14. Delivery invoice are compared with actual products that are dropped off and inconsistencies are brought to the attention of the driver and/or vendor representative.
15. Procedures are in place to verify that:
  - Refrigerated foods (such as milk) are delivered on a refrigerated truck.
  - Delivery vehicle is clean and there is no chemicals transported with the food.
  - Frozen food are frozen solid, and do not show signs of thawing and refreezing. (Common signs of thawing and refreezing are large ice crystals on the surface, and frozen juices or liquid in the package.) In addition, the items are free of freezer burn and show of temperature abuse.
  - The temperature of the time & temperature control for safety (TCS) food that must be refrigerated are checked by using a clean, calibrated thermometer or an infrared thermometer on sample number of items. If the infrared thermometer reveals that the surface temperature is above 41 °F., the actual temperature of the sample products are taken. For packaged products including cartons of milk, the thermometer is inserted between two items without puncturing the wrapper.
  - All products are labeled with the name and address of the manufacturer.

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- Products are within the “use by” date, if found on the package.
- Food packaging is intact. There are no rips, dents, or leakage.
- Cans are not dented, leaking, swollen, rusted or have flawed seams.
- Crates and other shipping containers are clean.

16. Temperature of sampled food items are noted on  the invoice  temperature log.

17. Foods are transferred to their appropriate storage locations as quickly as possible.

### **CORRECTIVE ACTION:**

Reject the following:

- a. Frozen foods with signs of thawing
- b. Refrigerated foods that are at an internal temperature above 41°F.
- c. Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust
- d. Punctured or damaged packages.
- e. Product without proper labels
- f. Use by dates that have passed
- g. Items delivered in vehicle with dirty interior or vehicle that contains chemicals.
- h. Items delivered in dirty crates or pallets.

### **Monitoring and Record Keeping:**

Record the temperature and on the  delivery invoice  receiving log. Indicate what products have been rejected and the reason for the rejection on the log and/or delivery invoice.

Invoices/logs will be maintained with other records for:  Minimum required by federal regulation (a period of six months following a month’s temperature records) or  One school year from the date of the second annual food safety inspection (DPI recommendation).