

# Transport Sheet Requirements

Transport sheets may be used for sites that receive meals from an offsite production kitchen. Between production kitchen records and transport sheets, all [production record requirements](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf) must be met (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf>).

## Required Information

Completed by production kitchen*	Completed by satellite site
<ul style="list-style-type: none"> <li>• Serving site</li> <li>• Menu type (lunch, breakfast)</li> <li>• Grade grouping(s)</li> <li>• Meal service date</li> <li>• Menu item with recipe name and reference number or product name and description</li> <li>• Planned serving size(s) for each menu item</li> <li>• Planned/actual number of servings prepared</li> <li>• Planned/actual quantity prepared in purchase units (2-No 10 cans, 10 lb. case)</li> <li>• Crediting of planned serving size towards meal pattern</li> <li>• Total servings provided for each menu item</li> <li>• Substitutions made to original plans, including substitutions made for students with special dietary needs (keep supporting documentation on file)</li> </ul> <p>*Location that completes this information could vary by operation.</p>	<ul style="list-style-type: none"> <li>• Temperature of each menu item upon arrival (°F) and upon service (°F) **</li> <li>• Amount leftover <u>for each</u> menu item</li> <li>• Total reimbursable and non-reimbursable (adult) meals received and served</li> <li>• Substitutions or additions made onsite</li> </ul> <p>**If not on production records, must be documented somewhere.</p>

## Best Practices

- Notes regarding meal counts such as class trips, weather, students out sick
- Offer versus Serve policy
- Process 1, 2, 3 (per food safety plan chart) as job aid for staff
- Serving utensil(s) used
- Notes about menu/menu item acceptability