

Facility:

If you require any assistance please call 514-700-1567

Why	Proper temperature and time criteria must be met when Potentially Hazardous Foods (PHFs) are delivered to reduce bacterial growth. Damaged packaging may be one indication that food is contaminated. Labels must identify food sources and ingredients. Properly stored food will reduce chances of cross- contamination, and reduce bacterial growth.	
Who	– Employees responsible for receiving food products.	
	– Employees responsible for storing for products	
	– Other	
When	– When food is delivered or 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 / 5°C . Hot deliveries need to be greater than 140 °F / 60°C .	
	– 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	
– Other		
Receiving Temperature Log	Record temperatures at receiving	– Document receiving Temperature on invoice.
		– Other

Comments:	Authorized Signature::
	Date:
	Time:

SOP – Receiving & Storage

Facility:

If you require any assistance please call 514-700-1567

Corrective Actions	Delivery:
	– 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.
	– Other
PIC Verification	– Spot check delivery procedures
	– Check that food is stored properly
	– Other

Comments:	Authorized Signature::
	Date:
	Time: