

SOP For Receiving and Storage

Raw Meat/Poultry and Natural Casings

- We will only accept product from an approved source.
- All containers will be inspected for visible evidence of contamination or damage that may allow contamination. All contaminated or damaged product will be rejected.
- The product temperature will be checked for 2 boxes per load by placing a calibrated thermometer between two wrapped or bagged products or by inserting a cleaned and sanitized (and calibrated) thermometer into the product or between product pieces. Products that are not warmer than 50°F will be accepted. Products that are not warmer than 50°F will be accepted. Products that are between 50 and 75°F will either be rejected outright or evaluated. Evaluation may include organoleptic evaluation, review of time/temperature information obtained from the shipper, consulting a process authority, or accepting the product and performing a microbiological analysis. Product should be properly refrigerated/frozen if it is accepted pending the end of the evaluation. If the evaluation indicates that the product could be used to safely make cooked items, it can be accepted and used only in this way. No product with temperature over 75°F will be accepted. All temperatures and evaluations will be recorded on incoming invoices.
- All invoices will be checked, initialed, and kept on file for review.
- Accepted products will be immediately placed on designated racks/shelves in the cooler or freezer.
- All coolers will be maintained to hold a temperature of 41°F or lower, with daily monitoring and documentation.
- All freezers will be maintained to hold a temperature of 0°F or lower, with daily monitoring and documentation.

Perishable Non-Meat Ingredients

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- All invoices will be checked, initialed, and kept on file for review.
- Accepted products will be immediately placed on designated racks/shelves in the cooler or freezer.
- Perishable non-meat items will be stored separately (different cooler, rack, or shelf) from raw meat/poultry and natural casings.
- All coolers will be maintained to hold a temperature of 41°F or lower, with daily monitoring and documentation.
- All freezers will be maintained to hold a temperature of 0°F or lower, with daily monitoring and documentation.

Non-Perishable Non-Meat Ingredients

- We will only accept product from an approved source.
- All containers will be inspected for visible evidence of contamination or damage that may allow contamination. All contaminated or damaged product will be rejected.
- Product containers will be marked with the date of receipt and stored on designated shelves/racks in the dry storage area. The "First In, First Out" principle will be followed in using ingredients.
- The acceptance of the product will be recorded on the incoming product invoice. All invoices will be checked, initialed, and kept on file for review.

Packaging Materials, Cleaning Supplies, other non-ingredient items

- We will only accept product from an approved source.
- All containers will be inspected for visible evidence of contamination or damage that may allow contamination. All contaminated or damaged product will be rejected.
- Product containers will be marked with the date of receipt and stored on designated shelves/racks in the packaging storage area or chemical storage area, as appropriate. The "First In, First Out" principle will be followed in using packaging materials, cleaning supplies, and other non-ingredient items..

- The acceptance of the product will be recorded on the incoming product invoice. All invoices will be checked, initialed, and kept on file for review.