

# Food Safety Fact Sheet

## Receiving Deliveries

### INTRODUCTION

It is important to make sure all food that is received into the school nutrition facility is fresh and safe. Accepting sub-standard products can contribute to a potential foodborne illness.

### HERE ARE THE FACTS

Temperature of foods delivered to a school nutrition facility is important for quality and safety. Refrigerated foods should be 41 °F or below and frozen foods should be frozen solid and show no sign of thawing and refreezing.

### APPLICATION

Employees who receive food play an important role by following good receiving practices. It is critical that the product received is the product ordered and that it is in good wholesome condition.

#### Good Receiving Practices

- Inspect then accept or reject deliveries only during operational hours.
- Post the delivery schedule—names of vendors, days and times of deliveries, names of drivers.
- Keep receiving area clean and well lighted.
- Date product when delivered.
- Compare invoice with products delivered.
- Move foods to storage quickly, beginning with refrigerated foods, then frozen foods, then foods for dry storage.
- Verify that key drop deliveries are from approved supplier, stored properly, protected from contamination, and presented authentically.

#### Monitoring Practices

- Inspect delivery trucks for cleanliness and organization to minimize cross contamination.
- Check temperatures of refrigerated trucks or trucks delivering refrigerated products.
- Check frozen foods to make sure that they are frozen solid and show no signs of thawing and refreezing. Large ice crystals or liquid on the bottom of the carton are signs of thawing.
- Check temperatures of refrigerated foods.
  - ◇ Fresh meat and poultry should be 41 °F or below.
  - ◇ Packaged products should be 41 °F or below.
  - ◇ Milk and eggs should be 45 °F or below. Milk must be put in a 41 °F or lower cooler after receiving.
- Check expiration dates of milk, eggs, and other perishable products.





# Receiving Deliveries cont.

- Check packaging to make sure that it is sealed properly and that cans are free from dents, bulges, or other signs of deterioration.
- Check cleanliness of shipping containers.

## Corrective Actions

When there are deviations from the standards listed, corrective actions are required. Examples of corrective actions include:

- Reject the following products:
  - ◇ Frozen foods that show signs of thawing.
  - ◇ Cans that have signs of deterioration such as dents, rust, flawed seals or seams, and swollen sides or ends.
  - ◇ Packages that have been punctured or torn.
  - ◇ Products that have out-dated expiration dates.
  - ◇ Refrigerated foods that are above appropriate temperatures.
- Report problems with delivery days, times, or changes in delivery personnel to vendor.

**Remember, follow state or local health department requirements.**

## References

- U.S. Department of Agriculture, Food and Nutrition Service, & Institute of Child Nutrition. (2015). *Food safety in schools*. University, MS. Author.
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This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service through an agreement with Institute of Child Nutrition at The University of Mississippi. The contents of this publication do not necessarily reflect the views or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. government.

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Suggested Reference Citation:  
Institute of Child Nutrition. (2016). *Receiving deliveries*. University, MS: Author.

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