

## RECEIVING FOOD PRODUCTS

### RESPONSIBILITIES OF THE PERSON IN CHARGE

#### Approved sources

Check invoices, labels or tags to confirm food is from approved sources.

Approved sources may include local, regional or international growers; food manufacturing plants; or food suppliers or distributors.

Maintain documentation for food products received.

If food products are not from an approved source, do not accept the food, or discard the products.

See the [Approved Sources for Food Products](#) fact sheet for more detail.

#### Required temperatures

Check temperatures of time/temperature control for safety food (TCS) when it is received.

Ensure that TCS food products are received at required temperatures.

Cold TCS food must be received at 41°F or below, except:

- Fluid milk and shell eggs must be received at 45°F or below and cooled to 41°F or below.
- Molluscan shellfish must be received at 45°F or below and cooled to 41°F or below.

Hot TCS food must be received at 135°F or above.

Frozen TCS food must be received frozen solid.

Schedule deliveries of TCS food to ensure food employees monitor and verify temperatures of cold and hot TCS food.

If TCS food temperatures do not meet requirements or if TCS food shows evidence of previous temperature abuse, do not accept the TCS food, or discard the products.

#### Good condition

During transport and delivery, there is a potential for contamination and damage to packaging, including boxes, cartons or containers and cans. When packages are not in good condition, the risk from biological, chemical or physical hazards may increase. If packages are not in good condition, do not accept the food, or discard the products.

#### Contamination

Check packages of food products for contamination. Ensure that raw animal products, such as meat, poultry, or fish are not stacked on top of ready-to-eat food. Look for evidence of chemical residue or physical contaminants.

#### Boxes, cartons or containers

Check packages when food products are received. Ensure that boxes, cartons or containers are intact and not leaking. Look for rodent or bird droppings, living or dead insects, and other evidence of pests.

#### Cans

Check canned products when they are received to ensure they are not:

- Severely dented on the side seam or top or bottom rim.
- Swollen or bulging.
- Rusted with pitted surfaces.