

FOOD SAFETY TOPIC: RECEIVING, STORAGE, AND TRANSPORT

Having controlled receiving, storage and transport procedures in place prevents raw materials, ingredients, packaging, equipment and chemicals from contamination and damage. These procedures ensure you maintain a safe, quality product from the time ingredients come through your door to the time your product is consumed by your consumers.

THINGS TO CONSIDER:

Receiving

- Prior to unloading, inspect the carrier for the following:
 - » The interior is clean, in good repair and suitable for transporting packaging, ingredients or raw materials.
 - » It is free from odours, condensation and signs of pests.
 - » The load has not been shipped with incompatible materials (i.e., vegetables with chemicals).
 - » The temperature of the carrier and load is adequate for the type of items being received (i.e., 4°C for refrigerated, -18°C for frozen, and ambient for dry storage items).
- Check products to ensure they are packaged properly, labelled, stacked neatly, that there are no signs of damage or load shifting, and that they are from an approved supplier.

- Where applicable, keep records of all receiving information, including quantities and lot codes.
- Report any unacceptable conditions to your Food Safety Team Leader.
- All receiving activities should be separate from production/processing areas where applicable to prevent contamination.

Storage

- Maintain all storage areas and external storage containers/buildings in good, clean condition.
- Keep all raw materials, ingredients and packaging covered or sealed in their original packaging and not stored directly on the floor or up against the walls.
- First in, first out (FIFO) should be followed for all raw materials, ingredients, packaging materials and chemicals to ensure they are not used past their expiration date.
- Store chemicals separate from raw materials, ingredients, packaging and equipment.
- The temperature of the storage area is adequate for the type of items being stored (i.e., $1-4^{\circ}\text{C}$ for refrigerated, -18°C for frozen, and ambient for dry storage items).
- The humidity of the storage area is adequate for the type of items being stored.

- Returned products or products placed on HOLD are stored in a designated area in the appropriate storage area (i.e., refrigerated, frozen, or dry storage) and are clearly identified.
- Keep records of all refrigerated or frozen storage temperatures.
- Report any unacceptable conditions to your Food Safety Team Leader.

Transport

- Prior to loading, inspect the carrier for the same conditions as you would for receiving.
- Transport finished product requiring temperature control only in carriers capable of maintaining refrigerated or frozen temperatures. Ensure your carrier is pre-cooled prior to loading your refrigerated or frozen product.
- Check products to ensure they are packaged properly, labelled, have no signs of damage, and are stacked neatly.
- Where applicable, keep records of all shipping information, including customers, quantities and lot codes.
- Report any unacceptable conditions to your Food Safety Team Leader.



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