

Directions

Food Receiving Log – HACCP Version

Purpose: This form has two purposes:

1. To ensure that foods classified by the FDA as Time and Temperature Controlled for Safety (TCS) are received at safe temperatures.
2. To help operations control their food cost by creating a system which tracks food purchases on a weekly basis and by food classification.

Foods that are classified as Time and Temperature Controlled for Safety (TCS) are those that have in the past support the growth of pathogenic organisms and have resulted in Food Borne Illness outbreaks and include: dairy; eggs; fish; meat; poultry; shellfish; and processed and partially prepared foods such as pre-prepared entrees, sauces, and soups or peeled, and/or cut produce.

Standard Operating Procedures:

- At the beginning of each week, calibrate the thermometer(s) that will be used to take the temperature of food as it is being received.
- Start a new Receiving Log listing the date(s) of the day or week that the log is being kept for (small operations may use one log for a week, larger units may need one a day).
- In the first two columns list the name of the purveyor (supplier) and the invoice number.
- Next in the six columns with classification headings (Meat, Seafood, Dairy, Produce, Grocery, Bakery) put the dollar value of the foods that fit in these classifications – this can help you control food cost by tracking what you spend money on. (Many invoices now come in with subtotals of each of these classifications, or you can do the addition yourself.) And the invoice total in the final column.
- For each delivery that contains Meat, Seafood, Dairy, or processed Produce, select one or more item and take its temperature. List the item, its temperature and the initials in the column titled "Item/Temp/By".

Reject any foods that do not meet your temperature standards!

- On a weekly basis total the value of each category and use this to control your expenditures by tracking the percentage of your food dollar that goes to each classification. Where there are changes in the percentages there may be cause for concern and a need to investigate and possibly take action.
- On a weekly basis, file your Food Receiving Log to demonstrate your diligence in verifying that upon receipt, the temperatures of are correct.

Compiled by: _____

Date: _____

Purveyor	Invoice #	Meat	Seafood	Dairy	Produce*	Item/Temp/By**	Grocery	Bakery	Total
Totals									

Checked by: _____

*Pre-cut or pre-peeled produce items are classified as TCS foods and must have their temperatures checked and come in at or below 41° F.

****** For each delivery follow procedures to determine which items must have their temperatures checked. List the item, its temperature, and your initials. In the space below indicate any items rejected because they failed to meet temperature standards.

Form Courtesy of:
Wheelwright Consultants
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