

Approved Food Source Standard Operating Procedures

Purpose and scope: This standard operating procedure (SOP) purpose is to ensure food items purchased or donated are from approved source, per Food Code and best practices:

1. Assure that all meat, fish and poultry come from approved food source (U.S. Department of Agriculture inspected facility).
2. Accept packaged and processed foods from suppliers who receive their products from licensed and reputable commercial processors.
3. Use only pasteurized processed eggs products.
4. Do not purchase or accept as donations:
 - Raw seed sprouts (that will be served to pre-school children or elderly).
 - Home canned or other items that are not commercially canned products
 - Unlabeled packaged or canned products.
 - “Salvaged” foods available from a food pantry or agency that sells salvaged items to nonprofit schools.
5. Use only pasteurized apple juice and cider for service to children.
6. Develop written specifications for potentially hazardous food that include food safety provisions (e.g., milk delivered in clean cartons and cases, bread products delivered on clean racks).
7. Request that suppliers provide written letter to indicate that they follow a HACCP program. Maintain copy of this documentation on file with food safety plan.
8. Develop and follow a protocol for accepting donations of locally grown products so all items are wholesome, at peak of freshness, unblemished and free of pests.
9. Develop and follow a protocol for purchasing and receiving local produce and/or other locally available products to minimize risks of items carrying potentially hazardous organisms.
10. Coordinate delivery times with suppliers to allow for appropriate receiving procedures, including the monitoring and logging of product temperatures.

Corrective Action:

Reject deliveries and donations of food that do not meet specifications. Person in charge or designated food service employee/volunteer will note that item was rejected on the invoice **or** complete the Damaged and Discarded Product record. The name of the food items, source, date, time, and the reason why the food was discarded will be recorded if the form is completed. Maintain the Damaged or Discarded Product Logs, invoices or other documentation for the current school year to meet USDA food safety regulations.

Verification and Record Keeping:

Foodservice manager will verify that they are purchasing from an approved source. Documentation Log will be kept on file for a minimum of one year.

Date Implemented _____ **By:** _____

Date Reviewed _____ **By:** _____

Date Revised _____ **By:** _____

