OSPI CNS Food Distribution Program Delivery Checklist

Food Safety and Delivery

To assist with SOP and monitoring logs, please review recommendations below and share with sites that receive USDA food deliveries. Use this guide to know when to approve and reject products. Establishing a strong receiving procedure and following correct practices ensures the safety and quality of the food you serve.

Before Delivery

✓ Make appointments for food delivery when trained staff has enough time to receive them properly. (Ex. before or after lunch serving times).
✓ Check your loading docks – are they clear of vehicles and obstacles?

During Delivery

Delivery

✓ Is truck at correct delivery location?
✓ To prevent additional fees or detention charges, check in timely with truck and driver at scheduled appointment time (*see below for allotted timeframes to receive products).
✓ Verify the number of cases while the driver is still on site and prior to signing the freight bill – quantity received matches quantity ordered.
✓ Record and report on freight bill and to OSPI any overages, shortages, and/or damages. Take pictures to document any issues, damages, and safety concerns:
  - Are there any broken boxes, leaky packages, or dented cans?
  - Are pallets stacked at an acceptable height?
  - Photo of issue to include product label, dates or code, size and scale.
  - Did drivers pick up old pallets?
✓ **Once the common carrier freight bill is signed, product ownership changes to LEA.**

Inspect Product

✓ Examine the quality and condition of product and packaging. Check entire content of a box (not just the items on top).
✓ Check for freshness – look, smell, feel, and even taste the product. If product does not meet your standards, refuse it.
✓ Are the products in the truck stored at the proper temperatures?
✓ Are raw products separated from processed food and fresh produce?
✓ Check product date on outside of case, open case, and check for date on product. Are products within an acceptable date range?

What if I need to reject a product that doesn't meet purchase specifications?

- ✓ Separate it from the accepted items and tell the delivery driver what is wrong with it.
- ✓ Log the rejected item on your documentation before signing the paperwork. This is a crucial record and should not be overlooked as part of the delivery process.
- ✓ Send product back on truck with the driver.

*Delivery Timeframes

1-2 pallets	20 minutes allotted
3-6 pallets	30 minutes allotted
7-12 pallets	45 minutes allotted
13 or more pallets	60 minutes allotted

Acronym Reference

CNS – Child Nutrition Services
LEA – Local Education Agency
OSPI – Office of Superintendent of Public Instruction
SOP – Standard Operating Procedures
USDA – United States Department of Agriculture