



# Army Center of Excellence, Subsistence Food Safety Newsletter

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This is a quarterly food safety newsletter for foodservice personnel. Point of contact for future topics and suggestions is CW3 Dawn Cater, Senior Food Safety Officer, ACES at DSN 687-4286 or Comm.: (804) 734-4286.



## Receiving Procedures

It is imperative that deliveries of subsistence be inspected once they enter an installation. Nothing should be taken for granted. The following are basic receiving procedures that foodservice management and employees should follow in the receipt of subsistence.

### (1) Plan Ahead

Being prepared for a delivery is the first step in receiving food safely. Predetermine what to inspect when the delivery arrives. Utilize past performance history of the contractor or manufacturer as a guide. Preparation entails ensuring there is adequate space for the new products. Newer products are stored behind or under the older products. Remember the first in first out (FIFO) rule. The exception to this rule would be for items that are distressed (short shelf-life or damaged) and are accepted. Hand truck and carts are to be clean and easily accessible. Clean and sanitize thermometers prior to the delivery. The receiving area should be maintained in a clean, uncluttered manner as to facilitate the inspection of incoming subsistence.

### (2) Receive/Inspect One Shipment at a Time

There may be instances where more than one delivery arrives at the facility simultaneously. Ensure that only one shipment is inspected at a time. Always inspect and store perishable subsistence first so as to avoid undue temperature abuse.

### (3) Inspect Immediately

The first inspection to be conducted is a visual inspection. Check to ensure the product packaging is clean and intact. Any packages found to be damaged should be further inspected for possible product damage. There should be no signs of thawing, refreezing or insect damage. Check the use-by or expiration dates to ensure the product is received with the prescribed shelf-life. Contact veterinary services personnel for verification on suspect products.

An inspection of the conveyance should also be performed. The conveyance should be clean and maintained closed until product is ready to be off-loaded. Facility personnel should check to ensure the conveyance is under refrigeration, if required. If the delivery is a mixed load, there should be barriers to separate frozen, chilled and semi-perishable subsistence.

Once the visual inspection is concluded, check temperatures on perishable subsistence. Temperatures should also be verified using a calibrated, clean and sanitized baby-dial thermometer. Receiving personnel should be trained on the acceptable temperatures for chilled and frozen subsistence. Temperatures found to be out of tolerance indicate that further inspection of the product is needed to determine if the product condition and/or quality has been affected.

### (4) Disposition

Products found to be in acceptable condition should be immediately stored and labeled with date of receipt or expiration/use by dates to ensure proper stock rotation.

Products identified as unacceptable should be returned to the vendor for replacement. Contact local veterinary services if further confirmation and or disposition verification paperwork is required.

### (5) Education

Ensure that all authorized receiving individuals receive training on proper receipt procedures. Training should include procedures in verifying approved sources, reading product codes and determining product temperature. They should also be aware of what conditions constitute a rejection of subsistence. Train employees on what characteristics to look for concerning the various food products. Receiving employees should know what constitutes acceptable color, texture, odor of acceptable products and what signs determine rejection of a product. Utilize your local veterinary services personnel for assistance in training on product characteristics and inspection procedures.

All deliveries should be inspected for administrative requirements (invoice matches order request in reference to weight and quantity); quality (subsistence meets contractual requirements); and safety (proper temperature and appearance). Remember, receiving is the first line of defense when ensuring the acceptance of safe food.

## Answers to Jan-Mar Edition Crossword Puzzle

### Down:

1 – Safe      2 – Hot      3 – Cook      4 – Temperature  
6 – Hamburger      7 – Bacteria      8 – Sick      10 – Danger

### Across:

5 – Thermometer      9 – Boil      11 – Microwave