

Standard Operating Procedures for

Facility_____

Source

Why:	Food from sources that are not approved may cause foodborne illness.
Who:	Designated Purchasing Employee <input type="checkbox"/> _____
When:	When ordering or purchasing food. <input type="checkbox"/> _____
Where:	Where food is ordered. <input type="checkbox"/> _____
How:	<ul style="list-style-type: none">○ Assure all foods come from an approved source – for example meat, poultry or game meat comes from a U.S. Department of Agriculture (USDA) inspected facility, other foods from approved commercial processors.○ No home canned etc.○ Ice is from an approved source.○ Shellfish is from approved source. <input type="checkbox"/> _____
Mandatory Records: (if applicable)	<ul style="list-style-type: none">○ Keep shellfish tags for at least 90 days.○ Keep parasite destruction records for raw seafood for at least 90 days. <input type="checkbox"/> _____
Optional Records:	<input type="checkbox"/> List of vendors approved by the facility. <input type="checkbox"/> _____
Correction:	Reject deliveries from non-approved suppliers. <input type="checkbox"/> _____
PIC Verification:	Review records and observe deliveries. <input type="checkbox"/> _____

Prepared or revised by_____Date_____