

**STANDARD OPERATING PROCEDURE – Receiving Ingredients and Packaging Materials****INTRODUCTION**

Food ingredients and food contact packaging materials must be received and stored properly. If items arrive damaged they could contaminate the products they are used with. After arrival, proper storage is imperative to protect ingredients and packaging from degradation. Accurate documentation of materials received is also critical to our ability to trace ingredients and food contact packaging in the event of a product recall.

**MATERIALS**

1. Supplies
  - a. Itemized documentation of delivered materials (bill of lading, packing slip, invoice, etc.)
  - b. Cart, fork lift
2. Hazards
  - a. To avoid injury, use proper lifting techniques when heavy materials are received.
  - b. Exercise caution when using equipment such as fork lifts and skid loaders.

**PROCEDURE**

1. When delivery trucks arrive the receiving personnel should be given documentation of the shipment.
2. Inspect the items for damage. Only accept food ingredients and food contact packaging materials that are in their intact original containers.
3. Confirm that the material delivered is what is listed on the shipment documentation, i.e. correct quantity and type.
4. Look to see if the materials lot numbers are recorded on the shipment documentation. If they are not, then write the lot numbers on the documentation.
5. Sign and date the shipment documentation and bring it to the Creamery office.
6. Unload the material and bring it to its appropriate storage location.

The following individual is responsible for implementation of this SOP and has the overall authority on-site:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_