

# SOP Template: Receiving and Storage Temperature Requirements for Foods

This SOP details the **receiving and storage temperature requirements for foods**, outlining protocols for verifying temperature upon delivery, maintaining optimal storage temperatures to ensure food safety, preventing temperature abuse during handling and storage, and monitoring practices to avoid spoilage and contamination. The purpose is to maintain food quality, prevent bacterial growth, and ensure compliance with food safety regulations throughout the receiving and storage processes.

## 1. Purpose

To outline procedures for ensuring all food items are received and stored at proper temperatures in order to prevent foodborne illnesses, spoilage, and regulatory non-compliance.

## 2. Scope

This procedure applies to all personnel involved in the receiving and storage of food products, including perishable, frozen, and shelf-stable items.

## 3. Responsibility

- Managers/Supervisors: Ensure procedures are followed and staff are trained.
- Receiving Staff: Inspect and record temperatures upon delivery.
- Storage Staff: Monitor and document storage conditions.

## 4. Procedure

### 4.1 Receiving Foods

- All deliveries must be inspected immediately upon arrival.
- Use a calibrated thermometer to check temperatures of potentially hazardous foods:
  - Refrigerated foods (e.g., dairy, meat, seafood):  $\pm 5^{\circ}\text{C}$  ( $41^{\circ}\text{F}$ )
  - Frozen foods:  $-18^{\circ}\text{C}$  ( $0^{\circ}\text{F}$ ) or below (no signs of thawing)
- Reject any items not meeting temperature criteria or showing signs of spoilage/contamination.
- Record all temperature checks and actions on the Receiving Log.

### 4.2 Storage Requirements

Food Type	Storage Temperature Requirement
Refrigerated Foods	$\pm 5^{\circ}\text{C}$ ( $41^{\circ}\text{F}$ )
Frozen Foods	$-18^{\circ}\text{C}$ ( $0^{\circ}\text{F}$ ) or below
Hot Holding (if applicable)	$\pm 60^{\circ}\text{C}$ ( $140^{\circ}\text{F}$ )
Dry Goods	$10\text{--}21^{\circ}\text{C}$ ( $50\text{--}70^{\circ}\text{F}$ ), dry conditions

### 4.3 Storage Practices

- Place foods in storage promptly after receiving.
- Do not overload storage units; allow air circulation.
- Arrange foods to prevent cross-contamination (e.g., raw below ready-to-eat).
- Label and date all items for FIFO (First In, First Out) use.

### 4.4 Temperature Monitoring

- Check and record storage unit temperatures at least twice daily.
- Report any temperature deviations to management immediately.
- Calibrate thermometers regularly, at least monthly.

## 5. Documentation

- Receiving Log “ record all deliveries, product temperatures, and any rejected items.
- Storage Temperature Log “ monitored and maintained daily.
- Corrective Action Log “ document deviations and what corrective actions were taken.

## 6. Corrective Action

- Immediately move products not at safe temperatures to appropriate storage if possible.
- Reject or discard products showing evidence of temperature abuse, spoilage, or contamination.
- Investigate and address the source of any temperature deviation.

## 7. References

- FDA Food Code
- Local/State Health Department Regulations
- Company Food Safety Policy