Standard Operating Procedure	Product Receiving	Issued on: [DATE]
		Issued by: [NAME]
	Version No: [NUMBER]	Revised on: [NEW DATE]
	Supersedes: [PRIOR NUMBER]	

Objective:	To control risk of biological, physical and chemical hazards and prevent illness and injury to customers from products handled by the facility.
Personnel Scope:	Employees tasked with product receiving either on farms or at the facility.
Frequency:	Ongoing
Materials:	Product Receiving Log, pens, labels
Procedures:	*On farm produce receiving* 1. Products are only picked up from farms on a pre-arranged basis. Products are only accepted from farms/vendors who have completed the vendor on-boarding process. 2. Driver receiving the products will inspect packaging for cleanliness and/or damage. Any packaging showing signs of uncleanliness and/or damage will be rejected. 3. Visual inspection of box contents will confirm the absence of foreign materials. 4. Driver receiving products will check for proper labeling on packaging. Label must include product name, farm name, and business address. 5. Driver will verify that any products containing allergens are properly labeled, stacked below non-allergenic products, and that a plastic barrier is used to prevent cross-contamination. 6. Driver will verify product and quantity against *Product Receiving Log*. 7. Driver will initial *Product Receiving Log* as confirmation that the above steps were completed. 8. Delivery vehicle will be maintained in a clean and orderly condition to prevent microbial contamination during transit. *Warehouse product receiving* 1. Product is only accepted from farms/vendors who have completed the vendor on-boarding process. 2. Receiving of products will take place during designated times, on [DAY] and [DAY] between the hours of [TIME] and [TIME]. 3. Warehouse Receiver will inspect packaging for cleanliness and/or damage. Any packaging showing signs of uncleanliness and/or damage will be rejected. 4. Visual inspection will confirm the absence of foreign materials. 5. Warehouse Receiver will verify that any products containing allergens are properly labeled, stacked below non-allergenic products, and that a plastic barrier is used to prevent cross-contamination. 6. Warehouse Receiver will verify proper labeling on packaging. Label must include product name, farm name, and business address.

	7. Warehouse Receiver will verify product and quantity against *Product Receiving Log*. 8. Warehouse Receiver will initial the *Product Receiving Log* as confirmation that the above steps were completed.
Monitoring:	1. Employees who carry and/or receive products will initial the *Product Receiving Log* as confirmation that the above steps were completed. 2. Any observed deviation from the above procedures must be reported to a supervisor.
Corrective Action:	1. Products affected by compliance failure with the above procedures will be discarded. 2. In the event that affected products have already left the warehouse, recall actions will be considered. 3. Compliance failure will trigger staff retraining.
Verification:	1. On a weekly basis, General Manager will review and initial all *Product Receiving Logs*. 2. If corrective actions occur, supervisor will review the corrective action steps within 7 days and revise as needed.
Record-keeping:	Hard copies of logs will be stored in the office filing cabinet.

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