

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> CORRECTIONS DIVISION/ FACILITIES OPERATIONS	<b>Reference Number:</b> IVL01-0017 **	<b>Revises            Previous            Effective Date:</b>
<b>Subject:</b> Inspection/Storage		12/15/02
<b>Authority:</b> Donald / Adams	<b>Effective Date:</b> 9/01/04	Page 1 of <div style="text-align: center;">6</div>

**I. POLICY:**

To outline to all Food Service Directors in each feeding unit in GDC, the methods and procedures for the storage, inspection and accountability of damaged and/or spoiled food and supply items.

**II. APPLICABILITY:**

All feeding unit operating under GDC management

**III. RELATED DIRECTIVES:**

- A. OCGA: 42-2-11
- B. Department of Human Resources, Chapter 290-5-14
- C. GDC-SOP: IVL01-0009, IVL01-0021, IVL01-0014 (Attachment 1)
- D. ACA Standards: 2-2118, 2-2119, 3-4302, 3-4304, 3-405, 3-406, 1-ACBC-4B-08, 1-ACBC-4B-09, 1-ACBC-4B-10, 1-ACBC-4A-10, 1-ACBC-4A-12

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**IV. DEFINITIONS:**

- A. Inspection - To officially examine food items and service area to ensure cleanliness and accountability.
- B. Non-perishable Items - Food items that are not easily spoiled.
- C. Perishable Items - Items that may spoil easily.

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**V. ATTACHMENTS:**

Attachment 1: Food Survey Request, Report and Expenditure

**VI. PROCEDURE:**

A. Inspection/Storage

1. Food and supplies are to be moved from the receiving area to the storage areas immediately thereby eliminating safety hazards, damage or spoilage of items and promote accurate accountability in each feeding unit. All shipments of milk should be moved immediately to coolers.
2. All storage areas, including storerooms and refrigeration/freezer areas are to be kept clean, free from dirt, dust and grease, and well ventilated. All storage items should be stored at least six inches above the floor, six inches from the wall and 18 inches below the ceiling. (Refer to Chapters IVL01-0009, Sanitation).
3. All items will be dated upon receipt.
4. All food and supply items will be used/consumed on a First-In, First-Out (FIFO) basis.
5. Food will be stored in approved National Sanitation Foundation (NSF) containers. Contents should be identified by common food name. These will be stenciled WET FOOD STORAGE ONLY or DRY FOOD STORAGE ONLY. These containers will be kept covered and stored to assure the required temperatures. After each use the container shall be washed, rinsed, sanitized and air dried only. These containers are to be stored at least 6 inches above the floor. These containers are to be protected at all times from potential contamination, including toxic materials dust, insects, rodents, unclean equipment and utensils, unnecessary handling, cross contamination, coughs, and sneezes, flooding, drainage, and overhead leakage or overhead drippage from condensation. (Refer to Section IVL01-0009, Sanitation)

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B. Storage of Nonperishable items

1. Nonperishable items must be properly stored. Improper storage can result in loss from rodent or vermin infestation or from deterioration caused by heat, dryness or excessive moisture. Nonperishable items must be used on a first-in, first-out basis.
  - a. Facilities - Storerooms should be equipped with sufficient shelving for storage of canned or packaged nonperishable items. Temperatures should range between 45 and 80EF. Temperatures should be checked three times daily and documented on the Cooler Temperature Log (Refer to IVL01-0009 Attachment 2).
  - b. Canned and packaged goods should be left in original containers when possible and goods should be stored neatly on shelves, allowing proper air circulation, with labels and/or stock numbers facing out so each item can be easily identified. Items are to be stored at least six (6") inches off the floor and six inches from the wall.
  - c. Storage inspection - nonperishables are to be inspected upon delivery and when being stored. They are to be inspected for visual defects, and isolated from the storeroom when signs of contamination are found. Rejected cases, boxes, etc., are to be inspected for any usable items in the case, box, etc. A survey report for spoiled, damaged items will be prepared (Refer to IVL01-0021, FDU Procedures).
  - d. Dry stores - Individual containers are to be inspected for discoloration resulting from exposure to grease or excessive moisture or for damage from insects and rodents. When containers are opened, the CONTENTS should be inspected for signs of mildew, rodent or insect infestation.

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- e. Canned goods - Cans are to be inspected for signs of holes, leaks, excessive rust and swelling.

C. Storage of Perishables

- 1. Perishables, when not stored under proper conditions (temperature, humidity, air circulation and sanitation) are subject to rapid deterioration. Each perishable item must be thoroughly inspected before it is stored. Food shall not be stored under or within 18" of the evaporator.
  - a. Storage in Freezers - Frozen foods are to be stored according to size and type and stacked properly. Temperatures in frozen food storage is to be between 0EF and minus (-) 10EF.
  - b. Storage in Reach-In Refrigerators - Perishable items in refrigeration are to be arranged for proper air circulation. Odor-imparting foods should be separated. Temperatures should be maintained between 34EF and 40EF in refrigeration storage areas. Temperatures should be checked three times daily and documented on the Cooler Temperature Log. (Refer to IVL01-0009 Attachment 2)

D. Sanitation

- 1. Regular sanitation schedules for all storage areas will be prepared and followed in each feeding unit. All floors, wall shelving, and ceilings are to be kept free from dust, dirt and grease.
- 2. A monthly or regular schedule for extermination of insects and rodents MUST be maintained. If this does not eliminate or control the problem then extermination is to be provided on a weekly basis until such control is established.

E. Record Keeping

- 1. Upon delivery and inspection of food and supply items, damaged or spoiled items will be removed and

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a food survey report (See Attachment 1, IVL01-0014) completed. Items not acceptable from an outside vendor will be rejected on the spot. If it is a FDU product, FDU should be notified immediately of damaged items.

2. The Food Survey form will be completed as follows:
  - a. Name of the facility.
  - b. Enter the current date
  - c. By sequence, enter Survey Number.
  - d. Signature and Title of person who originated the survey (found the damaged goods).
  - e. Enter stock number.
  - f. Enter stock type (i.e. - F (farm), L (local purchase), U (usda), and O (outside purchase)).
  - g. Enter description of item.
  - h. Enter date of package.
  - i. Enter lot number, if applicable.
  - j. Enter reason for survey.
  - k. Quantity of items surveyed.
  - l. Unit price of item.
  - m. Total value - the quantity of items multiplied by the unit price.
  - n. Total - sum total of all items.
  - o. Who disposed of item(s).
  - p. What activity was taking place at time of surveying. (i.e.: meal preparation, inspection, handling, recall, etc.)
  - q. Signature of Food Service Director.
  - r. Signature of Business Manager.

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- s. Signature of Superintendent of Facility.
3. See a sample copy of Survey Form in Attachment #1 of IVL01-0017. Copies are to be distributed as follows:
    - a. The Survey form should be faxed to Central Office to insure decrease of inventories.
    - b. The original form will be mailed to Food and Farm Services, Central Office immediately.
    - c. One copy is to remain on file in the Food Service department of the facility.
- F. USDA Commodities
1. Special considerations involving storage, inspection and disposal of USDA commodities is required in each feeding unit in GDC. **Prior to** filling out a survey form for or disposing of a USDA commodity, you must call Central Office to receive further instructions.
- G. Recall procedures will be maintained in the food service area.
1. A Food Survey will be completed with all recalls.
  2. Food items identified in recall must be secured immediately.
  3. Follow specific instructions given by Central Office Food and Farm Services on the lot/production number issued in the recall.
  4. Follow all other procedures as outlined in Food and Farm's Food Recall book, available from Central Office.