**Standard Operating Procedures: Approved Source**

**PURPOSE:** To prevent foodborne illness caused by unsafe food sources.

**SCOPE:** This procedure applies to managers whose duties include ordering product and foodservice staff.

**INSTRUCTIONS:**

1. Train managers on using the ordering procedures in this SOP.
2. Train foodservice workers on recognizing approved products (required labeling).
3. Follow North Carolina Health regulations.
4. Managers will only order

* Foods that comply with NC Law.
* Grade A milk and milk products
* from distributors that are willing and able to supply Letters of Guarantee from the suppliers upon request
* processed foods from a regulated food processing plant
* Fish that are commercially and legally caught or harvested and approved for sale or service
* Recreationally caught shellfish will not be purchased or used.
* Wild mushrooms from a regulated operation or food processing plant
* Game animals that are commercially raised for food and are raised, slaughtered, and processed according to law and under a routine inspection program conducted by a regulatory agency.
* Molluscan Shellfish from sources that are listed in the Interstate Certified Shellfish Shippers List.

5. Food service employees will review product to be sure that

* All meats, game animals, and poultry have a stamp of inspection or Public Law Exemption number on cases or individual packaging.
* All milk and milk products are labeled “Grade A”
* Eggs are in a clean container labeled with the
* applicable consumer grade (i.e, Grade A)
* the size or weight class
* word "eggs"
* numerical count of the contents
* name and address of the packer or distributor
* Safe handling instructions
* Raw shucked shellfish are in nonreturnable packages which bear a legible label that identifies the:
  + Name, address, and certification number of the shucker, packer or repacker of the molluscan shellfish;  and
  + "sell by" or "best if used by" date for packages with a capacity of less than 1.89 L (one-half gallon) or the date shucked for packages with a capacity of 1.89 L (one-half gallon) or more

**MONITORING:**

Foods will be examined upon receiving for required stamps, listings, etc. Invoices will be kept on file.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Set aside for return or discard any foods that do not comply with law.
3. Notify the Health Department of any delivered foods that do not meet requirements of the laws.

**VERIFICATION AND RECORD KEEPING:**

The Manager on Duty will verify that foods are approved by visually examining product. Any product that does not appear to meet the requirements will be set aside and clearly labeled for return to the distributor and review by the health department. All invoices for products received will be kept on file for a minimum of 6 months.

**DATE IMPLEMENTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE REVIEWED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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