

Food Receiving Log

Week of: _____

Location: _____

Person in charge: _____

Date and time	Supplier	Product	Temp °F (or "frozen")	Packaging OK? Y/N	Accepted or rejected	Reason or action	Initials

Accept: refrigerated TCS food at 41°F or below; hot food at 135°F or above; frozen food frozen solid; raw shell eggs from a truck at 45°F or below. Milk and live shellfish may arrive at the temperature their own rules allow, then must reach 41°F within 4 hours.

Reject: food above these temperatures, signs of thawing and refreezing (large ice crystals, frozen liquid in the box), torn, leaking, swollen, or badly dented packages, and shellfish without tags. Keep shellfish tags 90 days after the last one is served.