

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Receiving

Policy Number: 409.04.17

Effective Date: 4/27/2021

Page Number: 1 of 8

Authority:
Commissioner

Originating Division:
Executive Division (Georgia
Correctional Industries - Food
and Farm Services)

Access Listing:
Level I: All Access

I. Introduction and Summary:

It is the policy of the Food and Farm Services Subdivision to establish methods and procedures for receiving all food, supply, and equipment items at Georgia Department of Corrections (GDC) State Prisons and Centers which operate kitchens for preparation of the GDC Master Menu. Exceptions may be made for contracted food service operations.

II. Authority:

- A. GDC Standard Operating Procedures (SOPs): 409.04.07 Emergency Feeding Plan/Mobile Field Kitchen, 409.04.16 Procurement of Food and Supplies, and 409.04.21 Food Distribution Unit Procedures; and
- B. ACA Standards: 2-CO-4C-01, 5-ACI-5C-02 (ref. 4-4314), 5-ACI-5C-12 (ref. 4-4323), 4-ALDF-4A-05, and 4-ALDF-4A-14.

III. Definitions:

- A. **Receiving Report** - The official form to indicate items received by quantity, price, and total value.
- B. **Receiving Stamp** - The official stamp to indicate items received by date and invoice.
- C. **Packing Slip** - The food supply order listing.
- D. **Waybill** - The shipment list that accompanies the delivery of Farm Products.

IV. Statement of Policy and Applicable Procedures:

- A. Receiving:
 - 1. Upon receipt of all items into the facility, proper documentation shall be completed specifying the amount(s) of the item(s) received.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Receiving

Policy Number: 409.04.17

Effective Date: 4/27/2021

Page Number: 2 of 8

Authority:
Commissioner

Originating Division:
Executive Division (Georgia
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2. Regardless of source, all merchandise will be checked to ensure the following:
 - a. Items delivered should meet the requirements specified in the original purchase order, Packing Slip, bill, etc.;
 - b. Merchandise amount, quantity, price and unit of issue should be accurate; and
 - c. Quality of merchandise should be verified and ensured. Damaged, spoiled, or inferior items will be rejected at the time of delivery with appropriate changes made to the invoice or Packing Slip, bill, etc.

B. Receiving Stamp:

All items received into a feeding unit from an outside vendor will require a Receiving Stamp if a Receiving Report is not being completed. This report should include the following:

1. Date that the merchandise is received into the feeding unit;
2. Corresponding invoice and purchase order number that the merchandise is included on;
3. Page numbers of the invoice(s);
4. Printed name of receiver of the merchandise; and
5. Signature of receiver of merchandise.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Receiving

Policy Number: 409.04.17

Effective Date: 4/27/2021

Page Number: 3 of 8

Authority:
Commissioner

Originating Division:
Executive Division (Georgia
Correctional Industries - Food
and Farm Services)

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C. Shipment of Food/Supply Items from the Food Distribution Unit (FDU):

1. Quantities of food and supply items are to be delivered based on each facility's inventory. Weekly and monthly shipments shall provide specific quantities of items based on the GDC Master Menu requirements for a specified period of time. Facility inventories must be updated daily to allow FDU to ship the proper quantities.
2. The FDU driver will present the facility's receiving agent with the Packing Slip upon arrival at the facility for a delivery.
3. The Packing Slip consists of two (2) copies.
 - a. The shipping copy (first page); and
 - b. The facility copy (second page).
4. The FDU driver and authorized facility receiving agent will ensure that the following processes are completed:
 - a. Unloading of all items will be witnessed and items that are being received will be verified;
 - b. Both driver and receiving agent will remain present at all times to ensure that discrepancy found during the delivery is accurately recorded on the "Statement of Receipt"; and
 - c. All items received will be compared to the Packing Slip. Item description, unit of issue, and amount should be verified.
5. When shipment is correct and in agreement with Packing Slip, the following procedures should take place:

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Receiving

Policy Number: 409.04.17

Effective Date: 4/27/2021

Page Number: 4 of 8

Authority:
Commissioner

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- a. The facility receiving agent will sign their name in the area designated for Institutional Representative;
 - b. The FDU driver will sign their name in the area designated to verify delivery of a correct shipment. The driver's signature acknowledges the Statement of Receipt is completed correctly with no findings of any discrepancies;
 - c. The FDU driver will retain the shipping copy to forward to the FDU computer operator; and
 - d. The facility's receiving agent should retain the facility copy.
6. When any discrepancy is found between the Packing Slip and the shipment received, the following procedures should take place:
- a. The facility receiving agent will note the differences in the right margin of the Statement of Receipt and sign their name in the area titled "Facility Receiving Agent"; and
 - b. The FDU driver will sign their name in the area designated, verifying the facility receiving agent's acceptance of the shipment. The driver's signature acknowledges the Statement of Receipt is completed correctly and discrepancies are agreed upon.
7. Distribution of the Packing Slip:
- a. The original Packing Slip should be retained by FDU and filed.
 - b. The FDU computer operator should review the shipping copy and make any necessary adjustments noted such as overage or shortage.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Receiving

Policy Number: 409.04.17

Effective Date: 4/27/2021

Page Number: 5 of 8

Authority:
Commissioner

Originating Division:
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- c. The shipping copy should have a copy of both the driver's and receiving agent's signatures and should be attached to the original Packing Slip and filed.
- d. The facility copy should be filed at the facility and should contain signatures of both the receiving agent and the FDU driver.

D. Damaged Items:

1. The FDU will not knowingly ship any damaged/unusable items to a facility. If damage occurs in transit, the facility is to accept shipment, determine the usable portion, and survey the remainder per SOP 409.04.21, Food Distribution Unit Procedures.
2. Damaged items are not to be returned to FDU; they are to be surveyed at the facility.

E. Partial Shipments of Food/Supply items from FDU:

Paperwork for partial shipments shall be processed the same as regular shipments. Procedures outlined in SOP 409.04.21, Food Distribution Procedures, shall be followed for the shipment and acceptance of any partial shipments. Partial shipments are necessary under the following circumstances:

1. A facility's order for food and supply items requires more than one truckload;
or
2. FDU does not have enough of a particular item to fill a full order.

F. Shipments of Milk: FDU procedures applicable to receipt of milk from Rogers Dairy Farm are as follows:

1. Weekly milk orders must be placed by each facility via the Food Service

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Receiving

Policy Number: 409.04.17

Effective Date: 4/27/2021

Page Number: 6 of 8

Authority:
Commissioner

Originating Division:
Executive Division (Georgia
Correctional Industries - Food
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Access Listing:
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Computer Inventory System. In the event the Food Service Computer Inventory System is unavailable, the order should be faxed to FDU. Facilities shall calculate their needs based on feeding strength by projecting consumption between delivery dates, taking on-hand inventory and expiration dates into consideration. The submitted order should include the quantity for each type of milk (i.e. – ea./cs.);

EXAMPLE ORDER:

Facility: Central SP

Subject: Delivery Week 08/13/17 - 08/20/17 (Monday delivery)

70-710303 Chocolate 300 ea./6 cs.

70-710308 2% 500 ea./10 cs.

70-710307 Skim 100 ea./2 cs. (Special Diets/Women's
Facilities only)

2. On the scheduled date for pickup from Rogers Dairy Farm, the FDU driver will comply with the receiving procedures in SOP 409.04.18, Receiving;
3. The driver will receive a milk shipping form and this form will reflect the facility's requested quantities and delivery order; and
4. Upon delivery, the driver will prepare and issue a Waybill for each facility in accordance with the approved delivery schedule and allocation for that particular facility. The FDU driver will also ensure the following procedures:
 - a. Accuracy in the amount of milk received and careful handling practices shall be ensured;
 - b. The amount of milk delivered to the facility should correspond with the amount of milk written on the Waybill. The number of leaking containers will be recorded separately, if necessary; and

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Receiving

Policy Number: 409.04.17

Effective Date: 4/27/2021

Page Number: 7 of 8

Authority:
Commissioner

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Executive Division (Georgia
Correctional Industries - Food
and Farm Services)

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Level I: All Access

- c. The receiving agent's initials will be obtained and written on the Waybill. One copy of the signed Waybill will be left at the receiving facility.

G. Waybills for Farm Products:

1. Any product obtained from a GCI farm operation must have a copy of a Waybill and should be initialed by farm personnel. The Waybill serves as an invoice and Receiving Report for product.
2. The procedures as outlined in SOP 409.04.16, Procurement of Food and Supplies, are the same for receiving local purchase items and should also be used for receiving farm products on a Waybill. The Waybill will include the unit of measure and/or gross weight, e.g. corn in husk, peas in shell, milk in gallons, meat in pounds, eggs in cases, etc.
3. One copy of the Waybill will be retained in Food Service for accountability and to update the Food Service Computer Inventory System. The item(s) will be entered into the Food Service Computer Inventory System as if they were received as a local purchase from a local farm. Farm personnel will keep other copies for their records.
4. Farm product costs are revised yearly as established by the GCI Central Office Executive Director. These prices are effective the first (1st) of July each year. If items are free, the Waybill will be marked free. All other prices will be according to farm product cost list.

H. Special/Emergency Shipments:

1. When an item is necessary due to an emergency or special situation, receiving procedures as outlined above are followed. SOP 409.04.07, Emergency Feeding Plan/Mobile Field Kitchen, and SOP 409.04.21, Food Distribution Unit Procedures, will also be followed.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Receiving

Policy Number: 409.04.17

Effective Date: 4/27/2021

Page Number: 8 of 8

Authority:
Commissioner

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I. Forced Shipments:

1. Occasionally, certain items may be issued to some or all the feeding units to prevent loss through deterioration, spoilage, or when an excess of products has accumulated.
2. Food and Farm Services Central Office and/or the FDU will contact each feeding unit by telephone or in memorandum form concerning items to be delivered.
3. When such forced issues are made, the items are to be accepted and used as soon as possible to prevent loss.
4. The State Food Service Administrator will determine the unit price of all forced shipments.

V. Attachments:

Attachment 1: Waybill and Receiving Report for Farm Products

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be kept locally for one (1) year in an active file in the Food Service Office, stored for five (5) years in an inactive file, and then destroyed.