

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
<b>Policy Name:</b> Inspection/Storage		
<b>Policy Number:</b> 409.04.18	<b>Effective Date:</b> 3/9/2020	<b>Page Number:</b> 1 of 6
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Executive Division (Georgia Correctional Industries - Food and Farm Services)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

It is the policy of the Food and Farm Services Subdivision to outline the methods and procedures for the storage, inspection, and accountability of damaged and/or spoiled food and supply items at all Georgia Department of Corrections (GDC) State Prisons, Residential Substance Abuse Treatment Centers, Transitional Centers, Pre-Release Centers, Parole Centers, and Detention Centers which operate kitchens for preparation of the GDC Master Menu. Exceptions may be made for contracted food service operations.

**II. Authority:**

- A. O.C.G.A: 42-2-11;
- B. Title 511 of the Rules and Regulations of the Georgia Department of Public Health, Chapter 511-6-1 (Ga. Comp. R. & Regs. 511-6-1);
- C. GDC Standard Operating Procedures (SOPs): 409.04.10, Sanitation; 409.04.22, Food Distribution Unit Procedures; and 409.04.27, Food Service HACCP Plan; and
- D. ACA Standard: 1-CTA-3D-02.

**III. Definitions:**

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

**IV. Statement of Policy and Applicable Procedures:**

- A. Inspection/Storage:
  - 1. Food and supplies are to be moved from the receiving area to the appropriate storage areas immediately to eliminate safety hazards, damage or spoilage of

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items, and to promote accurate accountability in each feeding unit. All shipments of milk should be moved to coolers immediately.

2. All storage areas, including storerooms and refrigeration/freezer areas, are to be well ventilated, and kept clean and free from dirt, dust, and grease. All storage items should be stored at least 6" above the floor, 6" from the wall, and 18" below the ceiling. Refer to SOP 409.04.10, Sanitation.
3. All items will be dated upon receipt.
4. All food and supply items will be used and 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 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" 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, carriers of germs, flooding, drainage, and overhead leakage or overhead drippings from condensation. Refer to SOP 409.04.10, Sanitation.

**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 be maintained above 45°F, but below 85°F. Temperatures should be checked three (3) times daily and documented on the Daily Food Storage

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Temperature Log. Refer to Attachment 3 of SOP 409.04.27, Food Service HACCP Plan.

- b. Canned and packaged goods should be left in their original containers when possible and shall be stored neatly on shelves to allow proper air circulation. Items with labels and/or stock numbers should be aligned forward for easy identification. Items are to be stored at least 6" off the floor and 6" from the wall.
- c. Storage Inspection - Nonperishable items 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 SOP 409.04.22, Food Distribution Unit (FDU) Procedures.
- d. Dry stores - Individual containers are to be inspected for discoloration or damage that results from exposure to grease, excessive moisture, or insects/rodents. When containers are opened, the contents should be inspected for signs of mildew, rodent, or insect infestation.
- e. Canned goods - Cans are to be inspected for signs of holes, leaks, excessive rust, and swelling.

**C. Storage of Perishable Items:**

- 1. When not stored under proper conditions (temperature, humidity, air circulation and sanitation), Perishable items 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 shall be stacked properly. Temperatures in frozen food storage areas are to be between 0°F and -10°F.

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- 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 below 41°F in refrigeration storage areas. Temperatures should be checked three (3) times daily and documented on the Daily Food Storage Temperature Log. Refer to Attachment 3 of SOP 409.04.27, Food Service HACCP Plan.

**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 infestation of insects/rodents, 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 a food survey report will be completed. When an item from an outside vendor is not within acceptable receiving conditions it will be rejected on the spot. If it is a FDU product, FDU should be notified of damaged items immediately.
2. The Food Survey form will be completed as follows:
  - a. Name of the facility;
  - b. Current date;
  - c. Survey Number, by sequence;
  - d. Signature and Title of person who originated the survey (found the damaged goods);

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- e. Stock number;
  - f. Stock type (i.e. - F (farm), L (local purchase), U (USDA), and O (outside purchase);
  - g. Description of item;
  - h. Date of package;
  - i. Lot number, if applicable;
  - j. 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 of all items);
  - o. Person who disposed of item(s);
  - p. Signature of Food Service Director;
  - q. Signature of Business Manager; and
  - r. Signature of Superintendent of Facility.
3. Refer to Attachment 1, Food Survey Request, Report and Expenditure. Copies are to be distributed as follows:
- a. Attachment 1 should be emailed to the facility's Food Service Advisor and Food and Farm Services Central Office designee to ensure inventory deduction; and

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b. One copy is to remain on file in the Food Service department of the facility.

F. USDA Commodities: Special considerations involving storage, Inspection, and disposal of USDA commodities is required in each GDC feeding unit. Prior to filling out a survey form for disposing of a USDA commodity, the facility's Food Service Advisor shall be contacted 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 the recall must be secured immediately;
3. Instructions provided by Food and Farm Services Central Office on the lot/production number issued in the recall should be followed; and
4. All other procedures as outlined in Food and Farm Service Central Office Food Recall book should be followed.

**V. Attachments:**

Attachment 1: Food Survey Request, Report and Expenditure

**VI. Record Retention of Forms Relevant to this Policy:**

Attachment 1 of this SOP will be kept in a local filing area for Food Service for one (1) year in an active file and five (5) years in an inactive file, then destroyed.