POLICY & PROCEDURE NUMBER: *3.7*
DEPARTMENT: *Dietary*

SUBJECT: ***Labelling of Perishable Items Received***

APPROVAL DATE: March 12, 1986

REVISION DATE: January 2015
REVISION DATE: May 2018

PURPOSE:

To keep an accurate date record of perishable food items received; and by doing so ensure all foods are safe at time of consumption

PROCEDURE:

1. Upon receipt all foods will be labelled with the date using permanent black marker pen.

2. See Storage of Food Items charts for guidelines for all types of foods.

3. Any questionable food will be returned to supplier or discarded.

4. Any food stored in the freezer and refrigerator must be labelled and dated.