



Product Handling Checklist

- Check product quality and best before dates upon delivery**
- Refrigerated product needs to be put away immediately into the refrigerator upon delivery or products will breakdown rapidly and not be useable**
- Cardboard outer shipping packaging should be removed from refrigerated product to allow adequate air circulation in refrigerator to keep product properly cooled**
- Refrigerator temperature is at 2°C (36°F)**
- Room temperature non-refrigerated product put away and stored off the ground**
- Any product shortages or quality issues reported to your Public Health Unit contact including:**
 - **company or brand names**
 - **tracking, lot numbers, bar codes**
 - **best before or use by dates on shipping or product packaging**
 - **photos showing the quality issue and any of the identifying markings listed above**
- Donate product not consumed within the week of delivery to a local community kitchen or organization if safe and appropriate to do so**

(Exceptions include the Dips and Apple Sauce Cups that have a longer shelf life as identified by the Best Before/Use By Dates printed on the packaging)

- Review best before dates and use FIFO (First In First Out) rotation for any long shelf life products carried over from previous weeks**