

Receiving Checklist

Use the following checklist to determine whether to accept/refuse delivery item(s).

THINGS TO LOOK FOR CHECKLIST	
Acceptable items will NOT have:	
<p>BEER/BEVERAGE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Old date tags <input type="checkbox"/> Signs of mold <input type="checkbox"/> Torn wrapping <input type="checkbox"/> Crushed/squashed products 	<p>TANKS/CONTAINERS/GLASS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Broken/cracked bottles <input type="checkbox"/> Broken seals <input type="checkbox"/> Blown lids <input type="checkbox"/> Signs of leakage <input type="checkbox"/> CO² valves damaged <input type="checkbox"/> Leaks <input type="checkbox"/> Dents
<p>CANNED GOODS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dents <input type="checkbox"/> Bulges (top/bottom) <input type="checkbox"/> Rust <input type="checkbox"/> Labels that don't match order 	<p>DAIRY/CHILLED ITEMS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Old expiration dates <input type="checkbox"/> Signs of mold <input type="checkbox"/> Broken/open containers <input type="checkbox"/> Broken seals <input type="checkbox"/> Signs of leakage <input type="checkbox"/> Temperature over 40° F
<p>CLOTH/PAPER CONTAINERS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rips/tears <input type="checkbox"/> Concealed damage <input type="checkbox"/> Stains <input type="checkbox"/> Dampness/odor <input type="checkbox"/> Variances in size/weight/count 	<p>PRODUCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Off-color (brown spots) <input type="checkbox"/> Molding/rotting on bottom layers <input type="checkbox"/> Discrepancy in size/count per crate or case <input type="checkbox"/> Discrepancy in net weight/quantity
<p>FROZEN PRODUCTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Soft spots <input type="checkbox"/> Collapsed box sides <input type="checkbox"/> Freezer burn <input type="checkbox"/> Substitute labels <input type="checkbox"/> Discrepancy in weight/count 	<p>MEAT/POULTRY/SEAFOOD</p> <ul style="list-style-type: none"> <input type="checkbox"/> Missing vet stamps <input type="checkbox"/> Missing fresh seafood stamp <input type="checkbox"/> Changes to grade, cut, and trim <input type="checkbox"/> Temperature at 40° F or above <input type="checkbox"/> Off-color, odor <input type="checkbox"/> Melted ice (if ice pack) <input type="checkbox"/> Variances in size/weight
<p>NOTE: Additional information on what to look for may be available from your local health inspectors (e.g., medical).</p>	