

Developing the Storage Prerequisite Program

Storage Log							
ABC Retail Store - Meat Department							
Storage Temperature	AM	Initial	Noon	Initial	PM	Initial	
Chiller (temperature should not exceed 4°C)	4°C	3.8	4.2	4.1	4.0	3.9	
Freezer (temperature should be -18°C or lower)	-18°C	-17.8	-18.2	-18.1	-18.0	-17.9	
Storage Conditions						Yes	No
If the holding chiller temperature exceeds 4°C, perishable product is moved quickly into cooler or freezer.						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Products used for storage are in good condition and free from broken pieces or protruding nails.						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Products are covered and protected from contamination, or any other unsanitary condition. Food products are not stored in areas where chemicals are kept or on unsanitary surfaces.						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Meats are not touching the floor and where required spaces are used to facilitate cooling of product.						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coolers (and freezers) are maintained in sanitary condition and excess condensate is not present in coolers.						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boxes are placed in storage in a manner which permits a FIFO flow in first out inventory system to be maintained.						<input checked="" type="checkbox"/>	<input type="checkbox"/>
The oldest product is removed from storage first and all products in storage is within shelf life limits.						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Describe Corrective Action Taken (for any "No" response recorded above)							
Completion of Corrective Action Verified by _____ Date _____							
Date: August 20, 2010	Form Completed by: JAY GARDNER						
Date: 8/20/2010	Form Verified by: ANNE ANDRUS						

See page 12.

To develop a storage prerequisite program follow the steps outlined below.

- 1. Assemble a Team** – To design an effective program you should bring together a team of knowledgeable individuals including:
 - All individuals involved in storage of meat products
 - A representative from receiving
 - Personnel involved in production of meat products following storage.

You may also wish to involve local regulatory authorities and, if available, corporate quality assurance specialists.

- 2. Develop the Storage Written Program** – The written program establishes the procedures and policies you will be following and outlines the requirements for training and records of storage activities. As each operation is unique you may wish to customize the example text on the next page to meet your own requirements.
- 3. Create a Storage Log** – A storage log documents that the requirements set out in the written program have been satisfied.
- 4. Perform a Semi-Annual Review** – Following the initial completion of the written program and associated forms it is important to periodically review all materials to ensure they are still up-to-date and functioning as intended. It is recommended that this review be done on a semi-annual basis or more often if required. It is valuable to maintain a written record of this review to assist you in the ongoing development of your food safety system (for sample see appendix).



The example written program and forms can be downloaded at www.goodretailpractices.net

Storage Written Program

example

PROCEDURES AND POLICIES

Meat Storage Conditions

- At all times stored meat must be covered and protected from pests, dust, condensation, or any other unsanitary condition. Meat storage must never be located in an area used for locker rooms, washrooms, storage of garbage, mechanical rooms, under dripping pipes, or in chemical storage areas.
- Fresh meat must be appropriately wrapped to prevent leakage onto other products and, if leakers are found, any residue should be removed as soon as possible. Do not store fresh meat above ready-to-eat products.
- If pallets are used for storage they will be inspected for loose nails or broken boards which may present a physical hazard. If shelves are used they must not be constructed from unsealed wood or other materials which are not smooth and cleanable.

Cooler Sanitation

- Care must be taken to avoid condensation in coolers which can drip down on boxes and potentially contaminate products. Refrigeration units will be checked for excess condensation which, if present, should be removed as required.
- On a periodic basis cooler walls and floors will be cleaned and sanitized. Drains in coolers must function properly and refrigeration units are to be cleaned and maintained by qualified personnel.
- Cooler walls and floors will be monitored to ensure that large cracks or other conditions which prevent effective cleaning are not present.

First In – First Out (FIFO) Inventory Rotation System

- A FIFO system is important to enable the customer to receive the freshest and safest product. Check all product dates on arrival and use the oldest product first. Remember to organize boxes in the cooler to facilitate a first in – first out rotation system.

Box Placement

- Ensure that boxes in coolers are not placed against a wall or directly on the floor. The use of pallets and an approximate 10cm space between product and the cooler walls permits air flow which facilitates rapid cooling. An air space between boxes and use of dividers, between layers on a pallet, are also useful.

Box Placement *(continued)*

- As a general rule, warmer temperatures will be encountered by product placed higher up or closer to the door of the cooler. When possible, ground and cooked products, which are especially vulnerable to warm temperatures, will be stored away from the warmest locations in the cooler.

Storage Temperature

- Fresh meat will be stored at no more than 4°C and at lower temperatures between -1.0°C and 2°C if possible, to promote extended shelf life by slowing growth of spoilage bacteria (packaged fresh meat will begin to freeze at -1.5°C).
- For frozen meat, temperature will be maintained at -18°C and product properly wrapped to prevent freezer burn.
- If boxes show signs of significant warming, they will be inspected by management to determine suitability for use. It is especially important that ground, chopped, or rolled meat products which have spent significant time over 4°C be destroyed.
- If loading dock temperatures exceed 4°C perishable products will be moved as quickly as possible into the cooler or freezer.

Cooler and Freezer Facilities

- The volume and temperature of product in the cooler or freezer will not be more than the refrigeration capacity of the unit can handle under the conditions of use.

Training of Personnel

All individuals performing storage related activities will be trained by qualified personnel and will be required to read and submit a signed copy of the *Storage Written Program* at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to storage and any corrective action required will be recorded on the *Storage Log* by the individual designated by the supervisor each day.

Storage Log

The Storage Log ensures that meat products in coolers and freezers are stored at appropriate temperatures and are kept away from potential sources of contamination. This log should be completed each day.

example

Storage Log

ABC Retail Store - Meat Department						
Storage Temperatures	AM	Initial	Noon	Initial	PM	Initial
Cooler <i>(temperature should not exceed 4°C)</i>	3°C	JS	4°C	JS	4°C	JS
Freezer <i>(temperature should be -18°C or lower)</i>	-18°C	JS	-18°C	JS	-18°C	JS
Storage Conditions					Yes	No
If the loading dock temperature exceeds 4°C perishable product is moved quickly into cooler or freezer.					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pallets used for storage are in good condition and free from broken boards or protruding nails.					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Products are covered and protected from condensation, or any other unsanitary condition. Food products are not stored in areas where chemicals are kept or on unsanitary surfaces.					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boxes are not touching the floor and where required spacers are used to facilitate cooling of product.					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cooler(s) and freezer(s) are maintained in sanitary condition and excess condensation is not present in coolers.					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boxes are placed in storage in a manner which permits a FIFO (first-in first out) inventory system to be maintained.					<input checked="" type="checkbox"/>	<input type="checkbox"/>
The oldest product is removed from storage first and all product in storage is within shelf-life limits.					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Describe Corrective Action Taken (for any "No" response recorded above)						
Completion of Corrective Action Verified by _____ Date _____ <i>signature</i>						

Date August 27/2003

Form Completed by Joe Smith

Date Sept 1/2003

Form Verified by Mike Andrews