

# MLCo Quality Receiving Procedures

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## Frozen and Refrigerated

MLCo procedures ensure that the integrity of frozen and refrigerated items are consistent with manufacturer specifications and meet or exceed our customers' expectations. Appropriate HACCP procedures are followed as they apply to MLCo products.

## MLCo Temping Procedures

1. Air temperature of a trailer does not reflect product temperature. Always check product.
2. The temperature of products can vary in different areas of the trailer. The following steps should be completed.
  - a. Take a total of three product temperature samples; one product temperature at the rear of the trailer, one in the middle and one at the front bulkhead. Additional samples will be completed when the first samples are marginal.
  - b. Open the cases selected for temperature testing.
  - c. *When using a probe thermometer:* Position the temperature probe between two inner packs, wait 30 seconds and record the temperature. Do not penetrate the inner packaging as contamination may occur.
  - d. *When using a digital point-and-read thermometer,* read a single inner pack at a time.
  - e. Reseal the case and move to the next sample.
  - f. When a temperature problem is present:
    - i. Immediately close the trailer.
    - ii. Do not leave product on an unrefrigerated dock while waiting for determination.
    - iii. Do not make a marginal temperature problem worse.
    - iv. Notify the driver. MLCo Purchasing will also be notified to contact the vendor for an action determination.

## Physical Characteristics

(Temperatures may be ok)

### Frozen Products

1. Product shall be frozen solid.
  - a. Product shall not bend or change shape when forced in receiver's hand.
2. No ice crystals shall be present in the case or inner packaging.
3. Inner packaging shall be sealed with no foreign objects present.
4. There shall be no signs of product being warmed. These signs include:
  - a. Product misshapen or dark in color.
  - b. Ice present in packaging.
  - c. Corrugated packaging broken down or water-stained.

## **Refrigerated Products**

1. Inner packaging sealed, no foreign objects present.
2. There shall be no signs of product being warmed. These signs include:
  - a. Inner packaging expanded due to presence of excess gases.
  - b. Packaging leaking.
  - c. Abnormal product odor.
  - d. Product integrity compromised.

## **Product Check-In and Put-Away**

1. Products are unloaded from trailer, checked and tallied.
2. Products are immediately staged in the appropriate temperature zones.
3. Forklift Operators “locate” product to make cases available for outbound production.