

Food Safety Delivery Guidelines

1. Set up, train and manage strict personal hygiene rules and cleaning & sanitation policies in your standard operations. <https://www.foodsafety.gov/keep-food-safe/4-steps-to-food-safety>
2. Make sure all food/ingredients are purchased from a reputable supplier.
3. Prepare and cook food according to required FDA temperature standards. Make sure that food is properly temped and logged as part of the process for take out and delivery. Provide basic food safety training. <https://www.foodsafety.gov/food-safety-charts/safe-minimum-cooking-temperature>
4. Control temperature of food through the packaging and delivery process:
 - a. Use insulated packaging to keep cooked product warm and cold products cold. Warm items need to be kept at or above 135 degrees and cold products need to be at or below 41 degrees.
 - b. Limit delivery area and number of stops as a way to preserve temp during delivery.
 - c. If there is a single large delivery outside normal delivery area, take extra precautions to maintain time and temperature controls with the use of thermal transport containers and coolers.
5. Make sure packaging is leak proof and liquid items are in sealed containers.
 - a. Label containers with contents and food allergy risks.
6. All devices that are used to transport food must be cleaned and sanitized before the next use. Also, replace any ice used and clean/sanitize coolers. Clean and sanitize any icepacks before refreezing for future use.
7. Divide product in different delivery and storage containers to prevent cross contamination or cross contact for any items with potential allergy hazards. (See Below)
8. When using outside delivery services, review their history and general reliability. Do they have the ability to maintain the temp controls of your product? Are there good personal hygiene and sanitation procedures in place? Enter into an agreement with these services and monitor their timeliness and consumer satisfaction with delivery.
9. Make sure that properly trained and certified food safety managers are on premises to maintain a quality Food Safety Management System.

10. Companies should advise their customers of when to expect their orders and what to do upon delivery. Consumers should also be advised as to what to do if their orders are delivered outside the expected delivery time.

11. Log take-out and delivery orders in the event of a Foodborne outbreak or recall. A detailed log will assist public health official in their investigation of an outbreak. Include if the delivery was by an employee or through what third party delivery service.

12. Develop a corrective and preventative action plan to monitor food safety within your Standard Operating Procedures (SOP) of your food delivery operations.

Food Allergens

Common Food Allergens—The Big Eight



Milk



Soy



Eggs



Wheat



Fish, such as bass, flounder, and cod



Crustacean shellfish, such as crab, lobster, and shrimp



Peanuts



Tree nuts, such as walnuts and pecans