

## Standard Operating Procedure

### ✓ Maintaining Temperatures While Delivering

<b>Overview</b>	Follow these steps to monitor and maintain your refrigeration unit's temperature settings.  If your OPCO has instituted the 2014 QA Food Safety Program, follow the steps in <a href="#">2014 QA Food Safety Program</a> .
<b>Equipment &amp; Supplies</b>	Refrigeration unit, STS, calibrated thermometer (infrared or digital probe) or TempTale RF
<b>Documents &amp; Forms</b>	<a href="#">Transportation/Delivery Manager Action Plan</a>

#### Important

While products are in your custody, it is your responsibility to maintain the cold chain for food safety and product integrity by keeping the trailer compartments at required temperatures.

#### To monitor and maintain your refrigeration unit's temperature settings

1. Before you leave the facility or depot, check your refrigeration unit for any codes, lights, or tones that could indicate an issue.
2. Collect and enter temperatures in your STS unit at the beginning of your route and at the beginning of each stop. Also record the temperatures on your manifest.
3. For some customers, you might also need to monitor product temperatures. See [Chapter 9, CMU Customer Delivery Requirements](#) for more information.
4. Each time you pass your refrigeration unit while you are entering and leaving your cab, check the **set point**, **current temperature**, and **alarms** to verify the refrigeration unit is functioning.
  - We use many types of refrigerated trucks and trailers, with different types of **alarms**.
    - ✓ For most refrigeration units, a yellow or red light indicates a trouble code.
    - ✓ Regardless of the indicator lights, you must also check for on-screen codes.
    - ✓ If a code appears on-screen, immediately call your supervisor or service department for assistance.

- Most trailers have two or three **set points**, based on the number of compartments in the trailer.
    - ✓ Unit 1 or the Host is always the main unit serving the nose of the trailer.
    - ✓ Units 2 and 3 are typically roof-mounted evaporators within the trailer.
  - Follow your OPCO's **temperature** guidelines.
    - ✓ Typically, the freezer compartment should be between 0°F and -10°F (-18°C and -23°C) and the cooler should be between 36°F and 38°F (2°C and 3°C).
    - ✓ Some OPCOs have different requirements for 3-compartment trailers or for seasonal temperature extremes.
5. Turn off the refrigeration unit (reefer) while working in the trailer with the doors open. Most trailers have door switches that turn off the reefer automatically. If yours does not, turn off the reefer when you begin delivery at a stop.
  6. Keep doors closed, bulkheads and curtains in place, and compartments sealed whenever possible during delivery to minimize temperature fluctuations.
  7. When you have completed the delivery and are bringing final items and paperwork in to the customer, close the truck or trailer doors and turn on the reefer to begin the cool down process.
  8. If you are backhauling refrigerated or frozen products, including inter-company shipments, be sure to pre-cool and maintain proper temperatures in the trailer.
    - ✓ Set the freezer compartment at 0°F (-18°C) or colder.
    - ✓ Set the cooler at 36°F (2°C) or colder.
    - ✓ Verify that product temperature requirements are noted on the bill of lading.
    - ✓ Transport all products in the proper temperature zone.

## 2014 QA Food Safety Program

If your OPCO has instituted the 2014 QA Food Safety Program, follow the procedures in this section.

The QA Food Safety Program consists of three procedures:

1. Maintain the temperature and condition of your trailer.
2. Use the TempTale RF monitor, if assigned to your trailer.

The TempTale RF monitor is placed in the cooler compartment for randomly assigned shipments.

3. Maintain temperatures during accidents and breakdowns.

Each of these procedures is described below.

### To maintain the temperature and condition of your trailer

1. Secure the trailer doors when you take a break and if the trailer is not within your sight.
2. Perform a post-trip inspection of trailer conditions.
  - ✓ Report unsanitary conditions, damage, or mechanical issues that must be corrected before the trailer is returned to service.
3. Close all trailer doors when you are finished.

### To use the TempTale RF monitor, if assigned to your trailer

1. Verify that the TempTale RF monitor is started. The sunshine icon in the LCD display indicates that the monitor is started.
  - ✓ If possible, locate the TempTale RF monitor prior to departure. It is mounted in a bracket on the sidewall.
  - ✓ If you are unable to access the monitor before departure, check at the first stop when access is possible.
2. At the beginning of each stop, before unloading the trailer, if the TempTale RF monitor is accessible, view the monitor to see whether an alarm has been triggered.
3. At every stop, press the START button to indicate you have viewed the monitor. An up arrow will appear directly below the sunshine icon, indicating the mark point.



- ✓ If you are unable to access the monitor before departure, check at the first stop when access is possible. Do not climb on a load to view the monitor.
- 4. If no alarm has been triggered, continue with your delivery as normal.
- 5. If an alarm has been triggered, implement these control strategies and then continue your delivery:
  - i. Ensure that the refrigeration unit is functioning properly.
  - ii. Secure the bulkheads.
  - iii. Ensure doors and curtains are completely closed except when you are entering or exiting the trailer.
  - iv. Set the refrigeration unit to 32°F (0°C).
  - v. Break the bulkhead between the cooler and freezer section by 6" when travelling between deliveries.

### To maintain temperatures during accidents and breakdowns of tractor, trailer, or refrigeration unit

1. Contact your supervisor or Delivery Manager to obtain an action plan. See Appendix D, [Transportation/Delivery Manager Action Plan](#).
2. Keep the trailer doors closed.
3. If the refrigeration unit is functioning, keep the freezer compartment at 0°F (-18°C) and the cooler at 36°F (2°C).
4. Document the time of the incident.

### Monitoring Product Temperature

As part of the 2014 QA Food Safety Program, all distribution facilities were given the option to use the TempTale Monitoring Program, described earlier in this job instruction, or to use a random product temperature monitoring program. We have elected to use the TempTale Monitoring Program.

All OPCOs must use the TempTale Monitoring Program procedures described above. In addition, certain customers or situations require using a temperature probe to take product temperature.

### When to Use Temperature Probe Monitoring

Use temperature probe monitoring in these situations:

- **By customer agreement** Several of our CMU customers, identified in Chapter 9, [CMU Customer Delivery Requirements](#), require that we take and record temperatures on

specific defined products. Follow the requirements outlined in each customer-specific job instruction in Chapter 9.

- **On product acceptance or return** It may also be necessary to take product temperatures prior to product acceptance from the customer or prior to returning a product from the customer location.
- **When needed for Food Safety** Also use the temperature probe to take and record temperatures at any other time or in any situation where it is necessary to take product temperature to ensure Food Safety or product wholesomeness.

### Probe Thermometer Calibration and Sanitation Requirements

Follow these guidelines regarding frequency of probe calibration and sanitation:

1. **Calibrate** all probe thermometers weekly at a minimum, or more frequently if requested by the customer.
2. Delivery Associates must **sanitize** probe thermometers with an alcohol wipe:
  - before each use
  - after each use
  - any time when contamination may have occurred, such as:
    - when switching species (beef, poultry, pork, and so on)
    - when switching from Ready-to-Eat items to any other item.

### To sanitize the probe with alcohol wipes

1. Remove the alcohol wipe from the packaging and thoroughly sanitize the entire probe and any surface of the thermometer that comes in contact with the product being measured.
  - ✓ Two wipes may be required if the probe is heavily soiled.
2. Allow the probe to dry fully before using it again.

#### Important

Food Safety and product wholesomeness is paramount during delivery. Always check for cleanliness when taking temperatures and handling product.

Version History

Date	Name	Changes	Approved by	Date
Jan. 13/14	SOP Committee	Created handbook.	J. West	Jan. 13/14
Nov. 7/14	K. Rempel	Added further steps and graphic to TempTale RF section.	J. West	Nov. 7/14
Sept. 4/15	K. Rempel	Added new section from J. W., "Monitoring Product Temperature."	J. West	Sept. 8/15