



**Nutrition Program
Fulton County Schools**

Standard Operating Procedure

Procedure No. HACCP 4C	
Classification: HACCP	Effective: 08/2013
	Revised: 06/22/2016, 6/8/2022
Level: School Level	Revision Effective: 08/01/2022
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Subject: Use of Donated Produce in the School Nutrition Program	

I. Purpose: All donated produce must be confirmed and documented that it meets the required food safety and sanitation practices by filling out the Donated Produce Log.

II. Receiving Donated Produce

- A. Notify respective Area Supervisor and confirm approval for use of produce in menus.
- B. The Manager or designee must be physically present to inspect and receive the donated produce into the cafeteria to document type and quantity of produce received on the Donated Produce Log.

III. Use of Donated Produce

- A. Manager will manually document on the daily production record item description and quantity of the donated produce used.

IV. Monitoring

- A. The manager will verify that the Donated Produce Log has been completed. Logs are to be kept on file for a minimum of 1 year.

V. Corrective Action

- A. Retrain designees if found not following procedures in this SOP.

VI. Verification and Record Keeping

- A. Area Supervisor will check records for documentation that procedures are being followed and records are filed according to records retention requirement.