

School _____

Date of order _____



HACCP-Based log for transported sack breakfast or lunch meals



Date of transport: _____ Person responsible for transport: _____

Grade levels involved: _____ Homeroom sections: _____

Teachers _____

Time Meals to be picked up _____

Student and adult meals requested (How Many of Each)			
<u>Students</u>	<u>Adults</u>		<u>Milk Order</u>
_____	_____	Cold Meat & cheese	1% Chocolate _____
_____	_____	Peanut Butter & Jelly	1% White _____
_____	_____	Sun Butter & Jelly	Skim _____

Time and Temperature records	
Milk	____/____ at time of departure
Cold meat sandwich	
	____/____ At time of departure

PLEASE NOTE: This information is due to the Cafeteria Manager at least two (2) weeks prior to the need date.

The person responsible will be expected to make arrangements for ice for cooling the milk and meat sandwiches. This includes providing ice chests or coolers for the transportation of hazardous foods and milk. The ice chests need to be delivered to the kitchen staff at least 2 days prior to the need date to allow time for cleaning and sanitizing the units.

A list of students receiving a meal, with their ID#, must be given to the Cafeteria Manager or Nutrition Clerk on the day the meals are picked up. Any changes to this order must be made at least 2 days prior to the order date. If changes are not made by that time, the sack meals will be served to students instead of the day's regular menu.

I accept the responsibility of keeping the milk and cold meat sandwiches under refrigeration until the time they are served to the students. I understand this is a control measure to prevent food borne illness.

Signature of responsible party

Position

Date