

California State University East Bay

Department: **Shipping and Receiving**

Procedure No: 3

Date Issued: January 24, 2012

SUBJECT: Receipt and Processing of Perishable Materials

PURPOSE: To provide instructions on the receipt, handling and processing of perishable materials.

I. OBJECTIVE

Shipping and Receiving's objective is to expeditiously process and deliver all incoming shipments that are marked and identified as perishable by the shipping company. These shipments can include items that are perishable if not temperature controlled.

II. POLICY

All items received in the Receiving Department that are clearly marked as requiring special handling shall be handled, transported or stored in approved or original containers and using methods and procedures that will assure compliance with all appropriate University and government regulations and will provide adequate protection to employees, students, the environment, and the public.

III. GENERAL

All deliverable items ordered on a purchase order must be physically processed through the Receiving Department located in the Corporation Yard. Exceptions are:

- Large items where delivery is coordinated by the buyer in Purchasing and the requesting organization/individual.
- Purchase Card (P-card)

IV. RECEIVING PERISHABLE ITEMS

All perishable materials received at Receiving shall be handled in the following manner:

1. Items identified as perishable and/or requiring a controlled temperature environment will be delivered to the Requestor within one (1) hour on the day of receipt. Prior to delivery, the shipment shall be placed in the Receiving refrigerator until withdrawn for delivery or pickup by the Requestor.
2. Receiving shall call the Requestor, or alternate, to inform them of the delivery of the item(s). This telephone call shall be within one hour of receipt of the item. Receiving shall ask the Requestor if they want the item(s) delivered or if the Requestor wants to pick them up at Receiving.

3. For items requiring a controlled temperature environment all reasonable care must be taken to prevent undue rise in temperature of containers and their contents while in Receiving and during transit to the Requestor's department.
4. Perishable and/or controlled temperature items will not be left unattended on the Receiving dock or outside areas and must be protected from inadvertent damage or weather.
5. Any perishable or controlled temperature items remaining in the Receiving area at the end of the day must be appropriately stored in an approved refrigerator. However, delivery of the items shall be made immediately upon opening of Receiving the next day.

V. COLLEGE OF SCIENCE DELIVERIES

Deliveries of perishable items for the College of Science shall adhere to the following procedures:

1. Receive all perishable items and log them into the Receiving Neopost Delivery System.
2. Immediately place the items in the Receiving designated refrigerator.
3. Within one (1) hour of receiving the material, telephone the department Requestor in the College of Science. If the Requestor is not available, telephone the designated contact at the Dean's Office to ascertain if they will accept delivery of the material.
4. For "special handling" deliveries for Biology Stockroom items that do not require property to log in or tag, Receiving will enter the items into the Neopost Delivery System. A telephone call will be made to dispatch delivery within one (1) hour. In the event the Biology Stockroom staff is not available, Receiving will then deliver the items to the College of Science, Deans Office and obtain the signature of the designated individual receiving the items.