

Address

Date:

Supersedes:

### INBOUND & OUTBOUND TRAILER REPORT

Date	Time	Carrier	Trailer No.	Clean No dirt or litter	Absence of moisture	No off odors	Absence of infestation	No structural damage	Outbound		Inbound		Product Temp 35-45°F	Cooling unit 28-45°F	Initials
									Destination	Product	Approved supplier & COA	Label allergen check			

- Check all inbound and outbound trailers for general cleanliness, absence of moisture, off-odors, foreign materials, infestation, and litter. Check for damage to floor, ceiling or wall surfaces.
- When checking product temperature, do not break seal, place thermometer between two boxes.
- Packaging labels are checked for allergen statement. If the allergen statement is missing or not correct, the packaging is not received into inventory.
- COA shall be attached to the Bill of Lading and shall be from a supplier on the approved supplier list.

Verified by:

Date:

Address

Date:  
Supersedes:

Artisan Dairy Producer Food Safety Initiative