INGREDIENT RECEIVING CHECKLIST

If the shipment does not meet the checklist requirements, contact manager/supervisor	
Bulk and Liquid	**Bag**
Documentation ☐ **Did you receive the Bill of Lading?** ☐ **Does the information in the bill of lading/shipping documents match the order?** ☐ **Does the bill of lading/shipping document contain the correct address and contact information?**	**Labels** ☐ **Is each bag properly identified and labeled?** ☐ **Does the label and information match the bill of lading or shipping document?**
Color (Check reference sample) ☐ **Is color normal?** ☐ **Is the load uniform in color?**	**General Appearance** ☐ **Are the bags in good condition?** ☐ **Is there evidence of contamination, such as stained or wet bags?** ☐ **Are there visible live or dead insects?**
Odor ☐ **Does the ingredient have typical smell?** ☐ **Is there a musty, moldy, sour, burned or foreign odor present?**	**Color** ☐ **Is the color typical?** ☐ **Is the color uniform from bag to bag?**
Texture/Uniformity ☐ **Are there lumps in the load?** ☐ **Is there any mold evident?** ☐ **Is there any foreign material present?** ☐ **Is there any evidence that the shipment has become contaminated or damages during the shipment?**	**Odor** ☐ **Does the material have the typical odor?** ☐ **Is there a musty, moldy, sour, burned or foreign odor present?**
Insects/Rodents ☐ **Are there live or dead insects in the load?** ☐ **Is there any evidence of insect damage?** ☐ **Are there rodent pellets or fecal dropping in the load?**	**Comments/Observations**

From SOP #_____