

California State University East Bay

Department: **Shipping and Receiving**

Procedure No: 3

Date Issued: January 24, 2012

SUBJECT: Receipt and Processing of Perishable

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" items for Biology Stockroom, the receiving staff 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