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# **FREEZER/COOLER TEMPERATURE MONITORING AND MEASUREMENT (SUP-P203)**

DCSS – Supply Services

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## **1.0 SCOPE:**

- 1.1 To define the process for ensuring that the measuring devices used for the freezers and coolers in the warehouse are capable of protecting foods stored for use in the Dougherty County School System.

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## **2.0 RESPONSIBILITY:**

- 2.1 Assistant Director of Purchasing
- 2.2 Warehouse Coordinator

## **3.0 APPROVAL AUTHORITY:**

- 3.1 Assistant Director of Purchasing

## **4.0 DEFINITIONS:**

- 4.1 DCSS – Dougherty County School System

## **5.0 PROCEDURE:**

- 5.1 DCSS has determined that measuring devices affecting product quality are limited to the temperature controls for the freezer, cooler, and freezer truck utilized by the DCSS.
- 5.2 The freezer and cooler monitoring of temperatures is conducted on a weekly basis and logged.
- 5.3 The temperature according to the computer digital read-out is logged and compared to a manual device.
- 5.4 Comparisons between these devices are analyzed and, if acceptable, no action is taken.
- 5.5 In the event the variance exceeds acceptable limits, corrective action is required per DPM-P005.
- 5.6 The freezer temperature tolerance for the computer digital read-out is 0 (zero) degrees +/- 10° degrees.
- 5.7 The cooler temperature tolerance for the computer digital read-out is 40° (forty) degrees +/- five (5) degrees.
- 5.8 If either the freezer or cooler temperature exceeds the allowable tolerance, the Supply Services Department shall take action to correct the deficiency and log the action taken. If the variance between these three (3) temperatures exceeds 10° total, then formal corrective action per DPM-P005 is required. This may require involving the manufacturer of the digital gage to repair or replace the main temperature controller.
- 5.9 One gage is utilized as a calibration process to ensure the digital read-out is accurate. If the variance between these three (3) temperatures exceeds 10° total, then formal corrective action per DPM-P005 is required. This may require involving the manufacturer of the digital gage to repair or replace the main temperature controller. If the main temperature controller is acceptable, then new alternate gages shall be acquired.

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### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Freezer Temperature Monitoring Log, Form No. SUP-F004

6.2 Cooler Temperature Monitoring Log, Form No. SUP-F005

### **7.0 RECORD RETENTION TABLE:**

<b>Identification</b>	<b>Storage</b>	<b>Retention</b>	<b>Protection</b>	<b>Disposition</b>
Freezer/Cooler Temperature Monitoring Logs	Hard copy in Supply Services	Minimum 1 year	Maintained in a secure area	Discard as desired

### **8.0 REVISION HISTORY:**

<b>Date:</b>	<b>Rev.</b>	<b>Description of Revision:</b>
15-Dec-02	A	Initial Release
15-Apr-03	B	Change in freezer and cooler tolerance and deleted sections 5.10 – 5.12
30-Sep-03	C	Correction in Section 5.1
06-Oct-04	A	Initial Release for Child Nutrition
05-May-06	D	October 6, 2004 the procedure was changed to Child Nutrition (CNS-P004) from Supply Services (SUP-P203C). The procedure is now being changed back to Supply Services. Changes in sections 2.1, 3.1, 5.3, 5.9, 6.1, 6.2, 7.0 and 8.0.
30-Oct-06	E	Changed department name in section 5.8 from Child Nutrition to Supply Services.
17-May-09	F	Deleted Director of Supply Services in sections 2.1 and 3.1 and added Assistant Director of Purchasing.

**\*\*\* End of Procedure \*\*\***