

# Traceability Guidelines

Delivered Food	
Frozen/ Dry Goods	No need to label
Chilled	Delivery Date

Once Opened	
Frozen/ Dry Goods/ Chilled	Label following manufacturer guidance for use by date

If no manufacturer date is available	
Frozen/ Dry Goods	Use by one month
Chilled	Use by 2 days

Freshly Prepared Food (Soup, Mac & cheese, Tuna Mayo etc...)	
Chilled	Made on Date – use by 2 days
Frozen	Frozen on date – use by one month. When defrosting re-label with Defrost date and use by 2 days

Other Items we choose to freeze (Bacon & Cooked Ham)	
Frozen	Freeze as soon as possible and <u>split into smaller batches</u> . Frozen on date – use by one month. When defrosting <u>re-label with Defrost date and use by 1 day</u>