

# Transport Sheet Requirements

Transport sheets may be used for sites that receive meals from an offsite production kitchen. Between production kitchen records and transport sheets, all [Production Record Requirements](#) must be met.

## Required Information

Responsible for completing	Required Information
<p><b>Production Kitchen*</b></p> <p>*Location that completes this information could vary by operation.</p>	<ul style="list-style-type: none"> <li>• Serving site</li> <li>• Menu type (lunch, breakfast)</li> <li>• Grade grouping(s)</li> <li>• Meal service date</li> <li>• Menu item with recipe name and reference number or product name and description</li> <li>• Milk types and condiments</li> <li>• Planned serving size(s) for each menu item, including condiments</li> <li>• Planned/actual number of servings prepared</li> <li>• Planned/actual quantity prepared in bulk units (example: # of cans, bags, boxes, pounds)</li> <li>• Crediting of planned serving size towards meal pattern</li> <li>• Substitutions made to original plans, including substitutions made for students with special dietary needs (keep supporting documentation on file)</li> </ul>
<p><b>Satellite site</b></p>	<ul style="list-style-type: none"> <li>• Temperature of each menu item upon arrival (°F) and upon service (°F) **</li> <li>• Actual milk usage by type, or total milk usage if milk recipe is used</li> <li>• Amount leftover <u>for each</u> menu item, including condiments</li> <li>• Total reimbursable and non-reimbursable (adult) meals received and served</li> <li>• Substitutions or additions made onsite</li> </ul> <p>**If not on production records, must be documented somewhere.</p>

## Best Practices

- Notes regarding meal counts such as class trips, weather, students out sick
- Offer versus Serve policy
- Process 1, 2, 3 (per food safety plan chart) as job aid for staff
- Serving utensil(s) used
- Notes about menu/menu item acceptability