

September 15, 1998

Administrative Reissuance Incorporating Change 1, July 1999

Plans and Policy

PRODUCE DEPARTMENT OPERATIONS



BY ORDER OF THE DIRECTOR

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AUTHORITY: The Defense Commissary Agency Directives Management Program is established in compliance with DOD Directive 5105.55, Defense Commissary Agency (DeCA), November 1990.

MANAGEMENT CONTROL SYSTEM: This directive contains management control provisions that are subject to evaluation and testing as required by DeCAD 70-2, and as scheduled in DeCAD 70-3. The Management Control Review Checklist to be used by assessable unit managers to conduct the evaluation and to test management controls is at **Appendix A**.

APPLICABILITY: This directive applies to all DeCA activities and personnel involved in the support and operation of a produce department, and replaces subject guidance contained in DeCAD 40-1, Commissary Operating Policies, September 28, 1992.

HOW TO ORDER COPIES: Commissaries may order additional copies, as needed, from their region office by forwarding a completed DeCA Form 30-21, Requisition for DeCA Directives, Forms, and Posters.

SUMMARY: This directive sets forth the policies and procedures that will be used for the operation of all produce departments in DeCA commissaries.

SUPERSEDES: DeCAD 40-4, Produce Department Operations, April 3, 1992, and DeCA Policy Letter 40-66, Produce Policy and Program Update

OFFICE OF PRIMARY RESPONSIBILITY (OPR): HQ DeCA/PL

COORDINATORS: HQ DeCA AM/RM/SA/FAO-MB/FAO-CB/Regions

DISTRIBUTION: E

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Chapter 1

GENERAL INFORMATION

1-1. **OVERVIEW.** Commissary officers and produce managers must ensure absolute compliance with these directive guidelines. The Defense Supply Center Philadelphia (DSCP) is DeCA's supplier for all fresh fruits and vegetables (FF&V). DeCA has partnered with DSCP to provide quality product selection with substantial patron savings.

1-2. **RESPONSIBILITIES.**

a. HQ DeCA, the Marketing Business Unit (MBU) and regions are responsible for providing guidance and assistance in implementing these policies and procedures.

b. The regions are responsible for determining specific item size/grading standard requirements for FF&V, and for conveying those standards to their commissaries and to the Defense Subsistence Offices (DSO). DeCA European Region will convert its requirements to agree with the European Common Market Standards (metric measurements).

1-3. **QUALITY STANDARDS.** All produce purchased for DeCA produce departments should be of the highest quality and freshness, consistent with the prevailing commercial standards and market conditions. All products will be U.S. Grade 1 equivalent or better. Commissary personnel should advise their region/area office personnel when product quality or overall appearance is not acceptable. The regions will work closely with the DSO to resolve any quality issues, and to communicate unique item/support requests.

1-4. **PRODUCE DEPARTMENT MANAGER.**

a. The produce department manager is responsible for operating the department with no loss to the Government, while providing quality produce in sufficient quantities to respond to customer demand. Proper training and scheduling of department personnel are essential elements in managing a successful operation and providing the highest quality of customer service and savings.

b. The produce department manager is responsible for providing hands-on training, in all areas of produce department operations, for all department employees. Document all training sessions on DeCAF 50-27, Part C, Commissary Orientation/OJT Program (**Figure 1-1**).

c. Other major responsibilities include providing oversight for ordering and receiving product; developing merchandising and promotional activities; maintaining the department's sound financial posture; achieving the greatest possible patron savings; staying abreast of current trends and customer buying habits; and ensuring that required sanitation, safety, and security standards are maintained.

1-5. **PRODUCE SAMPLING POLICY.** Produce sampling by employees is authorized to determine the salability and quality of fresh produce. By sampling, employees become more knowledgeable of new products and are better able to answer patron questions about the palatability of the products. The produce manager may offer produce sampling trays to patrons as a means to stimulate sales and demonstrate new or seasonal produce items. Refer to Chapter 9, MERCHANDISING, for additional guidance pertaining to patron samples.

COMMISSARY ORIENTATION/OJT PROGRAM				
DEPARTMENT: Produce (DeCAD 40-4)	COMMISSARY		TRAINEE NAME	
	DATE QUALIFIED	SUPERVISOR'S INITIALS	SPECIALIST TASKINGS (Mandatory)	DATE QUALIFIED
I. CORE TASKINGS (Accomplished during Initial Department Orientation)				
A. Safety procedures			2. Clean display cases/storage bins	
1. Facility/work areas			3. Clean floors	
2. Equipment			D. Perform Temperature Checks (DeCAD 40-4)	
3. Lifting (not required if accomplished in previous department)			III. SPECIALIST TASKINGS (Optional)	
B. Sanitation Standards			A. Receiving produce (DeCAD 40-4)	
C. Security Procedures			1. Conduct in-check procedures	
D. Process items for resale			2. Inspect incoming produce for:	
1. Stock display cases			a. Identity/Quantity	
2. Cull display cases			b. Condition	
II. SPECIALIST TASKINGS (Mandatory)*			3. Process DFSC Form 2005-2	
A. Storing/rotating produce (DeCAD 40-4)			4. Process price change	
1. Depalletize items			5. Process local purchase receipts	
2. Remove spoiled items from storage			6. Check Receiving Documents for Proper:	
B. Process items for resale (DeCAD 40-4)			a. Contract Number	
1. Trim bulk produce			b. (PIIN) Number	
2. Tray, wrap, seal and price produce			c. DODAAC	
3. Reprocess produce			d. Call Order Number	
C. Maintain Area Equipment (DeCAD 40-4)			B. Storing/Rotating Produce (DeCAD 40-4)	
1. Clean equipment/tools			1. Dispose of condemned substance	

*NOTE: Qualification on these taskings, in addition to the core taskings above, must be attained by all individuals assigned to this department.

Figure 1-1, DeCAF 50-27, Part C, Commissary Orientation/OJT Program

COMMISSARY ORIENTATION/OJT PROGRAM					
DEPARTMENT: Produce (DeCAD 40-4)		COMMISSARY		TRAINEE NAME	
III. SPECIALIST TASKINGS (Optional)	DATE QUALIFIED	SUPERVISOR'S INITIALS	IV. MANAGERIAL DUTIES	DATE QUALIFIED	SUPERVISOR'S INITIALS
2. Security Procedures			A. Conduct self-inspections		
3. Verify/record storage area temperatures			B. Establish work schedules		
4. Conduct inventories			C. Establish storage rotation cycles (DeCAD 40-4)		
C. Processing items for (DeCAD 40-4)			D. Establish/maintain cleaning schedule (DeCAD 40-4)		
1. Determine selling prices			E. Resolve customer complaints (DeCAD 40-6)		
2. Verify/record display case temperatures			F. Maintain employee records		
3. Rework display items			V. OTHER DUTIES (As determined by supervisor/commissary officer/district/region)	DATE QUALIFIED	SUPERVISOR'S INITIALS
4. Determine items to be rewrapped			A.		
5. Verify price changes			B.		
6. Plan merchandising/displays			C.		
D. Ordering produce (DeCAD 40-4)			D.		
1. Evaluate past sales records			E.		
2. Prepare DPSC Form 1931			F.		
TRAINEE'S SIGNATURE			DATE		
DEPARTMENT SUPERVISOR'S CERTIFICATION (Typed Name and Title)			SIGNATURE		
			DATE		

Figure 1-1, DeCAF 50-27, Part C, Commissary Orientation/OJT Program

Chapter 2

ORDERING REQUIREMENTS

2-1. PREPARATION FOR ORDERING.

a. It is essential that produce managers develop effective, ongoing communications with their servicing DSO representatives. Through these communications, all personnel are able to stay informed about specific items, product quality, price, market conditions, and current market trends.

b. Always maintain clean, well-organized backup storage areas and keep product rotated as necessary to preclude spoilage and loss. Carefully check inventory levels and item movement records, and be sure to plan ahead for paydays, major sales events, and holidays.

2-2. ORDERING.

a. To meet the operating needs of your department, determine the number and frequency of deliveries required to keep on hand a fresh supply of product and full variety of items. Order only items and quantities needed for each delivery, as control of produce freshness and quality depends first and foremost on ordering accuracy.

b. When determining order requirements, be sure to consider the recommended minimum number and variety of core items as listed at Appendix B. Order FF&V from your assigned DSO. Place orders using the DPSC Form 1931, Perishable Subsistence Requisition Worksheet (**Figure 2-1**), or equivalent. Order prepackaged salad lines and other value-added items (region-managed, brand name items), and plants from commercial vendors, as directed by your region. For Europe/Far East commissaries: Order FF&F and prepackaged salad lines/other value-added items and plants either from your assigned DSO or commercial vendor, as directed by your region.

c. When items are not available/shipped with your regular DSO delivery, it is the DSO's responsibility to order those items from a local produce vendor or other alternate source. As advised by the DSOs, commissary personnel may have authority to place calls directly with a DSCP local vendor, on days when the DSO is closed or after their normal operating hours. However, when DSO personnel are available, they have the responsibility to place any orders necessary to fill your requirements.

d. Since FF&V products spoil easily and vary in availability and price, you must evaluate orders carefully, combining good judgement with experience. Refer to the previous month's or prior year's order worksheets, as well as available item movement reports, to determine quantities needed to meet patron demand. Consider how much stock is on hand, on order, and how much will sell before receipt of the next order. Order enough produce to last from one delivery to the next without causing excesses. You should have enough product at the end of the day to fill the displays for the next day's opening, and to last until next shipment arrives.

e. Order and display as many items as possible in bulk, to sell by the pound or each. Items such as bagged potatoes, apples, oranges, grapefruits, onions, and carrots are items normally sold packaged for patron convenience, along with a bulk selection of the same products. To the extent practical, you should mirror the unit pricing measures (per pound, each, or bag) of commercial stores.

f. The produce manager must ensure that at least one "Manager's Special" is available every day, and that an ongoing, effective program of cross merchandising is evident. Select items that will create customer interest, stimulate sales, and that coincide with store-wide promotions and holidays.

2-3. **AUTHORIZED PRODUCE ITEMS/CATEGORIES.** The items/categories of products listed below are assigned a "Produce Department" classification. All remaining products (Examples: Marie's Dressings, Brach's Candies, Nilla Wafers) that are either temporarily or permanently merchandised in the produce department, are assigned a "Grocery Department" classification for accountability purposes. To ensure that proper accountability of the produce department is maintained, produce personnel should routinely review PLU files to ensure only the following are included:

- a. All fresh fruits and vegetables.
- b. Prepackaged, value-added (processed) items, i.e., salads, carrot sticks.
- c. House plants and assorted cut flowers (where there is no direct conflict/competition with the post/base exchange and there is sufficient customer demand).
- d. Bulk (loose) nuts and locally available, seasonal bagged nuts.
- e. Fruit and vegetable trays, in-house and commercially prepared.
- f. Ornament produce.
- g. Fresh pasteurized cider.
- h. EUROPE Only – Visual bags of dried fruits, specialty nuts, dates and figs.

2-4. **GROCERY PRODUCTS AUTHORIZED TO BE MERCHANDISED IN THE PRODUCE DEPARTMENT.** The following categories of items that are assigned a "Grocery Department" classification are authorized to be permanently merchandised in the produce department. The produce manager may or may not be responsible for ordering these items, as determined by the commissary officer.

- a. Fresh tofu, egg rolls, won ton wrappers, kimchee, and related refrigerated products.
- b. Bagged nuts (other than locally available, seasonal nuts) in shell and all shelled nuts (excluding those baking and snack nuts normally stocked within the grocery section).
- c. Wild bird seed.
- d. Refrigerated dressings, toppings, fruit pieces, and related refrigerated products.
- e. Visual bags of dried fruits, specialty nuts, dates and figs (Except for Europe).
- f. Prepared garlic, all jarred.
- g. Dry packages of salad mixes, toppings, batter mixes that are labeled "Produce."
- h. Seasonal fresh fruit glazes.

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DPS FORM 1931 JUL 78 EDITION SEP 74 MAY BE USED UNTIL EXHAUSTED

Figure 2-1, DPSC 1931, Perishable Subsistence Worksheet

Chapter 3

RECEIVING

3-1. **GENERAL.** No other function within the commissary is as important to accountability as the receiving function. Management attention to proper receiving procedures is essential to ensure that the produce department's financial posture remains sound.

3-2. **IN-CHECKING.** Most produce deliveries are placed directly with the DSO, and are received on DPSC 2005, Standard Multi-Use Requisitioning/Shipping Document. Receiving personnel will ensure that medical food inspection personnel, when available, are advised of all deliveries. In-checkers will be authorized in writing to perform receiving functions for the department.

a. Use the DPSC 2005, or other accompanying receipt document, to record the correct quantity received in the "Quantity Shipped" column. If the unit price marked on the document is a case price, record the number of cases, not units. If the unit price is per pound, each, or package, enter the total number of units, not cases.

b. Obtain both the driver's and receiver's signatures/initials on the receipt document, to verify agreement of products delivered and record shortages/returns. Assign a tally number and record the receipt on DeCA Form 40-53, Commissary Receiving Tally Register. Secure all receiving documents until they are taken to the store administrative support office.

c. Receive deliveries from commercial vendors in the same manner, using delivery documents furnished by the vendor. Frequent Delivery System/Direct Store Delivery (DIBS-FDS/DSD) deliveries are accomplished as with all other department deliveries.

d. After receiving is completed, ensure that personnel are available to move the products promptly to their appropriate holding/storage areas, to preclude unnecessary deterioration of product. If possible, receive/in-check the products in the chilled holding/storage area.

3-3. **RECEIVING PROBLEMS.** Receiving personnel should resolve all discrepancies between quantity shipped and quantity received, as well as product condition and quality, with assistance from available medical food inspection personnel and commissary officer, if necessary.

a. The produce department manager is responsible for inspecting produce in the absence of medical food inspection personnel, and for identifying produce with less than excellent quality.

b. Reject any deteriorated or poor quality merchandise, notify the DSO by telephone, and request replacement of merchandise being rejected. Document rejection on receipt document. Prepare a DD Form 1232, Quality Assurance Representative's Correspondence, for documentation and historical purposes, and forward a copy to the DSO, your region, and the MBU, Attn: Quality Assurance Advisor.

c. For Europe: When credit is requested, send one copy of DD Form 1232 to DSCPE-Miessau office, one copy to the terminal market and one copy to the Accounts Control Business Unit (ACBU). Financial credit will be given by the DSCPE office in Miessau, not by the terminal market.

3-4. **RECEIPT OF NEW ITEMS.** Separate new items from the rest of the order and prepare a space for display immediately. Make sure that any new items are entered into the Point of Sale (POS) system, and that customer service department personnel are familiar with and can readily identify the items.

Chapter 4

STORAGE AND HANDLING

4-1. **GENERAL.** Produce department personnel should make every effort to store all produce under proper temperature, immediately upon receipt, and to handle all products carefully to prevent damage. Ensure that merchandise is rotated as needed to prevent spoilage. If possible, it is best to unload, store and rotate merchandise in one operation.

4-2. **STORAGE AREAS.** Storage areas should be organized and cleaned prior to arrival of any delivery trucks. Different types of produce require different temperature conditions. If you have only one cooler, make sure it is set between 38 and 42 degrees F. This is the optimum temperature for maintaining most items. Assure that the temperature in each storage area is the correct one for particular products stored there. Refer to Chapter 18, TEMPERATURE CONTROLS, for additional guidance relating to refrigeration controls. Always store fast sellers as near the display area or storage door as possible. This practice will save work energy and time.

4-3. **ETHYLENE GAS PRODUCING ITEMS.** Each produce manager should plan the appropriate use of all backup storage area(s) to ensure that items stored in the backup storage rooms are adequately separated to prevent damage through accelerated respiration of certain products. In developing your plan, consult with the medical food inspector or region/area office specialist for guidance and recommendations.

a. Certain produce items produce ethylene gas, a by-product generated through the respiration process. This gas is potentially harmful to the freshness of products, if allowed to accumulate excessively in the atmosphere surrounding more ripe or ethylene sensitive products. Ethylene gas induces the ripening process, and therefore becomes a self-accelerating, aging stimulant. **Appendix C** provides a listing of those produce items that are ethylene gas producers, as well as items that are ethylene gas sensitive.

b. Ideally, ethylene gas producing items should be stored in a separate room. However, if space is not available, segregate those items as much as possible to one side or area of the storage room, away from other items, particularly those that are ethylene gas sensitive. Cardboard barriers placed between the items are usually sufficient in smaller stores.

4-4. **ROTATION.** Rotate products with each delivery. Use the first in, first out (FIFO) method of rotation, except when new items are received in an overripe condition. Overripe products must be used first to prevent losses. Use a labeling gun or marker to mark the date of delivery on produce cases.

4-5. **HANDLING.**

a. Always handle produce very carefully. Bruises on the product may not show immediately, but the deterioration starts at once and will surface before it is sold. Deterioration means lost money and customer complaints.

b. To reduce ergonomic risk factors, use appropriate equipment (e.g., electric pallet jacks, dollies, stocking trucks and conveyors) to handle product. Storage areas should have space for both pallets and storage shelves, to reduce the need for stacking product over shoulder height, and to accommodate slow sellers. Safety ladders or other climbing/reaching devices should be available to assist personnel in pulling product stored above shoulder height.

Chapter 5

PROCESSING

5-1. **PROCESSING AREA.** The produce processing room should be arranged to provide an efficient flow of products from the processing area to the display cases on the sales floor. Keep knives, box openers, trays, wrap and other supplies near the work area. A rework area arranged in a horseshoe shape, with supplies, sinks, a garbage disposal, and trash containers readily available works well. Anti-fatigue matting should be placed at permanent workstations to enhance employee comfort and to provide anti-slip protection. If adequate space is available, separate processing and rework areas are advisable. Do not store decorations and operating supplies in the processing/preparation area or in coolers.

5-2. **SANITATION.**

a. A high level of cleanliness is extremely important in the produce processing area. Tables, knives, cutting surfaces, and floors must be kept clean and sanitized using USDA compounds. Trash should be removed periodically to prevent rodent/insect infestation. Personnel working in the produce department are considered food handlers and may be required to obtain a medical/training certification card, depending on individual installation requirements.

b. Hand washing facilities must be available and used. Soap, warm water, nail brushes, and paper towels must be available for employees to wash their hands as often as necessary. Managers also need to ensure their personnel do not work while ill, or when experiencing open cuts/sores on their hands. Managers **MUST** monitor employees and their work habits!

5-3. **UNIT OF SALE.** Sell as many items as possible by the pound. However, some items, such as bagged celery and bagged carrots, are marketed by the package. It is a good practice to know the prevailing commercial store unit of sale for your location, and use the same pricing structure if possible.

5-4. **PROCESSING.** Produce should be handled and further processed only when necessary. To the extent possible, process items in advance during slow periods so that less processing is required during busy times/days.

a. **Crisping:** Crisping is a process that improves and preserves leafy vegetables by soaking them in cool water and placing them in the cooler to dry. Items requiring crisping include leafy greens such as mustard greens, watercress, romaine, and other similar items. Procure nesting baskets and dollies so that leafy items may be submerged or washed in the sink and removed in the same basket for stocking. When shipping containers of these items are opened, products should be crisped, ends trimmed, and banded. Soak in water for a minimum of 30 minutes. If potable water is not available, the crisping process can still be used. Transfer bottled water from the grocery department to store operating supplies. After removing the product from the water, place it in its specified container and place in the cooler to drain. The product should be removed from the cooler and stocked in the sales display area as needed.

b. **Trimming and wrapping:** Several crates should be placed in front of the employee assigned to trimming tasks. The crates should face the employee, and be tilted at a 45 degree angle. Provide a disposal point nearby and normally on the left side. Position all supplies and tools within reach of the employee. The trim area works best when placed near the cooler, and it should be adequately lighted. A sink should be nearby for washing items and sanitizing tools. A scale with labeler, or an automatic wrapping, weighing and labeling system, should also be nearby. An adequate supply of different sizes of bags and trays, containers, knives, box openers, staplers, and wrap film must be maintained.

c. Special processing: Some processing, such as slicing watermelons and making fruit baskets and vegetable trays, greatly enhances customer satisfaction, not only within the produce department, but also of the commissary overall. Specialty baskets and trays may also be available for ordering through the DSO. These and other unique special services can make the difference between an average and a superior produce department and commissary. Other items that may be cut/sliced to enhance presentation are pineapples, cabbage (green and red), new or exotic fruits, and vegetables. Adequate operating supplies, as described in Chapter 7, should be kept on hand for special processing needs.

5-5. GUIDANCE FOR SPECIAL PROCESSING.

a. Cut melon and fruit/vegetable trays are considered ready-to-eat, potentially hazardous foods that are subject to time and temperature requirements of the food code. Careful attention needs to be given to cleaning product, and using clean, sanitized utensils and preparation surfaces to minimize contamination and protect the health of our customers.

b. Processing melons: Cleanse thoroughly with tepid potable water and a vegetable brush to remove adhering dirt. Soak in a tepid solution of 100 ppm chlorine (two teaspoons or one capful of household bleach per one gallon of water) for one minute (60 seconds). Rinse thoroughly in potable running water. Process (cut) using clean, sanitized utensils and preparation surfaces (tables/cutting boards). Protect cut surface by covering with plastic wrap. Label each individual piece with time and date of preparation. Refrigerate or display in ice (so that ice covers almost the entire sides of the product) to ensure adequate cooling at 41 degrees Fahrenheit. If not sold within 24 hours, dispose of product.

c. Preparing fruit and vegetable trays: Start with clean products (cleanse thoroughly with potable water, using a vegetable brush to remove adhering dirt) that are in excellent condition (not bruised, battered, overripe, or spoiled). Soak in a tepid solution of 100 ppm chlorine (two teaspoons or one capful of household bleach per one gallon of water) for one minute. Rinse thoroughly in potable running water. Preparation surfaces (tables/cutting boards) and knives need to be cleaned and sanitized prior to use, as often as necessary during processing, and after use. Each tray must be covered with plastic wrap, labeled with the time and date of preparation, and refrigerated at 41 degrees Fahrenheit or lower until sold. Dispose of in 24 hours if not sold.

5-6. DISPLAY CASE MAINTENANCE.

a. Greens in the display cases should be watered every two hours and top-dressed with ice at least three times a day. If an automated sprinkler system is not available, these products should be removed from the display case daily and re-crisped before restocking. All green, leafy items should be pulled at night, placed in conditioning baskets, and stored in chill boxes. When resetting these sections in the morning, a fresh layer of each item should first be set and then product from the previous day, which has been reworked, placed on top. Remove any unsightly leaves and re-trim butts that have darkened.

b. When potable water is not available, fill a misting bottle with water and mist the produce by hand. Whether watering is performed manually or by automatic spray system, ensure that any water on the sales floor is promptly cleaned up to prevent slipping accidents. Automatic spray systems should be periodically monitored to ensure that spray pattern is properly adjusted.

5-7. **REWORKING PRODUCE ITEMS.** During the day, some products, still marketable and of good quality, may be reworked to stimulate quick sale. Make frequent checks of all display areas to remove any unsightly or deteriorated product. Throughout the day, ensure personnel continuously cull product as needed to remove bruised, spoiled, or otherwise deteriorated items. Do not display produce items of a lesser quality than you would purchase yourself at a commercial supermarket.

5-8. **UNMARKETABLE PRODUCTS.** Unmarketable products should be discarded immediately. Normal operating losses will be absorbed by the produce department allowed gain/loss tolerance. However, for a single occurrence of theft, or an abnormal loss (i.e., a refrigeration failure) greater than 0.75 percent of average monthly sales, prepare a report of survey in accordance with DeCA Directive 40-15, Managing, Accounting and Reporting of Government Property. Unmarketable but edible produce items may be donated to the food bank program. Refer to DeCA Policy Letter 40-58, DeCA Food Donation Program, for specific guidance for donating product.

Chapter 6

SCALES AND WRAPPING EQUIPMENT

6-1. **CALIBRATION AND MAINTENANCE.** Use test weights to check all processing room scales monthly for accuracy. Document monthly test weight verifications on a locally devised log sheet. Ensure scales are calibrated at least once each year or as required by state law. Ensure tare weight for packaging material is adjusted before weighing product. Maintain electronically operated equipment daily with lubrication, cleaning, tightening of loose parts, and replacement of worn parts.

6-2. **TRAINING.** The department managers will train produce department personnel in the proper use and care of all equipment.

Chapter 7

SUPPLIES

7-1. **REQUIREMENTS.** Ensure adequate supplies are on hand to meet operating needs. Inventory all produce expendable supplies each month and reorder as necessary. Ensure plastic bags are available in the sales area for customer use. Periodically, review supply catalogs for new supplies that are available. Each commissary should determine appropriate supply inventory levels and reorder frequency, based on available storage space.

7-2. **STORAGE.** Do not store seasonal decorations or operating supplies in the backup chill storage areas or preparation area.

7-3. **SPECIAL SUPPLIES.** Operating supplies used for preparing special orders in the produce department will be procured as follows:

a. Procurement. Bowls, baskets, trays and containers used for in-house preparations of fruit bowls, vegetable trays, salads, meat and cheese trays, sandwiches, etc., must be procured with surcharge funds. The cost of these materials cannot be passed on to the customers. The continued sales of these popular offerings are encouraged, but a unified method of purchase must be used. For Europe only: Order operating supplies through the DeCA-Commissary Consumable Operational Supplies (DECCOS) at the central distribution center (CDC).

b. Alternative ordering. An alternative to in-house preparation of fruit bowls and vegetable trays in the Produce Department is to order them ready-made from a servicing DSO supplier. This method uses stock fund monies and permits the total cost, to include the container, to be passed on to the customer.

Chapter 8

PRICING

8-1. **PRODUCE PRICE MARKUP.** A markup of up to 7 percent may be applied to the cost price of all authorized produce items, as shown under paragraph 2-3. This maximum allowable markup is not intended for automatic application to all items equally, but rather should be applied in consideration of the produce department's overall gain/loss posture. It does provide managers with greater flexibility to adapt price structure to safeguard status of account; to react to local market conditions; and to regularly offer manager's specials that both enhance department image and contribute to patron savings.

8-2. **PRICING PROCEDURES.** At those stores where the DSO furnishes a weekly price, the produce manager will determine the cost price for each item for the entire week (Monday through Sunday), based on the DSO price at the first delivery of the week. Where weekly pricing is not available, determine the new cost price each time the item is delivered at a different DSO price.

a. For stores using weekly pricing from the DSO, the produce manager will obtain the cost price for all items, for the entire week (Monday through Sunday), from the DSCP Catalog Report, furnished to the store the previous Friday. Before the store opens the first day of the week, ensure that new item prices and price changes are submitted to the customer service department (CSD) or office of the commissary officer (OCO) for input into the point of sale (POS) system. Verify that all display price signs show the correct new prices. Delay making the week's price change for any item for which there is excessive inventory (more than one to two day's movement) until stocks are depleted. When excesses are gone, make the week's price change using the current DSCP Catalog Report. Use DeCA Form 40-32, Maintenance File Changes (**Figure 8-1**), to record price changes. See **Appendix D** for a complete listing of universal produce look-up codes. After price changes are forwarded, review price look-up (PLU) file reports to verify that prices have been entered correctly.

b. For stores not using DSO weekly pricing, the produce manager will obtain the cost price for each item at time of delivery, as reflected on the DPSC 2005 or DPSC shipping consist for some overseas shipments. Produce managers must notify the DSO immediately if the DPSC 2005 or other documentation is not received at time of delivery. Before the store opens each day, ensure that new items prices and price changes are submitted to the CSD or OCO for input into the POS, and that all display price signs show the correct prices. Use DeCA Form 40-32, Maintenance File Changes (**Figure 8-1**), to record price changes. See **Appendix D** for a complete listing of universal produce look-up codes. After price changes are forwarded, review price look-up (PLU) file reports to verify that prices have been entered correctly.

c. To calculate the cost price of an item, first decide on the unit (pound, package, each, etc.) by which you will sell the item. Base this on convenience for customers, cashiers, and the produce operation. It is always best to sell items by the same unit measure used by local retail stores, if possible. Determine the number of units in a case (container) from information on the shipping document, as marked on the box, or determine by weighing or counting the product. Divide the case price by the total number of units (using the total case weight without adjustment for trimming and waste). Be sure that actual case weights and counts match those shown on the delivery document.

d. Always round the cost price to the next higher cent (apply mill rule). If the cost price is \$.4001, round it up to \$.41. For OCONUS locations: Apply the mill rule after converting the delivery price of locally procured items from the foreign currency value to dollar value equivalent.

e. Sell heavy items, such as whole or sectioned watermelons, by the unit instead of pound. Heavier items that are cut should be sold by the pound. You may want to consolidate like products, such

as all red apples. Be sure that when you consolidate, like items/items in the same commodity are grouped together (apples with apples, grapes with grapes, stone fruits, etc.). Add the total cases received, and total price paid, and divide total price by total units for cents per pound or cents each for total shipment. Caution: Do not consolidate/average prices on items of varying sizes, unless they will be sold by the pound. Example:

\$.40 per lb. @ 40 lbs. per case = \$16.00 X 10 cases = \$160.00

\$.50 per lb. @ 40 lbs. per case = \$20.00 X 5 cases = \$100.00

\$160.00 + \$100.00 = \$260.00 divided by 600 lbs. = \$.433 per lb.

f. Once the item cost price is established, determine the sell price by applying the appropriate markup, as discussed in paragraph 8-1 above. Following the previous cost price example of \$.41, apply a 7 percent markup to establish the maximum sell price of \$.44. (\$.41 multiplied by 7%= \$.03 / \$.41 plus \$.03 = \$.44.)

8-3. **LOWERING PRICES.** Prices on individual products may be lowered to reduce an excessive department gain, allow for a produce manager's special, bring the selling prices in line with current retail market conditions, and to move distressed or overstocked merchandise. There is no percentage limit for markdowns; however, care must be exercised when reviewing operations to ensure no department losses occur. When necessary, mark down items to prevent a total loss to the Government. Your first loss is always your best loss. However, since the display of reduced items may lower the quality image of the department, keep reduced item displays to a minimum, and displayed for no longer than 4 to 6 hours. Markdowns are authorized whenever an item is not selling, regardless of cause. Please remember that items reduced for quick sale are not considered produce manager's specials.

8-4. **PRODUCE MANAGER'S SPECIALS.**

a. The use of daily produce manager's specials is authorized to reduce the prices of items throughout the month depending on availability of product, total inventory position, and local market conditions. Use the previous month's inventory position to estimate the total amount available for price reductions.

b. To determine the sale price for items that are produce manager's specials, divide the dollar amount estimated by the established sell price of the item. For instance, \$200 is available to use for the produce manager's special, and the manager wants to use that amount for lettuce that sells for 49 cents and peaches that sell for 63 cents a pound. Local competitors are selling like items at 39 cents and 49 cents. The manager estimates that, at 39 cents, the department will sell 300 heads of lettuce a day for 4 days (1200 X 10 cents reduction = \$120). Apply the remaining \$80 to the peaches at a 14 cent per pound reduction. Divide the remaining \$80 by the 14 cent reduction (571 pounds reduced from 63 cents to 49 cents per pound), and estimate the amount of time it will take to sell the reduced amount by using PLU item movement history.

c. Produce manager's specials provide unlimited promotional opportunities. Use of this program is the best tool in the business to increase sales and make customers happy. Choose one or more items weekly, reduce the price and promote with promotional material. You should always have at least one or more specials designated at all times.

Chapter 9

MERCHANDISING

9-1. **FUNCTION.** The merchandising function involves the meeting of the product and the customer; all the controls of ordering, proper handling; quality control; and achieving increased sales and customer satisfaction. Unlike groceries, produce offers unlimited possibilities for uniquely effective display presentation. The merchandising responsibilities of the produce department manager and employees alike are the most challenging and, at the same time, the most rewarding.

a. Keep all product merchandising signs neat and clean, displayed in the proper locations, and reflecting the current selling price. Use merchandising signs, if available from your operating supply sources, that reflect the nutritional value of the product, conforming with USDA requirements, and that include the calorie count for patron information.

b. Identify all produce items clearly by name, variety, and by attributes that help sell, such as "free-stone peaches," "seedless grapes" or "navel oranges". Clearly price every display as it is set up. Emphasize variety by displaying for example, red, green and blue grapes, several varieties of mushrooms, and varieties of chili peppers.

c. Use color contrast to accentuate visual and appetite appeal. Make shopping interesting by announcing the arrival of "first of the season" items. Use supplied point of purchase/point of sale (POP/POS) materials to decorate and enhance department presentation.

d. Don't be afraid to try new items. Ensure that the employees know key facts about each product, such as proper care, handling, and preparation.

e. Produce departments are the only departments in the commissary in which customers use all five senses to make purchases. The main sense that is used is that of sight. If it looks good it will draw their attention. They will touch, taste, smell, listen to the produce in your department and thereby judge how well you are serving the public. Remember that produce merchandising is only limited to the extent of your imagination.

9-2. **PLANNING.** Prepare a diagram of the display case(s) and identify location of products on paper prior to resetting. A drawing will speed up the process.

9-3. **DECORATION.** Decorating the department to correspond with the season or a holiday adds excitement, which extends to both customers and department personnel. A few ideas for special decoration are: Seasonal - Spring, Summer, Fall and Winter; Specific holidays - Thanksgiving, Christmas, Easter; Vacation Time; Back-to-School; World Series; Super Bowl.

9-4. **MASS DISPLAYS.** Mass displays are the most common way of setting up produce. These displays can attract a great deal of attention and increase sales, but it is important to keep such displays full and fresh. Full display does not mean stacking product too high for customers to reach or creating a dangerous situation where falling product could cause an "avalanche". All products cannot be mass displayed. Avoid mass displaying slower moving or highly perishable products. Use false bottoms or false fronts to maintain height and mass. Visits to some commercial stores will provide ideas to round out your display program. Examples of items suited for mass display are variety melons, cantaloupes, apples, strawberries, lettuce, grapes, kiwi fruit, oranges, grapefruit, corn, peaches, cucumbers, tomatoes, and mangos.

9-5. **PRODUCT SAMPLES.** As part of a mass display or other promotional program, DSO personnel, produce vendors and marketing associations may participate in a sampling program to support the promotional effort. These vendors may purchase product to use for sampling directly from stock on hand via vendor credit memo (VCM) or payment in cash through the cash register without surcharge. The following procedures should be used when a vendor chooses to make a cash payment.

a. The produce manager (or other designated commissary representative) will complete a VCM, approved by the commissary officer, to record the description, quantity and price of each produce item used for sampling.

b. The commissary representative will accompany the vendor representative to the register, where the cashier records the total amount of the VCM as a produce sale. At the completion of the actual sale transaction, the VCM is marked "Paid in Full- DO NOT PROCESS INTO DIBS—DO NOT COMPUTE AS CREDIT IN RECORD OF OPERATION."

c. The vendor representative keeps the original of the VCM and the commissary representative keeps a copy for departmental records. Both the commissary representative and vendor representative identify the amount/type of product paid for, segregate it for easy identification, and affix the register sales slip to show that the product has been paid for and can be used for sampling.

9-6. **HELPFUL HINTS FOR SUCCESSFUL MERCHANDISING.** Reset the display case(s) frequently to give customers a new, fresh view of the department. Your region produce specialist may advise and direct as needed. Remember that merchandising is an art, not a science! Read the MBU monthly newsletter for merchandising updates and helpful hints. Other things to watch for from the customer's point of view are overall appearance, quality and freshness, full variety, product identification, consumer information, sampling, values, cleanliness, merchandising, shopping convenience, personal appearance, helpful employees, signage, and courtesy.

Chapter 10

CUSTOMER SERVICE

10-1. **COURTESY AND SERVICE.** The importance of courtesy and service to patrons must be continually stressed to all produce personnel. The attitude that employees project when dealing with customers has a lasting effect on customer attitudes toward the rest of the commissary and other store employees. Managers will wear a two-line name tag containing full name and position title. The name tag will be a hard plastic type, with a silver background and black lettering. Employees who work in the sales store area will wear a plastic name tag containing their full name.

10-2. **SPECIAL ORDERS/SERVICE.** The produce department must be prepared to respond to customer requests for special orders or a special service. Display a sign in the produce department area that advertises acceptance of special orders and services. Record requests for special orders or special services on DeCA Form 40-1, Commissary Patron Special Order Request (**Figure 10-1**). Customers should be encouraged to use this procedure.

10-3. **EXTRAS.** Try to do that something extra when requested. It is important that produce personnel are familiar with nutritional values of produce items. They should also be informed on unusual, distinctly flavored, or unique/uncommon products. Customer sampling of new and exotic items is a sure way to increase sales, especially on unusual products.

a. Recipes and nutritional information/promotional materials, are also good tools for increasing customer interest. Fresh fruits and vegetables rate fairly high with patron interest, due primarily to increased awareness of the importance of proper diet and exercise. Promotional materials, including recipes, nutritional information, and posters are available from the DSO, distributors and trade organizations.

b. The most important factors in a successful produce operation are knowledge of the product; employees that take pride in their work; effective design of product layout and professional merchandising. All these factors reflect pride in workmanship, and impact customer satisfaction and purchases.

c. It is a good practice to keep a current price list just inside the processing room, so that employees can quickly and easily verify prices and respond to customer questions. All department personnel should be familiar with the price list and know how to determine case price for customers who wish to make case lot purchases.

d. Always encourage special orders for seasonal occasions and other events. If you receive a request for an item that is not available, ensure that the item is ordered, and the patron is notified promptly when the item is delivered.

COMMISSARY PATRON SPECIAL ORDER REQUEST <small>(For use of this form, see DeCAD 40-3; Office of Primary Responsibility's DO.)</small>		
TO (Department) Produce		
ITEMS REQUESTED Paulared apple, large		
DATE ITEMS NEEDED 30 Oct 91	PATRON'S NAME Betty Shopper	PHONE NO. XXXXXX
EMPLOYEE ACCEPTING ORDER Robert Brown		DATE 25 Oct 91

DeCA Form 40-1, Aug 91

Figure 10-1, DeCAF 40-1, Commissary Patron Special Order Request

Chapter 11

STOCKING

11-1. **EQUIPMENT.** Always begin with proper equipment. Use both large and small stocking carts, with at least one cart with a waist high platform for each person assigned. In addition, each employee needs a box cutter, hammer/nail puller, knife, wire band cutters and personal safety equipment, as appropriate to duties, i.e., cotton gloves.

11-2. **EFFICIENCY.** Personnel can increase efficiency by stocking with both hands. Stockers will save trips by carrying a minimum of six cases per trip on the stocking carts. Stocker efficiency is also increased by having a specific location in the storeroom for each product. When transporting produce from work area to sales area, use full stocking carts to optimize trips.

11-3. **HAZARD ASSESSMENT.** Ensure that a hazard assessment of operations has been conducted to ensure that proper personal protective equipment (i.e., eyewear, gloves) is available and used by personnel. Periodic preventive maintenance must be performed on carts and other equipment to ensure proper working order.

11-4. **BUILDING DISPLAYS.** There are various techniques to use to build displays, depending on your department layout and available display equipment. Pallets used to display bulk products should be free of splinters and exposed nails, and covered with some type of decorative base wrap.

a. If your display case has mirrors at the back, produce should be mounded higher than the mirror bottom. By using the mirror you create the impression that your case is twice as full as it is. The mirror can be your best friend or your worst enemy. Be sure to observe how the produce looks in the mirror, as it will make your holes and open spaces look twice as large if not properly placed in the case. You should never see the metal stripping at the bottom of the mirror on backed mirror display cases.

b. Produce dividers are discouraged, but if used, should not be seen. Hide dividers by mounding produce as high or higher than the dividers. Where produce dividers are necessary, use clear plastic. Waterfall effects are eye pleasers, help create excitement, and stimulate sales.

Chapter 12

INVENTORY PROCEDURES

12-1. **GENERAL.** The produce department manager is responsible for the overall accountability of the department, and for ensuring that various types of inventories are conducted. Ensure that all personnel conducting inventories are trained in the proper methods and procedures to complete those inventories successfully. This chapter provides the proper procedures for accomplishing accountable inventories and department operating (gain/loss) inventories. Refer to DeCAD 40-21, Subsistence Accountability Inventory Procedure, for more detailed guidance for conducting all types of inventories.

12-2. ACCOUNTABLE INVENTORIES.

a. Accountable inventories are taken to measure the fiscal year performance of the department over an extended period of time. The accountable inventory provides the actual physical inventory dollar value of all subsistence on hand. After the accountable inventory is taken, and as of the close of the accountable period, the book inventory is adjusted to equal the actual physical inventory dollar value. The region director determines specific accountable inventory dates for each commissary.

b. Normally, the produce department accountable inventory is performed by commissary personnel (in-house), rather than contractor personnel. The commissary officer will appoint team chiefs and team members required to take a total physical count and a full or partial validation count of all produce on hand. The produce department manager may serve as the chief of the validation team, but not of the primary team, and may not have access to the primary team's documentation. The primary team chief should be an independent manager, supervisor, or other employee approved by the commissary officer.

c. Contract inventory teams, made up of contractor personnel, may be used for produce departments, at the discretion of the region director. When contract inventory teams are used, the validation counts may be performed either by in-house or contractor personnel.

12-3. ACCOUNTABLE INVENTORY ALLOWABLE VARIANCE.

a. For produce departments to be considered in tolerance for the accountable inventory, the maximum variance allowed is 1 percent gain/no loss region-wide. However, region directors have the discretion to assign individual store account variances, as deemed necessary to support unique operational needs. Regions will determine, at the beginning of the accountable period, the maximum allowable variance for each individual store. Regions should notify the Analysis and Reconciliation Business Unit (DeCA/AR) by October 31 each year, of any store specific variances approved for that year's inventory results. Region directors may change a store's allowed variance only once per accountable year.

b. When the allowable variance is exceeded, the produce manager should take action to review all operational areas and investigate possible causes. The review should include, but not be limited to the following: review of receiving procedures; pricing of products; possibility of cross-ringing; possibility of employee or patron theft; review of inventory procedures; review of all accountable documents; control over VCMs, if applicable; and excessive salvage being generated.

12-4. DEPARTMENT OPERATING (GAIN/LOSS) INVENTORIES.

a. The produce department manager will conduct an operating (gain/loss) inventory, monthly or quarterly, as determined by the region director, to determine the exact financial position of the produce department. The inventory should be taken after close of business on the last operating day of

the month. The department gain/loss inventory will be taken by the produce manager or other designated personnel, and all documentation forwarded to the Accounts Control Section (ACS) or for Europe, the Accounts Control Business Unit (ACBU). The ACS is responsible for calculating the dollar value of the inventory, for preparing and computing the DeCA Form 40-10, Record of Operation (**Figure 12-1**) to determine the account status (gain/loss), and reporting the results to commissary management.

b. A portion of department gains should be returned to the patrons in the form of price reductions, not limited to the programmed manager's specials. Adjust individual prices, as necessary, based on the results of the DeCA Form 40-10. Recurring results of excessive gains or losses are indicative of a serious operational or management problem. The commissary officer, store manager, and department manager will review the operation and document corrective action, for review by region management.

c. For the produce department to be considered in tolerance for the department operating (gain/loss) inventory (as reflected on DeCA Form 40-10), the maximum allowed inventory variance is a 2 percent gain/loss for the current period; and the region-determined variance for the accounting period. The region-wide accountable variance should not be greater than the 1 percent gain/no loss. Whatever store variance is established, the department will be considered in tolerance for the first 3 months of a new formal accountable period if the period to date variance is within the 2 percent gain/loss allowed for the current period. For the fourth and all succeeding months, the cumulative variance allowed must remain within the region-established variance.

d. When allowable variances are exceeded, the produce manager should take the same actions to review all operational areas and investigate possible causes, as when the accountable inventory variance is exceeded. The review should include, but not be limited to the following: review of receiving procedures; pricing of products; possibility of cross-ringing; possibility of employee or patron theft; review of inventory procedures; review of all accountable documents; control over VCMs, if applicable; and excessive salvage being generated.

12-5. **PROCEDURES.**

a. If possible, do not schedule any deliveries on the day the inventory count is planned. However, if deliveries are necessary, process the receipt documents as of the next business day. Store these products in a separate area and post a "Do Not Inventory" sign in the area. Ensure that no "Grocery Department" items merchandised in the produce department are included in the inventory count.

b. Take a dollar value count and full or partial validation count of all produce items located in the backup storage areas, processing areas, and display cases. Inventory unprocessed bulk produce items at invoice cost. Line item counts may be used for all backup areas. Case lot items will be calculated by multiplying the case cost times the number of cases inventoried. If variable weights are involved, record total net weight quantity times the unit price (invoice cost) of each item.

c. Backup area counts may be taken before the close of business on inventory days. However, no item may be moved from storage for sale after the inventory. If items do have to be restocked, the count must be adjusted.

d. When performing formal in-house inventories, produce items that need to be weighed may be inventoried by the in-house inventory and validation team members simultaneously. Round off fractions of pounds using the 5 mill rule. If contractor performed, one count will be performed by contractor personnel and one count by the produce department team. The counts will be reconciled after all counts are completed.

e. Inventory produce in the display case at the selling price. Use an adding machine tape to record the inventory. List values by group or display case. Attach the adding machine tape to the inventory record.

RECORD OF OPERATION <small>For use of this form, see DeCAD 40-3, 40-4 & 40-5, or see instructions on Reverse: OPR is DO.</small>		COMMISSARY FORT CURY		DATE PREPARED	
		DEPARTMENT: Produce		Jun 30, 98	
SECTION I					
INVENTORY/SALES/RECEIPT RECORD	YEAR-TO-DATE	FROM	TO	FROM	TO
		CURRENT INVENTORY PERIOD		INVENTORY STATUS ACCOUNTING PERIOD TO DATE	
1. OPENING INVENTORY	12,622	Jun 1, 98	Jun 30, 98	Apr 1, 98	Jun 30, 98
A. RECEIPTS (Add)	50,491				
B. TRANSFERS IN (Add)	1,205				
C. VENDOR CREDIT MEMOS (Deduct)	121				
D. REPORT OF SURVEY (Deduct)	0				
E. VET SAMPLE (Deduct)	-				
F. TRANSFER OUT (Deduct)	49				
2. ENDING INVENTORY	13,275				
3. COST OF PRODUCTS SOLD <small>(Line 1 + 1A + 1B - 1C, 1D, 1E, 1F - Line 2)</small>	50,873				
4. SALES					
A. CASH <small>(Extract from Daily Cash Charge Sales on reverse)</small>	48,916				
B. CHARGE <small>(Extract from Daily Cash Charge Sales where applicable)</small>	-				
C. FAT, SUET, BONES AND TRIMMINGS	-				
5. TOTAL SALES <small>(Line 4A + 4B + 4C)</small>	48,916				
6. GAIN OR LOSS <small>(Difference between Line 5 and Line 3)</small>	(1,957)				
7. PERCENTAGE GAIN OR LOSS <small>(Line 6 divided by Line 5)</small>	(4.0%)				
REMARKS					
PREPARED BY (Name and Signature) MARTHA MASON		DATE Jun 30, 98	REVIEWED BY (Name and Signature) DON WILLIAMS		DATE Jul 1, 98
APPROVED BY (Name and Signature) B.T. INGRAM, CO					DATE Jul 1, 98

DeCA Form 40-10, Nov 92

supersedes DeCAF 40-10, Feb 92
Use Previous Edition until Exhausted

Figure 12-1, Sample DeCAF 40-10, Record of Operation

INSTRUCTIONS FOR COMPLETING DeCA Form 40-10, Record of Operation

ITEM 1 -- Use the "Inventory Period" column 1 to record the dollar value of applicable transactions occurring only during the specific evaluation period. The beginning inventory recorded on Line 1 is the ending inventory from the preceding evaluation period.

Use the "Inventory Status, Accounting Period to Date" column 2, to record the total accumulated dollar value of transactions from the beginning of the accounting period. The beginning inventory recorded on Line 1 is the ending inventory from the preceding accounting period.

1A -- Record the total dollar receipts from the current inventory period in Column 1 and total accumulated dollar receipts from the beginning of the accounting period to date in Column 2.

1B -- Record total dollars "transferred in" for the inventory period Column 1 and total accumulated dollars "transferred in" from the beginning of the accounting period to date in Column 2.

1C -- Record the total of vendor credit memos (VCMs) accepted during the inventory period in Column 1 and for the accounting period in Column 2.

1D&1E -- Record the totals of any reports of survey or transfers to the medical food inspectors as inspection samples.

1F -- Record total dollars "transferred out" for the inventory period, Column 1 and total accumulated dollars "transferred out" from the beginning of the accounting period to date, Column 2.

2 -- Record the dollar value of "ending inventory" for the inventory period, Column 1, and the accounting period, Column 2.

3 --Self-explanatory.

4A -- Record total "cash sales" for the inventory period, Column 1 and total accumulated "cash sales" for the accounting period to date, Column 2.

4B -- Record total "charge sales" to include charge sales through cash register and/or issuing point for inventory period, Column 1 and total accumulated "charge sales" for the accounting period to date, Column 2.

4C -- Record total salvage sales for the inventory period and total accumulated salvage sales for the accounting period to date. **(MEAT OPERATION ONLY)**

5 --Self-explanatory.

6 --If Line 3 is greater than Line 5, there is a loss. If Line 3 is less than Line 5, there is a gain.

7 --Self-explanatory.

Show calculations used to adjust value or physical inventory in "remarks" section.

The completed "Record of Operation" will be reviewed and signed by the department manager and Commissary Officer or Store Manager. Differences plus or minus _____% for the monthly inventory period will require immediate investigation. Corrective action will be taken by management to ensure that accumulated accounting period to date total dollar value is within the allowable limit. Approval will be indicated by signature of the Commissary Officer. Document corrective action in the "remarks" section.

SECTION II

DEPARTMENT <i>Produce</i>				MONTH <i>June 98</i>	
DATE	CASH/CHARGE SALES	DATE	CASH/CHARGE SALES	DATE	CASH/CHARGE SALES
1	\$ <i>closed</i>	12	\$ <i>1313 98</i>	23	\$ <i>1205 59</i>
2	<i>1323 90</i>	13	<i>1290 82</i>	24	<i>1297 60</i>
3	<i>1282 64</i>	14	<i>closed</i>	25	<i>1315 30</i>
4	<i>1313 80</i>	15	<i>closed</i>	26	<i>1242 41</i>
5	<i>1300 52</i>	16	<i>1320 66</i>	27	<i>928 26</i>
6	<i>1295 48</i>	17	<i>1311 55</i>	28	<i>closed</i>
7	<i>closed</i>	18	<i>1240 45</i>	29	<i>closed</i>
8	<i>closed</i>	19	<i>1312 00</i>	30	<i>1130 17</i>
9	<i>1223 09</i>	20	<i>1281 33</i>	31	
10	<i>1223 78</i>	21	<i>closed</i>	TOTAL	\$ <i>26,478</i> —
11	<i>1324 67</i>	22	<i>closed</i>		

DeCA Form 40-10, Nov 92

Figure 12-1, Sample DeCAF 40-10, Record of Operation

DATE <u>June 30, 98</u>		SECTION IV - INVENTORY					
ITEM	UNIT	PRICE	AMOUNT	ITEM	UNIT	PRICE	AMOUNT
5# Potatoes	500	.60	300.00	SUBTOTAL FORWARD			\$ 8452.84
Carrots	950	.19	180.50	Turnips	173	.49	84.77
Lettuce	1230	.49	602.70	Butataga	175	.49	85.75
Celery	574	.47	269.78	Pears	201	.79	158.79
Tomatoes	869	.50	434.50	Pineapples	90	.99	89.10
Romaine	700	.39	273.00	Bananas	1200	.19	228.00
Bag Red Delicious	900	1.39	1251.00	Plums	300	.79	237.00
Bell Peppers	510	.59	300.90	Blueberries	500	1.49	745.00
Vadalia Onions	400	.79	316.00	Grapes	75	.89	66.75
Spanish Onions	450	.59	265.50	Strawberries	500	1.99	995.00
Winesap Apples	700	1.49	1043.00	Raspberries	450	2.50	1125.00
Cantaloupe	608.65	.69	419.96	Cherries	600	1.75	1050.00
Oranges	700	2.50	1750.00	Yellow Onions	450	.39	175.50
Peaches	300	.61	183.00	Pearl Onions	200	.59	118.00
Cucumbers	500	.30	150.00	Bean Sprouts	150	.29	43.50
Broccoli	400	.89	356.00	Snow Peas	510	2.00	1020.00
Brussel Sprouts	300	1.19	357.00				
Display Cases				Chill Box			
"I certify that the dollar amount entered on this report is accurate to the best of my knowledge and supported documentation is on file."							
DEPT MANAGER				COMMISSARY OFFICER			
SUB-TOTAL			\$ 8452.84	25. GRAND TOTAL			\$ 14,675.00

DeCA Form 40-10, Nov 92

Figure 12-1, Sample DeCAF 40-10, Record of Operation

Chapter 13

PERSONNEL SCHEDULING

13-1. **FIRST PRIORITY - TRAIN YOUR PEOPLE.** Knowledge is the key to efficiency and success!

a. Keep personnel records up to date. Record both positive and negative actions, and all training. Use all available methods to reward good workers for outstanding performance.

b. Employees must present a neat, clean appearance, must be courteous, knowledgeable, and customer-oriented. By assigning employees responsibility for specific areas of the produce display, employees can take pride in workmanship for the appearance of their areas.

13-2. **SCHEDULING.**

a. Scheduling options are unlimited. Be imaginative and you may find a better method than what you have. Too many stores schedule delivery trucks the first thing in the morning with most employees working 0600-1500 hours. This leaves skeleton coverage from 1500 to 1800 hours, the busiest part of the day, and is simply not good scheduling.

b. You must have enough produce on-hand to stock display cases for store opening and throughout the day. Schedule your workforce so that you can meet that objective and cover receiving, produce preparation, culling, restocking and assisting customers throughout the operating day. Remember, it is imperative to have sufficient stock on-hand to present a full and attractive display at opening.

c. For large stores or even small stores with late night shopping after 2100 hours, night stocking (2200-0600 hours or 1700-0300 hours) may be more efficient. Night stocking with one or two people permits the majority of the workforce to be on duty while the store is open, giving better coverage and customer service. Delivery trucks can also be received at night (must be arranged with medical food inspection personnel and DSCP). Where night delivery is impractical, late morning or early afternoon delivery is preferred. Sufficient stock on-hand for night stocking is the key.

d. Be prepared for upcoming holidays, sales events, vacations and paydays and consult historical records (order sheets) to determine peak sales periods and personnel requirements. Part-time employees can be scheduled to meet the work-hours suggested in this chapter.

Chapter 14

SAFETY

14-1. **RESPONSIBILITY.** Produce department operations present a variety of hazards, requiring care and attention by supervisors and workers to prevent injuries and property damage. The produce department manager is responsible for ensuring that all employees follow safety rules and directives. As a condition of employment, the employees must follow safety procedures; and wear required protective clothing and equipment. Failure to follow procedures and abide by safety requirements may result in disciplinary action to both employee and the supervisor. Keep a copy of DeCAD 30-17, DeCA Safety Program, on hand for use and reference in establishing and maintaining your department's safety program.

a. The produce manager should work closely with the store safety monitor in resolving safety issues/problems that may arise. In turn, the store safety monitor can elevate unresolved safety issues/problems to the installation safety office or region safety specialist for resolution.

b. The produce manager must complete a DeCA Form 30-72, Employee Safety and Health Record for each individual working in the department. Refresher training is required whenever a change of equipment, procedures, or job assignment occurs.

c. The produce manager will conduct, or assist in conducting, periodic safety inspections of all areas of the department, taking action to correct discrepancies, or reporting safety problems which are beyond their control to the next higher level supervisor.

d. Ensure all produce personnel read this chapter during initial orientation and review it annually thereafter as a part of the OSH training required by DeCAD 30-17, paragraph 4-2. This training must be documented on DeCA Form 30-72. The produce manager will conduct safety meetings with their employees at least quarterly. Meeting subjects and attendance will be documented and retained by the supervisor for at least 1 year.

14-2. MISCELLANEOUS SAFETY INFORMATION.

a. **Reporting Hazards.** Unsafe equipment and conditions must be reported to the supervisor(s) immediately. You should first discuss the hazard with your supervisor. DeCA Form 30-66, Hazard Report, is available to formally report the hazard. The immediate supervisor, commissary officer or safety representative should follow-up on correcting unsafe work procedures, equipment or conditions in the commissary.

b. **Reporting Accidents.** All job-related injuries/illnesses and property damage accidents will be reported to the supervisor immediately. If required, it is the supervisor's responsibility to prepare the accident report, DeCA Form 30-69.

c. **Emergency Eye/Face Wash.** Portable, self-contained eyewash units are not authorized. Access to the emergency eye/face wash station will be unobstructed, to permit ready access. The emergency eyewash unit should be flushed weekly for 3 minutes. The produce manager will maintain an in-house log sheet to record the initials of the individual performing the maintenance and the date of its occurrence. This log shall be maintained for at least a 1-year time period.

14-3. OTHER SAFETY ISSUES.

Listed below are issues to help prevent on-the-job injuries.

a. Produce dropped on the processing area and sales floor is a potential hazard and must be cleaned up immediately to prevent slips and trips. To aid in keeping the processing room floor clean and

to enhance employee comfort and safety, slip-resistant, tapered-edge rubber anti-fatigue mats of a design that can be removed and easily cleaned are recommended for use.

b. Trash and garbage cans shall be leak-proof. If the garbage disposal area is adjacent to or part of the general receiving area, initiate a program to keep floors and dock areas clean of refuse and waste. Garbage containers shall be moved on dollies to eliminate manual lifting.

c. Pallets used to display bulk products will be selected based upon the highest quality available in the store. Pallets used for this purpose will not have any missing boards, splinters, exposed nails, or other defects that may cause harm to patrons or employees.

d. Hammers. Always use a hammer of suitable size, type, and weight for the job. Never use a hammer with a loose or damaged handle. Discard any hammer that has dents, cracks, chips, mushrooming, or shows excessive wear.

e. Pry Bars. Use the proper size for the job. Bars should have a point or toe to grip the object to be moved and a heel to act as a point of fulcrum. In some cases, a block of wood under the heel will prevent the bar from slipping and injuring the hand. Damaged bars will not be used and do not use a pry bar as a hammer.

f. Carton cutters (i.e., box openers). Most commercially available cutters use special retractable, removable blades as the cutting edge. Cut parallel to or away from the body, not toward the body. Keep other hand away from the direction of cut. Place old blades in a separate puncture proof container for disposal. Do not throw them in waste cans. Store cutters in scabbards or suitable locations where accidental contact with the blade is eliminated. Cutters should not be placed in clothing waistbands or pockets.

Chapter 15

SECURITY

15-1. **LOSS PREVENTION.** Security within the produce department is aimed at preventing losses resulting from pilferage, receiving irregularities, willful damage, and outright theft. DeCA Directive 30-18, DeCA Security Program, region instructions, and local security operating instructions (OI) establish security controls to prevent loss of resources within your department. The produce department manager, is responsible for enforcing established security controls and for training employees in security practices and safeguards that prevent fraud, waste and theft.

15-2. **CONTROLS.** The security controls summarized below are the minimum that must be enforced to prevent losses within your department:

- a. Report any security problems or violations to the commissary officer.
- b. Do not allow employees to bring personal items into the work area that may be used to conceal pilfered items.
- c. Ensure employees eat and drink only in designated areas.
- d. Limit and control access to the department by challenging and identifying visitors.
- e. Supervise the removal of uncrushed boxes and crates from the department.
- f. Lock exterior doors and windows when not in use.
- g. Ensure padlocks (when removed from a secured door or window) are locked in place when returned, and the key is removed.
- h. Ensure accountable keys are signed in and out only to persons specifically authorized to receive them in writing by the commissary officer.
- i. Secure all delivery documents until delivered to the store administrative support office.

15-3. **SHOPLIFTING.**

a. Employees need to be trained in shoplifting prevention and detection, since their duties require them to spend a good deal of time on the sales floor. The best deterrent to shoplifting is an alert, well-trained group of employees. Procedures to follow once an individual has been observed shoplifting will vary with each installation. Be sure to remember that no commissary employee has the authority to arrest or apprehend a suspected thief. Notify the commissary officer immediately of suspected incidents of shoplifting or pilferage.

b. Consuming food that has not been paid for, except when offered as part of product demonstrations, is a violation. Normally, the suspect has consumed the product, leaving no evidence, and confrontation at this point can be an explosive situation that must be handled carefully and diplomatically. Instruct employees to report these type incidents to available management officials for their action. Under no circumstances should an employee confront the alleged perpetrator.

15-4. **EMPLOYEE SAMPLING.** Sampling or taste testing items by produce department employees is permitted. Customers often ask produce employees about the taste and quality of various produce

items. Employees should be able to provide knowledgeable answers. However, there is a marked difference between an employee eating a plum at the first delivery of the season, compared to eating a red apple every day of the week. Tasting a fruit does not mean eating a pint of strawberries or half a watermelon. Control the situation. Employees and customers will benefit from the experience.

Chapter 16

SANITATION

16-1. **REQUIREMENTS.** Ensure all produce personnel maintain a high standard of personal hygiene, as required in the US Food and Drug Administration (FDA) Food Code or applicable military regulations. Employees may need current food handlers certificates or health cards. Check with your installation health authority. Refer also to guidance contained in Chapter 5, PROCESSING, that pertains to additional sanitation requirements.

a. Remove all boxes, trash, and deteriorated products frequently throughout the day. Sweep all floors periodically throughout the day. Clean the floors daily using an authorized compound.

b. Clean all equipment, tools, and work tables daily. Sanitize tools and work surfaces with hot water or USDA approved sanitizing agent. Clean/sanitize and mop all refrigerated storage and processing rooms at least weekly, but more often if necessary. Thoroughly clean/sanitize all display cases at least once a month, or as needed to maintain required sanitation standards. Hand tools and equipment must be cleaned and sanitized as needed throughout the day. Each produce work area must have an adequate supply of hot/cold water and facilities to accomplish this task.

c. Cleaners/sanitizers may be hazardous chemicals, thereby requiring both implementation of the store's hazard communication program and the issuance of personal protective equipment. Refer to DeCAD 30-17, DeCA Safety Program, for additional information and guidance.

d. Keep the produce department free of insects and rodents at all times. Report any problems in this area to the installation engineer/entomology office. Excellent sanitation is the first step in preventing problems in this area.

d. Store all produce at proper temperatures (see Chapter 18). Store products off the floor on racks or pallets, away from walls, to allow proper circulation and cleaning.

16-2. **CLEANING SCHEDULE.** Make sure that you develop and maintain a cleaning schedule for the produce department to include all storage and processing areas, back dock and receiving areas, displays and display areas, refrigerated display cases (including misters if installed), and the produce manager's office. Follow up daily to assure that all is clean and ready for the day's business.

Chapter 17

SELF INSPECTIONS

17-1. REQUIREMENTS.

a. To comply with applicable portions of FDA Food Code, the produce department manager will inspect the entire produce department, including all equipment, at least once a week.

b. The produce department manager will record these self-inspections on DeCAF 40–86 (Produce Department) (**Figure 17-1**); and will retain completed checklists on file/available for review for a minimum of one year.

17-2. **ALL PURPOSE CHECKLIST.** At **Appendix F** you will find a Produce Department Checklist and Plan of Action. This plan is provided as a tool for your use in controlling and correcting common produce department problems.

DeCA SELF INSPECTION FOOD HAZARD CONTROL CHECKLIST Produce Department <i>(For use of this form, see DeCAD 40-4; OPR is DO.)</i>					
INSPECTED BY				DATE	
RECEIVING	Y	N	REMARKS/ACTION	DATE CORRECTED	INIT.
1. Produce delivered in clean truck with refrigeration control maintaining temperature at 34-40 degrees Fahrenheit. 2. Products received in excellent condition with sufficient shelf life remaining. 3. Ready-to-eat products from approved source.					
STORAGE 1. Stored products identified with name, date of receipt, rotated - FIFO. 2. Refrigerator units maintaining proper temperatures of 34 - 40 degrees Fahrenheit, except bananas, tomatoes, onions, and potatoes which should be stored at 68 - 72 degrees Fahrenheit. Check 3 times daily.					
PROCESSING 1. Separate unprocessed and ready-to-eat food (melon bils, vegetable trays, etc.) processing sequences with proper cleaning/sanitizing between sequences. 2. All food contact surfaces properly cleaned and sanitized using approved and labeled cleaning and sanitizing compounds at proper concentrations. 3. Processing area maintained at 50 degrees Fahrenheit or less. 4. Personnel with infections restricted from food handling. 5. Hands washed and clean IAW good hygiene practices. 6. Eating, drinking, use of tobacco products, chewing gum, wearing of jewelry (except plain wedding band) prohibited. 7. Personnel wearing hair restraints and clean outer clothing. 8. Ice, if used, will be clean, potable, plentiful and changed daily. 9. Adequate supply of chemical sanitizer test strips maintained and used properly.					
DISPLAY 1. Products requiring refrigeration maintained at 34 - 40 degrees Fahrenheit. 2. All equipment, utensils and display case/shelves cleaned/sanitized daily with approved/labeled chemicals at proper concentrations. 3. All sliced melons, properly covered and stored on ice or in refrigeration.					
HOUSEKEEPING 1. All cleaning agents stored out of processing/display area. 2. Walls, ceilings, floors and non-food contact surfaces cleaned and maintained in good repair.					
RECORDS 1. Daily temperature maintenance log, DeCAF 40-9, maintained. 2. Self inspection form with annotated action.					

DeCA Form 40-86, Jul 1993

This form was electronically designed by DeCA/SAAF using InForms Designer.

Figure 17-1, DeCAF 40-86 (Produce Department)

Chapter 18

TEMPERATURE CONTROLS

18-1. **MAINTAINING CONTROLS.** Maintaining proper temperature controls in the display cases, chill room, dry storage area, and the processing room helps to ensure the freshest produce possible for our customers.

18-2. **REFRIGERATED ITEMS.** Temperatures of refrigerated produce items should be kept at 34 to 40 degrees F. Refrigeration equipment must maintain proper temperatures for safe produce storage. Correct storage will maintain the nutritional content and reduce the loss of highly perishable products. Each piece of refrigerated display equipment and refrigerated storage rooms must be equipped with a thermometer, and will be monitored to prevent refrigeration failure.

18-3. **REFRIGERATION ALARMS.** In stores with automatic refrigeration alarms, check alarm systems weekly, preferably on the evening prior to a non-operating day. Record results of alarm checks on a general purpose form placed close to the alarm system control. Periodically, check equipment for proper operation throughout the day.

18-4. **TEMPERATURE CHECKS.** If alarm systems are not installed, or are out of order, check the temperature readings three times daily of each piece of equipment/each storage area, and record on DeCA Form 40-9, Daily Temperature and Maintenance Log, **Figure 18-1**. Maintain the temperature charts in a folder or binder, in a convenient location outside the view of patrons. On non-operating days, record temperature checks at least twice; preferably after each defrost cycle. Also, perform checks anytime there is a violent thunderstorm or known power outage.

18-5. **ALLOWABLE VARIANCES.** Ensure that temperatures are within allowable variances:

- a. Chill Box: 34 to 40 degrees F.
- b. Chill Display Cases: 34 to 40 degrees F.
- c. Dry Storage/Processing Room: 55 to 68 degrees F (except for bananas, tomatoes, onions, and potatoes. They should be stored at 68-72 degrees F).

DAILY TEMPERATURE MAINTENANCE LOG										*Indicates Plus or Minus			
(For use of this form, see DeCAD 40-3: OPR to DO.)										Checkers will record actual time and temperature and initial in appropriate block.			
DEFROST CYCLE HOURS:										CASE IDENTIFICATION:			
TO 0600 0600		TO 1200 1200		TO 1800 1800		TO 0000 0000		ALARM SYSTEM? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Check one)					
DEPARTMENT Produce				PROPER TEMPERATURE RANGE 34° TO 40°				PERIOD (Month/Year)					
TYPE OF EQUIPMENT: (Check one)										<input type="checkbox"/> FREEZER <input type="checkbox"/> DISPLAY CASE <input checked="" type="checkbox"/> CHILL BOX <input type="checkbox"/> STORAGE			
DATE	TIME	TEMP°	DBT	TIME	TEMP°	DBT	TIME	TEMP°	DBT	TIME	TEMP°	DBT	COMMENTS
1	0700	36	Kg	1430	35	BB	1900	34	MS	2130	34	MM	
2	0715	34	Kg	1400	34	BB	1900	35	MS	2030	34	MM	
3													
4													
5													
6													
7													
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SAMPLE

Figure 18-1, DeCAF 40-9, Daily Temperature and Maintenance Log

APPENDIX A

MANAGEMENT CONTROL REVIEW CHECKLIST – PRODUCE DEPARTMENT

TASK: Supply Operations

SUBTASK: Commissary Operations

THIS CHECKLIST: Commissary Produce Department (May contain some references to other DeCAD directives.)

ORGANIZATION:

ACTION OFFICER:

REVIEWER:

DATE COMPLETED:

ASSESSABLE UNIT: The assessable units are HQ DeCA, regions and commissaries. Each test question is annotated to indicate which organization(s) is/are responsible for responding to the question(s). Assessable unit managers responsible for completing this checklist are shown in the DeCA Management Control Plan.

EVENT CYCLE 1: Produce Department Program Administration

Step 1: Establish effective produce department operations.

Risk: Improper operating procedures may result in loss to the Government or in patron dissatisfaction.

Control Objective: Operate produce departments throughout DeCA commissaries subject to application of consistent standards and procedures, and ensure that only authorized items are sold in produce departments.

Control Technique: Standardize DeCA produce operations through provision of policy guidance applicable in commissary resale activities regardless of size or location.

Test Questions:

1a. Were instructions governing the operation of the produce department published, and do these standardize procedures and clearly identify responsibilities? **(HQ DeCA/PL) (Ref DeCAD 40-4, Chapter 1)**

Response: YES ___ NO ___ NA ___

Remarks: *

1b. Were only items authorized for stockage in produce departments sold as produce items? **(Commissary) (Ref DeCAD 40-4, Chapter 2)**

Response: YES ___ NO ___ NA ___

Remarks: *

EVENT CYCLE 2: Produce Operations

Step 1: Effectively ordering produce.

Risk: Improper ordering may result in loss to Government or degradation of patron service.

Control Objective: Order produce in amounts required to meet patron demand, but not so great as to create potential for loss.

Control Techniques:

Article A1 Use DSCP as primary source for ordering fresh fruits and vegetables. Various commercial contracts may be authorized by the region.

2. Maintain movement data.

3. Ensure that department manager's specials are available daily.

Test Questions:

1a. Was DSCP used as the primary source of procurement for FF&V? (**Commissary**) (**Ref DeCAD 40-4, para 2-2a and 2-2b**)

Response: YES ___ NO ___ NA ___

Remarks: *

1b. Was consideration given to the recommended minimum number and variety of core items in determining order requirements? (**Commissary**) (**Ref DeCAD 40-4, para 2-2b**)

Response: YES ___ NO ___ NA ___

Remarks: *

2. Were item movement records maintained and were they used as reference for ordering? (**Commissary**) (**Ref DeCAD 40-4, para 2-2d**)

Response: YES ___ NO ___ NA ___

Remarks: *

3. Were department manager's specials available daily? (**Commissary**) (**Ref DeCAD 40-4, para 2-2f**)

Response: YES ___ NO ___ NA ___

Remarks: *

Step 2: Receiving produce

Risk: Improper receiving procedures may result in stock fund losses.

Control Objective: To ensure accurate and effective receiving methods in the produce department.

Control Techniques:

1. Assign personnel as receivers.
2. Receive according to established procedures.

Test Questions:

1. Had specific personnel been designated/authorized in writing to receive produce items?
(Commissary) (Ref DeCAD 40-4, para 3-2)

Response: YES ___ NO ___ NA ___

Remarks: *

2a. Had produce receiving personnel been instructed in proper receiving methods to include requirements for the call number, DODAAC, contract PIIN? **(Commissary) (Ref DeCAD 40-1, para 6-3h)**

Response: YES ___ NO ___ NA ___

Remarks: *

2b. Did the commissary officer perform and document spot checks of in-checking accuracy each week?
(Commissary Officer) (Ref DeCAD 40-1, para 6-3e)

Response: YES ___ NO ___ NA ___

Remarks: *

2c. Was produce placed under proper temperature immediately after receipt, and had all items received been marked with date of receipt? **(Commissary) (Ref DeCAD 40-4, para 3-2d and para 4-4)**

Response: YES ___ NO ___ NA ___

Remarks: *

Step 3: Pricing Produce Items

Risk: Improper or inaccurate produce pricing may result in an unacceptable gain or loss.

Control Objective: To ensure produce items are properly priced to recover cost and to maintain accountability within authorized variance.

Control Techniques:

1. Establish prices using procedures that minimize gain or loss.
2. Maintain retail prices within established markup percentages.
3. Maintain a current price list for ready reference.
4. Conduct price verifications regularly.
5. Train personnel in product identification.

Test Questions:

1. Were selling prices established by proper breakdown of case lot cost to retail units? **(Commissary)**
(Ref DeCAD 40-4, para 8-4)

Response: YES ___ NO ___ NA ___

Remarks: *

2. Was a copy of the current price list readily available? **(Commissary)** **(Ref DeCAD 40-4, para 8-4f & para 10-3c)**

Response: YES ___ NO ___ NA ___

Remarks: *

3. Were prices established so that markup did not exceed 7 percent? **(Commissary)** **(Ref DeCAD 40-4, para 8-1)**

Response: YES ___ NO ___ NA ___

Remarks: *

4. Were all cashiers trained in produce product identification?
(Commissary) **(Ref DeCAD 40-4, para 3-4)**

Response: YES ___ NO ___ NA ___

Remarks: *

Step 4: Inventory/Record of Operation

Risk: Excessive gains or losses in the produce account.

Control Objective: To monitor status of produce account and to minimize fluctuations in account.

Control Technique: Compute account status periodically by comparison of actual value of assets, determined by physical inventory, with book value.

Test Questions:

1a. Was an inventory of all produce department items taken monthly or quarterly, as required, on the last operating day of the month or quarter? **(Commissary) (Ref DeCAD 40-4, para 12-4a)**

Response: YES ___ NO ___ NA ___

Remarks: *

1b. Were only items authorized for stockage in the produce department inventoried as produce department items? **(Commissary) (Ref DeCAD 40-4, para 2-3)**

Response: YES ___ NO ___ NA ___

Remarks: *

1c. Were monthly/quarterly inventory results used in the computation of Record of Operation to determine account status? **(Commissary) (Ref DeCAD 40-4, para 12-4)**

Response: YES ___ NO ___ NA ___

Remarks: *

1d. Were proper procedures used to inventory backup storage and display case areas, and was all inventory data properly recorded? **(Commissary) (Ref DeCAD 40-4, para 12-5)**

Response: YES ___ NO ___ NA ___

Remarks: *

EVENT CYCLE 3: Safety & Sanitation in the Produce Department

Step 1: Safety

Risk: Injury to personnel and damage to equipment.

Control Objective: Ensure that safety training and equipment is provided to, and used by, personnel working in the produce department, and that proper procedures are followed in using equipment.

Control Techniques:

1. Provide safety training and document training program.
2. Provide personal protective equipment (PPE) and ensure that PPE is used properly.
3. Report mishaps and accidents properly.
4. Provide information concerning potential hazards of the work place.

Test Questions:

1. Were all employees given a safety briefing, and were briefings documented? (**Commissary**) (**Ref DeCAD 40-4, para 14-1d**)

Response: YES ___ NO ___ NA ___

Remarks: *

2. Had PPE been issued to all personnel, and was PPE being used, as required? (**Commissary**) (**Ref DeCAD 40-4, para 14-1 and DeCAD 30-17, Table 11-1 and para 11-10**)

Response: YES ___ NO ___ NA ___

Remarks: *

3. Were all mishaps and accidents reported properly? (**Commissary**) (**Ref DeCAD 30-17, para 6-4**)

Response: YES ___ NO ___ NA ___

Remarks: *

4. Was information/guidance concerning how to report work hazards readily available? (**Commissary**) (**Ref DeCAD 40-4, para 12-2**)

Response: YES ___ NO ___ NA ___

Remarks: *

Step 2: Sanitation

Risk: Improper or inadequate sanitation may result in financial loss, degradation of patron service, or illness.

Control Objective: Maintain high sanitation standards to ensure maximum salable product and excellent product quality.

Control Technique: Continual management involvement in departmental sanitation.

Test Question:

1. Had the produce manager conducted weekly inspections of the entire department to ascertain that sanitation was adequate, and that all established procedures were being followed? **(Commissary) (Ref DeCAD 40-4, Chap 17-1)**

Response: YES ___ NO ___ NA ___

Remarks: *

EVENT CYCLE 4: Storage of produce

Step 1: Storage of Produce.

Risk: Improper storage of produce merchandise may cause product deterioration and result in losses to the Government and health risks to patrons.

Control Objective: To minimize produce deterioration.

Control Techniques:

1. Provide written direction for monitoring and maintaining refrigerated equipment.
2. Have information needed to monitor each piece of refrigeration equipment readily available.
3. Monitor operation, check and record temperatures of all refrigeration equipment.
4. Test refrigeration alarm system regularly.

Test Questions:

1. Had the produce department personnel made every effort to ensure that all produce was stored under proper temperature? **(Commissary) (Ref DeCAD 40-4, para 4-1)**

Response: YES ___ NO ___ NA ___

Remarks: *

2. Was information needed to properly monitor each piece of refrigerated equipment readily available and properly recorded on DeCA Form 40-9? **(Commissary) (Ref DeCAD 40-4, para 18-4)**

Response: YES ___ NO ___ NA ___

Remarks: *

3a. If automatic alarm systems are not available, or out of order, were temperature checks made and recorded properly at least three times each operating day? (**Commissary**) (**Ref DeCAD 40-4, para 18-4**)

Response: YES ___ NO ___ NA ___

Remarks: *

3b. Were temperature checks made and recorded at least twice daily when the commissary was not open for business? (**Commissary**) (**Ref DeCAD 40-4, para 18-4**)

Response: YES ___ NO ___ NA ___

Remarks: *

4. Were refrigeration alarm systems tested at least once each week and were results of tests properly recorded? (**Commissary**) (**Ref DeCAD 40-4, para 18-3**)

Response: YES ___ NO ___ NA ___

Remarks: *

*Explain rationale for YES responses or provide cross-references where rationale can be found. For NO responses, cross-reference to where corrective action plans can be found. If response is NA, explain rationale.

I attest that the above listed management controls provide reasonable assurance that DeCA resources are adequately safeguarded. I am satisfied that if the above controls are fully operational, the management controls for this subtask throughout DeCA are adequate.

Director, Plans and Policy
HQ DeCA

I have reviewed this subtask within my organization and have supplemented the prescribed management control review checklist when warranted by unique environmental circumstances. The controls prescribed in this checklist, as amended, are in place and operational for my organization (except for the weaknesses described in the attached plan, which includes schedules for correcting the weaknesses).

ASSESSABLE MANAGER
(Signature)

APPENDIX B**PRODUCE CORE LISTING, RECOMMENDED MINIMUM REQUIREMENTS FF&V
(CONUS ONLY)**

ITEM	40 FT OR LESS OF PRODUCE CASE	80 FT OR LESS OF PRODUCE CASE	OVER 80 FT OF PRODUCE CASE
LETTUCE	3	5	7
CELERY	1	1	1
TOMATOES	3	4	5
CAULIFLOWER	1	1	1
BANANAS	1	2	3
BROCCOLI	1	1	1
CUCUMBERS	1	2	3
POTATOES	6	8	10
ONIONS	6	8	10
CARROTS	1	2	3
CITRUS	4	6	8
CABBAGE	1	2	3
PEPPERS	3	5	7
APPLES	8	10	12
MUSHROOMS	2	4	6
MISC, ITEMS	8	38	58
TOTAL MINIMUM REQUIREMENT FOR FF&V ONLY	50	100	140

APPENDIX C

ETHYLENE GAS PRODUCERS / ETHYLENE SENSITIVE ITEMS

ETHYLENE GAS PRODUCERS

Apples
Apricots
Avocados
Bananas
 Black Sapote
 Cantaloupes
 Celeriac
 Casaba Melon
Cherimoya
Crenshaw Melons
 Feijoa
 Figs
Guava
Honeydew Melons
Juan Canary Melons
Kiwi
Lychee
Mangoes
Mangosteens
Nectarines
Papayas
Passion Fruit
Peaches
Pears
Persian Melon
Persimmons
Plantains
Plums
 Prunes
Quinces
Rambutan
 Santa Claus Melon
Tomatoes, mature green
 Tomatoes

ETHYLENE SENSITIVE ITEMS

Asparagus
 Beans, Green or Snap
 Boniato
 Breadfruit
 Broccoli
 Brussel Sprouts
 Cabbage, Green and Red
 Cabbage, Chinese
 Carrots
 Cauliflower
 Celery
 Chard
 Chicory
 Grapefruit
 Greens, leafy
 Jackfruit
 Leeks
 Lemons
 Lettuce
 Limes
 Okra
 Oranges
 Parsley
 Peas
 Bell Peppers
 Potatoes, late
 Snow Peas
 Squash, Summer
 Sweet Potatoes
 Tamarillos
 Tangerines
 Turnip Greens
 Watercress
 Watermelons
 Yams

Note: Items listed in **bold** are both ethylene gas producers and ethylene gas sensitive. Their contact with other ethylene producing products would be predicated on the degree of ripeness you want to achieve.

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004101	60	0160070	Apple, Braeburn, Small
000000004103	60	0160070	Apple, Braeburn , Large
000000004104	60	0160070	Apple, Cortland, Small
000000004106	60	0160070	Apple, Cortland, Large
000000004107	60	0160070	Apple, Crab
000000004108	60	0160070	Apple, Crispin/Mutsu, S, E/C
000000004109	60	0160070	Apple, Crispin/Mutsu, S, W
000000004110	60	0160070	Apple, Crispin/Mutsu, L, E/C
000000004111	60	0160070	Apple, Crispin/Mutsu, Lrg, W
000000004113	60	0160070	Apple, Criterion, Small
000000004115	60	0160070	Apple, Criterion, Large
000000004116	60	0160070	Apple, Early, Small E/C
000000004117	60	0160070	Apple, Early, Small, West
000000004118	60	0160070	Apple, Early, Large, E/C
000000004119	60	0160070	Apple, Early, Large, West
000000004121	60	0160070	Apple, Elstar, Small
000000004123	60	0160070	Apple, Elstar, Large
000000004124	60	0160070	Apple, Empire, Small, E/C
000000004125	60	0160070	Apple, Empire, Small, West
000000004126	60	0160070	Apple, Empire, Large, E/C
000000004127	60	0160070	Apple, Empire, Large, West
000000004129	60	0160070	Apple, Fuji, Small
000000004131	60	0160070	Apple, Fuji, Large
000000004132	60	0160070	Apple, Gala, Small, E/C
000000004133	60	0160070	Apple, Gala, Small, West
000000004134	60	0160070	Apple, Gala, Large, E/C
000000004135	60	0160070	Apple, Gala, Large, West
000000004136	60	0160070	Apple. Gold Del, Small E/C
000000004021	60	0160070	Apple, Gold Del, Small, West
000000004137	60	0160070	Apple, Gold Del, Large, EIC
000000004020	60	0160070	Apple, Gold Del, Large, West
000000004138	60	0160070	Apple, Granny Smith, S, E/C
000000004139	60	0160070	Apple, Granny Smith, S, West
000000004018	60	0160070	Apple, Granny Smith, L, E/C
000000004017	60	0160070	Apple, Granny Smith, L, West
000000004156	60	0160070	Apple, Gravenstein, Small
000000004158	60	0160070	Apple, Gravenstein, Large
000000004140	60	0160070	Apple, Idared, Small
000000004142	60	0160070	Apple, Idared, Large
000000004144	60	0160070	Apple, Jonagold, S, E/C
000000004145	60	0160070	Apple, Jonagold, S, West
000000004146	60	0160070	Apple, Jonagold, L, E/C
000000004147	60	0160070	Apple, Jonagold, L, West
000000004141	60	0160070	Apple, Jonarnac, Small
000000004143	60	0160070	Apple, Jonarnac, Large
000000004148	60	0160070	Apple, Jonathan, S, E/C
000000004149	60	0160070	Apple, Jonathan, Small, West
000000004150	60	0160070	Apple, Jonathan, Large, E/C
000000004151	60	0160070	Apple, Jonathan, Large, West

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004152	60	0160070	Apple, McIntosh, Small, E/C
000000004153	60	0160070	Apple, McIntosh, Small, West
000000004019	60	0160070	Apple, McIntosh, Large, E/C
000000004154	60	0160070	Apple, McIntosh, Large, West
000000004155	60	0160070	Apple, Paulared, Small
000000004157	60	0160070	Apple, Paulared, Large
000000004160	60	0160070	Apple, Pippin, Small
000000004162	60	0160070	Apple, Pippin, Large
000000004167	60	0160070	Apple, Red Del, Small, E/C
000000004015	60	0160070	Apple, Red Del, Small, West
000000004168	60	0160070	Apple, Red Del, Large, E/C
000000004016	60	0160070	Apple, Red Del, Large, West
000000004169	60	0160070	Apple, Rome, Small, E/C
000000004170	60	0160070	Apple, Rome, Small, West
000000004171	60	0160070	Apple, Rome, Large, E/C
000000004172	60	0160070	Apple, Rome, Large, West
000000004173	60	0160070	Apple, Royal Gala, Small
000000004174	60	0160070	Apple, Royal Gala, Large
000000004177	60	0160070	Apple, Spartan, Small, E/C
000000004178	60	0160070	Apple, Spartan, S, West
000000004179	60	0160070	Apple, Spartan, L, E/C
000000004180	60	0160070	Apple, Spartan, Large, West
000000004181	60	0160070	Apple, Stayman, Small
000000004183	60	0160070	Apple, Stayman, Large
000000004185	60	0160070	Apple, York, Small
000000004187	60	0160070	Apple, York, Large
000000004189	60	0160070	Apple, Winesap, Small, E/C
000000004190	60	0160070	Apple, Winesap, Small, West
000000004191	60	0160070	Apple, Winesap, Large, E/C
000000004192	60	0160070	Apple, Winwsap, Large, West
000000004193	60	0160070	Apple, Retailer Assigned
000000004194	60	0160070	Apple, Retailer Assigned
000000004195	60	0160070	Apple, Retailer Assigned
000000004196	60	0160070	Apple, Retailer Assigned
000000004197	60	0160070	Apple, Retailer Assigned
000000004198	60	0160070	Apple, Retailer Assigned
000000004199	60	0160070	Apple, Retailer Assigned
000000004200	60	0160070	Apple, Retailer Assigned
000000004201	60	0160070	Apple, Retailer Assigned
000000004202	60	0160070	Apple, Retailer Assigned
000000004203	60	0160070	Apple, Retailer Assigned
000000004204	60	0160070	Apple, Retailer Assigned
000000004205	60	0160070	Apple, Retailer Assigned
000000004206	60	0160070	Apple, Retailer Assigned
000000004207	60	0160070	Apple, Retailer Assigned
000000004209	60	0160070	Apple, Retailer Assigned
000000004210	60	0160070	Apple, Retailer Assigned
000000004211	60	0160070	Apple, Retailer Assigned
000000004212	60	0160070	Apple, Retailer Assigned

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004213	60	0160070	Apple, Retailer Assigned
000000004214	60	0160070	Apple, Retailer Assigned
000000004215	60	0160070	Apple, Retailer Assigned
000000004216	60	0160070	Apple, Retailer Assigned
000000004217	60	0160070	Apple, Retailer Assigned
000000004218	60	0160070	Apricot, Regular
000000004219	60	0160070	Apricot, Retailer Assigned
000000004220	60	0160070	Atemoyas
000000004221	60	0160070	Avocado, Green, S, E, 48s
000000004222	60	0160070	Avocado, Green, S, W, 48s
000000004223	60	0160070	Avocado, Green, L, E, 40+
000000004224	60	0160070	Avocado, Green, L, W, 40+
000000004046	60	0160070	Avocado, Black, S, W, 48
000000004225	60	0160070	Avocado, Black, L, W, 40+
000000004226	60	0160070	Avocado, Cocktail, Seedless
000000004227	60	0160070	Avocado, Retailer Assigned
000000004228	60	0160070	Avocado, Retailer Assigned
000000004229	60	0160070	Banana, Burro
000000004230	60	0160070	Banana, Dominique
000000004231	60	0160070	Banana, Green
000000004232	60	0160070	Banana, Leaves
000000004233	60	0160070	Banana, Manzano/Apple
000000004234	60	0160070	Banana, Nino
000000004235	60	0160070	Banana, PlantainiMacho
000000004236	60	0160070	Banana, Red
000000004011	60	0160070	Banana, Yellow
000000004186	60	0160070	Banana, Yellow, Small(Jr)
000000004237	60	0160070	Banana, Retailer Assigned
000000004238	60	0160070	Banana, Retailer Assigned
000000004239	60	0160070	Berry, Blackberry
000000004240	60	0160070	Berries, Blueberries
000000004241	60	0160070	Berries, Boysenberries
000000004242	60	0160070	Berries, Cranberries
000000004243	60	0160070	Berries, Gooseberries
000000004244	60	0160070	Berries, Raspberries, Black
000000004245	60	0160070	Berries, Raspberries, Gold
000000004054	60	0160070	Berries, Raspberries, Red
000000004246	60	0160070	Berries, Strawberries, Pint, E
000000004028	60	0160070	Berries, Strawberries, Pint, W
000000004247	60	0160070	Berries, Strawberries, Quart, E
000000004248	60	0160070	Berries, Strawberries, Quart, W
000000004249	60	0160070	Berries, Strawberries, 3Pint, E
000000004250	60	0160070	Berries, Strawberries, 3Pint. W
000000004323	60	0160070	Berries. Strawberries, Bulk
000000004251	60	0160070	Berries, Long-stem Strawberries
000000004252	60	0160070	Berries, Retailer Assigned
000000004253	60	0160070	Berries, Retailer Assigned
000000004254	60	0160070	Breadfruit
000000004255	60	0160070	Cactus Pear(PrickI Pear)

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004256	60	0160070	Carambola (Starfruit)
000000004257	60	0160070	Cherimoya
000000004045	60	0160070	Cherries, Regular
000000004258	60	0160070	Cherries, Golden/Ranier
000000004259	60	0160070	Cherries, Retailer Assigned
000000004260	60	0160070	Coconut, In Husk
000000004261	60	0160070	Coconut, Husked
000000004262	60	0160070	Coconut, Retailer Assigned
000000004263	60	0160070	Dates, Regular(Fresh)
000000004264	60	0160070	Dates, Retailer Assigned
000000004265	60	0160070	Feijoa
000000004266	60	0160070	Figs, Black (Fresh)
000000004267	60	0160070	Figs, Brown
000000004268	60	0160070	Figs, White/Green
000000004269	60	0160070	Figs, Retailer Assigned
000000004270	60	0160070	Grapes, Blue/Black Seeded
000000004056	60	0160070	Grapes, Blue?Black Seedless
000000004271	60	0160070	Grapes, Champagne
000000004272	60	0160070	Grapes, Concord
000000004273	60	0160070	Grapes, Red Seeded
000000004023	60	0160070	Grapes, Red Seedless
000000004274	60	0160070	Grapes, White/Green, Seeded
000000004022	60	0160070	Grapes, White/Green. Seedless
000000004275	60	0160070	Grapes, Retailer Assigned
000000004276	60	0160070	Grapes, Retailer Assigned
000000004277	60	0160070	Grapes, Retailer Assigned
000000004278	60	0160070	Grapes, Retailer Assigned
000000004279	60	0160070	Grapefruit, Pummelo
000000004027	60	0160070	Grapefruit, Red/Pink. Small, E
000000004047	60	0160070	Grapefruit, Red/Pink, Small, W
000000004280	60	0160070	Grapefruit, Red/Pink, Small, C
000000004281	60	0160070	Grapefruit, Red/Pink, Large, E
000000004282	60	0160070	Grapefruit, Red/Pink, Large, W
000000004283	60	0160070	Grapefruit, Red/Pink, Large, C
000000004284	60	0160070	Grapefruit, Star, Small, East
000000004285	60	0160070	Grapefruit, Star, Small, West
000000004286	60	0160070	Grapefruit, Star, Small, Central
000000004287	60	0160070	Grapefruit, Star, Large, East
000000004288	60	0160070	Grapefruit, Star, Large, West
000000004289	60	0160070	Grapefruit, Star, Large, C
000000004290	60	0160070	Grapefruit, White, Small, East
000000004291	60	0160070	Grapefruit, White, Small, West
000000004292	60	0160070	Grapefruit, White, Small, Cl
000000004293	60	0160070	Grapefruit, White, Large, East
000000004294	60	0160070	Grapefruit, White, Large, West
000000004295	60	0160070	Grapefruit, White, Large, C
000000004296	60	0160070	Grapefruit, Retailer Assigned
000000004297	60	0160070	Grapefruit, Retailer Assigned
000000004298	60	0160070	Grapefruit, Retailer Assigned

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004299	60	0160070	Guava
000000004300	60	0160070	Homlifruit
000000004030	60	0160070	Kiwifruit, Regular
000000004301	60	0160070	Kiwifruit, Retailer Assigned
000000004302	60	0160070	Kiwano (Homed Melon)
000000004303	60	0160070	Kumquat
000000004033	60	0160070	Lemons, Small 115&smaller
000000004053	60	0160070	Lemons, Large 95&larger
000000004304	60	0160070	Lemons, Retailer Assigned
000000004328	60	0160070	Limequats
000000004048	60	0160070	Limes, Regular
000000004305	60	0160070	Limes, Key
000000004306	60	0160070	Limes, Retailer Assigned
000000004307	60	0160070	Longan
000000004308	60	0160070	Loquats
000000004309	60	0160070	Lychees
000000004310	60	0160070	Mamey/Sapote
000000004311	60	0160070	Mango, Green(Keitt&Kent)
000000004051	60	0160070	Mango, Red(Atkins&Hayden)
000000004312	60	0160070	Mango, Yellow(Not Above)
000000004313	60	0160070	Mango, Retailer Assigned
000000004314	60	0160070	Mango, Retailer Assigned
000000004315	60	0160070	Mango, Retailer Assigned
000000004316	60	0160070	Mango, Retailer Assigned
000000004317	60	0160070	Melon, Canary
000000004318	60	0160070	Melon, Cantaloupe, S, E, 18
000000004049	60	0160070	Melon, Cantaloupe, S, W, 18
000000004319	60	0160070	Melon, Cantaloupe, L, E, 15+
000000004050	60	0160070	Melon, Cantaloupe, L, W, 15+
000000004320	60	0160070	Melon, Casaba
000000004321	60	0160070	Melon, Cinnabar
000000004322	60	0160070	Melon, Crenshaw
000000004324	60	0160070	Melon, French Afternoon
000000004325	60	0160070	Melon, French Breakfast
000000004326	60	0160070	Melon, Galia
000000004327	60	0160070	Melon, Honeydew/Orange
000000004329	60	0160070	Melon, Honeydew, Small, 6
000000004034	60	0160070	Melon, Honeydew, Large, 5+
000000004330	60	0160070	Melon, Mayan
000000004331	60	0160070	Melon, ML Watermelon/Sgrbby
000000004332	60	0160070	Melon, Muskmelon
000000004333	60	0160070	Melon, Pepino
000000004334	60	0160070	Melon, Persian
000000004335	60	0160070	Melon, Prince
000000004336	60	0160070	Melon, Santa Claus
000000004337	60	0160070	Melon, Saticoy
000000004338	60	0160070	Melon, Sharlin
000000004339	60	0160070	Melon, Spanish
000000004031	60	0160070	Melon, Watermelon, Regular

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004032	60	0160070	Melon, Watermelon, R, Seedless
000000004340	60	0160070	Melon, Watermelon. Yellow
000000004341	60	0160070	Melon, Watermelon, Yellow, Sdless
000000004342	60	0160070	Melon, Retailer Assigned
000000004343	60	0160070	Melon, Retailer Assigned
000000004344	60	0160070	Melon, Retailer Assigned
000000004345	60	0160070	Melon, Retailer Assigned
000000004346	60	0160070	Melon, Retailer Assigned
000000004347	60	0160070	Melon, Retailer Assigned
000000004348	60	0160070	Melon, Retailer Assigned
000000004349	60	0160070	Melon, Retailer Assigned
000000004350	60	0160070	Melon, Retailer Assigned
000000004351	60	0160070	Melon, Retailer Assigned
000000004352	60	0160070	Melon, Retailer Assigned
000000004353	60	0160070	Melon, Retailer Assigned
000000004354	60	0160070	Melon, Retailer Assigned
000000004355	60	0160070	Melon, Retailer Assigned
000000004356	60	0160070	Melon, Retailer Assigned
000000004357	60	0160070	Melon, Retailer Assigned
000000004358	60	0160070	Melon, Retailer Assigned
000000004359	60	0160070	Melon, Retailer Assigned
000000004360	60	0160070	Melon, Retailer Assigned
000000004361	60	0160070	Melon, Retailer Assigned
000000004362	60	0160070	Melon, Retailer Assigned
000000004363	60	0160070	Melon, Retailer Assigned
000000004364	60	0160070	Melon, Retailer Assigned
000000004365	60	0160070	Melon, Retailer Assigned
000000004366	60	0160070	Melon, Retailer Assigned
000000004367	60	0160070	Melon, Retailer Assigned
000000004368	60	0160070	Melon, Retailer Assigned
000000004369	60	0160070	Melon, Retailer Assigned
000000004370	60	0160070	Melon, Retailer Assigned
000000004371	60	0160070	Melon, Retailer Assigned
000000004372	60	0160070	Melon, Retailer Assigned
000000004373	60	0160070	Melon, Retailer Assigned
000000004374	60	0160070	Melon, Retailer Assigned
000000004375	60	0160070	Melon, Retailer Assigned
000000004376	60	0160070	Melon, Retailer Assigned
000000004035	60	0160070	Nectarine, Regular, Small 70
000000004036	60	0160070	Nectarine, Regular, Large, 66+
000000004377	60	0160070	Nectarine, Tree Ripe, S, 70
000000004378	60	0160070	Nectarine, Tree Ripe, L, 66+
000000004188	60	0160070	Nectarine, White Flesh
000000004379	60	0160070	Nectarine, Retailer Assigned
000000004380	60	0160070	Nectarine, Retailer Assigned
000000004381	60	0160070	Oranges, Blood
000000004382	60	0160070	Oranges, Juice
000000004383	60	0160070	Oranges, Minneola
000000004384	60	0160070	Oranges, Navel, S, E/C, 125-

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004013	60	0160070	Oranges, Navel, S, W, 88
000000004385	60	0160070	Oranges, Navel, L, E/C, 100+
000000004012	60	0160070	Oranges, Navel, L, W, 72 +
000000004386	60	0160070	Oranges, Temple, Small, 125
000000004387	60	0160070	Oranges, Temple, Large, 100+
000000004014	60	0160070	Oranges, Valencia, S, 100-, FL
000000004388	60	0160070	Oranges, Valencia, L, 80+
000000004389	60	0160070	Oranges, Retailer Assigned
000000004390	60	0160070	Oranges, Retailer Assigned
000000004391	60	0160070	Oranges, Retailer Assigned
000000004392	60	0160070	Oranges, Retailer Assigned
000000004393	60	0160070	Oranges, Retailer Assigned
000000004052	60	0160070	Papaya, Regular, Small, 12
000000004394	60	0160070	Papaya, Regular, Large, 11 +
000000004395	60	0160070	Papaya, Cooking Mexican
000000004396	60	0160070	Papaya, Retailer Assigned
000000004397	60	0160070	Passion Fruit
000000004398	60	0160070	Passion Fruit, Retailer Assigned
000000004399	60	0160070	Peaches, Indian
000000004043	60	0160070	Peaches, Tree Ripe, Small, 70
000000004044	60	0160070	Peaches, Tree Ripe, Large, 66+
000000004400	60	0160070	Peaches, White, Small, 70
000000004401	60	0160070	Peaches, White, Large, 66+
000000004402	60	0160070	Peaches, Yellow, S, E, 2 1/4
000000004037	60	0160070	Peaches, Yellow, S, W, 70
000000004403	60	0160070	Peaches, Yellow, L, E, 2 3/8+
000000004038	60	0160070	Peaches, Yellow, L, W, 66+
000000004404	60	0160070	Peaches, Retailer Assigned
000000004405	60	0160070	Peaches, Retailer Assigned
000000004406	60	0160070	Pears, Asian , White
000000004407	60	0160070	Pears, Asian, Yellow
000000004408	60	0160070	Pears, Asian, Brown
000000004024	60	0160070	Pears, Bartlett, Small, 110
000000004409	60	0160070	Pears, Bartlett, Large, 100+
000000004410	60	0160070	Pears, Bartlett, Red
000000004411	60	0160070	Pears, Bosc, Small, East, 110
000000004026	60	0160070	Pears, Bosc, Small, West, 110
000000004412	60	0160070	Pears, Bosc, Large, East, 100+
000000004413	60	0160070	Pears, Bosc, Large, West, 100+
000000004890	60	0160070	Pears, Chinese Yali
000000004414	60	0160070	Pears, Cornice
000000004415	60	0160070	Pears, Cornice, Red
000000004025	60	0160070	Pears, D'Mou, Small, 110
000000004416	60	0160070	Pears, D'Anjou, Large, 100+
000000004417	60	0160070	Pears, D'Anjou, Red
000000004411	10	0160070	Pears, Forelle
000000004419	60	0160070	Pears, French
000000004420	60	0160070	Pears, King Royal
000000004421	60	0160070	Pears, Packham

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004422	60	0160070	Pears, Seckel
000000004423	60	0160070	Pears, Tree Ripened
000000004424	60	0160070	Pears, Winter Nellis
000000004425	60	0160070	Pears, Retailer Assigned
000000004426	60	0160070	Pears, Retailer Assigned
000000004427	60	0160070	Persimmon, Regular
000000004428	60	0160070	Persimmon, Japanese
000000004429	60	0160070	Persimmon, Retailer Assigned
000000004029	60	0160070	Pineapple, Small, 12
000000004430	60	0160070	Pineapple, Large, 10+
000000004431	60	0160070	Pineapple, Jet Fresh, S, 12
000000004432	60	0160070	Pineapple, Jet Fresh, L, 10+
000000004433	60	0160070	Pineapple, Retailer Assigned
000000004039	60	0160070	Plums, Black, Small
000000004040	60	0160070	Plums, Black, Large
000000004434	60	0160070	Plums, Green, Small
000000004435	60	0160070	Plums, Green, Large
000000004436	60	0160070	Plums, Italian Prune
000000004437	60	0160070	Plums, Purple, Small
000000004438	60	0160070	Plums, Purple, Large
000000004041	60	0160070	Plums, Red, Small
000000004042	60	0160070	Plums, Red, Large
000000004439	60	0160070	Plums, Tree Ripened, Small
000000004440	60	0160070	Plums, Tree Ripened, Large
000000004441	60	0160070	Plums, Yellow, Small
000000004442	60	0160070	Plums, Yellow, Large
000000004443	60	0160070	Plums, Retailer Assigned
000000004444	60	0160070	Plums, Retailer Assigned
000000004445	60	0160070	Pomegranate,
000000004446	60	0160070	Pomegranate, Retailer Assigned
000000004447	60	0160070	Quince
000000004448	60	0160070	Tamarindo
000000004456	60	0160070	Tangelo
000000004459	60	0160070	Tangelo, Jamaican
000000004055	60	0160070	Tangerines
000000004450	60	0160070	Tangerines, Clementine
000000004451	60	0160070	Tangerines, Dancy
000000004452	60	0160070	Tangerines, Fairchild
000000004453	60	0160070	Tangerines, Honey
000000004454	60	0160070	Tangerines, Kinnow
000000004455	60	0160070	Tangerines, Mandarin/Royal
000000004449	60	0160070	Tangerines, Sunburst
000000004457	60	0160070	Tangerines, Retailer Assigned
000000004458	60	0160070	Tangerines, Retailer Assigned
000000004460	60	0160070	Fruit Juice, Retailer Assigned(fs)
000000004461	60	0160070	Fruit Juice, Retailer Assigned(fs)
000000004462	60	0160070	Fruit Juice, Retailer Assigned(fs)
000000004463	60	0160070	Fruit Juice, Retailer Assigned(fs)
000000004464	60	0160070	Fruit Juice, Retailer Assigned(fs)

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004465	60	0160070	Fruit Juice, Retailer Assigned(fs)
000000004466	60	0160070	Fruit Juice, Retailer Assigned(fs)
000000004467	60	0160070	Fruit Juice, Retailer Assigned(fs)
000000004468	60	0160070	Fruit Juice, Retailer Assigned(fs)
000000004469	60	0160070	Fruit Juice, Retailer Assigned(fs)
000000004470	60	0160070	Salad Bar
000000004471	60	0160070	Other Fruits, Retailer Assigned
000000004472	60	0160070	Other Fruits, Retailer Assigned
000000004473	60	0160070	Other Fruits, Retailer Assigned
000000004474	60	0160070	Other Fruits, Retailer Assigned
000000004475	60	0160070	Other Fruits, Retailer Assigned
000000004476	60	0160070	Other Fruits, Retailer Assigned
000000004477	60	0160070	Other Fruits, Retailer Assigned
000000004478	60	0160070	Other Fruits, Retailer Assigned
000000004479	60	0160070	Other Fruits, Retailer Assigned
000000004480	60	0160070	Other Fruits, Retailer Assigned
000000004481	60	0160070	Other Fruits, Retailer Assigned
000000004482	60	0160070	Other Fruits, Retailer Assigned
000000004483	60	0160070	Other Fruits, Retailer Assigned
000000004484	60	0160070	Other Fruits, Retailer Assigned
000000004485	60	0160070	Other Fruits, Retailer Assigned
000000004486	60	0160070	Other Fruits, Retailer Assigned
000000004487	60	0160070	Other Fruits, Retailer Assigned
000000004488	60	0160070	Other Fruits, Retailer Assigned
000000004489	60	0160070	Other Fruits, Retailer Assigned
000000004490	60	0160070	Other Fruits, Retailer Assigned
000000004514	60	0160090	Alfalfa Sprouts
000000004415	60	0160090	Anise
000000004516	60	0160090	Artichokes, Small, 42
000000004084	60	0160090	Artichokes, Large, 36+
000000004517	60	0160090	Artichokes, Purple, S, 42
000000004518	60	0160090	Artichokes, Purple, L, 36+
000000004519	60	0160090	Artichokes, Baby/Cocktail
000000004520	60	0160090	Artichokes, Retailer Assigned
000000004080	60	0160090	Asparagus, Green, Sm, Std, L
000000004521	60	0160090	Asparagus, Green, L, X-L, Jumbo
000000004522	60	0160090	Asparagus, White, Sm, Std, L
000000004523	60	0160090	Asparagus, White, L, X-L, Jumbo
000000004524	60	0160090	Asparagus, Tips
000000004525	60	0160090	Asparagus, Retailer Assigned
000000004526	60	0160090	Asparagus, Retailer Assigned
000000004527	60	0160090	Beans, Chinese Long
000000004528	60	0160090	Beans, Fava
000000004066	60	0160090	Beans, Green
000000004529	60	0160090	Beans, Lima
000000004530	60	0160090	Beans, Pole
000000004531	60	0160090	Beans, Purple Hull
000000004532	60	0160090	Beans, Shell
000000004533	60	0160090	Beans, Wax/Yellow

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004534	60	0160090	Beans, Winged
000000004535	60	0160090	Beans, Retailer, Assigned
000000004536	60	0160090	Bean Sprouts
000000004537	60	0160090	Beets, Baby Golden
000000004538	60	0160090	Beets, Baby Red
000000004539	60	0160090	Beets, Bunch
000000004540	60	0160090	Beets, Loose
000000004541	60	0160090	Beets, Retailer Assigned
000000004542	60	0160090	Beets, Greens
000000004543	60	0160090	Belgian Endive (Witloof Chicory)
000000004783	60	0160090	Bitter Melon (Moqua)
000000004544	60	0160090	Bok Choy, Small/Baby
000000004545	60	0160090	Bok Choy
000000004546	60	0160090	Boniatto
000000004060	60	0160090	Broccoli
000000004547	60	0160090	Broccoli, Broccoli Rabe(C/I/R)
000000004548	60	0160090	Broccoli, Florettes
000000004549	60	0160090	Broccoli, Retailer Assigned
000000004550	60	0160090	Brussels Sprouts
000000004551	60	0160090	Brussels Sprouts, Retailer Assigned
000000004552	60	0160090	Cabbage, Chinese/Napa
000000004069	60	0160090	Cabbage, Green
000000004554	60	0160090	Cabbage, Red
000000004555	60	0160090	Cabbage, Savoy
000000004556	60	0160090	Cabbage, Retailer Assigned
000000004557	60	0160090	Cabbage, Retailer Assigned
000000004558	60	0160090	Cactus, Leaves, (Nopales)
000000004559	60	0160090	Cardoon/Cardoni
000000004560	60	0160090	Carrots, Baby
000000004094	60	0160090	Carrots, Bunch
000000004561	60	0160090	Carrots, French
000000004562	60	0160090	Carrots, Loose
000000004563	60	0160090	Carrots, Carrot Sticks
000000004564	60	0160090	Carrots, Retailer Assigned
000000004565	60	0160090	Carrots, <i>Retailer Assigned</i>
000000004079	60	0160090	Cauliflower
000000004566	60	0160090	Cauliflower, Florettes
000000004567	60	0160090	Cauliflower, Green
000000004568	60	0160090	Cauliflower, Purple
000000004569	60	0160090	Cauliflower, Retailer Assigned
000000004570	60	0160090	Cauliflower, Retailer Assigned
000000004571	60	0160090	Cauliflower, <i>Retailer Assigned</i>
000000004071	60	0160090	Celery, Bunch, East
000000004070	60	0160090	Celery, Bunch, West
000000004575	60	0160090	Celery, Hearts
000000004576	60	0160090	<i>Celery, Celery Sticks</i>
000000004577	60	0160090	Celery, Retailer Assigned
000000004578	60	0160090	<i>Celery, Retailer Assigned</i>
000000004579	60	0160090	Celery, Retailer Assigned

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004580	60	0160090	Celery, Retailer Assigned
000000004581	60	0160090	Celery, Retailer Assigned
000000004585	60	0160090	Celery Root (Celeriac)
000000004586	60	0160090	Chard, Green (Swiss Chard)
000000004587	60	0160090	Chard, Red
000000004588	60	0160090	Chard, Retailer Assigned
000000004589	60	0160090	Corn, Baby
000000004590	60	0160090	Corn, Bi-Color
000000004077	60	0160090	Corn, White
000000004078	60	0160090	Corn, Yellow
000000004591	60	0160090	Corn, Retailer Assigned
000000004592	60	0160090	Cucumber, Armenian
000000004593	60	0160090	Cucumber, English/Hot House
000000004062	60	0160090	Cucumber, Green
000000004594	60	0160090	Cucumber, Japanese/White
000000004595	60	0160090	Cucumber, Lemon
000000004596	60	0160090	Cucumber, Pickling
000000004597	60	0160090	Cucumber, Retailer Assigned
000000004598	60	0160090	Daikon
000000004081	60	0160090	Eggplant, Regular
000000004599	60	0160090	Eggplant, Baby
000000004600	60	0160090	Eggplant, Baby White
000000004601	60	0160090	Eggplant, Japanese
000000004602	60	0160090	Eggplant, White
000000004603	60	0160090	Eggplant, Retailer Assigned
000000004604	60	0160090	Endive/Chicory
000000004605	60	0160090	Escarole
000000004606	60	0160090	Fiddlehead Ferns
000000004607	60	0160090	Gai(Gui) Choy
000000004608	60	0160090	Garlic, Regular
000000004609	60	0160090	Garlic, Elephant
000000004610	60	0160090	Garlic, Retailer Assigned
000000004611	60	0160090	Garlic, Retailer Assigned
000000004612	60	0160090	Ginger Root, Regular
000000004613	60	0160090	Ginger Root, Retailer Assigned
000000004614	60	0160090	Greens, Collard
000000004615	60	0160090	Greens, Dandelion
000000004616	60	0160090	Greens, Mustard
000000004617	60	0160090	Greens, Polk Greens
000000004618	60	0160090	Greens, Texas Mustard
000000004619	60	0160090	Greens, Turnip
000000004620	60	0160090	Greens, Retailer Assigned
000000004621	60	0160090	Greens, Retailer Assigned
000000004622	60	0160090	Greens, Retailer Assigned
000000004623	60	0160090	Greens, Retailer Assigned
000000004624	60	0160090	Greens, Retailer Assigned
000000004625	60	0160090	Horseradish Root
000000004626	60	0160090	Jicama
000000004627	60	0160090	Kale

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004628	60	0160090	Kohlrabi
000000004629	60	0160090	Leeks, Regular
000000004630	60	0160090	Leeks, Baby
000000004631	60	0160090	Lettuce, Bibb
000000004632	60	0160090	Lettuce, Boston/Butter
000000004076	60	0160090	Lettuce, Green Leaf
000000004633	60	0160090	Lettuce, Hydroponic
000000004634	60	0160090	Lettuce, Iceberg, East
000000004061	60	0160090	Lettuce, Iceberg, West
000000004639	60	0160090	Lettuce, Mache
000000004075	60	0160090	Lettuce, Red Leaf
000000004640	60	0160090	Lettuce, Romaine
000000004641	60	0160090	Lettuce, Retailer Assigned
000000004642	60	0160090	Lettuce, Retailer Assigned
000000004643	60	0160090	Lettuce, Retailer Assigned
000000004644	60	0160090	Malanga
000000004645	60	0160090	Mushrooms, Regular, Small
000000004085	60	0160090	Mushrooms, Regular, Large
000000004646	60	0160090	Mushrooms, Black Forest
000000004647	60	0160090	Mushrooms, Chanterelle
000000004648	60	0160090	Mushrooms, Cremini/Brown
000000004649	60	0160090	Mushrooms, Oyster
000000004650	60	0160090	Mushrooms, Portabella
000000004651	60	0160090	Mushrooms, Shiitake
000000004652	60	0160090	Mushrooms, Wood Ear
000000004653	60	0160090	Mushrooms, Retailer Assigned
000000004654	60	0160090	Mushrooms, Retailer Assigned
000000004655	60	0160090	Okra, Regular, Green
000000004656	60	0160090	Okra, Chinese
000000004657	60	0160090	Okra, Red
000000004658	60	0160090	Onions, Boiling
000000004659	60	0160090	Onions, Bulb
000000004068	60	0160090	Onions, Green(Scallions)
000000004660	60	0160090	Onions, Pearl
000000004661	60	0160090	Onions, Pickling
000000004082	60	0160090	Onions, Red
000000004662	60	0160090	Onions, Shallots
000000004663	60	0160090	Onions, White
000000004665	60	0160090	Onions, Yellow/Brown, S, 2 3/4
000000004093	60	0160090	Onions, Yellow/Brown, L, 3 +
000000004159	60	0160090	Onions, Vidalia
000000004161	60	0160090	Onions, 1015s
000000004163	60	0160090	Onions, Walla Walla
000000004164	60	0160090	Onions, Maui
000000004165	60	0160090	Onions, California Sweet
000000004166	60	0160090	Onions, Other Sweet
000000004666	60	0160090	Onions, Retailer Assigned
000000004667	60	0160090	Onions, Retailer Assigned
000000004668	60	0160090	Onions, Retailer Assigned

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004669	60	0160090	Onions, Retailer Assigned
000000004670	60	0160090	Onions, Retailer Assigned
000000004671	60	0160090	Parsley Root
000000004672	60	0160090	Parsnip
000000004673	60	0160090	Peas, Blackeyed
000000004092	60	0160090	Peas, Chinese Snow Pea
000000004674	60	0160090	Peas, Green
000000004675	60	0160090	Peas, Sugar Snap
000000004676	60	0160090	Peas, Retailer Assigned
000000004677	60	0160090	Pepper, Anaheim
000000004678	60	0160090	Pepper, Banana
000000004679	60	0160090	Pepper, Bell, Brown
000000004680	60	0160090	Pepper, Bell, Golden(Yellow)
000000004681	60	0160090	Pepper, Bell, Green, S, Med
000000004065	60	0160090	Pepper, Bell, Green, Large +
000000004682	60	0160090	Pepper, Bell, Orange
000000004683	60	0160090	Pepper, Bell, Purple
000000004088	60	0160090	Pepper, Bell, Red
000000004684	60	0160090	Pepper, Bell, White
000000004685	60	0160090	Pepper, Chill, Dried
000000004616	60	0160090	Pepper, Chili, Green
000000004772	60	0160090	Pepper, Chili, Yellow
000000004687	60	0160090	Pepper, Cubanelle
000000004688	60	0160090	Pepper, European Red
000000004699	60	0160090	Pepper, European Yellow
000000004690	60	0160090	Pepper, Hot(Hungarian Hot)
000000004691	60	0160090	Pepper, Hot Mixed
000000004692	60	0160090	Pepper, Hungarian Wax
000000004693	60	0160090	Pepper, Jalapeno
000000004694	60	0160090	Pepper, Jalapeno, Red
000000004695	60	0160090	Pepper, Japanese Red
000000004696	60	0160090	Pepper, Long Hot Green
000000004697	60	0160090	Pepper, Long Hot Red
000000004698	60	0160090	Pepper, Morita Chili
000000004699	60	0160090	Pepper, Negro
000000004700	60	0160090	Pepper, New Mexico
000000004701	60	0160090	Pepper, Pasilla, Green
000000004702	60	0160090	Pepper, Pasilla, Red
000000004703	60	0160090	Pepper, Pasilla Pod
000000004704	60	0160090	Pepper, Pinole
000000004705	60	0160090	Pepper, Poblano
000000004706	60	0160090	Pepper, Red Chinese
000000004707	60	0160090	Pepper, Red Finger
000000004709	60	0160090	Pepper, Red Pimiento
000000004709	60	0160090	Pepper, Serrano
000000004710	60	0160090	Pepper, Retailer Assigned
000000004711	60	0160090	Pepper, Retailer Assigned
000000004712	60	0160090	Pepper, Retailer Assigned
000000004713	60	0160090	Pepper, Retailer Assigned

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004714	60	0160090	Pepper, Retailer Assigned
000000004715	60	0160090	Pepper, Retailer Assigned
000000004716	60	0160090	Pepper, Retailer Assigned
000000004717	60	0160090	Pepper, Retailer Assigned
000000004718	60	0160090	Pepper, Retailer Assigned
000000004719	60	0160090	Pepper, Retailer Assigned
000000004720	60	0160090	Pepper, Retailer Assigned
000000004721	60	0160090	Pepper, Retailer Assigned
000000004722	60	0160090	Pepper, Retailer Assigned
000000004723	60	0160090	Potato, Creamer, Red
000000004724	60	0160090	Potato, Creamer, White
000000004073	60	0160090	Potato, Red
000000004725	60	0160090	Potato, Russet, East
000000004072	60	0160090	Potato, Russet, West
000000004726	60	0160090	Potato, Long, White
000000004083	60	0160090	Potato, White
000000004727	60	0160090	Potato, Yellow
000000004728	60	0160090	Potato, Retailer Assigned
000000004729	60	0160090	Potato, Retailer Assigned
000000004730	60	0160090	Potato, Retailer Assigned
000000004731	60	0160090	Potato, Retailer Assigned
000000004732	60	0160090	Potato, Retailer Assigned
000000004733	60	0160090	Potato, Retailer Assigned
000000004734	60	0160090	Pumpkin, Mini
000000004735	60	0160090	Pumpkin, Regular/Pie Pumpkin
000000004736	60	0160090	Pumpkin, Retailer Assigned
000000004737	60	0160090	Pumpkin, Retailer Assigned
000000004738	60	0160090	Radicchio
000000004739	60	0160090	Radish, Black
000000004089	60	0160090	Radish, Bunched Red
000000004740	60	0160090	Radish, Bunched White
000000004741	60	0160090	Radish, Italian Red
000000004742	60	0160090	Radish, Red
000000004743	60	0160090	Radish, White
000000004744	60	0160090	Radish, Retailer Assigned
000000004745	60	0160090	Rhubarb, Regular
000000004746	60	0160090	Rhubarb, Retailer Assigned
000000004747	60	0160090	Rutabaggas, Regular
000000004748	60	0160090	Rutabagas, Retailer Assigned
000000004090	60	0160090	Spiniach, Regular/Bunched
000000004749	60	0160090	Spinach, Retailer Assigned
000000004750	60	0160090	Squash, Acorn/Table Queen
000000004751	60	0160090	Squash, Acorn, Golden
000000004752	60	0160090	Squash, Acorn, Swan White
000000004753	60	0160090	Squash, Australian Blue
000000004754	60	0160090	Squash, Baby Scallopini
000000004755	60	0160090	Squash, Baby Summer (Green)
000000004756	60	0160090	Squash, Baby Green, Zucchini
000000004757	60	0160090	Squash, Banana

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004758	60	0160090	Squash, Buttercup
000000004759	60	0160090	Squash, Butternut
000000004760	60	0160090	Squash, Calabaza
000000004761	60	0160090	Squash, Chayote
000000004763	60	0160090	Squash, Delicata/Sweet Potato
000000004764	60	0160090	Squash, Dumpling (Sweet)
000000004765	60	0160090	Squash, Gem
000000004766	60	0160090	Squash, Golden Delicious
000000004767	60	0160090	Squash, Golden Nugget
000000004768	60	0160090	Squash, Hubbard
000000004769	60	0160090	Squash, Kabocha
000000004773	60	0160090	Squash, Patty Pan Summer
000000004774	60	0160090	Squash, Red Kuri
000000004775	60	0160090	Squash, Scallopini
000000004776	60	0160090	Squash, Spaghetti
000000004777	60	0160090	Squash, Sunburst (Yellow)
000000004779	60	0160090	Squash, Sweet Niama.
000000004780	60	0160090	Squash, Turban
000000004781	60	0160090	Squash, White
000000004782	60	0160090	Squash, Yellow, Straightneck
000000004784	60	0160090	Squash, Yellow, Crookneck
000000004086	60	0160090	Squash, Yellow Zucchini/Gold
000000004067	60	0160090	Squash, Zucchini
000000004785	60	0160090	Squash, Retailer Assigned
000000004786	60	0160090	Squash, Retailer Assigned
000000004787	60	0160090	Squash, Retailer Assigned
000000004788	60	0160090	Squash, Retailer Assigned
000000004789	60	0160090	Squash, Retailer Assigned
000000004790	60	0160090	Sugar Cane
000000004791	60	0160090	Sunchokes(Jerusalem Artichokes)
000000004091	60	0160090	Sweet Potato
000000004792	60	0160090	Tamarillo, Golden
000000004793	60	0160090	Tamarillo, Red
000000004794	60	0160090	Taro Root, Small
000000004795	60	0160090	Taro Root Large
000000004063	60	0160090	Tomatoes, Regular, S, 6x6
000000004064	60	0160090	Tomatoes, Regular, L, 5x6+
000000004796	60	0160090	Tomatoes, Cherry, Red
000000004797	60	0160090	Tomatoes, Cherry, Yellow
000000004798	60	0160090	Tomatoes, Hydroponic, S, 6x6
000000004799	60	0160090	Tomatoes, Hydroponic, L, 5x6+
000000004800	60	0160090	Tomatoes, Native/Home Grown
000000004087	60	0160090	Tomatoes, Plum/Italian/Roma
000000004801	60	0160090	Tomatoes, Tomatillos/Husk Tom
000000004802	60	0160090	Tomatoes, Dried
000000004803	60	0160090	Tomatoes, Teardrop, Red
000000004804	60	0160090	Tomatoes, Teardrop, Yellow
000000004805	60	0160090	Tomatoes, Vine Ripe
000000004778	60	0160090	Tomatoes, Yellow

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004664	60	0160090	Tomatoes, On theVine
000000004806	60	0160090	Tomatoes, Retailer Assigned
000000004807	60	0160090	Tomatoes, Retailer Assigned
000000004808	60	0160090	Tomatoes, Retailer Assigned
000000004809	60	0160090	Turnip, Baby
000000004810	60	0160090	Turnip, BunchiBanded
000000004911	60	0160090	Turnip, Purple Top
000000004812	60	0160090	Turnip, White
000000004095	60	0160090	Turnip, Yellow
000000004813	60	0160090	Turnip, Retailer Assigned
000000004814	60	0160090	Waterchestnuts
000000004815	60	0160090	Watercress
000000004816	60	0160090	Yams, Golden
000000004074	60	0160090	Yams, Red, Small
000000004817	60	0160090	Yams, Red Large/Jumbo
000000004818	60	0160090	Yams, Retailer Assigned
000000004819	60	0160090	Yaca Root
000000004820	60	0160090	Vegetables, Retailer Assigned
000000004821	60	0160090	Vegetables, Retailer Assigned
000000004822	60	0160090	Vegetables, Retailer Assigned
000000004823	60	0160090	Vegetables, Retailer Assigned
000000004824	60	0160090	Vegetables, Retailer Assigned
000000004825	60	0160090	Vegetables, Retailer Assigned
000000004826	60	0160090	Vegetables, Retailer Assigned
000000004827	60	0160090	Vegetables, Retailer Assigned
000000004827	60	0160090	Vegetables, Retailer Assigned
000000004828	60	0160090	Vegetables, Retailer Assigned
000000004829	60	0160090	Vegetables, Retailer Assigned
000000004830	60	0160090	Vegetables, Retailer Assigned
000000004831	60	0160090	Vegetables, Retailer Assigned
000000004832	60	0160090	Vegetables, Retailer Assigned
000000004833	60	0160090	Vegetables, Retailer Assigned
000000004834	60	0160090	Vegetables, Retailer Assigned
000000004835	60	0160090	Vegetables, Retailer Assigned
000000004836	60	0160090	Vegetables, Retailer Assigned
000000004837	60	0160090	Vegetables, Retailer Assigned
000000004838	60	0160090	Vegetables, Retailer Assigned
000000004839	60	0160090	Vegetables, Retailer Assigned
000000004840	60	0160090	Vegetables, Retailer Assigned
000000004841	60	0160090	Vegetables, Retailer Assigned
000000004842	60	0160090	Vegetables, Retailer Assigned
000000004843	60	0160090	Vegetables, Retailer Assigned
000000004844	60	0160090	Vegetables, Retailer Assigned
000000004845	60	0160090	Vegetables, Retailer Assigned
000000004846	60	0160090	Vegetables, Retailer Assigned
000000004847	60	0160090	Vegetables, Retailer Assigned
000000004848	60	0160090	Vegetables, Retailer Assigned
000000004849	60	0160090	Vegetables, Retailer Assigned
000000004850	60	0160090	Vegetables, Retailer Assigned

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004500	60	0160090	Vegetables, Retailer Assigned
000000004501	60	0160090	Vegetables, Retailer Assigned
000000004502	60	0160090	Vegetables, Retailer Assigned
000000004503	60	0160090	Vegetables, Retailer Assigned
000000004504	60	0160090	Vegetables, Retailer Assigned
000000004505	60	0160090	Vegetables, Retailer Assigned
000000004506	60	0160090	Vegetables, Retailer Assigned
000000004507	60	0160090	Vegetables, Retailer Assigned
000000004508	60	0160090	Vegetables, Retailer Assigned
000000004509	60	0160090	Vegetables, Retailer Assigned
000000004510	60	0160090	Vegetables, Retailer Assigned
000000004511	60	0160090	Vegetables, Retailer Assigned
000000004512	60	0160090	Vegetables, Retailer Assigned
000000004513	60	0160090	Vegetables, Retailer Assigned
000000004860	60	0160070	Dried Fruit, Apple Slices
000000004861	60	0160070	Dried Fruit, Apricots
000000004862	60	0160070	Dried Fruit, Dates
000000004863	60	0160070	Dried Fruit, Dates Retailer Assigned
000000004864	60	0160070	Dried Fruit, Pineapple
000000004865	60	0160070	Dried Fruit, Prunes, Regular
000000004866	60	0160070	Dried Fruit, Prunes, Pitted
000000004867	60	0160070	Dried Fruit, Prunes, Retailer Assigned
000000004868	60	0160070	Dried Fruit, Raisins, Black
000000004869	60	0160070	Dried Fruit, Raisins, Golden
000000004870	60	0160070	Dried Fruit, Retailer Assigned
000000004871	60	0160070	Dried Fruit, Retailer Assigned
000000004872	60	0160070	Dried Fruit, Retailer Assigned
000000004873	60	0160070	Dried Fruit, Retailer Assigned
000000004884	60	0160090	Fresh Herbs, Arugula
000000004885	60	0160090	Fresh Herbs, Basil
000000004886	60	0160090	Fresh Herbs, Basil, Opal
000000004887	60	0160090	Fresh Herbs, Basil, Sweet
000000004888	60	0160090	Fresh Herbs, Chives
000000004889	60	0160090	Fresh Herbs, Cilantro(Coriander)
000000004891	60	0160090	Fresh Herbs, Dill
000000004892	60	0160090	Fresh Herbs, Dill, Baby
000000004893	60	0160090	Fresh Herbs, Dill Pickling
000000004894	60	0160090	Fresh Herbs, Lemon Grass
000000004895	60	0160090	Fresh Herbs, Marjoram
000000004896	60	0160090	Fresh Herbs, Mint
000000004897	60	0160090	Fresh Herbs, Oregano
000000004898	60	0160090	Fresh Herbs, Oyster Plant
000000004899	60	0160090	Fresh Herbs, Parsley, Regular
000000004900	60	0160090	Fresh Herbs, Parsley, Curly
000000004901	60	0160090	Fresh Herbs, Parsley, Italian
000000004902	60	0160090	Fresh Herbs, Parsley, Retailer Assg
000000004903	60	0160090	Fresh Herbs, Rosemary
000000004904	60	0160090	Fresh Herbs, Sage
000000004905	60	0160090	Fresh Herbs, Sorrel

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004906	60	0160090	Fresh Herbs, Tarragon
000000004907	60	0160090	Fresh Herbs, Thyme
000000004908	60	0160090	Fresh Herbs, Vanilla Bean
000000004909	60	0160090	Fresh Herbs, Retailer Assigned
000000004910	60	0160090	Fresh Herbs, Retailer Assigned
000000004911	60	0160090	Fresh Herbs, Retailer Assigned
000000004912	60	0160090	Fresh Herbs, Retailer Assigned
000000004913	60	0160090	Fresh Herbs, Retailer Assigned
000000004914	60	0160090	Fresh Herbs, Retailer Assigned
000000004915	60	0160090	Fresh Herbs, Retailer Assigned
000000004916	60	0160090	Fresh Herbs, Retailer Assigned
000000004917	60	0160090	Fresh Herbs, Retailer Assigned
000000004918	60	0160090	Fresh Herbs, Retailer Assigned
000000004919	60	0160090	Fresh Herbs, Retailer Assigned
000000004920	60	0160090	Fresh Herbs, Retailer Assigned
000000004921	60	0160090	Fresh Herbs, Retailer Assigned
000000004922	60	0160090	Fresh Herbs, Retailer Assigned
000000004923	60	0160090	Fresh Herbs, Retailer Assigned
000000004924	60	0160080	Nuts, In Shell, Almonds
000000004925	60	0160080	Nuts, In Shell, Almonds Rtlr Assg
000000004926	60	0160080	Nuts, In Shell, Brazil Nuts
000000004927	60	0160080	Nuts, In Shell, Chestnuts
000000004928	60	0160080	Nuts, In Shell, Filberts
000000004929	60	0160080	Nuts, In Shell, Mixed
000000004930	60	0160080	Nuts, In Shell, Peanuts
000000004931	60	0160080	Nuts, In Shell, Peanuts, Raw
000000004932	60	0160080	Nuts, In Shell, Peanuts, Rstd Sltd
000000004933	60	0160080	Nuts, In Shell, Peanuts, Rstd Unsltd
000000004934	60	0160080	Nuts, In Shell, Peanuts, Rtlr Assgnd
000000004935	60	0160080	Nuts, In Shell, Peanuts, Rtlr Assgnd
000000004936	60	0160080	Nuts, In Shell, Pecans
000000004937	60	0160080	Nuts, In Shell, Pecans, Rtlr Assgnd
000000004938	60	0160080	Nuts, In Shell, Pine Nuts (Pignoli)
000000004939	60	0160080	Nuts, In Shell, Pistachio, Natural
000000004940	60	0160080	Nuts, In Shell, Pistachio, Red
000000004941	60	0160080	Nuts, In Shell, Pistachio, Rtlr Assgnd
000000004942	60	0160080	Nuts, In Shell, Sunflower Seeds
000000004943	60	0160080	Nuts, In Shell, Walnuts, Regular
000000004944	60	0160080	Nuts, In Shell, Walnuts, Black
000000004945	60	0160080	Nuts, In Shell, Walnuts, White
000000004946	60	0160080	Nuts, In Shell, Walnuts, Rtlr Assgnd
000000004947	60	0160080	Nuts, In Shell, Retailer Assigned
000000004948	60	0160080	Nuts, In Shell, Retailer Assigned
000000004949	60	0160080	Nuts, In Shell, Retailer Assigned
000000004950	60	0160080	Nuts, In Shell, Retailer Assigned
000000004951	60	0160080	Nuts, In Shell, Retailer Assigned
000000004952	60	0160080	Nuts, In Shell, Retailer Assigned
000000004953	60	0160080	Nuts, In Shell, Retailer Assigned
000000004954	60	0160080	Nuts, In Shell, Retailer Assigned

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000004955	60	0160080	Nuts, In Shell, Retailer Assigned
000000004956	60	0160080	Nuts, In Shell, Retailer Assigned
000000007001	66	0166040	Potted Plants, 4" Plant
000000007002	66	0166040	Potted Plants, 4" Plant
000000007003	66	0166040	Potted Plants, 4" Plant
000000007004	66	0166040	Potted Plants, 4" Plant
000000007005	66	0166040	Potted Plants, 5" Plant
000000007006	66	0166040	Potted Plants, 5" Plant
000000007007	66	0166040	Potted Plants, 5" Plant
000000007008	66	0166040	Potted Plants, 5" Plant
000000007009	66	0166040	Potted Plants, 5" Plant
000000007010	66	0166040	Potted Plants, 5" Plant
000000007011	66	0166040	Potted Plants, 6" Plant
000000007012	66	0166040	Potted Plants, 6" Plant
000000007013	66	0166040	Potted Plants, 6" Plant
000000007014	66	0166040	Potted Plants, 6" Plant
000000007015	66	0166040	Potted Plants, 6" Plant
000000007016	66	0166040	Potted Plants, 8" Plant
000000007017	66	0166040	Potted Plants, 8" Plant
000000007018	66	0166040	Potted Plants, 8" Plant
000000007019	66	0166040	Potted Plants, 8" Plant
000000007020	66	0166040	Potted Plants, 8" Plant
000000007021	66	0166040	Potted Plants, 10" Plant
000000007022	66	0166040	Potted Plants, 10" Plant
000000007023	66	0166040	Potted Plants, 10" Plant
000000007024	66	0166040	Potted Plants, 10" Plant
000000007025	66	0166040	Potted Plants, 10" Plant
000000007026	66	0166040	Potted Plants, 12" Plant
000000007027	66	0166040	Potted Plants, 12" Plant
000000007028	66	0166040	Potted Plants, 12" Plant
000000007029	66	0166040	Potted Plants, 12" Plant
000000007030	66	0166040	Potted Plants, 12" Plant
000000007031	66	0166040	Potted Plants, 14" Plant
000000007032	66	0166040	Potted Plants, 14" Plant
000000007033	66	0166040	Potted Plants, 14" Plant
000000007034	66	0166040	Potted Plants, 14" Plant
000000007035	66	0166040	Potted Plants, 14" Plant
000000007036	66	0166040	Potted Plants, 5" Garden
000000007037	66	0166040	Potted Plants, 5" Garden
000000007038	66	0166040	Potted Plants, 5" Garden
000000007039	66	0166040	Potted Plants, 5" Garden
000000007040	66	0166040	Potted Plants, 5" Garden
000000007041	66	0166040	Potted Plants, 6" Garden
000000007042	66	0166040	Potted Plants, 6" Garden
000000007043	66	0166040	Potted Plants, 6" Garden
000000007044	66	0166040	Potted Plants, 6" Garden
000000007045	66	0166040	Potted Plants, 6" Garden
000000007046	66	0166040	Potted Plants, 7" Garden
000000007047	66	0166040	Potted Plants, 7" Garden

UNIVERSAL PRODUCE LOOK UP CODE

Produce PLU

PLU Code	Department #	Category #	Long Description
000000007048	66	0166040	Potted Plants, 7" Garden
000000007049	66	0166040	Potted Plants, 7" Garden
000000007050	66	0166040	Potted Plants, 7" Garden
000000007051	66	0166040	Potted Plants, 8" Garden
000000007052	66	0166040	Potted Plants, 8" Garden
000000007053	66	0166040	Potted Plants, 8" Garden
000000007054	66	0166040	Potted Plants, 8" Garden
000000007055	66	0166040	Potted Plants, 8" Garden
000000007056	66	0166040	Potted Plants, 10" Garden
000000007057	66	0166040	Potted Plants, 10" Garden
000000007058	66	0166040	Potted Plants, 10" Garden
000000007059	66	0166040	Potted Plants, 10" Garden
000000007060	66	0166040	Potted Plants, 10" Garden
000000007061	66	0166040	Potted Plants, 14" Garden
000000007062	66	0166040	Potted Plants, 14" Garden
000000007063	66	0166040	Potted Plants, 14" Garden
000000007064	66	0166040	Potted Plants, 14" Garden
000000007065	66	0166040	Potted Plants, 14" Garden
000000007066	66	0166040	Potted Plants, Waterfall
000000007067	66	0166040	Potted Plants, Waterfall
000000007068	66	0166040	Potted Plants, Waterfall
000000007069	66	0166040	Potted Plants, Waterfall
000000007070	66	0166040	Potted Plants, Waterfall
000000007071	66	0166040	Potted Plants, Waterfall
000000007072	66	0166040	Potted Plants, Waterfall
000000007073	66	0166040	Potted Plants, Waterfall
000000007074	66	0166040	Potted Plants, Waterfall
000000007075	66	0166040	Potted Plants, Hanging Basket
000000007076	66	0166040	Potted Plants, Hanging Basket
000000007077	66	0166040	Potted Plants, Hanging Basket
000000007078	66	0166040	Potted Plants, Hanging Basket
000000007079	66	0166040	Potted Plants, Hanging Basket
000000007080	66	0166040	Potted Plants, Hanging Basket
000000007081	66	0166040	Potted Plants, Hanging Basket
000000007082	66	0166040	Potted Plants, Hanging Basket
000000007083	66	0166040	Potted Plants, Hanging Basket
000000007084	66	0166040	Potted Plants, Hanging Basket
000000007085	66	0166040	Potted Plants, Hanging Basket
000000007086	66	0166040	Potted Plants, Retailer Assigned
000000007087	66	0166040	Potted Plants, Retailer Assigned
000000007088	66	0166040	Potted Plants, Retailer Assigned
000000007089	66	0166040	Potted Plants, Retailer Assigned
000000007090	66	0166040	Potted Plants, Retailer Assigned
000000007091	66	0166040	Potted Plants, Retailer Assigned
000000007092	66	0166040	Potted Plants, Retailer Assigned
000000007093	66	0166040	Potted Plants, Retailer Assigned
000000007094	66	0166040	Potted Plants, Retailer Assigned
000000007095	66	0166040	Potted Plants, Retailer Assigned

UNIVERSAL PRODUCE LOOK UP CODE

APPENDIX E

PRODUCE DEPARTMENT CHECKLIST AND PLAN FOR ACTION

STORE: _____ NAME: _____ DATE: _____

This outline may be used by produce department managers, operating personnel, and supervisors as a convenient checklist to assure attention to important aspects of department operation, to call attention to those areas needing corrective measures, and to provide a basis for follow-up.

RECEIVING AND PREPARATION

- Deliveries checked for count and size
- Inspection for quality and condition
- Careful handling practices observed

- Suitable cooler temperatures
- "Conditioning" practices followed
- Trimming product scheduled
- Prescribed methods of trimming followed

- Sinks and drain boards cleaned
- Garbage disposal equipment maintained
- Trucks/conveyers cleaned, lubricated
- Pallets/skids maintained, stacked

- Prompt movement to cooler storage
- Proper stacking for optimum circulation
- "First-in, first out" storage arrangement
- Code-dating to assure rotation

- Merchandise washed as required
- Coolers and storages cleaned regularly
- Trimming knives/machines maintained

- Aisles, passageways cleared at all times
- Adequate lighting levels maintained
- Hand tools adequate, properly stored
- Supplies properly arranged and stored

ACTION
REQUIRED _____

DISPLAY EQUIPMENT AND METHODS

- Displays properly planned in advance
- Color contrast principles observed
- Displays well filled (unbroken "ribbons")

- Displays built before store opening
- Adequate displays maintained to closing
- Every commodity clearly price marked
- Rotation observed when replenishing

- All display equipment cleaned regularly
- Floors clean and maintained properly
- Aisles kept clear at all times

- Adequate space for all demand items
- Suitable space for high-impulse items
- Special displays for featured commodities
- Demand items spotted for maximum effect

- Display "extenders" used effectively
- Commodities "grouped" suitably
- Table/island displays used properly
- Equipment arranged for optimum traffic flow

- Equipment in good operating order
- Point-of-sale advertising used properly
- Display lighting adequate

ACTION
REQUIRED: _____

NOTE: Maintain this checklist in the department file for 90 days.