

Key Drop Deliveries

The Health Authority may allow a food service establishment to receive deliveries after the business hours of the operation, if the criterion in Chapter 511-6-1-.04(3)(m) is followed.



For key drop deliveries, distributors are contracted by a food establishment and given a key to allow them access into the establishment outside of normal working hours. Distributors must deliver and place food and other goods in refrigeration units, freezers, and dry storage areas for confirmation of receipt and inspection by employees immediately upon arrival to the food establishment. For example, time/temperature control for safety foods must be stored within refrigeration units and held at temperatures of 41°F or below. Likewise, if the food product is frozen, it must be placed into the freezer. For purposes of enforcing the Chapter, an entity performing delivery work under contract for the establishment shall be considered to be an employee of the establishment.

Written Documentation

The food service establishment must maintain written documentation (contractual agreement) from the business entity providing key drop deliveries which certifies that the products delivered:



1. Will be under its control throughout the delivery process to the establishment,
2. Occur on certain days and delivery hours (day and time frame must be included such as Sunday and Thursday from 12pm to 4am);
3. Are checked to ensure that they are within the appropriate temperature ranges (i.e. 41 deg. F or below for TCS foods except for eggs, shellfish, and milk which can be received at 45 deg. F and frozen foods must be frozen) and at least two temperatures will be documented on a log (with product delivered and temperature) or invoice;
4. Will be received and inspected by employees upon arrival;
5. Will be stored in the appropriate temperature zone within the food service establishment (i.e. Walk-in cooler/freezer or dry storage). Written procedures must include how the delivery company's employees and food service's employees will monitor the TCS foods delivery temperatures, condition of food, and what corrective actions will be taken if they are found to be out of compliance with the current food service rules requirements. The food service establishment must document the delivery condition and temperature of the products upon receipt of delivery on a log. All written documents must be made available to the Health Authority upon request.

NOTE: Food products should not be punctured to verify product temperatures because this will potentially contaminate food and reduce the shelf life. In addition, food should be placed off the floor at least six inches within the establishment.