

If your organization has elected to implement the Carry-Over Prep Process, you can consider using this resource as part of your organization's launch.

Frequently asked questions and answers:

Q: When switching out makeline product into the correct color carry-over bin can the process begin prior to closing time?

- No, this is to be done at closing time. This will ensure that prior to the switchover any carry-over product from the prior day is discarded before transferring new carry-over product into the carry-over bins.

Q: What color bins should be used to identify carry-over product?

- The most common colors to choose are black for carry-over bins. Carry-over bins must all be the **same color** and a **different** color from the regular use bins.

NOTE: If your organization elects to implement the Carry-over Prep Preocess the store is **required** to have the Carry-over Bin Poster on your walk-in door to reflect the color you are using for carry-over bins.

Q: Do I have to use the Carry-over Prep Process for every topping, or can just certain toppings be carried over?

- It is recommended you determine what is best for each individual store. Consider the volume and product mix of each topping. Also consider the level of ease or difficulty to prep and/or refill each product, during peak hours.

Q: How do you recommend opening and dating original packaged bags at the makeline during business hours?

- Open the boxes of product and date each individual bag in advance following the appropriate shelf life guide.
- We suggest you consider using a waterproof marker to write the date on the bag directly or use dating stickers. Non-dissolvable stickers work best as they adhere better in moist environments. Select marker colors that will stand out to help prevent any cross contamination. Brightly colored markers can be seen more easily if they accidentally fall into a bin or makeline catch tray.
- Refer to the current shelf life guide and follow the refrigerated **Opened/Prepped** Walk-in Cooler/Cabinets column when dating.

Refrigerated Product Shelf Life Guide (unless noted)		(R) = Refrigerated (rt) = room temperature	
Product	Unopened from mfg. date	Opened/Prepped # Days unless noted	In-use # Days unless noted
		Walk-in Cooler / Cabinets	Makeline Rail / Other
Opened, prepped, and in-use dates cannot exceed the unopened shelf life date			
Alfredo Sauce	7 days from freezer*		2
Anchovies – 1 can (in oil)	1 year	7	2
Bacon	Use-by-date	7	2
Beef	11 days from freezer*	7	2
Blue Cheese Dipping Cup	Use-by-date		8 cumulative hours (rt)
Chicken — Boneless (whole & cut)	8 days from freezer*	3	2
Chicken — Wings	8 days from freezer*	3	2
Chicken — Grilled strips	7 days from freezer*		2
Chocolate Lava Crunch Cakes	10 days from freezer*	7	2
Garlic Parmesan Sauce	Use-by-date	4	4 (refrigerated overnight)
Gluten Free Crusts	20 days from freezer*		8 cumulative hours ‡ (rt)
Green Chillies (pouch)	7 days from freezer*		2
Green Peppers	Use-by-date		2

Q: For product in brine, what is the recommendation for back-up storage to make refilling these products easier and less messy?

- Products in brine should be considered for prep in regular use bins and stored under makeline or in walk-in for a quick switch out when needed.

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Q: Did you consult any Health Departments when developing this process?

- We consulted several health departments and received feedback that this process enables easier first in/first out food rotation (FIFO) ensuring a daily rotation of all bins. Be sure to have your carry-over bin poster on the walk-in door for reference.

NOTE: Consult your local health department requirements and ensure that you comply with those requirements.

Q: How do I determine which products are best refilled at the makeline versus continuing to prep in advance?

- Once you have determined which items you will approve for carry-over, consider reviewing sales volume and product mix to help determine when prepping may be more advantageous than refilling.
- Some things to consider may include storage space needed, quantity expected to use based on sales, level of ease to replace regular use bin versus refilling in top rail during high peak hours, and level of ease or difficulty to prep each product compared to refilling.

Q: How can I avoid having excessive carryover product that would need to be discarded at close?

- Consider sales volume and product mix and pay special attention to determining the prep and **refill levels** of each product.

Q: What is the most efficient way to open bags at the makeline during business hours when refilling top rail regular use bins?

- Consider storing scissors (NSF approved scissors recommended) or a bag opener on the makeline. If possible, select colors that are bright and stand out for high visibility.

Q: How do I store products in original bags under the makeline for refilling during operating hours to prevent contamination or spillage?

- Ensure all products are organized, dated, properly sealed once open, and proper FIFO rotation is followed. For mushrooms, cardboard is not recommended under the makeline as it absorbs moisture and can cause loss of quality.

Q: How do I keep the bags closed in the makeline cabinet?

- Clean and sanitized bag sealers or clips are recommended that are plastic and should not have a metal spring.

Q: What are your recommendations for prepping American Cheese for refilling the makeline top rail?

- Consider pre-prepping in a regular use bin or source an NSF container that could hold the remaining block.

Q: How do I count the carryover bins in inventory?

- Product in the carryover bins can follow the same inventory process used for regular inventory items.

Q: How can I as a franchisee or it's supervisor determine how many carryover bins are needed for my stores or organization?

- Consider creating a spreadsheet to gather information from each store in your organization (see sample template below):

How many of each bin fit in the makeline when you set it up?												
	1/3 Bins			1/6 Bins			1/9 Bins			1/2 Bins		
Store	Black	Clear	Stainless	Black	Clear	Stainless	Black	Clear	Stainless	Black	Clear	Stainless
xxxx												
xxxx												
Xxxx												
Xxxx												

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