



SUBWAY® Refrigerated Products Carrier Truck Loading SOP Guide



This process must be followed at all times when loading SUBWAY® refrigerated products.

V2.2 updated 05.20.2019

1

Inspect Trailer Condition:



Trailer interior must be clean, dry and free of any debris and odors before loading



Air chutes must be properly attached to ceiling and reefer and be free of holes or tears



Sidewalls, ceilings and floors must be free of holes or damage



Drain caps (kazoos) must be in place on trailer floor drains

2

Pre-cool Trailer:

Trailer must be pre-cooled prior to arrival at shipper



Keep trailer doors closed while pre-cooling



Set reefer unit at **28° F (-2° C) after May 01 and 30° F (-1° C) after November 01**



Set reefer unit to **“CONTINUOUS RUN”** mode



Run reefer unit until the trailer return air temperature reaches **34° F (1° C)**

3

Load Trailer:



TURN OFF the reefer unit prior to opening the trailer back door



Verify the product temperature recorded on the Bill of Lading is between the ranges of **28° F and 34° F (-2° C and 1° C)**

4

Verify Loaded Trailer:



Close trailer door and TURN ON refrigeration unit.



Load will not be released until the shipper verifies that the reefer unit return air temperature is **34° F (1° C)** or lower.



Verify shipper has affixed seal to trailer and it matches Bill of Lading. Padlocks must be utilized during transport.

5

Departure Procedure:



Driver(s) verify below items and sign copy of Bill of Lading



Reefer unit temperature



Unit setting/mode



Product temperature at time of loading

6

Once steps 1 - 5 are completed, driver is released with a copy of Bill of Lading.



7

En-Route Compliance Requirements:



During transport, should driver(s) observe an issue with load temperature, broken seal(s) or other possible product tampering, IPC and the supplier must be informed at the earliest opportunity.



If shipment is delivered with a missing or broken seal or out of temperature, the load will be subject to additional inspection and it may be rejected.