

Department Title

Food safety guidelines

DO NOT DONATE

- **example**
- **example**
- **example**

Donation Steps

1. Step description
2. Step description
3. Step description
4. Step description

QUESTIONS?

Contact XXXX

MEAT: FOOD DONATION GUIDELINES

- Meat products must be maintained at a temperature of 41 °F or below.
- Store in cooler: Items with an expiration date (best-by/use-by/sell-by) that falls on a date before the items will be picked up.
- Store in freezer: Items with an expiration date (best-by/use-by/sell-by) that falls on a date after the items will be picked up.
- Frozen items must have a sticker that says "Frozen on ___" date.

DO NOT DONATE



- **Food with an "off" odor**
- **Broken seal**
- **Items above 41°F (i.e., Temperatures 42°F or higher are NOT suitable for donation)**



Donation Steps

1. Pull expiring items and items not meeting visual quality inspection requirements, separating items for donation and compost/rendering.
2. Store in meat department cooler or freezer on labeled cart.
3. Store items to be donated in cooler or freezer (clearly labeled for donation) in the donation pick-up area.



**USDA Meat
Color Change**

QUESTIONS?

Ask Department Donation Lead

DAIRY: FOOD DONATION GUIDELINES

- Products must be maintained at a temperature of 41 °F or below
- Pull items not meeting visual quality inspection requirements, separating items for donation, compost, and recycling.

DO NOT DONATE



Kombucha



Products in refundable glass bottles



Bulging, leaking, or dented containers

- Food with an "off" odor
- Broken seal
- Items above 41°F (i.e., Temperatures 42°F or higher are not suitable for donation)

Donation Steps

1. Pull items within 5 days of expiration date on package (best-by/use-by/sell-by).
2. Pull items not meeting visual quality inspection requirements, separating items for donation and compost.
3. Store items to be donated in cooler (clearly labeled for donation) in the donation pick-up area.

QUESTIONS?

Ask Department Donation Lead

FROZEN FOOD: Food Donation Guidelines

Products must remain frozen and in their original packaging.

DO NOT DONATE



- **Previously thawed food**
- **Food with ripped packaging**

Donation Steps

1. Pull expiring items and items not meeting visual quality inspection requirements, separating items for donation and compost.
2. Store items in freezer.
3. Store items to be donated in freezer (clearly labeled for donation) in the donation pick-up area.

QUESTIONS?

Ask Department Donation Lead

PRODUCE: Food Donation Guidelines

Fresh Fruit and Vegetables

- Can be stored at shelf-stable temperatures.

Cut Fruit and Vegetables

- Must be maintained at a temperature of 41 °F or below.
- Can't donate 2 days past expiration date (best-by/use-by/sell-by).

DO NOT DONATE



- **Moldy products**
- **Heavily damaged products,**
- **Products with an off color or smell.**

Donation Steps

1. Pull imperfect produce and over-ripe items, immediately separating items for donation and compost in two different boxes.
2. Pack multiple donation boxes at the same time to ensure heavier produce is on the bottom and fragile produce remains undamaged and at the top.
3. Store items to be donated (clearly labeled for donation) in the donation pick-up area.

QUESTIONS?

Ask Department Donation Lead

BAKERY: Food Donation Guidelines

Regular Baked Goods

- Can be stored at shelf-stable temperatures.

Baked Goods with TCS Ingredients (i.e., Cream Pies)

- Must be maintained at a temperature of 41 °F or below.
- Can't donate past expiration date (best-by/use-by/sell-by)

DO NOT DONATE



- **Moldy items**
- **Stale items**

Donation Steps

1. Pull expiring items and items not meeting visual quality inspection requirements, separating items for donation and compost.
2. Store in the deli department on labeled cart (clearly labeled for donation) in the donation pick-up area.

QUESTIONS?

Ask Department Donation Lead

DRY GOODS & PANTRY: Food Donation Guidelines

DO NOT DONATE



- **Pickled or fermented items**

Donation Steps

1. Pull expiring items and items not meeting visual quality inspection requirements, separating items for donation and compost.
2. Store in back-of-house area (clearly labeled for donation) in the donation pick-up area.

QUESTIONS?

Ask Department Donation Lead

SEAFOOD: Food Donation Guidelines

- Products must be maintained at a temperature of 41 °F or below
- Store in cooler: Items with an expiration date (best-by/use-by/sell-by) that falls on a date before the items will be picked up.
- Store in freezer: Items with an expiration date (best-by/use-by/sell-by) that falls on a date after the items will be picked up.

DO NOT DONATE



- **Food with an "off" odor**
- **Items left out of temperature**
- **Items that don't align with the visual inspection cues**

Donation Steps

1. Pull expiring items and items not meeting visual quality inspection requirements, separating items for donation and compost.
2. Store in seafood department cooler on labeled cart.
3. Donated fish requires emphasis on visual inspection cues.
4. The eyes of the fish should be clear, plump, wet and shiny.
5. The tail and dorsal fins should be healthy-looking, wet and intact.
6. The fish should feel cold, wet, and slippery, but not sticky. When pressed, it should spring back.
7. The gills should be bright red. The gills should also feel clean and cold, not slimy.
8. Separate items for compost and donation.
9. Store items to be donated in cooler or freezer (clearly labeled for donation) in the donation pick-up area.

QUESTIONS?

Ask Department Donation Lead

DELI: Food Donation Guidelines

- Products must be maintained at a temperature of 41 °F or below
- Store in cooler: Items with an expiration date (best-by/use-by/sell-by) that falls on a date before the items will be picked up.
- Store in freezer: Items with an expiration date (best-by/use-by/sell-by) that falls on a date after the items will be picked up.
- Surplus menu and deli items (such as behind the counter foods) can be donated IF they are handled with the same consideration for safety as if it were to be sold.

DO NOT DONATE



- **Hazardous foods, including items such as meats, poultry, fish, eggs, dairy products, tofu, all cooked vegetables (including cooked beans, rice, and potatoes), seed sprouts, sliced melons, and garlic and other fresh herbs in oil mixtures kept in the danger zone (41°F - 135°F) for more than 4 hours.**
- **Previously heated food.**

Donation Steps

1. Pull expiring items and items not meeting visual quality inspection requirements, separating items for donation and compost.
2. Store in deli department cooler on labeled cart.
3. Separate items for compost and donation.
4. Store items to be donated in cooler or freezer (clearly labeled for donation) in the donation pick-up area.

QUESTIONS?

Ask Department Donation Lead

BEVERAGES: Donation Guidelines

DO NOT DONATE



- **Kombucha or other fermented drinks**
- **Alcohol**
- **Bulging, leaking, dented, or broken seal**

Donation Steps

1. Pull items within 5 days after expiration date on package/bottle (best-by/use-by/sell-by).
2. Only sealed beverages are suitable for donation.
3. Store items to be donated (clearly labeled for donation) in the donation pick-up area.

QUESTIONS?

Ask Department Donation Lead