

## **PLANNING FOR A SUCCESSFUL FOOD DONATION**

**We know how committed you are to feeding people and reducing food waste.** Your choice to donate through **FeedHV** will improve lives locally – thank you. For every 1.2 lbs\* of food you donate, you will provide one meal to those experiencing hunger. Think about how much is left at the end of each shift – and how quickly that will add up. Your donations will go to a local food pantry, soup kitchen or shelter.



**You can give without fear of liability since your FeedHV donation is protected by the Bill Emerson Good Samaritan Food Donation Act** (on back)

### **What Can be Donated:**

Unused, unserved foods (nothing from a buffet table or hors d'ouvers platter – see back for more)

- Minimum donation is 10 meals or 12 lbs

### **Food Safety:**

\* To keep hot foods safe, keep them at 140°F or above.

\* Cold foods must be kept at 40°F or below.

\* Discard all perishable foods such as meat, poultry, eggs, and casseroles left at room temperature longer than 2 hours; 1 hour in temperatures above 90°F (AKA the 2-Hour Rule).

### **Point Person:**

Designate a *point person* to be in charge of the donation until it's picked-up. The point person should:

- Understand **FeedHV** Food Safety Guidelines
- Serve as the liason with **FeedHV** and volunteers
- Make sure food donation was not previously served
- Ensure food is packaged, labeled and stored correctly
- Schedule food run ahead of time—2 day-window if possible – *can always cancel if there is none leftover*

### **Containers:**

Donations should be sealed—under lid, ziplock bag or in plastic wrap to facilitate safe and easy transport.

- Do you have tin trays and lids (or plastic wrap) or are you willing to donate an aluminum hotel pan?
- Do you have sturdy, food-safe ziplock bags?
- Do you have extra boxes for packing food?

### **Labeling:**

Donations need to be clearly labeled with:

1. Possible allergens (shellfish, nuts, soy, eggs, wheat, dairy)
2. Main ingredients
3. Date prepared

### **Storage:**

Identify a safe location for your donation to be stored. Think about an area (such as dry goods or refrigeration) and the amount of space that might be needed for consistent and regular storage. It is helpful to clearly mark this area so employees know the food is for donation only

- Designate a container or box where repeat donations can be stored; creating a routine for various shift employees.

\*USDA; *What We Eat in America 2011-2012*

The **Federal Bill Emerson Good Samaritan Food Donation Act**; 42 U.S. Code §1791 protects you and your donation from liability when donating to nonprofit organizations. If the food is donated in good faith, the donor is protected from civil and criminal liability from a recipient that claims the food was a source of harm.

**Foods that can be donated:**

- Produce – any whole (uncut, unpeeled) fruit or vegetable that is fresh (packaged or loose) and chopped fresh produce that is packed separately in food-grade packaging.
- Dairy products (milk, cheese, butter, eggs) – commercially packaged milk, cheese, butter and eggs chilled to 40° F.
- Bakery items – including bread, bagels, cakes, muffins, rolls, etc. that are prepared at a commercial baking establishment, in food-grade packaging, and have not been served to the public.
- Pre-packaged food (e.g. salads, entrées) – in original packaging or prepared in licensed food establishment in food-grade packaging.
- Prepared food – any type of prepared food such as grilled chicken, lasagna, pasta, salad, rice or soup that has been prepared and chilled to 40° F at a licensed food service establishment **and** has not been served or offered to the public.
- Canned and packaged items – in original packaging.

**Foods that can't be donated:**

We **DO NOT** accept products containing alcohol, food that has been previously served, or food that does not meet our food safety standards.

- Frozen grocery store or factory prepared foods.
- Fresh meat, seafood, and game.
- Unpasteurized milk and milk products.
- Items that contain alcohol.
- Foods previously served to consumers.
- Home prepared, home canned or home jarred products.
- Canned goods that are open, punctured, bulging or seriously damaged.
- Foods with damaged or compromised packaging exposing the food to potential contamination.
- Items with significant decay.
- Distressed foods damaged by fire, flood, or accident.

**Questions?** Visit [www.feedhv.org/faq/](http://www.feedhv.org/faq/), call 518-432-5360 ext. 402, or email [cjross@hvadc.org](mailto:cjross@hvadc.org)