**Grocers AgainstHunger**

**a Philabundance program**

# DONATION HANDLING & STORAGE GUIDELINES

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Dairy & Eggs** | **Produce** | **Meat & Soy Products** | **Bakery** | **Frozen** | **Non-Perishable** |
| **YES** | * Refrigerated * See table below for guidelines | * Refrigerated * At least 80-90% of the product usable for an additional 3-7 days after pick-up * Date coded items.\* | * Frozen within 24 hours of sell-by date * Accepted up to 60 days after sell-by date | * Frozen within 24 hours of sell-by date * Accepted up to 60 days after sell-by date | * Frozen * Accepted up to 60 days after sell-by date | * Room temperature * Accepted up to 60 days after sell-by date |
| **NO** | * Damaged or compromised packaging * Off odor or discoloration * Mold | * Off odor or discoloration * Mold, fungus, insects, or significant decay | * Defrosted * Severe freezer burn * Off odor or discoloration * Bloated package | * Non-food grade packaging in contact with food * Mold | * Severe freezer burn * Seriously damaged | * Open, punctured, bulging, leaking or seriously damaged * Broken or chipped glass |

\*Date coded produce items can be donated past date on package

* Maximize produce when culling donations by using a 3 box system:
  + 1 box for waste/compost
  + 1 box for soft items like berries and bananas
  + 1 box for hard or heavier items like melons and apples

## HOW MANY DAYS AFTER THE SELL-BY DATE CAN I DONATE DAIRY PRODUCTS & EGGS?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3** | **9** | **21** | **25** | **60** |
| * Fluid dairy (milk, half and half, etc) * Yogurt, sour cream, cottage cheese * Pasta salad, potato salad, coleslaw * Hummus * Refrigerated juice, perishable beverages * Soy milk | * Cream cheese * Soft cheese | * Eggs | * Butter * Margarine * Hard cheese * Shelf stable milk | * Frozen butter * Frozen cream cheese * Frozen hard cheese |

* All product must be in closed food-grade packaging, and be labeled with ingredients and sell-by-date
* Donations should be made in banana boxes or other food-grade containers
* Store each product category in a separate box

### Put boxes of meat at the bottom of the pallet to avoid leaking and cross-contamination

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|  |  |  |
| --- | --- | --- |
|  | **Items** | **Conditions** |
| **YES** | * Paper products (diapers, paper towels, etc.) * Personal items (toothpaste, shampoo, etc.) * Cleaning supplies (hand soap, Windex, etc) * Laundry supplies (detergent, etc.) | * Actual product intact |
| **NO** | * Baby food/ formula * Health products (vitamins, medicine, etc.) * Pet products (food, litter, etc.) * Cosmetics * Clothing items * Decorations * Household items (cookware, appliances, etc.) * Seasonal items (flip flops, greeting cards, etc.) | * Actual product damaged or leaking * Protective seal of actual product breached * Open or partially used product |

* Store non-food items in separate boxes from food items

- Box Note: Banana boxes are ideal, USDA boxes can not be used!

* If possible, put non-food items on a separate pallet from food items

### If boxes of food and non-food items must share a pallet, put non-food items at the bottom of the pallet to avoid leaking and cross-contamination

**CONTACT**

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