WAREHOUSE

Donation Guidelines

These guidelines were created by Philabundance to ensure we safely distribute high-quality product to our agencies. They apply to large donations (over >500lbs) that arrive to our warehouse. The Accept by dates ensure our team has enough time to sort and redistribute product to our agency partners.

DAIRY & EGGS & FRESH JUICE

<table>
<thead>
<tr>
<th>BEFORE/DAY OF PRODUCT DATE</th>
<th>≥ 3 DAYS</th>
<th>≥ 21 DAYS</th>
<th>≥ 90 DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluid dairy (milk, half &amp; half, etc.)</td>
<td>Cream Cheese, Soft Cheese, Sour Cream</td>
<td>Eggs, Butter, Margarine, Hard Cheese, Shelf Stable Milk</td>
<td>Frozen Butter, Frozen Cream Cheese, Frozen Hard Cheese</td>
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<tr>
<td>Yogurt, Cream, Cottage Cheese, Soy Milk, Perishable Beverages, Orange Juice</td>
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PRODUCE

- At least 80% of the product must be usable for roughly 5+ days
- Provide packing date when available

MEAT, FISH & POULTRY

- Must be frozen if within 24 hours of product date* Preferred to limit cross contamination issues
- Frozen meat is accepted up to 180 days after product date
- Fish/seafood must be frozen prior to pickup
- We DO NOT accept donations of meat/seafood meant to be consumed raw (ex: sushi, oysters)
- Chilled raw meat is accepted on a case-by-case basis and must be prearranged with Philabundance ICQC team. If chilled:
  - Must be more than 24 hrs. before product date
  - Must be sorted by protein type i.e. beef, chicken, pork

FROZEN (VEGGIES, RETAIL PACKAGING, ICE CREAM, ETC.)

- Accepted up to 180 days after product date
- Frozen product must be completely frozen before donating

DRY STORAGE / NON-PERISHABLE

- Soft packed (Ex: cereal, crackers, dried pasta, rice, etc.): Up to 60 days after product date
- Canned and jarred goods (Ex: soup, condiments, fish, etc.): Up to 180 days after product date

CONTINUED ON BACK
BAKED GOODS
• If frozen, accepted up to 3 months after product date
• If not frozen, we can accept donation within 1-2 days past product date

• Baked good mixes, pie crust, frosting: Up to 180 days after product date

BEVERAGES (NONPERISHABLE)
• Up to 180 days after product date
  ◦ Note: We strongly encourage healthy product and LIMIT the amount of artificially sweetened beverages we accept.

NON-FOOD / NON-TRADITIONAL DONATIONS
• Baby food/ formula: only accepted before product date
• Non-food items may be accepted and must be pre-arranged with ICQC team
  ◦ This includes: paper products, personal items, cleaning supplies, laundry supplies, hygiene products, water, health items, etc.
• Cookware and appliances

• We DO NOT accept pet products, medicine, clothing, decorations, household items or seasonal items (Flip flops, greeting cards, etc.)

WE CANNOT ACCEPT
• Food packed in boxes that were previously used to hold meat
• Food packed in trash bags or USDA boxes
• Damaged, compromised or bloated packaging
• Off odor or discoloration on product (use discretion for produce)
• Thawed and refrozen product or product with freezer burn (packaging contains ice crystals)
• Food with signs of mold, fungus, insects or decay
• Broken or chipped glass in packaging
• Items without an ingredient list
• Pallets or boxes with chemicals/cleaning supplies mixed with food product

QUESTIONS
Contact us at donatefood@philabundance.org or 267-386-2990.

Thank you for your donation!