

# DIRECT TO AGENCY

## Donation Guidelines

### PREPARED + PREPACKAGED PRODUCT

These guidelines apply to food rescue partners donating product prepared or packaged on-site (Ex: restaurants, hotels, commissaries, food service facilities, bakeries, caterers and "grab & go" locations)



#### PACKAGED DRY PRODUCTS

- Must be completely covered, wrapped in food grade packaging i.e. closed bag of rolls, muffins, bagels (i.e. closed bag of rolls, muffins, bagels, etc.)
- Accepted within 2 days after product date or if frozen, 90 days



#### PREPARED FOODS (Made at donor location)

- Prepared or packaged meals (i.e. sandwiches cooked onsite are accepted within 1 day of product date)
- Manufactured, prepared food (Ex: prepackaged coleslaw) can be accepted within 1 day of product date
- Freezing prepared product is preferred if possible, because it gives agencies more time to utilize the donation
- Cooked/prepared protein can be refrigerated, raw meat/seafood should be frozen prior to donation (see guidelines for more information)

#### ADDITIONAL CATEGORIES

See other guidelines for manufactured prepared and pre-packaged, dairy, produce, meat/soy, bakery/frozen and non-perishable



#### DONATION HANDLING

- Foods must be prepared in a commercial kitchen
- Food must be kept in staging area and/or kitchen i.e. product meant to be served by staff, not self-serve (i.e. product meant to be served by staff, not self-serve)
- Thawed meals must be kept in a refrigerator at 41F or below
- Frozen meals must be kept in a freezer at 0F or below
- Hot held food must be held at a minimum of 135F and then cooled properly prior to donation
  - Meal must be cooled quickly if previously held hot (methods: ice water bath, rapid chill units, cold paddle, decrease portions, etc.) (down to 70F in 2 hours, down to 41F within 4 additional hours)

CONTINUED ON BACK



## PACKAGING

- Each dish must have its own, food safe container
- Foods containing allergens must be stored separately
- Food must be completely wrapped or packaged
- All donations must be labeled, except whole produce
- We recommend creating pre-printed labels with blanks for donation date and description
- Label must include:
  - Name of donor, food description, date of donation and allergen statement
  - **EXAMPLE LABEL TEXT** ("Warning! This container holds rescued food! This food may contain, have come into contact with, or have been produced in a facility which also produces milk, eggs, peanuts, tree nuts, fish, shellfish, wheat, soybeans, and/or sesame seeds")



## WE CANNOT ACCEPT

- Food placed out for the public or on self-serve buffets
- Unlabeled food items
- Food that has been opened
- Food showing signs of tampering, mold, decay or insects
- Food to be consumed raw (Ex: sushi, oysters)
- Alcohol/food containing alcohol
- Food packaged in boxes that previously held meat
- Foods that have been previously reheated
- Food that has been held at improper temperatures or hot held for more than 4 hrs

Philabundance and our agencies must follow all health safety laws and regulations when accepting any food donation, especially when considering prepared food donations. Any agency using prepared food must have someone present with Safe Food Handling Certification.

## QUESTIONS

Contact us at [sustainability@philabundance.org](mailto:sustainability@philabundance.org) or 215-339-0900 x1504 and x1258.

*Thank you for your donation!*



*Driving hunger from our communities*