

# 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

BEFORE/DAY OF PRODUCT DATE	≥ 3 DAYS	≥ 21 DAYS	≥ 90 DAYS
Fluid dairy (milk, half & half, etc.) Yogurt, Cream, Cottage Cheese, Soy Milk, Perishable Beverages, Orange Juice	Cream Cheese, Soft Cheese, Sour Cream	Eggs, Butter, Margarine, Hard Cheese, Shelf Stable Milk	Frozen Butter, Frozen Cream Cheese, Frozen Hard Cheese



### 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](mailto:donatefood@philabundance.org) or 267-386-2990.

*Thank you for your donation!*

**PHILABUNDANCE**

*Driving hunger from our communities*