

# UCB Food Recovery Safety & Operations Guidelines

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## INTRODUCTION

Food recovery – the process of redistributing wholesome food fit for human consumption to the hungry to reduce food waste and prevent food insecurity – is an increasingly common practice at the University of California, Berkeley (UCB).

Food safety is critical to the success of food recovery. Recovered food is handled more times than food that is not recovered, creating more chances for food to become unsafe for consumption. Additionally, some in the campus community are part of the population at particular risk of foodborne illness, which includes pregnant women and the immune-compromised, as well as the elderly and the very young. For this reason, care must be taken to ensure that recovered foods are handled safely and are fit for consumption.

These guidelines, prepared collaboratively by the Environmental Law Clinic at Berkeley Law and UCB’s Environmental, Health & Safety (EHS) Health Inspector, are designed to ensure continued food safety as food recovery operations increase in scale. The guidelines provide two different food recovery processes available to campus entities who either want to:

- (1) donate or recover campus food for donation to the UCB Food Pantry or an off-campus nonprofit or food bank; or

(2) recover campus food for internal distribution to the entity's members.

Specifically, these guidelines delineate one food recovery process whereby food recovery teams transfer recovered food from donors to distributing entities, and another process whereby internal food recovery entities recover and distribute food to their members.

These guidelines are applicable to **food donors**<sup>1</sup> – entities donating food from a campus food facility or campus entities who have purchased food to be eaten on campus; **recovery teams** – campus entities who transport food from a donor to a distributing entity; **internal recovery entities** – campus entities who recover food for internal distribution to their members; and **distributing entities** – entities that distribute recovered food to those in need.

## DEFINITIONS

### General Food Recovery Definitions

- **Food recovery (or food rescue):** The collection of wholesome food fit for human consumption for distribution to people in need.
- **Non-perishable foods:** Foods that have a long shelf life and do not require refrigeration.
- **Perishable foods:** Foods that are temperature sensitive, such as meats, dairy products, produce, and some bakery items.
- **Prepackaged foods:** Foods that are properly labeled and prepackaged to prevent direct human contact after distribution from the manufacturer, food facility, or other approved sources.
- **Prepared cold foods:** Foods that have not been heated and have to remain chilled to prevent spoilage.
- **Prepared hot foods:** Foods that have been heated and have to remain heated or chilled to prevent spoilage.
- **Served foods:** Foods that have been plated or cupped and handed to a person. These foods may not be recovered, even if they have been untouched.
- **Unserved foods (or excess foods):** Foods that have been on a buffet line for self-service or service by a person, but have not been plated or cupped for a consumer. These include, e.g., foods at campus events and meetings. These foods can be recovered.

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<sup>1</sup> Off-campus food facilities who donate directly to the UCB Food Pantry are not subject to these guidelines. However, the UCB Food Pantry must still comply with these guidelines.

- **Recoverable foods:** Foods that are non-perishable, perishable, prepackaged, or prepared cold or hot food, that are unserved “wholesome food fit for human consumption,” as described below.

## UCB Food Recovery Actor Definitions

- **End recipient (recipient):** A person in need who receives wholesome food from a distributing entity or internal recovery entity. Preference is given to end recipients who are UCB students, faculty, staff, or employees.
- **Donor entity (donor):** Producers, service providers, or sellers of food who have surplus food to donate. These include campus dining halls, eateries, caterers providing food on campus, and campus entities who have purchased delivery or pick up catering.
- **Donee entity (distributing entity):** Incorporated or unincorporated non-profit organizations or food banks that either serve or redistribute food to food insecure populations. See **non-profit organization** definition below.
- **Gleaner:** A person who legally gathers remnants of an agricultural crop or harvests an agricultural crop made available by the owner of the crop.
- **Key partners:** All entities, organizations, or stakeholders involved in a food recovery process.
- **Non-profit organization:** Either an incorporated or unincorporated entity that:
  - Operates for religious, charitable, or educational purposes, and
  - Does not provide net earnings to, or operate in any other manner that inures to the benefit of, any officer, employee, or shareholder of the entity.
- **Internal recovery entity:** Any campus department, school, center, or registered student group that recovers excess food from meetings or events on campus for distribution to its members. This term refers to internal recovery entity leads and members. Internal recovery entities will usually consist of students, faculty, and staff.
- **Internal recovery entity leads:** Usually, the most experienced internal recovery member with the most training, who functions as a coordinator for the internal recovery entity’s operations. These leads should guide entity members through proper food recovery procedures, provide training for team members, monitor the implementation of safe practices, and ensure that the entity maintains the proper records.
- **Internal recovery entity members:** All members of an internal recovery entity who are involved in the food recovery process or are end recipients of the recovered food.
- **Recovery team:** Any organization or entity who picks up food from donors, and transports and delivers food to a distributing entity. Recovery teams will usually consist of student volunteers.
- **Recovery team leads:** Usually, the most experienced food recovery team member with the most training, who functions as the coordinator for the food recovery team’s operations. These leads should guide team members through proper food recovery procedures, provide training for team members, monitor the implementation of safe practices, and ensure that the entity has the proper records.
- **Recovery team members:** All members of a food recovery team who either pick up food from donors or transport the food to distributing entities.

- **UCB Food Pantry:** UCB's on-campus food pantry for students who have short-term needs and have exhausted other funding options. The Pantry is located at #68 Martin Luther King Student Union.

## Food Safety Definitions

- **Wholesome food fit for human consumption (donatable or recoverable food):** Food that meets all quality and labeling standards imposed by federal, state, and local laws and regulations, even though the food may not be readily marketable due to appearance, age, freshness, grade, size, surplus, or other conditions. This unserved food can include prepared hot or cold food, perishable or nonperishable food, or prepackaged food. It does not include served food.
- **Temperature danger zone:** The temperature range of 41°F to 135°F. Perishable foods kept in this temperature range for more than four hours are highly susceptible to contamination from bacteria and are not acceptable for donation. Food products that are not temperature monitored are assumed to be in the temperature danger zone.
- **Food that is no longer wholesome and apparently fit for human consumption (undonatable or unrecoverable food):** Food that is no longer fit for human consumption because of the natural food decay process, or because of the way it was handled did not comport with health and safety standards. For example, food that is wilted, molded, discolored, or slimy, or food that has been in the temperature danger zone for more than four hours or an unknown period of time, are all reasons why the food is considered “no longer wholesome and fit for human consumption,” and therefore cannot be donated.

## Food Safety Liability Definitions

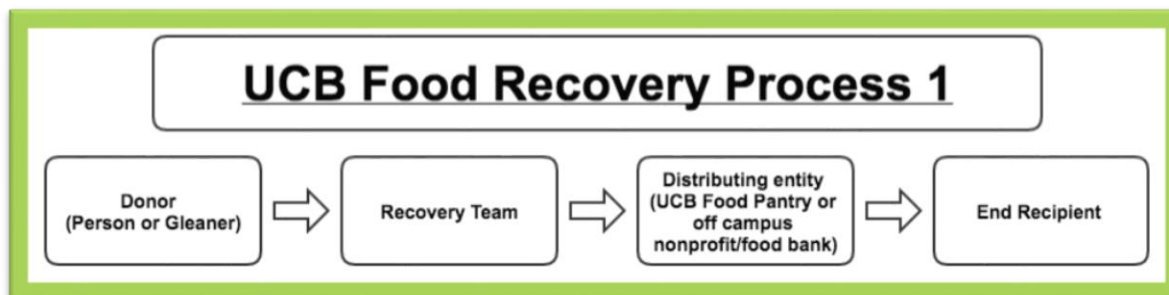
- **Gross negligence:** Voluntary and conscious conduct (including a failure to act) by a person who, at the time of the conduct, knew that the conduct was likely to be harmful to the health or well-being of another person.
- **Intentional misconduct:** Voluntary and conscious conduct by a person who, at the time of the conduct, knew that the conduct was harmful to the health or well-being of another person.

## **STANDARD OPERATING PROCEDURE (OVERVIEW)**

This section provides a brief overview of the two standard procedures for food recovery at UCB. Process one is intended for campus entities that are acting as “recovery teams” (i.e., transporting food to the UCB Food Pantry or an off-campus food bank or nonprofit that serves the food to people in need). Process two is intended for campus entities acting as “internal recovery entities” (i.e., recovering excess food from campus events and other meetings, and redistributing it to their members.)

The sections below expand on these food recovery processes, and summarize the responsibilities of various stakeholders.

## Process One: Food Recovery where Distributing entity is the UCB Food Pantry or an Off Campus Nonprofit or Food Bank<sup>2</sup>



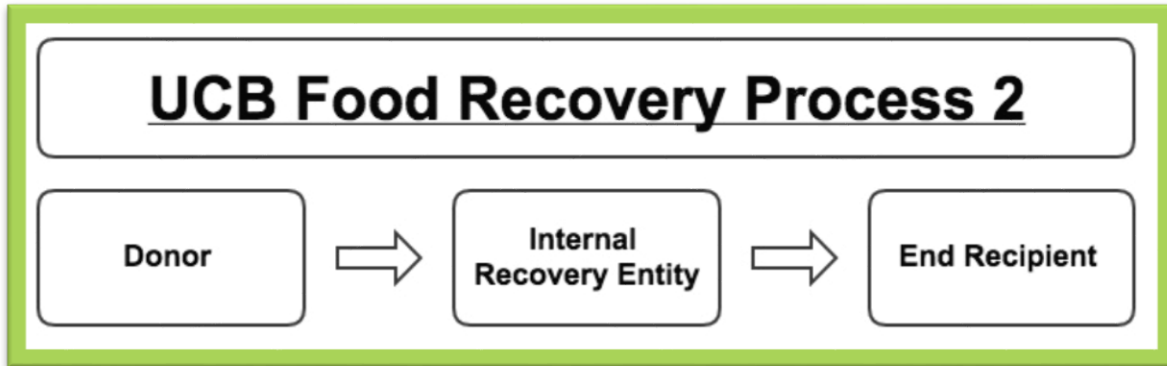
1. The recovery team will check in with all key partners at least once per semester to review logistics for the coming semester.
2. The distributing entity will communicate the range of items and quantities that it is able to accept.
3. The donor entities will do their best to estimate what items and the scale of items that may be donated. It is understood that exact items and quantities will not be known until the time of donation.
4. The recovery team lead will train and manage recovery team members. See [training](#) section for training requirements.
5. The recovery team will coordinate the food recovery logistics between donor entities and distributing entities.
6. Prior to food pick up, donor entities will handle food following all relevant safety regulations and keep all necessary records. See [record keeping](#) section for more detail.
7. The recovery team will arrive at donation site at agreed times and complete required record keeping. See [record keeping](#) section for more detail.
8. The recovery team or donor may repackage food into food safe containers for transport.
9. The recovery team will then transport the food to the distributing entity. See [transportation](#) section for qualifications of student drivers.
10. The distributing entity and the recovery team will complete required paperwork. See [record keeping](#) section for more detail.
11. The recovery team will clean or dispose of the recovery equipment. See [cleaning procedures](#) section for more detail.
12. The distributing entity will distribute food that has not been in the temperature danger zone for more than four hours to end recipients. If the food has been in the temperature danger zone for more than four hours, then the distributing entity will compost or throw

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<sup>2</sup> If a recovery team seeks to donate food to a campus food pantry other than the UCB Food Pantry, the recovery team must get pre-approval from the campus health inspector at EH&S.

away the food. If there is any doubt as to how long the food has been in the temperature danger zone, the distributing entity will compost or throw away the food.

## Process Two: Internal Food Recovery to Campus Entity's Members



1. The internal recovery entity will check in with all key partners at least once per semester to review logistics for the coming semester.
2. The donor entities will do their best to estimate what items and the scale of items that may be donated. It is understood that exact items and quantities will not be known until the time of donation.
3. The internal recovery entity lead will train and manage all members involved in the food recovery process. See [training](#) section for training requirements.
4. The internal recovery entity will coordinate the food recovery logistics between donor entities and member recipients.
5. Prior to food donation, donor entities will handle food following all relevant safety regulations and keep all necessary records. See [record keeping](#) section for more detail.
6. The internal recovery entity will arrive at the donation site and will either:
  - a. repackage and label the food for transportation;<sup>3</sup> or
  - b. ensure the food stays free of contamination until the end recipients receive the food at the donation site, which must be within four hours from when the food was removed from temperature control.<sup>4</sup>
7. If the food is repackaged for transport, the internal recovery entity will fill out a food label and affix it to the outside food safe container. See [record keeping](#) section for more detail.
8. The internal recovery entity will then transport food to the location where end recipients will retrieve the recovered food. If food is left out at room temperature, food should be consumed within four hours of coming off temperature control. See [transportation](#) section for more detail.

<sup>3</sup> This option is for campus entities who want to take food from a meeting or event to a central location where members can more easily retrieve the recovered food.

<sup>4</sup> This option is for campus entities who want to use messaging alert systems to inform members that food is available for them at a certain location for a certain length of time.

9. If the food is not repackaged and transported, the internal recovery entity must ensure that end recipients consume the recovered food within four hours of it being removed from temperature control.
10. If any reusable recovery equipment is used, the internal recovery entity will clean it once food has been received by member recipients or composted/thrown away. See [cleaning procedures](#) section for more details.

## RECOVERY PROCESS LOGISTICS

This section, which is divided up by recovery process, expands upon the Standard Operating Procedures above, discusses food recovery logistics, and the roles key partners play in the process. Handling, training, and record keeping requirements are discussed in depth in subsequent following sections.

### Process One: Food Recovery where Distributing entity is the UCB Food Pantry or an Off-Campus Nonprofit or Food Bank

#### Identifying Food Donors

1. Donors can either be the UCB Dining Halls, on-campus eateries or cafes, caterers providing catering on campus, or campus entities who have purchased food for campus events.
2. Donors must have a record of when the food was taken off of temperature control and, if rapid cooling was done, when it was rapidly cooled. See [record keeping](#) section for more details.
3. Donors will follow all state and university safety guidelines applicable to food handling.

#### Identifying Recoverable Food

1. Donors will identify the scale of food that they can donate. Usually, this will occur on the day of donation, but if a continuous relationship is formed between the recovery team and donors, this does not need to be done each time there is a donation.<sup>5</sup>
  - The scope can include the minimum and maximum weight of wholesome food fit for human consumption, the food categories (e.g., perishable or non-perishable), estimates of serving size, or other information that makes recovery teams aware of what food is available for donation.
2. Distributing entities will let the recovery team know what they can accept.
3. The recovery team will ensure that it only picks up food that the distributing entity can accept.
4. Donors will notify the recovery team of pick up times.

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<sup>5</sup> Leftovers from retail operations will often be predictable, while leftovers at catering events are unpredictable.



5. Throughout the food recovery process, the donor and the recovery team need to continually assess the food to ensure it is still “wholesome food fit for human consumption.” Specifically, the recovery team needs to check for signs that the natural food decay process has begun (i.e. moldiness, sliminess, wiltedness, or discoloration) and whether it has been out of temperature control for longer than four hours.

## Handling Food Prior to Pickup

1. Donors will handle food in accordance with all state and university safety guidelines.
2. Donors will record all temperature controls they use so that the recovery team can know when the food needs to be consumed or composted/thrown away. See [record keeping](#) section.

## Picking up Food Items

1. Recovery team will ask for the necessary temperature control data to complete the Food Donation Chain of Custody Form 1.
2. Recovery team will inspect food for signs of spoilage and check for adherence to the temperature requirements specified in the [guidelines on food types](#) section.
3. Recovery team will only recover “wholesome food apparently fit for human consumption” from donor entities at agreed upon times.
4. Prepared foods that are acceptable for donation will be packaged by recovery team members or the donor entity in food-safe containers as necessary.
  - a. Recovery team can either:
    - Purchase its own food safe containers, that it retains and cleans, if the team has a designated facility where it can wash and store this equipment;
    - Use the donor entity’s food safe containers and return them to the donor for the donor to clean or return them clean, if it has a designated facility where it can wash them; or
    - Use disposable food-safe containers that are disposed of after donation.
5. If different types of prepared foods are recovered, they will be packaged separately to avoid any cross contamination.
6. Recovery team members must wear single-use gloves while repackaging food and must always follow the safety guidelines in this document. See [training](#) and [food handling](#) sections for more details.
7. All food containers (most likely aluminum trays) must be labelled by the recovery team. The recovery team is responsible for making sure the label stays affixed to the food during transportation. See [record keeping](#) section for more detail.

## Transporting Foods

1. The recovery team will either use time or temperature as the health and safety control.

- a. **If temperature is used as the control**, the internal food temperature will be checked immediately before transport and at the end of transportation. Food will be transported in containers that help control the temperature, such as coolers or Cambro boxes. Unpackaged foods must not be stored in direct contact with ice.
  - b. **If time is used as the control**, the recovery team must ensure that the food gets to the distributing entity within four hours from when it was taken off temperature control and with enough time for distribution to the end recipient. See the [guidelines on food types](#) for detail.
2. If a vehicle or bike trailer is used to transport the food, the delivery vehicle or bike trailer will be kept clean to avoid unnecessary contamination of food containers and to reduce the potential for cross-contamination at delivery locations.

## Receiving Foods

1. Once foods have arrived at the distributing entity's site, the recovery team members and the recipient will complete and sign the Food Recovery Chain of Custody Log 1. See [record keeping](#) section for more detail.
2. Distributing entities must ensure perishable food has either not been between 41°F and 135°F for more than 4 hours (if temperature is used as the control) or has not been out of temperature control for more than four hours (if time is used as the control).
3. If time or temperature is not filled in on the log, the distributing entity must reject or compost/throw away the food.
4. Single-use gloves will be used if food is handled or repackaged by the receiving entity or food recovery team.
5. All food recovery equipment will be cleaned or disposed of.

## Distributing Foods

1. Distributing entities will wear single-use gloves while distributing food to end recipients.
2. Recipients must ensure perishable food that is distributed to end recipients has either not been between 41°F and 135°F for more than 4 hours (if temperature is used as the control) or has not been out of temperature control for more than four hours (if time is used as the control). If the food has been between 41°F and 135°F or out of temperature control for more than four hours, the distributing entity will not distribute the food and will either compost or throw it away.
3. Distributing entities will handle food in a way that abides by all state and university safety guidelines.

## Process Two: Internal Food Recovery to Campus Entity's Members

### Identifying Food Donors

1. Donors can either be the caterers providing catering on campus or campus entities who have purchased food for campus events.
  - a. If food to be recovered was either picked up from a food facility or delivered to campus, the food donor will be the campus entity who purchased the food. The campus entity should try to make the food supplier aware that any leftover food may be donated after the relevant event concludes.
  - b. If food to be recovered was provided by a caterer who staffed the event where the food was to be consumed, the food donor will be the caterer.
2. Donors must have a record of when perishable food was taken out of temperature control in order to determine how long the food is safe to hold at ambient temperatures. See [record keeping](#) section for more details.
3. Donors will follow all state and university safety guidelines applicable to food handling.

### Identifying Recoverable Food

1. All unserved food, including prepared hot or cold food, perishable or nonperishable food, or prepackaged food can be recovered so long as it has not been out of temperature control or in the danger zone for more than four hours.
2. Throughout the food recovery process, the donor and/or the internal recovery entity will continually assess the food to ensure it is still "wholesome food fit for human consumption." Specifically, the donor and/or internal recovery entity needs to check for signs that the natural food decay process has begun (i.e. moldiness, sliminess, wiltedness, or discoloration) and whether it has been out of temperature control for longer than four hours.
8. The internal recovery entity must ask the donor for necessary the temperature control data to complete the Food Donation Chain of Custody Form 2. See [record keeping](#) section.

### Handling Food Prior to Internal Recovery

1. Donors will follow all state and university health and safety guidelines applicable to food handling.
2. Donors will keep a record of when the food was removed from temperature control and provide it to the internal food recovery entity, so that the food recovery entity can know when the food needs to be consumed or composted/thrown away. See [guidelines on food types](#) and [record keeping](#) section.

## Repackaging of Food Items (if applicable)

1. This section applies where an internal recovery entity seeks to transport food from the donation site, which will most likely be the place on campus where the food was served, to a central location where the internal recovery entity members can retrieve the food.
2. Internal recovery entity shall inspect food for signs of spoilage and check for adherence to the temperature requirements specified in the [guidelines on food types](#) section.
3. Internal recovery entity shall only recover “wholesome food apparently fit for human consumption” from donor entities.
4. Prepared foods that are acceptable for donation will be packaged by internal recovery entity members or the donor entity in food-safe containers if necessary.
  - a. Internal recovery entity can either:
    - Purchase its own food-safe containers that it retains and cleans, if the team has a designated spot where it can wash containers/utensils;
    - Use the donor entity’s food-safe containers and return them to the donor for the donor to clean or return them clean, if it has a designated spot where it can wash them; or
    - Use disposable food-safe containers that are disposed of after donation.
5. If different types of prepared foods are recovered, they will be packaged separately to avoid any cross contamination.
6. Internal recovery entity members must wear single-use gloves while repackaging food and must always follow the safety guidelines in this document. See [training](#) and [food handling](#) sections for more details.
7. All food containers (most likely aluminum trays) must be labeled by the internal recovery entity. Internal recovery entity is responsible for making sure labels stay affixed to the food during transportation. See [record keeping](#) section for more detail.

## Transporting Foods (if applicable)

1. This section applies where an internal recovery entity seeks to transport food from the donation site, which will most likely be the place on campus where the food was served, to a central location where the internal recovery entity members can retrieve the food.
2. The internal recovery entity will either use time or temperature as the health and safety control.
  - a. **If temperature is used as the control**, the internal food temperature will be checked right before transport and at the end of transportation. Food will be transported in containers that help control the temperature such as coolers or Cambro boxes. Unpackaged foods must not be stored in direct contact with ice.
  - b. **If time is used as the control**, the internal recovery entity must ensure that the food gets to the distributing entity with enough time for distribution to the end recipient within four hours from when it was taken off temperature control. See the [guidelines on food types](#) for detail.

3. If a vehicle or bike trailer is used to transport food, the delivery vehicle or bike trailer will be kept clean to avoid contamination of food containers and to reduce the potential for cross-contamination at delivery locations.
4. The internal recovery entity will describe the recovery actions taken on the Food Donation Chain of Custody Form 2. See [record keeping](#) section.

### Distributing Non-Transported Food (if applicable)

1. If the internal recovery entity does not transport food, the food will be distributed to end recipients at the donation site, under the supervision of an internal recovery entity member.
2. Internal recovery entity must ensure that perishable food distributed to end recipients has either not been between 41°F and 135°F for more than 4 hours (if temperature is used as the control) or has not been out of temperature control for more than four hours (if time is used as the control). If the food has been between 41°F and 135°F or out of temperature control for more than four hours, the internal recovery entity must not distribute the food and must either compost or throw it away.
3. Internal recovery entity member will make sure food is distributed in a way that abides by state and university safety guidelines.
9. The internal recovery entity will describe the recovery actions taken on the Food Donation Chain of Custody Form 2. See [record keeping](#) section.

### Distributing Transported Food (if applicable)

1. If food will be distributed at a location different from the donation site and an internal food recovery entity member leaves the food out of temperature control at that location (i.e., not in a refrigerator), the internal recovery entity must label food to indicate the time by which food must be consumed. See [record keeping](#) section for more detail.
2. If the internal recovery entity places the food in a refrigerator, the food should be labeled with the date it was placed in the refrigerator.
3. The internal recovery entity will describe the recovery actions taken on the Food Donation Chain of Custody Form 2. See [record keeping](#) section.

## ROLES AND RESPONSIBILITIES

This section describes the roles and responsibilities of those involved in food recovery at UCB. In the food recovery process, the food donor, recovery teams, internal recovery entities, distributing entities, and end recipients have both shared and distinct roles and responsibilities:

- The food donor is responsible for ensuring that the donated food is wholesome and fit for human consumption, from time of preparation<sup>6</sup> to donation to a food recovery team or internal recovery entity.

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<sup>6</sup> If the donor is a campus entity who bought the food, the donor is responsible from pick up.

- The recovery team is responsible for ensuring that the donated food remains wholesome and fit for human consumption, from time of donation by the donor to transfer to the distributing entity.
- The internal recovery entity is responsible for ensuring that the donated food remains wholesome and fit for human consumption, from the time of donation by the donor to distribution to an end recipient or drop off at the central location.
- The distributing entity is responsible for ensuring that the donated food remains wholesome and fit for human consumption, from the time of donation by the donor to transfer to the end recipient.

If any food recovery actor determines that the food has been handled in a way that makes the food not wholesome and fit for human consumption, then the actor must compost the food and cannot allow it to be served to an end recipient.

## Food Donor's Roles and Responsibilities

1. Ensure that only wholesome food fit for human consumption is donated by ensuring that food has been handled in a way that complies with all health and safety laws from preparation to donation.
2. Ensure that all employees or agents handling the food have appropriate food handling and safety training.

## Food Recovery Team's Roles and Responsibilities

1. Register with the Office of Environment, Health & Safety (EH&S) prior to engaging in any food recovery and redistribution.
2. Package all prepared foods received from donors and deliver them safely to the appropriate destination.
3. Follow the safety and operations guidelines in this document.
4. Receive assurances from food donors that the food is wholesome and apparently fit for consumption at the time of donation.
5. Receive written documentation from the donor stating when the food was removed from temperature control, or when it was rapidly cooled, or how long it has been in the temperature danger zone.

## Internal Recovery Entity's Roles and Responsibilities

1. Register with the Office of Environment, Health & Safety (EH&S) prior to engaging in any food recovery and redistribution.
2. Follow the safety and operations guidelines in this document.
3. If internal recovery entity is having members retrieve food from the donation site:
  - a. Ensure that the food remains wholesome and fit for human consumption until members arrive to take the food.

- b. Ensure that food is handled and distributed in a way that complies with all the guidance in this document and all health and safety laws.
    - c. Ensure that once food is no longer wholesome and fit for human consumption because of time and temperature requirements, the food is composted or thrown away.
  4. If internal recovery entity is transporting the food to a central location where members will come retrieve it:
    - a. Ensure that the food is packaged and transported in a way that complies with all guidance in this document and all health and safety laws.
    - b. Ensure that the food is properly labeled when it leaves the donation site.

## Distributing Entity's Role

1. Donate food to those in need without charge.
2. Ensure that food is handled and distributed in a way that complies with the guidance in this document and all health and safety laws.
3. Ensure that once food is no longer wholesome and fit for human consumption because of time and temperature requirements, the food is composted or thrown away.

## End Recipient's Role

1. Inspect the food before consuming it to make sure that it is still fit for human consumption. If the end recipient has any doubts about the safety of the food, they should not consume it.
2. Check with the distributing entity, food label, or internal recovery entity to see how long the food has been out of temperature control and make sure it has not been out for longer than four hours. If it has been out for longer than four hours, it should not be consumed because it could cause illness.

## TRAINING

This section details the training that recovery team members and internal recovery entity members must complete before participating in food recovery at UCB. It also discusses the roles that recovery team leads and internal recovery entity leads play in supervising member training.

## Necessary Training

1. Prior to performing food recovery work, all recovery team or internal recovery entity members must obtain either the food safety certification for food handlers<sup>7</sup> or managers.<sup>8</sup> This certification can come from ServSafe® or any other approved training organization. This certification must remain valid while the member is involved in food recovery on campus.
2. Prior to performing food recovery work, all recovery team or internal recovery entity members must attend an in-person Campus Food Recovery Training. This training will review the food safety guidelines discussed in this document and any modifications approved by the UCB Health Inspector. Recovery leads, supervising staff, or the campus health inspector will teach the Campus Food Recovery Training.
3. All recovery team or internal recovery entity members must attend an in-person Campus Food Recovery Training each academic year.

## Recovery Team or Internal Recovery Entity Lead Duties

1. Recovery team or internal recovery entity leads are primarily responsible for ensuring that training is provided and documented for all recovery team or internal recovery entity members involved in food recovery operations.
2. Recovery team or internal recovery entity leads are responsible for leading the required Campus Food Recovery Training. The lead will make sure all safety guidelines are taught in the training and that those who attend the training understand the safety guidelines. This includes training on proper sanitation, handwashing protocols, hygiene practices, and job responsibilities that could impact food safety. Recovery team or entity leads are responsible for creating and retaining a sign-in log from this training.
3. Recovery team or entity leads are responsible for maintaining a binder with the standard operating procedure and relevant food safety information that recovery team or internal recovery entity members can access during the recovery process. This binder acts as a quick reference guide for recovery actors.

## Campus Food Recovery Training Guidelines

Training for workers will include, at minimum, information about the following:

1. The importance of safe food handling.
2. Proper handling, storage, and temperature control of food. See the Guidelines by Food Types below.
3. Never packing food that may have come into contact with the floor or any other known sources of contamination.
4. Proper personal hygiene, clothing requirements, and illness and injury reporting. See the Personal Hygiene section below.

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<sup>7</sup> I.e. obtain food handler card through an online 2-hour training program.

<sup>8</sup> I.e. an eight-hour class with a proctored exam.



5. Reporting signs of illness to the supervisor before beginning work.
6. Prompt treatment for cuts, abrasions, and other injuries.
7. Proper glove use, including disposal.
8. Not eating and/or drinking while around food.
9. Proper use of toilet facilities if necessary while packing.
10. How to fill out the food Donation Chain of Custody Log and Recovered Food Label.
11. Proper handling, storage, and cleaning of equipment.
12. Additional items included in food handler online training program.

## GUIDELINES BY FOOD TYPES

Prepared foods will be handled in accordance with their risk classifications, as follows:

<b>Risk Classification</b>	<b>Examples</b>	<b>Donation Guideline</b>
<b>Extreme Caution Foods</b>	Includes protein salads that contain potato, chicken, egg, and seafood; some gravies, sauces, and dressings; shellfish and crustaceans	Acceptable for donation. Should not be in the temperature danger zone of 41°F to 135°F for more than two hours total. When cooling hot foods, they should be cooled from 135F to 70F within 2 hours, then from 70°F to 41F within 4 hours.
<b>High Caution Foods</b>	Includes poultry and poultry products; beef, pork, and other red meat; cooked rice or beans; tofu and other soy products; eggs; baked or boiled potatoes; dairy products.	Should not be in the temperature danger zone of 41°F to 135°F for more than two hours total. When cooling hot foods, they should be cooled from 135F to 70F within 2 hours, then from 70°F to 41F within 4 hours.
<b>Moderate Caution Foods</b>	Include cold cuts (with preservatives), smoked or lightly cured meats, hard cheese, soups.	Should not be in the temperature danger zone of 41°F to 135°F for more than two hours total. When cooling hot foods, they should be cooled from 135F to 70F within 2 hours, then from 70°F to 41F within 4 hours. May be refrigerated for no longer than 48 hours and should show no signs of spoilage.
<b>Low Caution Foods</b>	Includes fresh fruit, vegetables, grains, breads, flour, nuts, beans, pastries.	Items should be checked for decay or spoilage.
<b>Hot Prepared Foods</b>		When cooling hot foods, they should be cooled from 135F to 70F within 2 hours, then from 70°F to 41F within 4 hours.
<b>Cold Prepared Foods</b>		Must be maintained at 41°F upon pickup and transport. Must be less

		than 48 hours from date of preparation.
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Additional foods NOT acceptable for donation:

1. Home canned, vacuum-packed, or pickled foods.
2. Perishable prepared foods past a “use by” date.
3. Foods in sharply dented, rusty, or bulging cans.
4. Foods in opened or torn containers exposed to potential contamination.
5. Unpasteurized milk.
6. Foods with an “off” odor or color.
7. Foods prepared, cooked, cooled, or reheated at home.
8. Donations from a donor that has experienced a power outage, unless food recovery can be completed in a timely fashion according to the requirements of this document.
9. Foods that have been in the refrigerator for five days or more, or have no label to indicate the date food was prepared or should be used by.
10. Raw sprouts.

## FOOD HANDLING

### Personal health and hygiene:

Good hygiene is expected and required. Recovery team members are required to follow appropriate personal hygiene standards in accordance with the California Health and Safety Codes at all times.

### Additional food handling and serving guidelines:

1. Follow the applicable temperature or time control handling guidelines for food. See the Guidelines by Food Type section above.
2. Wear single-use gloves when handling food and equipment. Use proper glove protocols.
3. Wear hats or hairnets, long pants, and closed-toed shoes at all times when handling food.
4. Check the condition of containers prior to packaging to ensure they will protect the integrity of the contents and prevent exposure to adulteration or potential contaminants.
5. Keep transport vehicles clean to avoid contamination of food containers; food should be isolated and kept away from potential contaminants such as cleaning supplies, other chemicals, dirty clothes, and trash.
6. Immediately refrigerate those foods that require refrigeration.
7. When serving food, follow proper hygiene guidelines. See [personal health and hygiene](#) section above.
8. Inspect donated foods for any inadequacies; if inadequate, reject or discard the food.
9. Protect food from contamination (e.g. dust, insects, or water drippage) and keep food off of the floor.

10. Do not allow foods to come into contact with the outside of any transport container.
11. When in doubt, throw it out.

## EQUIPMENT MAINTENANCE

This section details the necessary food recovery equipment and proper cleaning and maintenance procedures.

### Guidelines for using and storing equipment:

1. Store all equipment in an indoor, clean location, away from pests, trash, or any other potential source of contamination.
2. Immediately store any food recovery containers and equipment when not in use to avoid contamination. Do not place containers on the ground, take them into toilet facilities, or store them in a manner that may lead to contamination.
3. Document the cleaning of equipment in the appropriate Food Donation Chain of Custody Form. See record keeping section for more details.

### Cleaning and maintenance procedures for food recovery equipment:

1. Trained workers must inspect all equipment prior to each use to ensure that it is still functioning properly and has been cleaned and sanitized to prevent contamination.
2. Containers, coolers, and other equipment used for food recovery must be washed, rinsed, and sanitized as needed before and after each use.
3. For sanitization, use approved chemical sanitizers and concentrations according to label instructions for “sanitizing”:
  - a. Chlorine (bleach): 100 parts per million.
  - b. Quaternary ammonium: 200 parts per million.
4. Use sanitizer test strips to ensure proper concentration levels.
5. After use and cleaning, immediately store containers in a way that avoids contamination and keeps them clean as discussed above.

## RECORD KEEPING

This section describes labeling of recovered food, and the documentation required by food recovery teams and internal food recovery entities. Detailed records ensure that food safety practices and protocols are followed. Printable copies of the records can be found in Appendix I. Team leads will have primary responsibility for ensuring that records are complete.

Transported recovered food must have the following label affixed:

Product Name: _____
Date Prepared: _____
Time Removed from Temperature Control (if applicable): _____
Time & Date of Pickup: _____
<b>Time &amp; Date food must be consumed by:</b> _____

If food is hot or cold perishable food, the “time and date food must be consumed by” is four hours from when the food was removed from temperature control, because no UCB food recovery team or internal food recovery entity presently has the capacity to rapidly cool donated food. See the guidelines by food type section for more information on specific food handling requirements.

The food recovery team will keep the following logs:

1. Food Donation Chain of Custody Log 1

Used by the food recovery team to record the donation pathway and safety information for each food donation. The log will include a description of the donated product, food temperature measurements, the time of pick-up and final donation, and cleaning procedures for coolers. The log must be signed by the donor, the recipient, and a member of the food recovery team. A copy of this should be retained for six months. Please see Appendix I for this form.

2. Member Training Log

Used to track the training of members. The log will include the member’s name, email, date they attended the Campus Food Recovery Training, and whether they have obtained a food handler card or manager’s certificate that is valid for the entire school year. If the food handler card or manager’s certificate is not good for the entire academic year, the date when it expires must be written on the sheet. This log should be kept current for the entire academic year and be retained for six months thereafter. See Appendix I for the training log.

The internal food recovery entity will keep the following logs:

1. Food Donation Chain of Custody Log 2

Used by the food recovery entity to record the donation pathway and safety information for each food donation. The log will include a description of the donated product, food temperature measurements, the time of pick-up and final donation, and cleaning procedures for containers

as applicable. The log must be signed by the donor and a member of the food recovery entity to confirm that the food has been handled safely and labeled properly. A copy of this should be retained for six months. See Appendix I for this form.

## 2. Member Training Log

Used to track the training of members. The log will include the member's name, email, date they attended the Campus Food Recovery Training, and whether they have obtained a food handler card or manager's certificate that is valid for the entire year. If the food handler card or manager's certificate is not good for the entire academic school year, the date when it expires must be written on the sheet. This log should be kept current for the entire academic year and be retained for six months thereafter. See Appendix I for the training log.

## If the food donor rapidly cools food prior to donation, the food donor should keep the following logs:

### 1. Cooling Log

Used by the donor entity to track food items that are rapidly cooled prior to donation to ensure that food items follow proper cooling guidelines. Food recovery teams or internal food recovery entities may not rapidly cool food once it is donated and need not retain a copy of the donor's cooling log. See Appendix II for a sample cooling log.

## LIABILITY

This section details when various parties in the food recovery process are liable for the safety of the recovered food. This section also provides an overview of liability protections in federal and California law, but is not a substitute for consultation with counsel.

### Liability Transfer

1. Donor entities are liable for foods until the point when:
  - a. food is transferred into the recovery team's containers or the food is released by the donor for donation, whichever comes first, if recovery process one is occurring.
  - b. the food internal recovery entity has been given permission by the donor entity to either allow members to come get the food or the internal food recovery entity transfers the food to its own containers or takes the food for transportation to a different location, if recovery process two is occurring.
2. The recovery team is liable for foods from the moment it starts repackaging or transporting the food, whichever comes first.

3. The internal recovery entity is liable for foods from the point food is packaged for transportation or the entity allows its members to come retrieve the food.
4. The distributing entity is liable for foods once the recovery team drops off the food and the recipient signs the Food Donation Chain of Custody Form until the end recipient consumes the food.

## Liability Protections For Food Donation in California

### **Liability protections exist for food donors and intermediate donees under both federal and California law.**

Together, federal and California laws provide substantial liability protections for varied entities involved in food donation operations.

### **Overview of Requirements for Civil and Criminal Liability Protections for Food Donors:**

- A ***person, gleaner, or food facility***
- donates ***“apparently wholesome food”*** in ***good faith***, and
- not in a way that constitutes ***gross negligence or intentional misconduct***,
- to an ***(incorporated or unincorporated) nonprofit or food bank***,
- which then ***distributes*** the donated food to ***needy individuals for free***.

### **The federal Emerson Act provides a national baseline of liability protections for food donors.**

The federal Bill Emerson Good Samaritan Food Donation Act (“Emerson Act”) was passed in 1996 to create a uniform national baseline of liability protections for food donors.<sup>9</sup> The Emerson Act protects food donors against civil or criminal liability arising from “good faith” donations of “apparently wholesome” food.<sup>10</sup> A “good faith” donation is not defined in the Emerson Act, but it has been described as excluding acts that “violate community standards of decency, fairness, or reasonableness.”<sup>11</sup> Foods that meet “all quality and labeling standards imposed by Federal, State, and local laws and regulations” are considered “apparently wholesome food” and may be donated, even if they are not “readily marketable due to appearance, age, freshness, grade, size, surplus, or other conditions.”<sup>12</sup>

Under the Emerson Act, only gross negligence or intentional misconduct can trigger donor liability.<sup>13</sup> Gross negligence is defined as “voluntary and conscious conduct (including a failure to act) by a person who, at the time of the conduct, knew that the conduct was likely to be

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<sup>9</sup> James Haley, *The Legal Guide to the Bill Emerson Good Samaritan Food Donation Act* (2013) 2013 Ark. L. Notes 1448.

<sup>10</sup> 42 U.S.C.A. § 1791(c)(1) (West 2016).

<sup>11</sup> Haley, *supra*, 2013 Ark. L. Notes 1448.

<sup>12</sup> 42 U.S.C.A. § 1791(b)(1).

<sup>13</sup> *Id.* at 1791(c)(3).

harmful to the health or well-being of another person.”<sup>14</sup> For example, if a caterer donates egg salad that has been sitting out at room temperature for twelve hours, this could constitute gross negligence because the caterer knows the egg salad is likely spoiled and dangerous to eat. Intentional misconduct is more extreme still, defined as “conduct by a person with knowledge (at the time of the conduct) that the conduct is harmful to the health or well-being of another person.”<sup>15</sup>

### **Donors insulated from liability include broadly defined “persons.”**

Under Federal law, an expansive category of “persons” is protected from liability arising from food donation.<sup>16</sup> The federal definition of “person” includes an individual, restaurant, caterer, farmer, corporation, partnership, organization, association, governmental entity, retail grocer, wholesaler, hotel, motel, manufacturer, and nonprofit food distributor or hospital.<sup>17</sup>

### **Food donors and intermediate donees must comply with health regulations.**

Under the Emerson Act, donors and nonprofit organizations that act as intermediate food donees prior to food distribution to the needy must still comply with all state and local health regulations.<sup>18</sup> For example, donors must still comply with the applicable state and local health regulations regarding handwashing and temperature control of food.<sup>19</sup> Failure to follow state or local health regulations may be used as evidence of gross negligence or intentional misconduct.<sup>20</sup>

### **Donations must go to donees who are unincorporated or incorporated nonprofit organizations.**

The Emerson Act protects donors for donations made to “nonprofit organizations” for ultimate distribution to needy individuals.<sup>21</sup> The definition of a “nonprofit organization” includes both incorporated and unincorporated entities that “operate for religious, charitable, or educational purposes” and that “do not provide net earnings to, or operate in any other manner that inures to the benefit of, any officer, employee, or shareholder of the entity.”<sup>22</sup>

### **Donations must remain free after transfer.**

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<sup>14</sup> *Id.* at 1791(b)(7); because no lawsuits *on* record have been brought against food donors, it is unclear how this definition would be applied in the context of food donation.

<sup>15</sup> *Id.* at 1791(b)(8).

<sup>16</sup> 42 U.S.C.A. § 1791(c)(1).

<sup>17</sup> 42 U.S.C.A. § 1791(b)(10).

<sup>18</sup> 42 U.S.C.A. § 1791(f).

<sup>19</sup> Many of the California health and safety laws relevant to food recovery work can be found in Chapter 4 of the California Retail Food Code (California Health and Safety Code §§ 113980 to 114087). This is not an exhaustive list, and local Environmental Health officials should also be consulted.

<sup>20</sup> Haley, *supra*, at 2013 Ark. L. Notes 1448.

<sup>21</sup> 42 U.S.C.A. § 1791(c)(1)

<sup>22</sup> *Id.* at 1791(b)(9).

For donors and intermediate donees to qualify for liability protections, the end recipient of the food must not be charged.<sup>23</sup>

### **Protections for nonprofits and food banks as intermediate food donees.**

Under the Emerson Act, nonprofit organizations that receive and distribute donated food are also protected from criminal and civil liability arising from the “nature, age, packaging, or condition” of the food they receive and distribute.<sup>24</sup>

### **California law provides several additional protections for food donors.**

Like the Emerson Act, California’s Good Samaritan Food Donation Act provides liability protections from damages or injuries resulting from the consumption of donated food that was “fit for human consumption” at the time it was donated.<sup>25</sup> In addition to this general protection, California law also protects against civil or criminal liability or penalties arising from the violation of any laws regulating the labeling or packing of a donated product.<sup>26</sup> For example, a grocery store that donates a can of soup with a damaged or removed label is still protected from liability. Both nonperishable and perishable food that has exceeded the labeled shelf life date recommended by the manufacturer can also be donated.<sup>27</sup> However, for perishable food that has exceeded the labeled shelf life date, the person that distributes the food to the end recipient must make a good faith evaluation that the food to be donated is wholesome.<sup>28</sup>

Additionally, California law protects donors from liability arising from any violations of law that occur after the time of the donation.<sup>29</sup> For example, if a restaurant donates food to a food bank and the food bank then fails to monitor and control the temperature of the food, the restaurant would not be liable for any illness resulting from the food bank’s actions.

While California law originally afforded liability protections only to “food facilities” that donate food,<sup>30</sup> new legislation extends these protections more broadly to “persons.”<sup>31</sup> To qualify for California’s liability protections, a food donor must donate to a “food bank” or an incorporated

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<sup>23</sup> *Id.* at 1791(b)(3); and California Health and Safety Code § 114432, as amended by Statutes 2017, chapter 619, § 6.

<sup>24</sup> 42 U.S.C.A. § 1791(c)(2).

<sup>25</sup> California Civil Code § 1714.25(a), as amended by Statutes 2017, chapter 619, § 3.

<sup>26</sup> California Health and Safety § 114433, as amended by Statutes 2017, chapter 619, § 7.

<sup>27</sup> *Id.*

<sup>28</sup> *Id.*

<sup>29</sup> *Id.*

<sup>30</sup> Under California law, a “food facility” means an operation that stores, prepares, packages, serves, vents, or otherwise provides food for human consumption at the retail level. This definition includes any “operation where food is consumed on or off the premises, regardless of whether there is a charge for the food.” California Health and Safety § 113789(a)(1) (West 2017).

<sup>31</sup> California Civil Code § 1714.25(a), as amended by statutes 2017, chapter 619, § 3. Like the federal definition of “person,” the California definition includes an individual, restaurant, caterer, farmer, corporation, partnership, organization, association, governmental entity, retail grocer, wholesaler, hotel, motel, manufacturer, and nonprofit food distributor or hospital.



“nonprofit charitable organization.”<sup>32</sup> As under Federal Law, only the donor’s gross negligence or intentional misconduct can trigger donor liability.<sup>33</sup>

### **Direct donations to end recipients**

New legislation in California, effective January 1, 2018, extends liability protection to donations made directly to end consumers.<sup>34</sup> To receive this protection, the donor must qualify as a “food facility.”<sup>35</sup> This protection is also subject to the gross negligence exception described above.

### **Gleaning**

The Emerson Act and California law both protect individuals that engage in gleaning, *i.e.*, crop gathering.<sup>36</sup> A “gleaner” is a person who harvests an agricultural crop, donated by the crop owner, for either free distribution to the needy or donation to a nonprofit for ultimate distribution to the needy.<sup>37</sup> Persons who allow gleaning on their property for this purpose are also protected.<sup>38</sup> Both of these protections are subject to the gross negligence or intentional misconduct exceptions described above.

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<sup>32</sup> Under California law, “food bank” means a surplus food collection and distribution system operated and established to assist in bringing donated food to nonprofit charitable organizations and individuals for the purposes of reducing hunger and supplying nutritional needs (California Health and Safety Code § 113783); “nonprofit charitable organization” is defined as either (1) a corporation incorporated pursuant to the Nonprofit Corporation law, that is exempt from taxation pursuant; or (2) an organization that was organized and is in operation for charitable purposes and meets the requirements in the Revenue and Taxation Code (California Health and Safety Code § 113841).

<sup>33</sup> California Civil Code § 1714.25(a) and (b), as amended by Statutes 2017, chapter 619, § 3.

<sup>34</sup> *Id.* at § 1714.25(a), as amended by Statutes 2017, chapter 619, § 3.

<sup>35</sup> Under California law, a “food facility” means an operation that stores, prepares, packages, serves, vents, or otherwise provides food for human consumption at the retail level.<sup>35</sup> This definition includes any “operation where food is consumed on or off the premises, regardless of whether there is a charge for the food.” California Health and Safety § 113789(a)(1) (West 2017).

<sup>36</sup> 42 U.S.C.A. § 1791(c)(1); California Health and Safety § 114432, as amended by Statutes 2017, Chapter 619, § 6; California Civil Code § 1714.25(d)(3), as amended by Statutes 2017, chapter 619, § 3.

<sup>37</sup> 42 U.S.C.A. § 1791(b)(5).

<sup>38</sup> 42 U.S.C.A. § 1791(d).

# APPENDICES

## Appendix I. Record and Labeling Sheets

- The following documents are the records recovery teams and internal recovery entities must keep and/or use in their food recovery operations.
  - Food Donation Chain of Custody Log (pg. ii-iii): To be completed by the recovery team or internal recovery entity with information provided by the food donor. This log should be retained for six months.
  - Recovered Food Label (pg. iv): To be completed by a recovery team or internal recovery entity member and affixed to recovered food that is transported. The label must be affixed so that it will not come dislodged in transportation.
  - Member Training Log (pg. v): To be completed by the recovery team or internal recovery entity lead. All team or entity members involved in food recovery operations must be listed on the log. The date each member attended the Campus Food Recovery Training, and whether the member has a food handler card or manager certificate that is valid for the entire academic year, must be listed on the log.<sup>39</sup> A new log must be created each year.

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<sup>39</sup> If the card or certificate will not be valid the entire school year, the lead must ensure that a new card or certificate is obtained prior to the expiration of the old one.

# Food Donation Chain of Custody Log 1: Recovery Teams

**Food Donation Form**

Product Name	Date /time originally prepared	Date of pick-up	# of containers	Quantity (e.g., lbs., servings)	DONOR Temperature at pick-up	Time taken	RECEIVER Temperature at receipt	Time taken	Accepted by Recipient
									YES or NO
									YES or NO
									YES or NO
									YES or NO

Cleaning of the cooler (Please initial and indicate cleaning solution)	
Cooler sanitized after delivery: _____	Cleaning solution used: _____

I acknowledge that the food item(s) listed above meet the temperature holding requirements for potentially hazardous foods, as defined in Section 113871 of the California Retail Food Code. I also agree to compost any food item(s) not fit for consumption.

Donated From:

Name of Facility or Event
Donated by (Print Name): _____ Signature: _____ Date _____

Transported By (if other than donor or recipient):

Name of Delivery Organization
Delivered by (Print Name): _____ Signature: _____ Date _____

Donated To:

Name of Facility or Organization
Accepted by (Print Name): _____ Signature: _____ Date _____

## Food Donation Chain of Custody Log 2: Internal Recovery Entities

### Food Donation Form

Product name	Date of pick-up	# and type of containers	Quantity (e.g., lbs., servings)	Time removed from temperature control	DONOR Temperature at pick-up	Time taken	RECEIVER Temperature at receipt	Time taken

If a reusable container or cooler was used to transport food, please initial to confirm that cleaning was completed.

Cooler sanitized after delivery: \_\_\_\_\_

Cleaning solution used: \_\_\_\_\_

I acknowledge that the food item(s) listed above meet the temperature holding requirements for potentially hazardous foods, as defined in Section 113871 of the California Retail Food Code. I also agree to compost any food item(s) not fit for consumption.

Donated From:

Name of Facility or Event

Donated by (Print Name): \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Donated To:

Name of Facility, Location, or Organization

Transported by (Print Name): \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Recovery Actions:

Labeled by (Print Name): \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Was food placed in a refrigerator? YES or NO

## Recovered Food Labels

Product Name: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Time Removed from Temperature Control (if applicable): \_\_\_\_\_

Time & Date of Pickup: \_\_\_\_\_

**Time & Date food must be consumed by:** \_\_\_\_\_

Product Name: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Time Removed from Temperature Control (if applicable): \_\_\_\_\_

Time & Date of Pickup: \_\_\_\_\_

**Time & Date food must be consumed by:** \_\_\_\_\_

Product Name: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Time Removed from Temperature Control (if applicable): \_\_\_\_\_

Time & Date of Pickup: \_\_\_\_\_

**Time & Date food must be consumed by:** \_\_\_\_\_

Product Name: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Time Removed from Temperature Control (if applicable): \_\_\_\_\_

Time & Date of Pickup: \_\_\_\_\_

**Time & Date food must be consumed by:** \_\_\_\_\_



## Appendix II. Cooling Log (Example for Donors)

<b>Cooling Log Template</b>													
Date Food chosen for recovery	Food	Start Time & Temp	After 1 Hour	After 2 Hours	135°F to 70°F in 2 hours?	After 3 Hours	After 4 Hours	After 5 Hours	After 6 Hours	70°F to 41°F in 4 hours?	Correc tive Action s?	Employee	Verified By Manager
<b>Example</b> 1/1/10	Beef Stew	8 am <b>135°F</b>	9am 100° F	10am 70°F	If <b>Yes</b> , continue If <b>No</b> , <b>Reheat to</b> <b>165F and</b> <b>repeat.</b>	11am 60°F	12pm 50°F	1pm 45°F	2pm 38°F	<b>Yes</b> Cover, Label, Date	No	AB	CD

## Appendix III. Packing Checklist

- Personal hygiene items for each volunteer
  - Single-use gloves
  - Hat or hairnet
- Single use aluminum trays
- Coolers or Cambros
- Tarp
- Clip boards
- Copies of the food donation delivery form
- Calibrated probe thermometers
- Alcohol wipes for disinfecting thermometers
- Pens
- Food labels
- Scale
- Clean transport vehicle
- Aluminum foil
- Hand truck/dolly/cart