

Food Safety and Salvage Guide

October 1, 2016



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Appendix A: Food Storage Chart

Appendix B: Feeding America Salvage Poster Guide

1. Introduction

Second Harvest Food Bank (SHFB) distributed food and non-food items from a variety of sources, and is accountable to multiple agencies for safe food handling practices. The following organizations require that SHFB adhere to food codes and monitor agency members for compliance:

- Feeding America
- The Emergency Food Assistance Program (TEFAP), USDA
- The Ohio Association of Second Harvest Food Banks
- The Ohio Department of Agriculture
- The Ohio Department of Job and Family Services

The purpose of food safety is to protect the public from foodborne illness.

There are three reasons why SHFB and member agencies must take food safety seriously:

1. Food traveling through the emergency network passes through many hands. There are numerous potential places for contamination and temperature abuse.
2. The emergency food network encounters some products, usually through salvage and gleaning programs, that may be unfit for human consumption (e.g. bulging cans or torn boxes of food.)
3. Many people who visit emergency food programs are susceptible to foodborne illness.

As a result, member agencies are obliged to follow guidelines for safe handling of foods through the Flow of Food (receiving, evaluation, transporting, storage, preparation, cooking, cooling, reheating, distribution, etc).

Listed below are the guidelines for SHFB staff and volunteers, and the network of member agencies. All SHFB staff hold ServSafe certification for Food Handling, a joint food safety collaboration between the National Restaurant Association and Feeding America. Each agency member representative will receive the ServSafe certification within six months of joining the SHFB network.

Every year, SHFB will monitor agency members to verify compliance with these guidelines and those taught in the ServSafe program. Our goal is to work with member agencies to uphold the highest safety standards. To help achieve this, agencies are encouraged and recommended to conduct self-assessments between monitoring visits.

Using this guide, the network will be able to yield more consistent, safe and high quality products.

2. Foodborne Illness

- Sickens up to 76 million people, hospitalizes 300,000 and will cause 5,000 deaths annually in the United States.
- There are three hazard groups that make food unsafe: biological, physical, chemical.
- TCS foods are foods that require time and temperature control for safety, and are most likely to cause foodborne illness.
- Leading causes of foodborne illness are: improper cooling of food, infected workers, inadequate cooking, and failure to keep hot foods hot.
- Food workers play a vital role in preventing foodborne illness through conscientious food preparation habits and good personal hygiene.
- Signs and symptoms: upset stomach or cramps, fever, diarrhea, vomiting, nausea, jaundice, OTHERS
- Groups at high risk: very young, elderly, people taking certain medications, people with compromised immune systems

3. Three Hazards: A Profile

BIOLOGICAL HAZARDS

- These are tiny forms of life that you cannot see, taste or smell.
- Examples: bacteria, virus, parasites, fungi
- Some are not harmful. Some are necessary in food production. Some cause illness.
- Illness –causing microorganisms are called pathogens. Foods with pathogens often show no changes in odor, taste or appearance compared to unaffected foods.
- Harmful bacteria and viruses are the main causes of foodborne illness.
- Bacteria grow fast in The Temperature Danger Zone, 41-135°F. Our goal is to keep foods out of the Temperature Danger Zone as much as possible.
- Bacteria also need moisture, nutrients, warmth and time to grow. In the right conditions, bacteria can double every half-hour, reaching critical conditions after four hours.

PHYSICAL HAZARDS

- Usually these occur when objects fall into food.
- Examples: jewelry, glass, brittle plastics, ceramics, bandages, fingernails, hair
- Sometimes, these occur naturally in foods
- Examples: cherry pit, seed, bone

CHEMICAL HAZARDS

- These generally contaminate food when a food handler is trying to do the right thing, but does not mix the chemicals correctly, stores chemicals incorrectly or cleans at the wrong time.
- Examples: cleaners, sanitizers, pesticides

4. Five Key Principals of Food Safety

ENSURE PROPER PERSONAL HYGIENE, BOTH ON AND OFF SITE

- **Good Personal Hygiene:** bathe or shower daily; use hair restraints; leave jewelry at home; wear clean clothes; keep fingernails clean and well-trimmed; wash hands and forearms frequently
- Do not work with food if **ill** or if worker has an **infected cut or boil on hands or fingers**
- Cover wounds with a bandage and single-use glove.
- **Hand Washing:** wash hands and forearms frequently, especially after using the toilet; handling raw foods even if they are packaged; sneezing; handling garbage; eating; drinking; touching dirty materials and equipment; touching your body; cleaning; smoking
- **Wear Sanitary Gloves** and change gloves whenever changing a task, handling food that will not be cooked or reheated after preparation, when serving food, whenever gloves become soiled. Always wash hands before applying new gloves.

CORRECT HAND WASHING:

- Wet hands with clean, warm water and soap
- Rub hands together for at least 20 seconds
- Clean under the nails and between the fingers
- Rinse under clean, running water
- Dry hands with single-use towel
- Sanitizer is not an appropriate substitute for hand washing

PROPER CLEANING AND SANITIZING

- Any food contact surface (item which comes into direct contact with food, i.e. utensil, countertop, refrigerator shelf, produce bins, shopping cart, etc.) must be cleaned and sanitized after use.
- Cutlery, dishes, and food service utensils can be cleaned and sanitized either in a three-bay sink or a dishwasher.

- Follow these steps with a food contact surface: scrape; wash; rinse; sanitize; air dry
- Any non-food contact surface (surface that does not come into direct contact with food, i.e. refrigerator door handle, controls on stove or oven, walls, ceiling, etc.) does not require a sanitizing step in the cleaning process: wash, rinse, air dry

RECEIVING, HANDLING AND STORING FOOD SAFELY

PREVENT CROSS CONTAMINATION

- Cross contamination is the transfer of harmful microorganisms to already cooked or ready-to-eat foods.
- Contamination factor one: Raw food, even in storage
- Contamination factor two: Soiled food-service equipment, such as a knife or cutting board
- Contamination factor three: Dirty gloves, cloths or clothing
- Contamination factor four: Dirty hands
- Prevention: Do not allow clients to choose their own products
- Prevention: Do not allow items to defrost during distribution, which is more likely to produce raw meat juices which can easily transfer to other products
- Prevention: Bag meat separate from shelf stable or ready to eat foods in a distribution
- Prevention: Wash hands frequently. Hand sanitizers do not replace hand washing
- Prevention: Clean up spills and remove open containers as incidents occur during a distribution

CONTROL TIME AND TEMPERATURE WHEN HANDLING FOOD

- Keep foods out of the temperature danger zone (41-135°F) whenever possible: during receiving, storing, thawing, preparing, cooking, distribution, etc.
- Monitor temperatures regularly during storage and preparation and service. Record as needed
- Calibrate thermometers

5. TCS Foods

These are foods that require time and temperature control for safety. They are also referred to as potentially hazardous foods.

1. Milk and milk products
2. Shell eggs
3. Sliced melons, cut tomatoes, leafy greens...any cut produce
4. Sprouts and sprout seeds
5. Tofu and soy-protein products
6. Beef, pork and lamb
7. Poultry
8. Shellfish, crustaceans and fish
9. Garlic in oil mixtures
10. Baked potatoes
11. Cooked rice, beans or vegetables

6. Clean Room and Repacking Bulk Product

A clean room is a separate, enclosed room dedicated to bulk repacking. In the Feeding America network, a clean room must meet certain criteria in which to be allowed to repack food into smaller containers for distribution:

- Designed to the highest standards of sanitation

- Prevent as many environmental contaminants as possible
- Interior surfaces must be durable and easy to clean
- Built to commercial foodservice construction standards
- Meet local health regulations and have a Certificate of Health
- TCS foods should only be repacked in a clean room that can maintain a temperature of 55°F or lower.

At present, there is not a facility in the network which meets the Feeding America guidelines. Repacking is not permitted at any member agency – product must be distributed for at-home use in the original packaging. The only exception is whole produce, which may be distributed out of bulk packaging (i.e. 40-pound case of apples).

7. Allergens

There are eight recognized allergens in the United States, and you should be actively alerting clients to the possibility of allergen contamination of foods distributed. At the SHFB warehouse, every effort is made to separate food products with allergens. Make the same effort in the transportation, storage, preparation and distribution of food products which contain allergens at your program site. If possible contamination has occurred, it is your responsibility to make clients aware via verbal recognition or signage.

- | | |
|---|---|
| 1. Milk | 5. Wheat |
| 2. Eggs | 6. Soy |
| 3. Fish | 7. Peanuts |
| 4. Shellfish, including lobster shrimp and crab | 8. Tree nuts, such as almonds, walnuts and pecans |

8. Recalls

Recall notices are regularly sent to SHFB from a variety of resources. If there is a possibility that recalled food products may have been distributed or made available to agency members, an email notice will be forwarded with information regarding the product. SHFB does not currently maintain a complete itemized inventory of product, so it is your responsibility to check agency product stock for every recall received. If any product matching the description is found, immediately pull from supply and email Agency Relations (note quantity of item pulled and indicate that items have been disposed of properly.) Proper disposal of product includes destruction of product to avoid dumpster diver retrieval. If it is possible that the recalled item has already been distributed to clients, make every effort to notify clients of recalled product and reason for recall; advise to dispose of immediately. A complete catalog of forwarded emails will be kept on hand at the warehouse (effective 02/9/2014), and can be accessed as needed.

9. The Flow of Food: Receiving

INITIAL SPOT CHECK FOR INVOICE ACCURACY

Send the agency representative with a copy of the order. Representative should check both the item description and requested quantity against the invoice (which is generated at the food bank and provided for a signature as part of the transaction) and against the physical product. Discrepancies should be brought to SHFB staff attention.

TEMPERATURE CHECK AND DOCUMENTATION

SHFB staff will monitor and record sample temperatures of product stored in the cooler and freezer. Temperatures are documented on the invoice and the agency representative initials the invoice, witnessing the temperature check.

AVOID TEMPERATURE DANGER ZONE

- Receiving a SHFB delivery: transfer refrigerated and freezer products to cold storage within 30 minutes after unloading from the SHFB truck. Utilize an approved freezer blanket or cooler with ice packs to transfer cold-storage product safely from SHFB truck to agency site.

- Pick-Up from SHFB: Frozen and refrigerated product will be loaded last into agency vehicle. A freezer blanket covers cold storage food during transport from SHFB to agency site. If an open-air vehicle is used, food product must be completely covered with a tarp from natural elements. At agency site, transfer refrigerated and then frozen product to cold storage. Shelf-stable items should be unloaded last.

RECEIVING DIRECTLY FROM DONORS

Agency members may partner directly with donors to receive perishable and/or ready to eat foods. Agencies receiving product from specific donors (i.e. Kroger) must complete the Direct Donation Training Program, which provides templates and information in accepting and reporting donations. Temperature checks must be documented at the time of pick up and at the time food reaches the agency site, and transported food will be stored under a freezer blanket. These measures ensure product stays outside the Temperature Danger Zone. Temperature logs are audited during the annual site visit. All donations must be weighed and logged on a Donation Chart and provided to the Inventory Coordinator by the last business day of the month.

If you accept direct donations from a donor, send written notice to the Agency Relations Department of the donor name, product type and frequency of pick up. The Direct Donation Program is requested through the donors, and the Agency Relations Department will notify you if training is necessary.

10. The Flow of Food: Evaluation

INTRODUCTION

Food and other items distributed by the food bank are routinely checked to ensure quality and safety. Nevertheless, agency members are encouraged to review all items before distribution or use in meals. Use this section to decide if food is fit for consumption.

CONTAINER DATE AND FAQ

Though it is not required, many food products have calendar dates printed on the packaging. The dates may communicate to the consumer the day in which it was packed, is best by, will expire, should be sold by, etc. In most cases, these dates refer to food quality and not food safety. They provide the consumer with an idea of how long the product will retain optimal flavor and texture. As long as the foods have been properly stored and handled, they can be used well beyond the container dates. Some products may not have a container date at all – it is not an FDA regulation for manufactures to date mark containers. Instead, observe the food color, odor and other appearance indicators (i.e. food separation, murkiness, mold, etc.) Refer to Appendix A: Food Storage Chart.

TOP 10 EVALUATION POINTS

10. Separate pet food and pet supplies from human food products.
9. Check dates on food for children younger than 5 – if it is expired, toss it out!
8. Keep a variety in assorted boxes and be accurate in weighing.
7. Repackaged products are discarded.
6. Check under the plastic lid of coffee, peanut butter, oatmeal...discard all open items.
5. Metal lid? Make sure it is depressed in the center.
4. Canned foods should be stackable with no rust, bulges, leaks or severe dents.
3. Discard products with punctures, taped-over open products or items with food spilling out.
2. Follow Food Storage Chart for dates.
1. Everything must be properly labeled.

- **What should I do if I cannot read the code numbers on the container?** Some foods have encrypted numbers and letters on the container. The information is meant for the manufacturer in case they need to trace the food back to the source. It has not helpful information to you, unless it is recalled. These numbers may be used to identify specific lot numbers affected by a recall.
- **What if an item does not have a date printed on the container?** Observe the color, odor, and other appearance indicators. When in doubt, toss it out.
- **What if I have questions with products I received from SHFB, for example, cans that are heavily dented?** SHFB sorts all products at multiple steps in the warehouse processes. At some points, community volunteers are

trained to evaluate cans, packages, jars and bottles. As with many things, different people have different conceptions of, for example what is and what is not an acceptable dent or ding. Questionable products may slip through the system. SHFB continues to improve its volunteer training and quality control procedures to minimize these occurrences. Please contact us if you have strong doubts about the integrity of the product. When in doubt, toss it out.

- **What if the frozen item's date is expired?** Once a perishable item is frozen, it doesn't matter if the date "expires." Foods kept frozen continuously are safe indefinitely, though the quality of the product slowly deteriorates over time.

FAIR PACKAGING AND LABELING ACT

The Fair Packaging and Labeling Act prohibits the distribution of any food item (except fresh fruit and vegetables) without a label. Labels shall contain:

- The common or usual name of the product
- The name and place of business of the manufacturer, packer or distributor
- The net quantity of the contents
- The common or usual name of each ingredient, listed in descending order or prominence

The labels on many salvage items are ripped, torn or illegible. These products cannot be redistributed unless the information listed above is in English, legible and complete. SHFB will not distribute products to agency members that do not meet these guidelines.

PRODUCE

Produce is highly perishable and should be distributed to clients as soon as possible. Agency members are encouraged to visit the SHFB Shop-Through as close to distribution time for perishable items, like produce, allowing clients the most time in which to enjoy highly nutritious items. At the agency site, holding produce at 35-41°F will allow the longest life of the product; cut product **MUST** be stored in the refrigerator until it is distributed to clients.

DIRECT DONATIONS

Many agencies also procure food and other items directly from grocery stores, food drives and restaurants. These products should be evaluated before distributing to clients, considering: dates, dents, dings, quality and temperature. Use the list below to help determine whether or not a product should be re-distributed.

- Consider problems in, on, and around the containers: **contamination** (spills, leaks, etc.), **pest infestation** (gnaw marks, droppings, carcasses, egg cases, etc.), **significant damage** (i.e. rips, fractures, sharp dents), **deterioration** (rotten odors, discoloration, separation). If any of these conditions are present, throw the item away.
- All items should be **clean**. If possible to do so while retaining the integrity of the package and label, product may be spot cleaned with a dry paper towel or approved Lysol product.
- Product with dried or wet **water-damage** should be discarded
- **Bulk pack cartons of individually packaged products** which show signs of leakage should be opened, food items inspected and leaking items discarded. Be sure label is intact and remains with product to be distributed.
- **Homemade items**, including home canned or baked products
- **Unlabeled** ammonia, bleach, and other household chemicals
- **Leaking** personal care items such as shampoo, hand lotion and liquid soap
- Aerosol container **missing** the outer lid and/or the **inner button**, unless these pieces can be replaced
- Cans, jars, bottles and packages **without the manufacturer's label**
- Food service items in **torn containers** such as paper plates, napkins, cups, plastic silverware, sandwich bags, plastic wrap, foil, etc.

- Personal hygiene items in **broken, punctured or open containers** such as toothpaste, mouthwash, diapers, sanitary products, vitamins
- Paper products, i.e. tissues and paper towels, in **torn containers** and which **have been or may have been exposed to contamination**
- **Food items that are mixed in boxes with non-food items** that **have been or may have been exposed to contamination** (i.e. bleach with crackers)
- Food items **without English written on the labels**

REFRIGERATED AND FROZEN PRODCUT

Agency members should discard any cold-storage product which was not kept under temperature control, or representatives are unsure of the safety of the product. This is especially relevant during perishable food drives, i.e. turkeys at the holidays.

CANNED GOODS

Sealing food in airtight containers protects it from contamination. Damage to cans may cause bacteria to contaminate food, making people ill. Damage to seams is the easiest avenue for oxygen and contaminants to enter canned goods. Look over cans carefully, examining the side and top seams for any damage or bulging. Check for rust or stains.

DISCARD CANS WITH:

- LABEL: is missing, unreadable, not in English, handwritten
- Bulging end or body
- End of can moves in and out when pressed
- Pitted rust or rust that cannot be rubbed off
- Punctures
- Leaks
- Deep razor cuts or scratches
- Pull-top lids have dents or fractures
- Buckled ends
- Peeled seam
- Sharp dents: may create points at the end of the dent or a crease in the body of the can
- Dent that extends below the lid's seam and into the side of the can

ACCEPT CANS WITH:

- Rust or stains that can be removed
- Flat, shallow dents on can body
- Dried food containers with severe dents as long as there is no leakage (i.e. dried coffee)

For cans with light stains or rust that can be removed, wash cans with a sponge using warm, soapy water or approved Lysol product. Dry with a disposable towel.

GLASS AND PLASTIC JARS AND BOTTLES

There are three parts of jars and bottles that must be examined: the outside of the body, the lid and the inside contents. Use the guidelines below to determine when an item should be discarded.

- **OUTSIDE:** No label or handwritten label, leaks (stained label), cracks or chips

- **LID:** Missing, chipped or cracked lid (unless there is a clean, dry intact foil seal protecting the contents); loose dented or crooked lid without a seal; lid with pitted rust; dirt or stain around and underneath the lid
- **INSIDE:** mold, discoloration, unusual product separation, foreign objects in contents

For glass jars and bottles with light stains or rust that is not under the lid and can be removed, wash jars and bottles with a sponge using warm, soapy water or approved Lysol product. Dry with a disposable towel.

BOXED OR BAGGED GOODS: WITH or WITHOUT AN INNER BAG

In considering these products, tears or open products may be acceptable as long as product packaging prevents product from being exposed to the open. For example, a torn cereal box can still be distributed if the inner bag is intact.

- **DISCARD ANY PRODCUT** with rips, tears or holes; rodent or insect damage; stains, spills, odd smells, or greasy appearance; missing or illegible labels
- **BOXES WITH AN INNER BAG:** water damage on outside box AND INNER BOX is torn, leaking or contaminated; has moldy or foreign objects inside, has signs of insects present
- **BOXES WITHOUT AN INNER BAG:** open package or package that as taped prior to receiving it; unglued ends, razor cuts, punctures, tears or split ends; spills, stains, odd smells or a greasy appearance; boxed juice that is leaking, bulging or soggy

11. The Flow of Food: Storage

GENERAL

- FEFO: First Expired, First Out rotation policy except for TEFAP products (see TEFAP Plan). Distribute food with oldest or closest container dates first
- Label product with the receiving or distribute by (see Appendix A) date for easy rotation
- Keep area clean of dust build-up, cobwebs and soil
- Store all products 6 inches off of floor
- Maintain 4 inches between storage unit (shelves or cold storage) for cleaning and pest control. If 4" is not attainable, efforts must be made to ensure pest infestation is not likely to occur: place glue boards or traps at the point the shelf meets the wall, hang pheromone traps, include observation on pest management log, plan to pull shelving from wall to clean behind regularly, etc.
- Maintain space between ceiling and storage unit
- Keep food and non-food items on separate shelves. At the very least, store food ABOVE non-food product
- Store chemicals (cleaning, personal hygiene, etc.) in separate room from food storage, when possible. Otherwise, maintain 4-6 feet of space between food and chemicals
- Equip each storage area with a unique thermometer
- Maintain a temperature log, documenting temperatures every day of service and stocking. At minimum, once weekly.
- Limit access to food storage to only necessary staff or volunteers

DRY GOODS

- Target dry storage temperatures, 50-70°F. High temperatures are harmful to dry goods.
- Storage area should be dry
- Rotate stock at least every 2-3 months. Avoid stockpiling

REFRIGERATED

- Keep refrigerator clean of spills and debris. When removing a raw meat product, clean the shelf before refilling space.

- Do not crowd; allow air flow.
- Make sure door seals are tight and cleaned regularly.
- Maintain temperatures, 35-41°F.
- Store raw meat product BELOW produce, ready to eat and prepared foods; store according to minimum internal cooking temperature
- Record temperatures when refrigerator is not being continuously opened and closed
- Rotate stock at least every 1-2 months

FROZEN

- Keep freezers free of thick frost. Defrost when necessary and regularly
- Do not crowd, allow air flow
- Make sure door seals are tight
- Maintain temperatures at or BELOW 0°F
- Store raw meat products according to species and minimum internal cooking temperature
- Label the receiving date of each item or case of items
- Rotate stock at least once every 1-2 months

If the cold-storage equipment is not maintaining temperatures, try adjusting the settings. If this does not work, it may need to be serviced or replaced. Make a note on the temperature log of actions taken to achieve appropriate temperatures.

REFRIGERATED AND FROZEN STORAGE

A: Ready To Eat or plant-based foods: minimum internal cooking temperature (if any) is 135°F

B: Seafood: 145°F

C: Whole cuts of beef, pork, veal, lamb: 145°F

D: Ground beef, pork, veal, lamb: 155°F

E: Whole or ground chicken: 165°F

All meat should be in a pan to capture meat juices.

Eggs are an allergen and carry a high likelihood of cross contamination. As such, they should be stored on the bottom shelf.



12. The Flow of Food: Distribution

INTRODUCTION

When distributing food, remember to keep refrigerated and frozen foods in cold storage, and take out packages when requested by clients or as needed in food preparation. **No refrigerated or freezer items should sit out for more than 30 minutes at room temperature.** Items may appear frozen solid, but if left out for too long, the outer part will thawed and perfect for bacterial growth.

TASTE-TESTING

In an effort to be in a better position to advise agency members or clients as to their uses, staff and/or volunteers may consume or prepare on site donated goods to:

- Become more familiar with them
- Discover new ways in which they can be used
- Test their fitness for consumption (i.e. past code date)

Only 1-2 persons should be permitted to decide products that will be utilize for taste testing. This person recognizes that there may be negative public perception when donated goods are not provided directly to clients as well as negative donor reaction and less product available to distribute to clients.

DISTRIBUTION FOR AT-HOME PREPARATION

Clients may receive product from and agency member, and it is intended to be stored and then prepared and consumed at the client's home. Rotation and cold item temperature control are paramount to providing clients with the best distribution.

- Keep cold food (refrigerated and frozen) at room temperature no more than 30 minutes.
- Clients may reuse their bags, but should not donate bags to the program for other clients to use
- Agency staff may reuse food boxes obtained from SHFB, unless raw meat was previously stored in the box
- Inform clients of food safety concerns, like washing produce before preparation/consumption, recalls which may affect their household
- Keep client needs and allergen concerns in mind when preparing distribution
- Remind staff to frequently wash hands, change gloves and keep distribution area free of debris

DISTRIBUTION FOR ON-SITE MEAL PREPARATION AND SERVICE

- Foods must be prepared on site, and not in residential kitchens.
- Foods provided through a restaurant or hospitality donor must be temperature checked at donor location and upon arrival at agency site. In transit, they are hot or cold held depending on receiving temperature. Maintain a donation log and report to Inventory Coordinator before the last business day of the month.
- Remember the 5 Key Principles of Food Safety
- Change gloves often and wash hands before replacing gloves
- If bare hand contact is made with a ready to eat food, reheat the food to the required cooking or reheating temperature; or wash it; or throw it out
- **THAWING:** in the refrigerator, under cold running water, during the cooking process or in a microwave (just before the cooking process)
- **COOKING:** The only way to kill harmful bacteria and viruses that may be present in food is by cooking to proper temperatures; use proper cooking appliances; check coking temperatures regularly, at the thickest part of foods and at different locations for the most accurate reading

FOOD	MINIMUM INTERNAL COOKING TEMEPATURE
Poultry, stuffed foods	165°F
Leftovers	165°F
Ground meats	155°F
Whole cuts of beef, veal, lamb, pork	145°F
Seafood, Eggs	145°F
Plant-based foods	135°F

CALIBRATE THERMOMETERS DAILY

1. Create ice bath, combining water and ice
2. Submerge thermometer so sensing portion is completely under water
3. Wait 30 seconds
4. Use dial to adjust to 32°F

- **COOLING:** Reduce time that food is in the temperature danger zone by cooling foods within 2 hours (from 135°F to 70°F) and within another 4 hours (from 70 to 41°F or below); cut large pieces of meat or poultry into smaller pieces; transfer soups, casseroles, and stews to shallow pans; stir food in a container placed in ice water or with an ice paddle
- **REHEATING:** Reheat previously cooked foods to 165°F for 15 seconds, within 2 hours; never mix reheated leftovers with fresh foods
- **SERVICE:** keep hot foods above 135°F; if temperature falls below 135°F, reheat to 165°F; keep cold foods below 41°F; monitor food temperatures with a thermometer for foods held for service longer than 30 minutes; restrain hair; wear gloves; avoid bare hand contact with food and service products at all times; food held without temperature control must be discarded at the end of meal service

13. Carrying Food Off-Site

If you transport foods off-site, again, you want to make sure that hot foods are kept hot and cold foods are kept cold. Portable insulated food carriers will help you keep food out of the temperature danger zone.

14. Food Safety and Sanitation Supplies

The Food Bank carries some food service supplies and other products may be available as donations are received. In stock items are freezer blankets and refrigerator/freezer thermometers. Other items may include rubber gloves, hair nets, paper towels, cleaning supplies, etc.