

FOOD RESCUE

Agency Resource Guide



Retail Rescue Agency Resource Guide

Intro/Scope:

Feeding San Diego’s agency partnerships are a key supportive link in the chain between FSD, our donor partners, and the surrounding community in need. These partnerships allow us to connect with more donors throughout San Diego County and to reach thousands more community members in need.

Food Rescue Partner Agencies help to ensure the acquisition, transportation, storage, and dignified distribution of non-marketable but wholesome, perishable, and non-perishable items from our Food Donors. Feeding San Diego’s Partner Agencies cultivate and preserve positive and respectful donor relationships by maintaining consistency, communication, and flexibility. Together, we engage our community in the fight to end hunger.

Purpose:

This packet will act as a guide for all Food Rescue Partner Agencies of Feeding San Diego. Agencies will use this packet to direct them through the Food Rescue process upholding supply chain integrity and the highest levels of food safety.

The Guide is structured in the following manner:

- I. Agreements (Food Donor, Agency, FSD)page 3
- II. Creating Successful Donor Relationships page 4
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I. Agreements

Acknowledging the expectations and agreements between FSD, our Food Rescue Program Agencies, and our Food Donors will establish comprehensive guidelines for participation in the Food Rescue Program. Each party is responsible for the following items:

Feeding San Diego

As part of this contract, Food Rescue Program agencies and Food Donors can expect the following from FSD:

- Establish and coordinate the relationship between Food Rescue Program agency and donor; pair Food Rescue Program Agencies with Food Donors in need
- Conduct Rollout meeting with Food Donor management and the designated Food Rescue Program Agency during first visit to establish logistics and standards
- Ensure Food Donors always have adequate and consistent pickup schedules
- Act as a mediator between Retail Rescue Program agency and Retail Donor when and if concerns arise
- Provide Food Rescue Program Agencies with adequate training in using the Food Rescue Resource Guide including food rescue, food safety, and Meal Connect reporting
- Report monthly pounds per store to corporate donor contacts
- Set goals, share opportunity and mobilize donors to give their full potential

Food Rescue Partner Agency

As part of this contract, FSD and Food Donors can expect the following from Food Rescue Program agencies:

- Maintain consistent and clear communication with Food Donor partners. This includes setting and keeping a consistent schedule with assigned Food Donor and notifying donor partners if the agency will be arriving late or needs to reschedule

Maintain accurate donation receipts detailing the total weight of donated product received from Food Donor (see Appendix VII. for receipt)

- Submit information from donation receipts to FSD through the Meal Connect on a consistent basis with pounds reports due weekly
- Bring and maintain all required safety equipment to Food Donor pickups including temperature controlled devices and thermometers as outlined in the Food Rescue Program Agreement
- Uphold temperature integrity of all donated product. Keep temperature logs throughout transportation process (see Appendix I.)
- Build positive relationships with Food Donor partner contacts by being consistent, flexible, and respectful

Retail Donor

As part of this contract, FSD and Food Rescue Program agencies can expect the following from our Food Donors

- Handle donations in a food safe manner ensuring all donated product is *fit for human consumption*

- Maintain consistent and clear communication with the Food Rescue Program pickup agency. Communication includes informing Food Rescue Program agency where to park, whom to speak to upon arrival, where to go to retrieve donations, and what times work best for donation pickups
- Notify your FSD Partnerships Coordinator of any issues or concerns that arise with Food Rescue Program agencies and/or the donation program within the Food Donor partner
- Agree to follow the guidelines set by your corporation in regards to participation in the Food Rescue Program

II. **Creating Successful Donor Relations**

Creating and maintaining successful donor relations is essential to ensuring continued support from our Food Donor partners. Food Rescue Program agencies must remain mindful and appreciative of the valuable time and effort that Food Donor partners have invested into the food donation program. Establishing clear communication and guidelines at the beginning of the relationship between the Food Rescue Program agency and the Food Donor partner will help to ensure a successful relationship.

Four Steps to Donor Relationships (Communicate, Appreciate, Respect, Support)

1. Communicate Clearly
 - Communicate your organization’s daily pick-up schedule and ask about their daily break schedule.
 - Understand that each of the parties may face barriers in making the pre-determined pickup time (i.e. previous pickup ran late, receiver had to take late lunch break because of large load)
 - If you ever suspect you may be late to a pick-up or you are not able to make a scheduled pick-up day, always CALL the store to let them know.
 - If there are any questions as to whether or not product that you are picking up was meant to be donated, be sure to ask the department manager or the store receiver before taking the product.

2. Show Appreciation
 - Appreciate that Food Donors are taking the time to donate product, and be specific when showing appreciation.
 - Using the appropriate language can make your “*Thank You*” more impactful
 - Try saying: “Thank you for taking the time to sort product for our organization. Many of our clients don’t have access to fresh produce and nutritious food and they really appreciate your donated product.”
 - Instead of: “Thanks for the produce.”

3. Be Respectful, but stand firm on food safety
 - Let your Food Donor know that food safety is important to your organization and clients. For example:
 - If a Food Donor is cross-contaminating food product, politely inform them that you cannot distribute any product to clients that has been cross-contaminated.

- For example you might say, “Unfortunately, when we receive food product and non-food product mixed in the same box we have to discard it. If possible, would you please create a separate donation box when you have non-food product for us. Thank you, we really appreciate your hard work and understanding.”


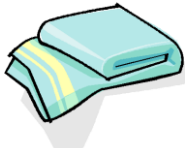


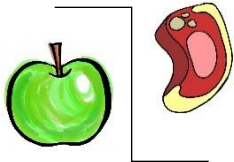
 - If perishable product is sitting outside of a cooler or freezer when you arrive ask:
 - “Do you know how long this product has been out of refrigeration? Would you mind if I check the temperature of the product?”
 - **IMPORTANT:** If your donor continues to handle food donation in an unsafe manner, contact FSD Partnerships Coordinator.
4. Support your Food Donor
- Make the Food Donor aware that if they ever in need of additional donation pickups to please contact you.
 - Inquire if there is any particular product that they are having to discard frequently that could instead be donated.
 - Be available to accommodate special requests from your donor.

III. Food Safety Requirements

This section will guide you through the necessary steps in order to ensure food rescue donations are handled in a food safe manner at all times.

- A. Pick up and Transportationpage 4
- B. Product Integrity Check / Reclamation.....page 5
- C. Storage page 7
- D. Distribution page 8
- E. Recall page 8
- F. Safety Logs page 9

A. Pick-up and transportation

<p>1. Keep refer unit running, OR...</p> 	<p>2. Use Freezer Blanket</p> 	<p>3. Watch your travel time</p> 	<p>4. Record food temperatures</p> 	<p>5. Separate food by type</p> 
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1. Upon arrival at the Food Donor site, if you have a refrigerated truck keep the refrigerated unit of your vehicle running to maintain a food safe temperature.
2. Food can only transported in any clean and tidy vehicle
3. If you are transporting perishable product using a passive temperature device, such as a freezer blanket, the product must be delivered to your agency location **within 30 minutes** of product pick up
4. Ensure perishable product is being held at a safe temperature

Type of Food	Temperature
Refrigerated food	41°F or lower
Frozen food	Frozen solid. Recommend 0°F or lower
Cut produce	41°F or lower
Whole produce	Dry storage temperatures

- In the event that perishable donations are found unrefrigerated, ask how long they have been out of the cooler/freezer and take the temperature of the product. If the product temperature is out of its safe temperature zone, politely refuse the product
 - Maintain a **Food Safety Temperature Log** of perishable product using an infrared thermometer upon pick-up at grocery store and product arrival at agency destination. Please see Appendix I. for copy of temperature log
5. Transport product in a properly sorted manner
- Example: Raw meat product is separated by species and chicken is not stacked on top of beef, non-food product is kept separate from food products, and raw foods are kept separate from ready-to-eat products

B. Product Integrity Check

- All donated product must be sorted prior to being distributed to clients. Product integrity can be checked using the Sorting Guidelines found in Appendix IV.
- When sorting non-perishable items at your agency site, discard any product that shows signs of cross-contamination or infestation and follow the expiration date guidelines found in Appendix IV.
- Please see <https://www.foodsafety.gov/keep-food-safe/foodkeeper-app> or <http://www.eatbydate.com> for extensive databases of specific product date extensions.
- Remember: ***when in doubt, throw it out!***

Understanding Food Product Dating

	<p>Packing or manufacturing date</p> <ul style="list-style-type: none"> Used by manufacturer for tracking and recalls. Not an expiration date.
	<p>SELL-BY date</p> <ul style="list-style-type: none"> This is a quality date. It tells how long to display the product for sale. The product is still safe to eat past this date.
	<p>BEST-BY or BEST IF USED BY date</p> <ul style="list-style-type: none"> This is a quality date. It tells clients the date by which the product should be eaten for best flavor or quality. The product is still safe to eat past this date.
	<p>USE-BY or EXPIRATION date</p> <ul style="list-style-type: none"> This is the last date recommended for the product while at peak quality. The product is still safe to eat past this date.

C. Storage

	<ul style="list-style-type: none"> ▪ Store refrigerated food at 41°F or lower. ▪ This includes cut produce. 		<ul style="list-style-type: none"> ▪ Keep frozen food frozen solid. ▪ Store at 0°F or lower.
	<ul style="list-style-type: none"> ▪ Store food only in designated food storage areas. ▪ Also practice first in, first out (FIFO) method of inventory. Use and distribute product closest to expiration date first. 		<ul style="list-style-type: none"> ▪ Store food at least six inches off the floor. ▪ Store food away from walls.
	<ul style="list-style-type: none"> ▪ Store ready-to-eat food above raw meat, seafood, and poultry. ▪ Do not store these items on same shelf. 		<ul style="list-style-type: none"> ▪ Store food only in containers made for food. ▪ Wrap or cover food before storing it.

D. Distribution

- Maintain food safe temperatures when distributing perishable food products to clients.
 - o Whenever possible, only pull small amounts of cold/frozen product out at a time.
 - o Cold and/or Frozen items should be distributed last and held in the cooler for as long as possible.
- Distribution volunteers must wear gloves when handling food
- All food must be held off the ground

Note on redistribution: redistributing any product to other, non-FSD partner agencies or organizations is *prohibited*. Redistributing to other FSD partner agencies must be declared to your Partnerships Coordinator and documented appropriately.



E. Recalls

In the rare event that food needs to be recalled from distribution, FSD requires agencies to have a process in place to appropriately track and pass along recall information. Food safety is a serious concern that we do not take lightly. The below list is required of each agency:

- One designated person responsible for recall, whose email is on file with FSD
- Designated person subscribes to emails from the FDA and USDA to stay on top of recalls that may apply to them from other organizations or companies (if you are picking up from a grocery store not affiliated with us)
 - o <http://www.fda.gov/Safety/Recalls/default.htm>
 - o <http://www.fsis.usda.gov/wps/portal/fsis/topics/recalls-and-public-health-alerts/current-recalls-and-alerts>
- The person responsible for recalls will also receive emails FSD forwards from Feeding America National
- In the event that any recalled product has been distributed to clients, it is imperative that you inform your clients. You must post signage informing clients of the recall.

*Please see Appendix VI. For Recall Notice Poster

F. Safety Logs

- Be consistent in maintaining temperature logs. Agencies are responsible for keeping the following safety logs.
 - o **Food Safety Temp Logs (Appendix I.)**
 - o **Refrigeration and Freezer temperature logs (Appendix II.)**
- All logs should be stored for 1 year and will be checked during biennial (once every two years) ACBR visit with the Partnerships Team.

IV. Record Keeping and Reporting

All Food Rescue Partner Agencies are required to keep accurate and timely reports of pounds donated. Agencies must report pounds received by submitting multiple receipts specifying the weights of each individual pickup, **on a weekly basis**, using the MealConnect (MC) web platform.

- **Agencies must submit ALL pounds via Meal Connect every week**

The MC platform provides an online arena in which agencies can easily input and submit their food rescue pounds reports to Feeding San Diego. Along with outward reporting, all data is saved in the MC website and can be conveniently accessed by the reporting agency. FSD will provide initial training to partner agencies in Meal Connect use. Please reach out to your Partnerships Coordinator for additional information and training videos for more support.

If you have any questions about information in this guide or requirements, please don't hesitate to reach out to:

Kate Garrett

Food Rescue Manager

APPENDIX II.

FOOD SAFETY - Temp Log

Take one (1) sample temperature per load upon picking up (at store) AND upon dropping off (at agency site).

Date	Location (indicate agency or store #)	Product	Temp °F	Initials

APPENDIX II.

Daily Cold Storage Temperature Log

Unit #:

To ensure proper food safety, record the temperature of your refrigerator/freezer unit(s) each day. Please post this log outside of your unit and then retain for a minimum of 1 year for your records.

Month:						
1	/	/	/	/	/	/
2	/	/	/	/	/	/
3	/	/	/	/	/	/
4	/	/	/	/	/	/
5	/	/	/	/	/	/
6	/	/	/	/	/	/
7	/	/	/	/	/	/
8	/	/	/	/	/	/
9	/	/	/	/	/	/
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31	/	/	/	/	/	/

APPENDIX III.



PRODUCE TEMPERATURE AND HANDLING GRID

ITEM	MAX TEMP	REFRIG REQ'D
APPLE	40	●
BANANA	58	●
BELL PEPPER	49	●
BLUEBERRIES	33	●
BROCCOLI	33	●
CABBAGE	36	●
CANTALOUPE	41	●
CARROTS	33	●
CAULIFLOWER	33	●
CELERY	36	●
CHERRIES	33	●
CORN	33	●
CUCUMBER	54	●
HONEYDEW	50	●
KIWI	33	●
LETTUCE	33	●

ITEM	MAX TEMP	REFRIG REQ'D
MANGO	55	●
MUSHROOM	33	●
NECTARINES	33	●
ONION	36	●**
ORANGE	36	●
PEACHES	33	●
PEARS	33	●
POTATO - SWEET	59	●
POTATO - WHITE	50	●
SALAD MIX	33	●
SQUASH - WINTER	55	●
STONE FRUIT	33	●
STRAWBERRIES	33	●
TOMATO	65	●
WATERMELON	59	●

INFORMATION SOURCE: PMA (Produce Marketing Association) website, PMA.com, "I Know Produce"

* Onions can be refrigerated, but recommended location is in a cool, dry location with lots of air flow (fans)

KEY:

- MUST BE REFRIGERATED
- REFRIGERATION RECOMMENDED
- PLEASE AVOID REFRIGERATION

Remember: *When in doubt, throw it out!*

Meat, Poultry, Pork and Seafood										
<ul style="list-style-type: none"> • Product should be in original packaging • Food grade packaging in direct contact with food • Securely closed and separated by category (i.e. beef, pork, poultry) to avoid cross contamination • Raw product is safe on or prior to date on package (DOP) • Product that was frozen on or before DOP • Use frozen meat within following timeline <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Ground meat</td> <td style="padding: 2px;">3 months</td> </tr> <tr> <td style="padding: 2px;">Pork</td> <td style="padding: 2px;">6 months</td> </tr> <tr> <td style="padding: 2px;">Beef, lamb, veal, venison</td> <td style="padding: 2px;">8-12 months</td> </tr> <tr> <td style="padding: 2px;">Chicken</td> <td style="padding: 2px;">12 months</td> </tr> </table>	Ground meat	3 months	Pork	6 months	Beef, lamb, veal, venison	8-12 months	Chicken	12 months	<ul style="list-style-type: none"> • Food kept in temperature danger zone over 2 hours (41°F-135°F) • Non-food grade packaging in direct contact with food • Defrosted product or product with severe freezer burn • Damaged or compromised packaging resulting in discoloration of product 	<ul style="list-style-type: none"> • Product should be frozen on or before expiration date • Stored at 0°F or less • Under no circumstances can the product be stored in excess of 41°F
Ground meat	3 months									
Pork	6 months									
Beef, lamb, veal, venison	8-12 months									
Chicken	12 months									

Meat Deli Items (pre-packaged bacon, hotdogs, lunchmeats etc.)		
Safe for Consumption	Unsafe – Must Discard	Handling & Storage Requirements
<ul style="list-style-type: none"> • Product within 4 – 6 days of DOP • Product can be frozen for up to 1 year 	<ul style="list-style-type: none"> • Product with damaged or compromised packaging • Product showing signs of decay • Product that is off-color or has bad odor 	<ul style="list-style-type: none"> • Refrigerated product must be stored at 41°F or below • If frozen, stored at 0°F or less • Under no circumstances can the product be stored in excess of 41°F • Defrosting and refreezing product is strictly prohibited

Service Deli Items		
Safe for Consumption	Unsafe – Must Discard	Handling & Storage Requirements
<ul style="list-style-type: none"> • Product within 1 -3 days of DOP 	<ul style="list-style-type: none"> • Product with damaged or compromised packaging • Product not labeled with list of ingredients • Product showing signs of decay • Product that is off-color or has bad odor 	<ul style="list-style-type: none"> • Refrigerated product must be stored at 41°F or below • If frozen, stored at 0°F or less • Under no circumstances can the product be stored in excess of 41°F • Defrosting and refreezing product is strictly prohibited

Produce		
Safe for Consumption	Unsafe – Must Discard	Handling & Storage Requirements
<ul style="list-style-type: none"> All whole fruits and veggies, may be slightly bruised or blemished Cut produce, bagged salads, and packaged veggies should be securely closed in food grade packaging 	<ul style="list-style-type: none"> Product that is showing signs of mold, decay, or insects 	<ul style="list-style-type: none"> Store in cool, dry, clean area Whole produce can be stored at room temperature Cut produce must be stored at 41°F or below

Liquid Milk Products																		
Safe for Consumption	Unsafe – Must Discard	Handling & Storage Requirements																
<ul style="list-style-type: none"> Product should be in original packaging Food grade packaging in direct contact with food <table border="1"> <tr> <td>Half and Half</td> <td>3 days past DOP</td> </tr> <tr> <td>Whipping cream</td> <td>5 days past DOP</td> </tr> <tr> <td>Egg Nog</td> <td>5 days past DOP</td> </tr> <tr> <td>Whole Milk</td> <td>5 days past DOP</td> </tr> <tr> <td>2% Milk</td> <td>6 days past DOP</td> </tr> <tr> <td>1% Milk</td> <td>7 days past DOP</td> </tr> <tr> <td>Skim Milk</td> <td>10 days past DOP</td> </tr> <tr> <td>Non-dairy, shelf-stable beverages (rice milk, soy milk, oat milk etc.)</td> <td>6 months past DOP</td> </tr> </table>	Half and Half	3 days past DOP	Whipping cream	5 days past DOP	Egg Nog	5 days past DOP	Whole Milk	5 days past DOP	2% Milk	6 days past DOP	1% Milk	7 days past DOP	Skim Milk	10 days past DOP	Non-dairy, shelf-stable beverages (rice milk, soy milk, oat milk etc.)	6 months past DOP	<ul style="list-style-type: none"> Product with damaged or compromised packaging Product that is showing signs of curdling, decay, or odor 	<ul style="list-style-type: none"> Refrigerated product must be stored at 41°F or below If frozen, product should be stored at 0°F or below Under no circumstances can the product be stored in excess of 41°F
Half and Half	3 days past DOP																	
Whipping cream	5 days past DOP																	
Egg Nog	5 days past DOP																	
Whole Milk	5 days past DOP																	
2% Milk	6 days past DOP																	
1% Milk	7 days past DOP																	
Skim Milk	10 days past DOP																	
Non-dairy, shelf-stable beverages (rice milk, soy milk, oat milk etc.)	6 months past DOP																	

Other dairy products (cheese, yogurt, sour cream, cottage cheese etc.)

Safe for Consumption	Unsafe – Must Discard	Handling & Storage Requirements										
<ul style="list-style-type: none"> Product can be frozen at agency facility or distributed within following date range <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Yogurt</td> <td>14 days past DOP</td> </tr> <tr> <td>Sour cream</td> <td>14 days past DOP</td> </tr> <tr> <td>Cottage cheese</td> <td>14 days past DOP</td> </tr> <tr> <td>Soft cheese</td> <td>14 days past DOP</td> </tr> <tr> <td>Hard cheese</td> <td>3-4 weeks past DOP</td> </tr> </table>	Yogurt	14 days past DOP	Sour cream	14 days past DOP	Cottage cheese	14 days past DOP	Soft cheese	14 days past DOP	Hard cheese	3-4 weeks past DOP	<ul style="list-style-type: none"> Product with damaged or compromised packaging Product that is showing signs of curdling, decay, or odor 	<ul style="list-style-type: none"> Refrigerated product must be stored at 41°F or below If frozen, product should be stored at 0°F or below. Under no circumstances can the product be stored in excess of 41°F
Yogurt	14 days past DOP											
Sour cream	14 days past DOP											
Cottage cheese	14 days past DOP											
Soft cheese	14 days past DOP											
Hard cheese	3-4 weeks past DOP											

Eggs

Safe for Consumption	Unsafe – Must Discard	Handling & Storage Requirements						
<ul style="list-style-type: none"> Stored cold and properly handled, can be consumed: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">In shell</td> <td>21 days past DOP</td> </tr> <tr> <td>Pasteurized</td> <td>10 days past DOP</td> </tr> <tr> <td>Egg substitute</td> <td>10 days past DOP</td> </tr> </table>	In shell	21 days past DOP	Pasteurized	10 days past DOP	Egg substitute	10 days past DOP	<ul style="list-style-type: none"> Broken or cracked eggs 	<ul style="list-style-type: none"> Must be stored at 41°F or below Do not freeze in shell eggs
In shell	21 days past DOP							
Pasteurized	10 days past DOP							
Egg substitute	10 days past DOP							

Bakery		
Safe for Consumption	Unsafe – Must Discard	Handling & Storage Requirements
<ul style="list-style-type: none"> Product free of mold or decay Food grade packaging in direct contact with food securely closed Cakes and pastries are safe 7 days pasted DOP if held cold 	<ul style="list-style-type: none"> Product with damaged or compromised packaging Product that is showing signs of mold or decay Product not in food grade packaging Non-shelf stable items that have not been kept at or below 41°F 	<ul style="list-style-type: none"> Store in cool, dry, clean area

Grocery Dry and Canned Products										
Safe for Consumption	Unsafe – Must Discard	Handling & Storage Requirements								
<ul style="list-style-type: none"> Product with intact internal packaging such as cereals with damaged boxes and undamaged internal bags Product extension guidelines: <table border="1" data-bbox="204 1352 623 1745"> <tr> <td>Acidic canned foods (tomato products)</td> <td>12 months past DOP</td> </tr> <tr> <td>Non-acidic canned foods</td> <td>3 years past DOP</td> </tr> <tr> <td>Rice/pasta (dry)</td> <td>1 year after receiving</td> </tr> <tr> <td>Dry cereal</td> <td>6-12 months past DOP</td> </tr> </table> 	Acidic canned foods (tomato products)	12 months past DOP	Non-acidic canned foods	3 years past DOP	Rice/pasta (dry)	1 year after receiving	Dry cereal	6-12 months past DOP	<ul style="list-style-type: none"> Product with damaged interior or compromised packaging Product showing signs of mold, decay, or insect infestation Product not packaged in food grade packaging Product that appears to have a broken seal, is open, leaking, or discolored 	<ul style="list-style-type: none"> Store in cool, dry, clean area
Acidic canned foods (tomato products)	12 months past DOP									
Non-acidic canned foods	3 years past DOP									
Rice/pasta (dry)	1 year after receiving									
Dry cereal	6-12 months past DOP									

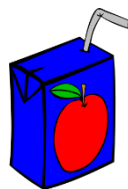
** **NEVER** distribute Baby Formula or Food past date on package (DOP)

** **NEVER** distribute medicine (over-the-counter or prescription)

APPENDIX V.

EXTENSION DATES: for canned and grocery items

BEVERAGES



Item	Product Life
Cocoa Mixes	36 months
Coffee Creamer, liquid shelf-stable	9-12 months
Coffee Creamer, powdered	2 years
Coffee, ground	2 years
Coffee, instant	1 -2 years
Coffee, whole bean – vacuum packed	1 year
Diet Powdered Mixes (Crystal Light)	6 months
Instant Breakfast Beverage	6 months
Gatorade, bottle	9 months
Gatorade, powdered	6-8 months
Juice, bottle – shelf-stable	9 months
Juice, box	4-6 months
Juice, canned	18 months
Juice Concentrate, shelf-stable	9 months
Milk Alternative (soy, almond, rice, coconut milk)	1 month
Milk, evaporated	1 year
Milk, non-date dry	1 year
Milk, self-stable UHT	6 months

Milk, sweetened condensed	1 year
Nutritional Aid Supplements (boost, ensure, ect.)	No extension
Powerade	9 months
Propel	9 months
Rice Milk, shelf-stable`6 months	6 months
Carbonated Beverages (seltzer water, club soda)	
- Bottles (regular and diet)	3 months
- Diet (cans)	3 months
- Regular Club Soda or Seltzer (cans)	6 months
Soy Milk, shelf-stable	6 months
Tea, bagged	18 months
Tea, instant	3 years
Tea, loose leaf	2 years
Vitamin Water	9 months
Water (stored in cool, dark place)	Indefinite
Water, flavored (stored in cool, dark place)	Indefinite

READY TO EAT DRY FOOD



Item	Product Life
Applesauce	1-2 months
Beans, dry	1 year
Cereal, hot and cold (cheerios, oatmeal, etc.)	1 year
Cookies	4 months
Chips, potatoes chips	2 months
Crackers, all except graham	8 months
Crackers, graham	2 months
Dried Fruit	6 months
Dried Meat, commercially made (beef jerky)	1 year
Lentils and Split Peas, dry	1 year
Mushrooms, dry	6 months
Nuts, out of shell, in shell, or bagged	6 – 12 months
Nuts, out of shell and canned	12 – 24 months
Olives	18 – 24 months
Pasta, dry	2 – 3 years
Peanut Butter	18 months
Pickles, canned	1 year
Pickles, jar	2 years
Popcorn, kernels and commercially popped	2 years

Popcorn, microwave packets	1 year
Poptarts, toaster pastries with fruit	6 months
Poptarts, toaster pastries without fruit	9 months
Pretzels	6 – 8 months
Pudding/ Jello, prepared cups	1 week
Rice, brown	1 year
Rice, white	2 years

COOKING/ BAKING INGREDIANTS AND MIXES (INCLUDING CONDIMNETS AND SPICES)



Item	Product Life
Bacon Bits, imitation	6 months
Baking Mixes - brownies, cake, muffin	12 – 18 months
Baking Mixes - pancake and casserole	9 – 12 months
Baking Powder	18 months
Baking Soda	Indefinite
Barbeque Sauce, bottled	1 year
Bouillon – beef, chicken, or vegetable	12 – 24 months
Chili, sauce or packet	18 months
Chocolate Chips, baking chocolate	2 – 4 months

Chocolate Syrup	2 years
Chutney Sauce	1 year
Cocktail Sauce	18 months
Cornstarch	Indefinite
Corn Syrup	2 years
Dried Herbs	1 – 2 years
Extracts	1 – 2 years
Flour - white, cornmeal, rice, potato	1 year
Flour – whole wheat and self-rising	6 months
Garlic, fresh whole	3 – 6 months
Garlic, cloves	1 – 2 months
Gelatin - dry mix, flavored or unflavored	2 years
Gravy – dry mix, jars, and canned	2 years
Honey, even after crystallization	2 years
Horseradish	1 year
Jams, Jellies, Preserves	18 months
Ketchup	18 months
Liquid Smoke	4 – 5 years
Macaroni and Cheese Mix	9 – 12 months
Marshmallows, Marshmallow Fluff	6 – 8 months
Mayonnaise	3 – 6 months
Molasses	2 years
Mustard	18 – 24 months
Oils	
- Grape seed Oil	3 month
- Avocado, Chili oils	9 – 12 months

- Coconut, Corn, Hazelnut, Sesame, Truffle, Vegetable, Walnut Oils	1 year
- Blended, Canola, Extra Virgin Olive Oil, Macadamia But, Olive, Safflower, Sunflower Oils	2 years
- Peanut Oil	9 – 12 months
Pancake Mix, dry	9 months
Pancake Syrup	2 years
Potatoes, mashed and instant flakes	1 year
Rice Based Mixes	6 months
Salad Dressing, bottled	1 year
Salsa and Taco Seasoning Sauces, bottled	12 – 18 months
Sauce Mixes, non-dairy	2 years
Sauces, cream, milk-based (alfredo sauce)	6 – 8 months
Shortening	8 – 12 months
Steak Sauce	2 years
Stuffing Mix	9 – 12 months
Soup Mixes	1 year
Soy Sauce	2 years
Sugar, brown and confectioners	18 months
Sugar, white and substitute	2 years
Tabasco	5 years
Vinegar	2 years
Worcestershire Sauce	Indefinite
Yeast, dry active	2 – 4 months
Yeast, cake	1-2 weeks

APPENDIX VI.

Product Recall Notice



Product Name:	
Product Size:	
Date Range:	
Product Lot#, UPC#, or Batch#:	
Reason for Recall:	
Client Instructions:	

Agency Name:

Date:

APPENDIX VII.

Food Rescue Program Donation Receipt



Date:

Agency Name:

Contact name:

Phone #:

Donor Name & #:

Category	Pounds
Bakery *bread, cakes, cookies, bagels, pastries, etc.	
Beverages *juice, water, sports drinks, etc.	
Dairy *milk, eggs, cheese, yogurt, sour cream, coffee creamer, etc.	
Meat/Deli *beef, chicken, pork, lunch meats, etc.	
Mix *grocery items, dry or canned goods, cereal, boxed items, etc.	
Non Food *general merchandise, Pet food, cleaning products, health & beauty items, paper products, etc.	
Prepared / Perishable *service deli, pre made sandwiches, salads, tuna salad, mac n cheese, humus, etc.	
Produce *perishable whole fruits and vegetables	
TOTAL	

Agency Signature: _____