

Example TOOL: Donation Quick Checklist

If donating temperature sensitive food, be sure to verify temperature prior to donation

Acceptable Prepared Food:

- Foods $\leq 41^{\circ}\text{F}$ and $\geq 135^{\circ}\text{F}$
- Food in range of $41\text{--}135^{\circ}\text{F}$ only if time food entered into that range is marked on the container and temperature of food reaches 70°F or below within 2 hours and reaches 41°F or below within additional 4 hours. (Must consult with your local Health Department if you check this box.)
- Food that is consumed within 4 hrs from time food fell into range of $41\text{--}135^{\circ}\text{F}$. (Must consult local Health Department if you check this box)
- Unserved food from monitored, protected, and temp. controlled buffet lines.
- Food marked with description, source, allergen disclaimer, time/date of preparation.

Unacceptable Prepared Food:

- Foods in opened or torn containers
- Food that won't properly cool from the time food entered the range of $41\text{--}135^{\circ}\text{F}$. Proper Cooling: food must be cooled to reach 70°F in 2 hours and 41°F in an additional 4 hours.
- Shell eggs more than 7 days past exp. date or not transported at 45°F or below
- Food stored in fridge longer than 5 days. (recipient must use within 2 more days)
- Food that is not donated in food grade packaging/containers.
- Previously served or reheated food.
- Food not marked with name, source, allergen disclaimer, time/date of preparation.

Acceptable Manufactured Dry Goods:

- Can meat: recommend up to 2 yrs past code date
- Can fruit/veg: up to 18 months past code date
- Self-serve items from grocery dispensers

Unacceptable Manufactured Dry Goods:

- Does not have original label
- Severely dented or rusted cans
- Seal broken or torn/open package

Acceptable Manufactured Cold Goods:

- Refrigerated food: kept 41°F or below and not more than 1 day past code date unless frozen.
- Frozen food: kept at 0°F or below.

Unacceptable Manufactured Cold Goods:

- Not in original packaging
- Not coded with code date
- Seal broken or torn/open package

Acceptable Raw Meat:

- Frozen solid or $\leq 41^{\circ}\text{F}$
- Meat marked with type, source, donation date

Unacceptable Raw Meat:

- Meat > 41
- Damaged packaging or not marked with type, source, donation date

Acceptable Produce: Not moldy/decayed

Unacceptable Produce: Moldy/decayed

NOTE: Shelf stable foods with manufacturer's label are acceptable passed the expiration date except for infant formula. Assume food has allergens unless marked otherwise. **For more info:** _____

DONOR NAME AND LOCATION	
TIME AND TEMPERATURE IF TEMPERATURE SENSITIVE (tcs) FOOD	
COMMON NAME OF FOOD:	
DATE OF DONATION:	
<p>WARNING! DO NOT SERVE THIS FOOD TO PEOPLE WITH FOOD ALLERGIES. This container holds rescued food! This food may contain one of the big 8 major allergens such as milk, eggs, peanuts, tree nuts, fish, shellfish, wheat, soy.</p>	

DONOR NAME AND LOCATION	
TIME AND TEMPERATURE IF TEMPERATURE SENSITIVE (tcs) FOOD	
COMMON NAME OF FOOD:	
DATE OF DONATION:	
<p>WARNING! DO NOT SERVE THIS FOOD TO PEOPLE WITH FOOD ALLERGIES. This container holds rescued food! This food may contain one of the big 8 major allergens such as milk, eggs, peanuts, tree nuts, fish, shellfish, wheat, soy.</p>	

DONOR NAME AND LOCATION	
TIME AND TEMPERATURE IF TEMPERATURE SENSITIVE (tcs) FOOD	
COMMON NAME OF FOOD:	
DATE OF DONATION:	
<p>WARNING! DO NOT SERVE THIS FOOD TO PEOPLE WITH FOOD ALLERGIES. This container holds rescued food! This food may contain one of the big 8 major allergens such as milk, eggs, peanuts, tree nuts, fish, shellfish, wheat, soy.</p>	

DONOR NAME AND LOCATION	
TIME AND TEMPERATURE IF TEMPERATURE SENSITIVE (tcs) FOOD	
COMMON NAME OF FOOD:	
DATE OF DONATION:	
<p>WARNING! DO NOT SERVE THIS FOOD TO PEOPLE WITH FOOD ALLERGIES. This container holds rescued food! This food may contain one of the big 8 major allergens such as milk, eggs, peanuts, tree nuts, fish, shellfish, wheat, soy.</p>	

DONOR NAME AND LOCATION	
TIME AND TEMPERATURE IF TEMPERATURE SENSITIVE (tcs) FOOD	
COMMON NAME OF FOOD:	
DATE OF DONATION:	
<p>WARNING! DO NOT SERVE THIS FOOD TO PEOPLE WITH FOOD ALLERGIES. This container holds rescued food! This food may contain one of the big 8 major allergens such as milk, eggs, peanuts, tree nuts, fish, shellfish, wheat, soy.</p>	

DONOR NAME AND LOCATION	
TIME AND TEMPERATURE IF TEMPERATURE SENSITIVE (tcs) FOOD	
COMMON NAME OF FOOD:	
DATE OF DONATION:	
<p>WARNING! DO NOT SERVE THIS FOOD TO PEOPLE WITH FOOD ALLERGIES. This container holds rescued food! This food may contain one of the big 8 major allergens such as milk, eggs, peanuts, tree nuts, fish, shellfish, wheat, soy.</p>	