

FOOD DRIVE SORTING & SALVAGE HANDBOOK



915 Douglas St.
St. Joseph, MO 64505
816.364.3663
www.ourcommunityfoodbank.org

Table of Contents

| | |
|---|-----------|
| GENERAL..... | |
| PRODUCT DONATION SOURCING & HANDLING MISSION STATEMENT..... | 4 |
| PRODUCT NOTICES | 4 |
| EVIDENCE OF INSECTS & RODENTS | 4 |
| DATE INDICATORS..... | 4-5 |
| LABELS..... | 5 |
| BULK PACKAGING | 6 |
| APPEARANCE OF ITEMS..... | 6 |
| TAPE USAGE | 6 |
| TAMPER-PROOF SEALS | 6-7 |
| DISPOSAL OF UNACCEPTABLE ITEMS | 7 |
| FOOD IN CANS..... | |
| GENERAL..... | 8 |
| DENTS | 8-10 |
| BULGES..... | 8-10 |
| RUST | 10 |
| FOOD IN GLASS OR PLASTIC CONTAINERS..... | |
| GENERAL..... | 11 |
| JARS WITH A VACUUM SEAL | 11 |
| JARS OR BOTTLES WITHOUT A VACUUM SEAL..... | 12 |
| FOOD DETERIORATION | 12 |
| FOOD IN OTHER CONTAINERS | 13 |
| NON-FOOD ITEMS..... | |
| MEDICAL PRODUCTS | 14 |
| PLASTIC-WRAPPED ITEMS..... | 14 |
| LIQUID PRODUCTS | 14 |
| CHEMICALS..... | 14 |
| CANNING SUPPLIES | 14 |
| PET SUPPLIES..... | 14 |
| ALCOHOL | 15 |
| OTHER CONSIDERATIONS..... | |
| FOOD REQUIRING REFRIGERATION | 15 |
| MARKED ITEMS..... | 15 |

2002 MODEL CONSUMER COMMODITY SALVAGE CODE.....

FEEDING AMERICA DONOR REQUIREMENTS.....

USDA FSIS FOOD LABELING GUIDELINES

FOOD KEEPER GUIDE.....

General

Product Donation Sourcing & Handling Mission Statement

At Second Harvest Community Food Bank, we believe offering safe, wholesome, high quality products is the foundation for helping our Members achieve food equality. Second Harvest actively promotes responsible handling of products by continually reinforcing established policies and procedures through training programs throughout our organization, including our Partner Agencies. When sourcing products we take into consideration product safety and quality. In addition, we are committed to providing useful information to Members interested in food safety, nutrition, and product handling.

Purpose

Use of these guidelines will yield more consistent, high quality food drive & salvaged products. Guidelines are based on the recommendation of the 2002 Model Consumer Commodity Salvage Code, Feeding America Donor Requirements, and the USDA Food Safety and Inspection Service Food Labeling Guidelines.

Product Notices

The Warehouse Coordinator/Partner Agency Director posts notices identifying:

- Current cut-off dates for acceptable items (food, baby food, formula, etc.).
- Product defects or recalls.
- Health hazards.
- Unacceptable ingredients, for example Olestra (fat substitute) and Ephedra (stimulant).
- Other special instructions, such as handling of jars of baby food.

Review These Notices at the Start of Each Shift

Evidence of Insects and Rodents

No pests, rodents or other animals shall be allowed in any area where sorting or salvage is stored or processed. Before unloading a box of donated items, inspect for obnoxious odors, mouse droppings, and nibbled packaging. Discard the box and all food items in the box except for canned and jarred food. This protects those using the food from the possibility of becoming ill.

Date Indicators

The only foods that are required by federal law to have expiration dates are baby food, infant formula, and over-the-counter medications. Many canned and boxed products are safe to eat long after the date on the container, and the shelf life of refrigerated and frozen foods can be extended if they are handled properly. Once a perishable item is frozen, it doesn't matter if the date expires—foods kept frozen continuously are safe indefinitely, though the quality slowly deteriorates over time.

Here are some code dates you may see on food packages:

“Expiration Date” (Examples: “Expires 11/15/11” or “Do not use after 11/15/11”)

- Look for it on: Baby food and formula, medicines, vitamins, yeast, baking powder.

- What it means: ***Do not distribute infant formula, baby food, vitamins, or medicines after the expiration date!*** Yeast and baking powder work less well after expiration but are safe to eat.

“Pack Date” (Examples: “Packed on 03/01/2012” or “22:5306412” or “KL064”)

- Look for it on: Canned food, crackers, cookies, spices.
- What it means: This is the date the food was packaged. A code is often used that cannot be understood by the general public, often numbering days sequentially such that January 1 is day 001 and December 31 is day 365 (366 in leap years). Usually this food is of good quality and safe to eat for a long time past the date. For your protection, you may call the food manufacturer.

“Sell By” Date (Example: “Sell by January 1, 2012”. Also called “Pull Date”)

- Look for it on: Refrigerated foods such as milk, yogurt, cottage cheese, eggs, lunch meat, packaged salad mixes.
- What it means: The store must sell these foods before the code date listed and often donates these foods when they are close to date. If the food has been handled properly it is still safe to eat and the quality is good.

“Use By” or Quality Date (Examples: “Best if used by 1/1/12” or “Use Before 1/1/12”)

- Look for it on: Crackers, cookies, cold cereals, and other dry, shelf stable food.
- What it means: This date is the manufacturer’s recommendation for how long the food will be at peak quality. After the quality date, the food is still safe to eat but slowly begins to lose nutrients and the quality begins to lessen.

Some products bear a manufacturing code. Do not confuse these with date indicators – ignore them.

Examples:

- Stop & Shop beans can: 0282C 13:36 XPK XQ
- Contadina tomato paste can: 0216HFT164:18

In addition, some food donors make requests, place restrictions, or have special requirements on some or all of their donations. It is critical that all appropriate staff and volunteers be notified of these requests, requirements, or restrictions. Please reference the Feeding America Donor Requirements.

Labels

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

1. Common name of the product, for example, apple sauce
2. Name and address of manufacturer, packer or distributor
3. Quantity of the contents, for example, 10 oz.
4. Common name of each ingredient, for example, salt or sugar

Products with torn labels are acceptable when ***all*** the above information is legible and complete.

Many people are on restricted or specialized diets while others may be allergic to individual foods. The ingredients list helps them avoid products which may cause allergic reactions or are life threatening.

Bulk Packaging

Some items have several products fastened together, usually with cardboard or plastic shrink-wrap (for example, packs of drinks or pudding, cans of tuna fish, and dried soup packets). Remove the wrapping and inspect each item for acceptability and proper labeling. If individual items do not contain the required labeling, cut the label from the bulk pack and place it in a plastic bag along with the individual items. If individual items are received and no original label can be found, items should be discarded.

Appearance of Items

All items should be clean. Dirt and other contamination **must** be removed by wiping with a dry paper towel or with a towel moistened with a special cleaner (10-to-1 water-to-bleach ratio).

Do not wash jars of food. Washing may drive contaminants under the edge of the lid. When the jar is opened, contaminants may go into the food.

Packages that show signs of spilled liquid (even if the packages are dry) should be discarded because the unknown liquid may be toxic (many cleaning products are poisonous).

Bulk-pack cartons containing hidden individual food items (for example, Kool-Aid or fruit drinks) that show signs of leakage, should be opened, food items inspected, and leaking items discarded.

Tape Usage

Use tape marked with Food Bank printing to repair usable products (for example, torn cartons, loose labels, and cartons with unsealed flaps). The Food Bank tape assures our customers the product has been checked and found acceptable. Do not use non-Food Bank tape. Using clear unmarked tape for repair fails to show the product has been checked.

Businesses donating items frequently use unmarked tape to make repairs. Remove this tape if possible, inspect the product, and, if the product is acceptable, repair with Food Bank tape. Here again, this shows our customers that the product has been checked.

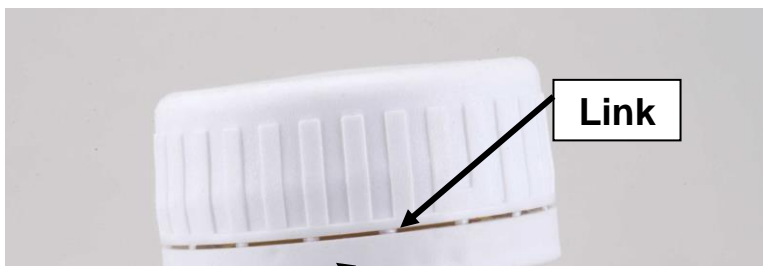
Tamper-proof Seals

Different types of seals protect the contents of many products against tampering.

The container may have a paper, foil, or plastic sheet glued to the edge under the lid. Remove the screw or snap-on lid and examine this seal. Discard the item if the seal is pierced, not adhered to the edge of the container, or if there is visual evidence of product contamination.



Some bottles may have a plastic or metal cap attached by small links to a ring fastened around the neck of the bottle. If these connecting links are broken, discard the item.



A bottle cap or jar lid may have shrink-wrapped plastic around it. If this is completely broken, discard the item. If the seal is slightly damaged but shows no tampering was possible, retain the product.



A paper seal may be glued around the cap and neck of a bottle. If this paper is torn, discard the item.



Disposal of Unacceptable Items

Remove unacceptable food items from other consumable food items in an isolated and identified area.

Unacceptable discarded food and non-food items are collected in trash boxes and taken away by a trash hauler.

Food in Cans

General

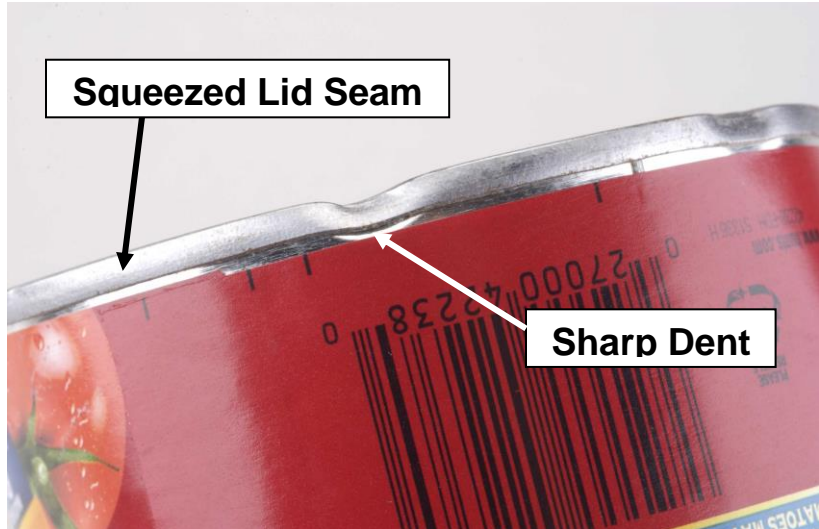
Sealing food in airtight cans protects it from contamination.

Coating the inner surfaces of cans with a protective plastic film prevents metal from contaminating the food or causing an unpleasant taste.

Dents

Sharp dents on the squeezed lid seams (top or bottom of a 3-piece can or the top of a 2-piece can) are unacceptable because these offer the greatest possibility of allowing bacteria to enter. If the dent extends below the lid's seam and into the side of the can, discard the item.

Accept cans with a long and flat dent on a seam, unless the dent is tipped inward.



Dents that peel back the lid seam or bottom seam are unacceptable.

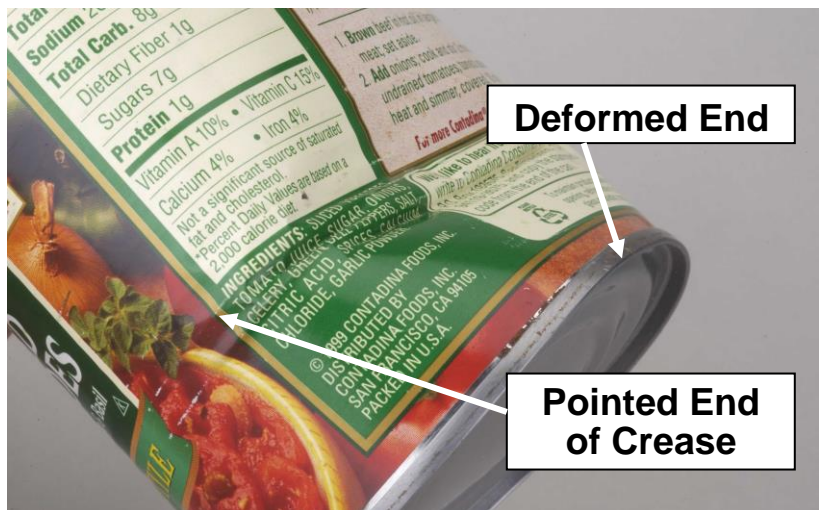


Dents that cause sharp corners or sharp creases are unacceptable because the can's inner protective coating may tear, exposing food to contamination by contact with the can's metal.

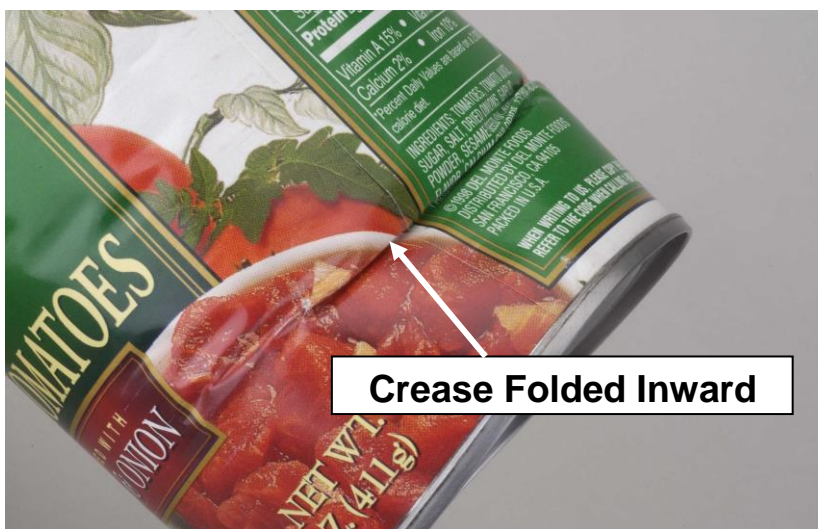
Although there is no seam on the bottom of a 2-piece can, a sharp crease might tear the inner coating. If a fingernail or a tool with a thin edge applied to the edge of the crease can suspend the can, discard the item.



Cans with side dents causing points at the ends of the crease are not acceptable. When the crease is so deep that it also deforms an end of the can, causing it to wobble, discard it.



Severely crushed cans may have the side folded in on itself. Discard them.



Dents on pull-top can lids (used for drinks, soups, and some fruit) may cause unseen tears in the very thin area that rips when opening the can. These tears may allow bacteria to enter. In addition, the rip area may leak if struck by another item during packing.

No damage to the pull top lid is allowed.

Exception: severe dents are acceptable in all dried food containers, such as coffee, when there is no leakage.



Bulges

Bacteria release gas when they feed on canned food. Swollen cans are a sure sign that contamination is present. Detect a slight amount of swelling by pressing on the end. If the end can be pushed in, contamination is present. Discard the product. Even if the end springs back after it is released (known as "oil-canning"), discard the product.



Rust

Rust that remains after wiping may indicate rust pitting that is deep enough to cause the can to be eventually no longer airtight. Discard the can.

Food in Glass or Plastic Containers

General

Glass jars with dents on the lids indicate glass chips may be in the food. Discard these jars.



Jars with a Vacuum Seal

A vacuum makes some jars airtight. The vacuum forces a seal under the metal lid against the upper edge of the jar. An inward dished lid (usually marked with a printed pop-up indicator) shows the jar has a vacuum and is airtight.



A lid with a raised center that may or may not spring back after being depressed ("oil-canning") is not airtight and must be discarded.



Jars or Bottles without A Vacuum Seal

Food that is very resistant to bacterial contamination (for example, syrup and honey) may not be vacuum-sealed. A screw-cap and seal protect the contents from tampering and physical contamination. Discard the item if there is visual evidence of contamination or if the seal is broken.



Food Deterioration

Discard items that have visible abnormal food conditions or foreign material.

Food in Other Containers

When cardboard cartons with an inner sealed package (for example, cereal, gelatin, rice, and cake mix) are damaged, shake the carton in several positions. If food comes out, discard the item. If no food comes out, remove the inner package and check for damage. If there is no damage, replace the package in the carton and use Food Bank tape to repair the carton damage.

When cardboard cartons have no inner sealed package (for example, most pasta, flour, and pierced boil-in-the-bag food), and food comes out, do not repair it -- reject the item.

Styrofoam plastic containers (such as those used for dried soup mix) may have a paper or thin plastic seal adhered to the edge of the container. Reject the product if the container or seal is damaged.

Non-food Items

Medical products

Discard all prescription medicines.

For those intended for internal use (for example, vitamins, non-prescription medicines, nasal sprays, ear drops, douches, and herbal supplements), follow the directions of the Warehouse Coordinator/Partner Agency Director.

Those for external use (for example, Band-Aids, skin creams, Preparation H, and antiseptics) are acceptable.

Plastic-wrapped Items

These are typically paper or plastic products (for example, table napkins, disposable dinnerware, toilet paper, and towel rolls). Torn wrapping presents the possibility of contamination.

- Single item: retain it for use at the Food Bank or discard it because of contamination.
- Multi-pack item: remove items exposed by a **small** tear, and seal the tear with Food Bank tape.
- Feminine pads: individually wrapped products are acceptable-- seal the torn bulk wrapping with Food Bank tape.
- Discard all boxes of facial tissues with torn packaging.

Liquid Products

Tighten the cap and place a strip of Food Bank tape across the cap to show the cap is tight. This reduces the possibility of the cap becoming loose and leaking liquid after it is packed.

Place tape across flip-up lids to prevent them from being snagged and opened after being packed.



Chemicals

Many chemicals are poisonous or can cause injury. Discard all pesticides, insect repellants, and oven cleaners (unless they are “foam-free”).

Canning Supplies

Agencies do not want canning products. Discard lids, rings, pectin, etc., but accept canning jars because they have other uses.

Pet Supplies

Use the same sorting rules as those for human use items.

Alcohol

Discard all alcohol and alcohol-related products such as pre-made mixes.

Other Considerations

When questions about the acceptability of an item arises, ask the Warehouse Coordinator or Food Acquisition Coordinator /Partner Agency Director, or the designated knowledgeable person, for guidance.

Food Requiring Refrigeration

Discard products so marked (for example, some pickles, salad dressings, and Jell-O products) because food deterioration has occurred, or will occur shortly. Accept products marked for refrigeration after opening.

Marked Items

The donating company may mark some products. Discard those with markings that indicate a defect (for example, NG, No Good, Damaged, or Rejected). Accept those marked with an "X". This mark usually identifies the product for removal from the store's stock.

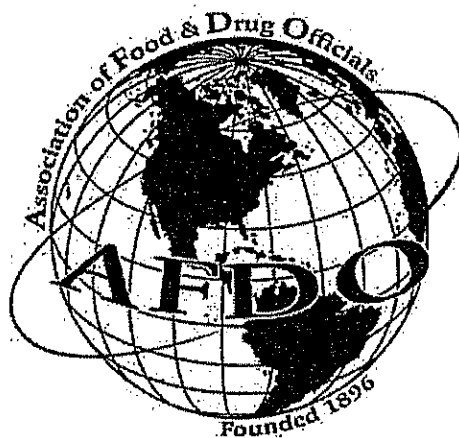
**MODEL
CONSUMER COMMODITY
SALVAGE CODE
2002**

2002 Recommendation of the:

ASSOCIATION OF FOOD AND DRUG OFFICIALS
2550 Kingston Road, Suite 311
York, PA 17402

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
Food and Drug Administration
Washington, DC 20204

U.S. DEPARTMENT OF AGRICULTURE
Food Safety and Inspection Service
Washington, DC 20250-3700



Copyright 2002 by
The Association of Food and Drug Officials
3rd Printing
February 2008

INTRODUCTION

Exposure of food products, drugs and other consumer commodities to adverse environmental conditions, or shipping and handling damage does not necessarily mean that the products could not be reconditioned for use by consumers. The salvage of distressed consumer commodities prevents unnecessary waste and expense. Consumer commodity salvaging should be done in a manner consistent with public health practices and eliminate products that pose an unacceptable health risk or misrepresent their history and quality. Consumer commodity salvaging requires knowledge, training, and regulatory oversight.

This Model Salvage Code is provided to assist state and local health agencies that regulate the salvage and reconditioning of distressed consumer commodities. If fully implemented, it can prevent many conditions and activities that could lead to unsafe, deceptive, and quality-compromised products from being offered for sale. The Association of Food and Drug Officials (AFDO) recognizes that salvage of these products occurs on a routine basis and there is a need to regulate salvage to protect public health and maintain consumer trust. This Model Code is based upon the Federal Good Manufacturing Practice Regulations and the cumulative experience of AFDO's membership and with guidance from the U.S. Food and Drug Administration (FDA) and the U.S. Department of Agriculture, Food Safety and Inspection Service (FSIS).

SECTION ONE GENERAL PROVISIONS

1-101 Intent and Scope

- (A) The (insert appropriate authority) hereby finds and declares that a uniform statewide salvage code is needed to regulate all distressed consumer commodity processing facilities, distributors of salvaged or distressed consumer commodities and salvage dealers and processors conducting business within the State of _____, to provide for uniformity of inspections of such establishments and to protect the health of consumers by preventing the sale and/or distribution of distressed consumer commodities until such time that distressed consumer commodities can be reconditioned for sale and/or distribution as salvaged consumer commodities in a condition which satisfies all requirements of the (insert appropriate State Law).

The requirements of this code are in addition to the current Good Manufacturing Practices for foods as set forth in Title 21, Code of Federal Regulations, Part 110 and all related regulations under this or other agency jurisdiction (e.g. USDA, EPA) and any appropriate State authority and law.

This code does not apply to USDA and State inspected plants that produce meat, poultry, and related USDA-inspected products. Distressed meat, poultry and processed egg products, governed by the Federal Meat Inspection Act, Poultry Product Inspection Act and Egg Product Inspection Act and applicable FSIS regulations, may be reconditioned and/or relabeled only at official establishments under the supervision of an inspector.¹

¹ Inquiries for these products should go to the closest FSIS District Office, which can be found on FSIS' Website: www.fsis.usda.gov or by calling USDA's Intergovernmental Regulatory Information Line at 1-800-233-3935.

This code does not apply to medical device and drug manufacturing facilities registered with the FDA.

- (B) This code shall also apply to those situations wherein the courts have decided that detained or embargoed articles found to be adulterated or misbranded can be corrected by reconditioning or proper labeling.

1-102 Definitions

For the purpose of this ordinance:

- (A) "Commodity-contact surface" means:
- (17) A surface of equipment or utensil with which a consumer commodity normally comes into contact; or
 - (18) A surface of equipment, structure or a utensil which may drain, drip, or splash into consumer commodity or a surface normally in contact with a consumer commodity.
- (B) "Consumer commodity" means any food, beverage (including beer, wine, and distilled spirits), dietary supplement, animal food (pet food), drug, device, cosmetic, single service food containers or utensils, soda straws, paper napkins, or any other product of a similar nature. It also may include animal feed when handled by the safe person and at the same facility as other consumer commodities.²
- (C) "Distressed consumer commodity" means any consumer commodity that has had its contents or container subjected

² Definition changed to address salvage caused by disasters which could include drugs and medical devices (both prescription and OTC) and to address concerns with animal feeds which are handles differently then "animal food" which is destined for consumption by pets (e.g., cans of cat food, broken bags of dry dog food).

to damage or contamination or its label removed or obliterated due to an accident, prolonged storage, fire, flood, adverse weather condition, chemical exposure or other natural or man-made disaster. "Distressed consumer commodity" shall not include consumer commodities that are rejected due to a failure to meet regulatory standards of manufacturer, packer, or customer specifications.

- (D) "Employee" means any person employed by a salvage processing facility or distributor who handles or otherwise contacts distressed consumer commodities or salvaged consumer commodities in any manner including selling, sorting, reconditioning, packaging, storing, and transporting.
- (E) "Enforcement Agency" means State and/or local authority or authorities having responsibility for enforcing this code.
- (F) "Food" means any of the following:
 - (1) Any article used or intended for use for food, drink, confection, condiment, or chewing gum for human consumption, animal food or animal feed.
 - (2) Any article used or intended for use as a component of any article designated in subdivision (1).
- (G) "Non-salvageable consumer commodity" means a "distressed consumer commodity" as defined in paragraph (B) of this section that has been damaged or contaminated to such a state that it cannot be safely or practically reconditioned by routine means of washing, sanitizing, sorting, labeling or other types of reconditioning.
- (H) "Perishable" means that there exists a significant risk of spoilage or unacceptable deterioration when the distressed consumer commodities have not been properly stored or handled.
- (I) "Person" means any individual, or a firm, partnership, company, corporation, trustee, association, agency or any public or private entity.

- (A) "Potentially hazardous food" means a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:
- (1) The rapid and progressive growth of infectious or toxigenic microorganisms;
 - (2) The growth and toxin production of *Clostridium botulinum*; or
 - (3) In raw shell eggs, the growth of *Salmonella enteritidis*.
- (K) "Reconditioning" means any appropriate process or procedure by which distressed consumer commodities can be brought into compliance with all Federal and Enforcement Agency requirements making it suitable for consumption or use as human food or animal feed. It does not mean the dilution of a distressed consumer commodity with a like acceptable consumer commodity to meet a minimum acceptable level of safety or quality.
- (L) "Salvageable consumer commodities" means any "distressed consumer commodities," defined in paragraph (a) of this section, which can be reconditioned to the satisfaction of the Enforcement Agency.
- (M) "Salvage dealer" means a facility that stores or holds for sale salvaged consumer commodities.
- (N) "Salvaged consumer commodities" means previously "distressed consumer commodities," as defined in paragraph (a) of Section 1 - 102 which when reconditioned meets all Federal and Enforcement Agency requirements.
- (O) "Salvage processing facility" means an establishment engaged in the business of reconditioning or by other means

salvaging distressed consumer commodities for human or animal consumption or use.

- (P) "Salvager" means any salvage processing facility or any facility operated by a salvage dealer, salvage distributor, or salvage processor where there are any distressed, salvageable, or salvaged consumer commodities.
- (A) "Sanitize" or "sanitizing" means the application of cumulative heat or chemicals to the surface of consumer commodities packaging that, when evaluated for efficacy, is sufficient to yield a reduction of 5 logs, which is equal to a 99.99% reduction, of representative disease microorganisms of public health importance.
- (R) "Salvage distributor" means any person who is engaged in selling or distributing salvageable consumer commodities.
- (S) "Salvage processor" means any person who prepares distressed food for sale or further distribution at a facility operated by another person.
- (T) "Supplier" means any person who transfers distressed consumer commodities to a salvage processor.
- (U) "Time-dated consumer commodities" means any food, drug, or device that has a "Use-by Date", "Sell-by Date", or "Expiration Date".
- (V) "Vehicle" means any truck, car, bus, railcar, aircraft, boat, ship or other means by which distressed, salvageable or salvaged consumer commodities is transported from one location to another.

SECTION TWO SALVAGER PERSONNEL

2-101 Employee Health

The operator of a salvager shall exclude any employee whose duties require contact with distressed or salvaged consumer commodities or close proximity to commodity-contact surfaces, distressed or salvaged consumer commodities, or employees handling distressed or salvaged consumer commodities from a facility if the employee:

- (A) Has been recently (last 90 days) diagnosed with, or lives in the same household with a person diagnosed with or exposed to *Salmonella typhi*, *Shigella* spp., *Escherichia coli* 0157:H7, or Hepatitis A Virus; or
- (A) Suspected of causing or being exposed to a confirmed disease outbreak caused by *Salmonella typhi*, *Shigella* spp., *Escherichia coli* 0157:H7, or Hepatitis A Virus; or
- (C) Has symptoms of illness such as diarrhea, fever, vomiting, sore throat with fever, or jaundice; or
- (D) Has a lesion containing pus, such as a boil or infected wound that is open or draining, that may be exposed to distressed consumer commodities, salvaged consumer commodities, or commodity-contact surfaces unless it can be adequately protected and covered by an impermeable cover.

2-102 Personal Cleanliness

All consumer commodities-handling employees shall practice hygienic practices necessary to protect the consumer commodities from contamination and cross-contamination.

- (A) Employees, while working in direct contact with distressed consumer commodities, salvaged consumer commodities,

or commodity-contact surfaces, shall maintain a high degree of personal cleanliness, wear clean outer garments, keep their fingernails trimmed and clean; wear hair restraints such as hair nets, headbands, caps or snoods.

- (B) Employees shall wash their hands and exposed portion of their arms thoroughly in an adequate hand-washing facility utilizing warm running potable water, hand soap, and clean, single-use disposable towels before starting work, and as often as may be necessary to remove soil, and after any activity that may contaminate hands or gloves.
- (C) Employees shall not resume work after visiting the toilet room without first washing their hands.
- (D) No person shall eat food, drink beverages, or use tobacco in any form in areas where salvaged or salvageable consumer commodities are exposed or in areas used for washing equipment or utensils.
- (E) When gloves are used in any activity where the consumer commodity or its immediate container is directly contacted, they shall be clean and of a non-contaminating design. They shall be single-use or durable enough to be adequately washed. They shall be replaced or washed anytime they contact an insanitary surface or develop holes or tears.

2-103 Employee Training and Supervision

- (A) Personnel responsible for identifying sorting and reconditioning distressed consumer commodities should have a background of education or experience, or a combination thereof, to provide a level of competency necessary for production of clean and safe products.
 - (1) Employees shall be given appropriate training in proper food handling techniques, food protection

principles and other procedures to adequately process consumer commodities to be salvaged.

- (2) Employees shall be informed of the danger of poor personal hygiene and insanitary practices.
- (B) Responsibility for assuring compliance by all personnel with all requirements of this Code shall be clearly assigned to competent supervisory personnel.

SECTION THREE
SALVAGER RESPONSIBILITIES FOR THE PROTECTION FROM
CONTAMINATION OF SALVAGEABLE AND SALVAGED
CONSUMER COMMODITIES

3-101 Contamination Protection

All salvageable and salvaged consumer commodities, while being stored, reconditioned, or transported shall be protected from contamination.

- (A) All potentially hazardous foods and any drug that requires refrigeration shall be held and handled such that the temperature of the product does not exceed 5°C (41°F) at anytime or other temperature requirement as stated upon the label of the food or drug.
- (B) Foods that are highly perishable such as fresh produce shall be refrigerated to prevent spoilage while being stored.
- (C) Frozen Food shall be maintained in a frozen state and held at a temperature of -18°C (0°F) or below.
- (D) When separating intermingled distressed consumer commodities, reasonable care shall be taken at all times to prevent cross-contamination by removing any container suspected of leaking, isolating any container that may have

been cross-contaminated and ensuring that unsalvageable or contaminated commodities are safely disposed.

- (E) Poisonous and toxic materials shall be identified and handled in a manner to prevent contamination to any salvageable or salvaged consumer commodities and be stored separately from any area where salvageable and salvaged consumer commodities are handled or stored.
- (A) Toxic cleaning compounds, sanitizing agents, and pesticide chemicals shall be identified, held and stored in a manner that protects against contamination of commodities, commodity-contact surfaces, or commodity-packaging materials. All relevant regulations promulgated by other Federal, State and local government agencies for the application, use, or holding of these products should be followed.

3-102 Segregation of Distressed Consumer Commodities

All distressed consumer commodities shall be segregated from salvaged consumer commodities until sorted and shall be sorted as soon as is practical to reduce the risk of cross-contamination.

- (A) Pending consumer commodity sorting, care shall be taken to not increase the possibility of contamination of distressed consumer commodities by combining separate lots or loads.
- (B) Non-salvageable consumer commodities and containers shall be removed and stored separately from other consumer commodities and in isolated and identified areas of the salvage facility.
- (C) Pending destruction, stored non-salvageable consumer commodities shall be handled in such a manner that they do not attract or harbor pests or become a source of contamination by airborne particle cross-contamination, dripping or direct contact with other commodities.

- (D) After sorting, salvageable consumer commodities shall be removed from the sorting area and stored in separate area from the distressed consumer commodity area and non-salvageable consumer commodities

SECTION FOUR SALVAGER EQUIPMENT AND UTENSILS

4-101 Design and Fabrication

- (A) Commodity-contact surfaces of equipment and utensils contacting salvageable consumer commodities shall be made of non-toxic, non-corrosive materials and cleanable materials. Exceptions may be made to the above materials requirements if approved by the Enforcement Agency.
- (B) Equipment shall be designed, installed and maintained to ensure adequate cleaning. Commodity-contact surfaces shall be durable such that they do not deteriorate after repeated cleaning and sanitizing.
- (C) Equipment in use at the time when this code becomes effective and which does not fully meet the above requirements may be continued in use only if:
 - (1) maintained in good repair;
 - (2) capable of being maintained in a sanitary condition;
 - and(3)designed so that surfaces that come in contact with salvageable or salvaged consumer commodities are non-toxic and non-contaminating.

**SECTION FIVE
CLEANING, SANITIZATION, AND STORAGE OF
SALVAGER EQUIPMENT AND UTENSILS**

5-101 Salvager Equipment and Utensil Cleaning and Sanitizing

- (A) Utensils and commodity-contact surfaces shall be thoroughly cleaned and sanitized prior to use.
- (B) Surfaces of equipment and utensils that contact non-food items shall be cleaned to prevent contamination of the salvageable consumer commodities shall not cause loss of sterility if labeled as "sterile" and shall not chemically react with commodities contacted.
- (C) All other surfaces or equipment shall be cleaned and sanitized after use.

5-102 Salvager Equipment and Utensil Handling and Storage

- (A) During processing, commodity-contact and other salvageable commodity contact surfaces shall not be exposed to contamination from other process lines via drift, dripping, splash or other airborne methods of contamination.
- (B) Due care shall be taken to not contaminate consumer commodity contact surfaces and consumer commodities during the application of water, detergent, or sanitizing compound as part of any washing activity.
- (C) Cleaned and sanitized food contact surfaces, equipment surfaces and utensils shall be used to prevent contamination of commodities being salvaged.
- (D) Employee personal items including medications, food, cosmetics and tobacco products shall not be utilized or stored where consumer commodities processing equipment is handled or stored.

- (E) All single-service articles shall be used only once and shall not be cleaned or reconditioned for the purpose of being offered for sale for additional use.

5-103 Storage

- (A) Cleaned and sanitized equipment and utensils shall be stored in a manner that protects them from contamination when not in use.
- (B) Unused single-service articles used in processing distressed consumer commodities, such as cleaning cloths, paper cups and paper towels, shall be handled and stored in a manner that will protect them against contamination.

SECTION SIX SALVAGER SANITARY FACILITIES AND CONTROLS

6-101 Water Supply

The water supply shall be adequate, of a safe, sanitary quality, and from a source constructed and operated in accordance with specifications approved by the Enforcement Agency.

- (A) Warm water [approximately 43°C (110°F)] shall be provided to all handwashing stations through a mixing valve or combination faucet.
- (B) Water under pressure shall be provided to all fixtures, equipment, and nonfood equipment that are required to use water.
- (C) No cross-connections shall exist between the water supply and any source of non-potable water, cleaning material, sewage plumbing or other source of contamination.
- (D) If hoses or other equipment are attached directly to the water supply system, there shall also either be a suitable

backflow prevention device or air gap installed to protect the water system.

6-102 Sewage Disposal

All sewage, including liquid waste shall be disposed through the plumbing system, which shall discharge into an approved sewage system or in a manner approved by the Enforcement Agency.

6-103 Plumbing

Plumbing shall be sized, installed and maintained in compliance with applicable State and local plumbing codes.

6-104 Toilet Facilities

Each salvager shall provide its employees with properly installed and conveniently located toilet facilities in numbers and equipped as required by law.

- (A) Toilet facilities, including rooms and fixtures, shall be kept in a clean condition and in good repair at all times.
- (B) The doors of all toilet rooms shall be self-closing and shall not open directly into any room or area where consumer commodities are processed or unpackaged.
- (C) Toilet tissue shall be provided. Easily cleanable receptacles shall be provided for waste materials and such receptacles in toilet rooms shall be covered.

6-105 Handwashing Facilities

Each salvager shall provide adequate handwashing facilities conveniently located to the processing area for its employees, including a lavatory or lavatories equipped with hand-cleansing soap or detergent dispensed from a suitable wall or sink-mounted dispenser and suitable single-use sanitary towels or approved hand-drying devices.

- (A) Such facilities shall be kept clean and in good repair.
- (B) Signs shall be posted directing all employees to wash their hands immediately after using the toilet and before starting or resuming work.

6-106 Garbage and Refuse

- (A) All organic or organic-containing refuse shall be kept in leak proof, non-absorbent containers which shall be kept covered with tight-fitting lids when filled or stored, or not in continuous use. Such containers shall be covered when stored and stored in either a vermin-proofed room or enclosure or in a waste refrigerator. Paper, cardboard, unused equipment, and non-organic refuse shall be stored in containers, rooms, or areas in such a manner to prevent it from becoming a source of contamination or pest harborage.
- (B) Refuse shall be stored in suitable containers and each container and any room or area where refuse is stored shall be thoroughly cleaned after the emptying or removal of refuse.
- (C) All refuse shall be disposed of with sufficient frequency and in a manner to prevent contamination of salvaged product and surrounding processing areas.
- (D) A separate area with suitable sewage disposal sink with hot and cold running water under pressure shall be provided for cleaning garbage containers and mops, as well as disposing of used mop water.

6-107 Insect and Rodent Control

No pests, rodents, birds or other animals shall be allowed in any area where consumer commodities are stored or processed. Patrol

dogs accompanying security or police officers are permitted. Guide dogs accompanying blind persons shall be permitted in sales areas.

- (A) Effective measures shall be taken to exclude pests, rodents, birds or other animals from the processing and storage areas and to protect against the contamination of consumer commodities on the premises.
- (B) The use of insecticides or rodenticides is permitted only under precautions and restrictions that will protect against the contamination of consumer commodities, commodity-contacting surfaces, and packaging materials. Application of insecticides and rodenticides as well as the use of traps and other pest control devices shall either follow a written procedure that is appropriate and effective for its intended purpose or be directed and maintained by a professional pest control service.

SECTION SEVEN CONSTRUCTION AND MAINTENANCE OF SALVAGER FACILITIES

7-101 Separation of Reconditioning Activities

The area used for the purpose of reconditioning distressed consumer commodities shall be a separate and enclosed room that does not open directly to receiving or storage areas. This room shall be equipped with a handwash sink and a separate three-compartment cleaning sink with hot and cold running water under pressure for reconditioning distressed consumer commodities.

7-102 Floor Construction

- (A) The floor surfaces in all rooms and areas in which salvageable or salvaged consumer commodities are stored or processed and in which utensils are washed, and walk-in refrigerators, dressing or locker rooms and toilet rooms, shall be constructed to be easily cleanable.

- (B) All floors shall be kept clean and in good repair.
- (C) Any floor that is exposed to water or liquids shall be constructed and maintained to be impermeable.
- (D) Floor drains shall be provided in all rooms where floors are subjected to flooding-type cleaning or where normal operations release or discharge water or other liquid waste onto the floor. Floors in these areas shall be graded to the floor drain.

7-103 Walls and Ceilings

Walls and ceilings of all rooms where consumer commodities are stored or processed shall be clean, smooth, and maintained in good repair.

- (A) Where walls and floors are exposed to water or other liquids, the juncture between the wall and floor shall be coved and sealed.
- (B) Where walls and floors are not exposed to water or other liquids, the juncture shall not exceed 1 mm (1/32 inch).

7-104 Salvager Lighting

Adequate lighting shall be provided in handwashing areas, dressing/ locker rooms and toilet rooms and in all areas where consumer commodities are examined, processed, stored or where equipment or utensils are cleaned.

- (A) Where an employee is inspecting, sorting, or reconditioning distressed consumer commodities, at least 540 lux (50 foot candles) of light shall be provided at the work surface.
- (B) At all other areas of the facility where light is required, at least 110 lux (10 foot candles) of light shall be provided when measured at 75 cm (30 inches) above the floor.

- (C) Light bulbs, fixtures, skylights, or other glass suspended over exposed consumer commodities in any step of preparation shall be designed to prevent contamination in case of glass breakage.

7-105 Heat Lamp Protective Shielding

Infrared or other heat lamps shall be protected against breakage by a shield surrounding and extending beyond the bulb, leaving only the face of the bulb exposed.

7-106 Ventilation

All consumer commodity storage rooms and processing areas in the salvage processing facility or distributor shall be well ventilated. Ventilation hoods and devices when used shall be designed to prevent condensation from dripping into exposed distressed consumer commodities. Filters, when used, shall be readily removable for cleaning or replacement. Ventilation systems shall comply with applicable Federal, State and local codes as well as fire prevention and air pollution prevention requirements.

7-107 Clothing and Personal Belongings

Adequate facilities shall be provided by the salvager operator for the orderly storage of employee clothing and personal belongings.

7-108 Housekeeping

- (A) All rooms, areas, and premises of a salvager shall be kept clean and free of litter and rubbish. Cleaning operations shall be conducted in such a manner as to prevent contamination of salvageable and salvaged consumer commodities.
- (B) No area used to store or sort consumer commodities shall be utilized as an employee lounge, living area or sleeping quarters. Soiled coats and aprons shall be kept in suitable containers until removed for laundering.

7-109 Transportation

Vehicles used to transport distressed, salvageable, or salvaged consumer commodities shall be maintained in a clean and sanitary condition to protect consumer commodities from contamination.

SECTION EIGHT HANDLING AND MOVEMENT OF DISTRESSED CONSUMER COMMODITIES

8-101 Notice to Enforcement Agency

It shall be the duty of any salvager to keep the Enforcement Agency aware of what source, from where, and when distressed consumer commodities are provided for salvage processing, storage, and distribution.

- (A) When the source of distressed consumer commodities is the result of a natural disaster, accident, power failure or other emergency, the salvage processing facility operator shall make personal contact with the Enforcement Agency within 24 hours after their initial awareness of the emergency and prior to any commodities removal from the place at which it was located when it became distressed.
- (B) If emergency removal of distressed consumer commodities is required, notice to the Enforcement Agency shall be made as soon thereafter as possible. It shall be the duty of the salvager operator to make contact with the Enforcement Agency within forty-eight (48) hours whenever distressed consumer commodities subject to the provisions of this section are obtained.
- (C) When distressed consumer commodities are received as a periodic delivery from a warehouse, retailer, shipper, or manufacturer as a normal course of business, the salvager operator shall notify the Enforcement Agency of the nature

of commodities received, source, and frequency of deliveries prior to receipt of the first delivery and annually thereafter.

8-102 Transporting of Distressed Consumer Commodities

Distressed consumer commodities shall be moved from the site where it became distressed to a suitable holding or processing facility as expeditiously as possible after notice complying with Section 8-101 has been given. All distressed and salvageable consumer commodities of a perishable nature shall, prior to reconditioning, be transported only in vehicles provided with sufficient refrigeration and freezing capabilities as necessary for product maintenance. No interstate movement of known distressed or salvaged consumer commodities shall be made without the prior approval of the Enforcement Agency and after notification of the responsible Enforcement Agency in the state to which distressed or salvaged consumer commodities shall be moved. Concurrence shall also be obtained from the FDA prior to interstate movement.

8-103 Handling of Distressed Consumer Commodities

When processing areas or equipment are to be used to recondition several types of distressed consumer commodities and there is a potential for cross-contamination, commodities shall be isolated from the source of contamination either by time or space. If isolated by time, the reconditioning equipment and area shall be cleaned and sanitized as necessary to prevent cross-contamination.

8-104 Processing Animal Feed and Animal Food (Pet Food)

Animal food shall be processed in separate areas on separate equipment from human food and other consumer commodities to prevent cross-contamination. Packaged animal feed and pet food can be stored in the same area as consumer commodities provided there is no spillage or leakage. Containers of animal food shall not be stacked on, in, with, or above containers of other consumer commodities.

**SECTION NINE
RECONDITIONING DISTRESSED
CONSUMER COMMODITIES**

1-0 General

All distressed consumer commodities shall be reconditioned prior to sale or distribution except when sold to a salvager holding a valid salvage-processing permit for salvage processing.

9-102 Food and Other Consumer Commodity Containers

Distressed consumer commodities shall be sorted and/or reconditioned to ensure that they are fit for sale and meet the requirements of this Code and all applicable laws and regulations.

- (A) All metal cans food and animal food shall be sorted to remove and destroy any cans that are of questionable safety. Cans salvaged for sale or distribution shall not leak or appear to be abnormal ("swells", "flippers", and "springers").
- (1) Salvaged cans shall not be offered for sale in a pitted or rusty condition. Cans shall be considered "pitted" if surface rust cannot easily and completely be removed by rubbing the can's surface with a cloth.
 - (2) Salvaged cans shall have no severe, sharp dents that could fracture the can's interior coating or the container itself. Sharp dents to the side-seam or any end double-seam are not acceptable. Cans unable to be opened by a normal can opener are not salvageable.
- (B) Containers, including metal, retort pouches and glass containers with press caps, screw caps, pull rings or other types of openings which have been in contact with water, liquid foam, or other deleterious substances, as a result of

fire fighting efforts, flood, sewer backups or similar mishaps, shall be removed and destroyed.

- (1) Salvaged containers shall have lids, caps, and closures that are intact and appear to never have been opened.
 - (2) Salvaged containers shall appear to have maintained their full contents.
 - (3) Salvaged containers, if glass, shall be viewed with light ("candled") to view contents and detect, if possible, any glass fragments or foreign materials such as mold.
- (C) Alcoholic beverages such as wine and liquors that show evidence of container failure or lid contamination may be distilled if after a risk analysis, distillation is approved by the Enforcement Agency.
- (D) Salvageable metal containers (cans) of food that have been partially or totally submerged in water, liquid foam, or other container contaminating substance shall be thoroughly cleaned and then sanitized. The sanitizing solution shall either contain 100 ppm available chlorine and be applied for a minimum period of one minute or shall be sanitized by a method approved by the Enforcement Agency. After sanitizing, the metal containers shall then be treated to inhibit rust formation.
- (E) When the distressed commodity is a non-potentially hazardous food such as flour, rice, cereal, salt, pepper, or dry pet food or it is a single-use product such as straws, napkins, paper cups, or plastic silverware, it may be repackaged into clean containers.
- (1) Unpackaging and repackaging shall not contaminate the commodity being salvaged.

- (2) Packaging used must be clean and suitable for the commodity to be packaged.
 - (3) Different products or lots shall not be combined without the approval of the Enforcement Agency.
 - (4) Repackaged salvage commodities shall be labeled per this Code.
- (F) When salvaging time-dated consumer commodities that are dated to ensure safety or nutrient accuracy such as for over-the-counter drugs and devices, infant formula, meal replacement products, and dietary supplements, these products shall be inspected to see if the date has passed. If passed, the product container shall be removed by sorting and either destroyed or fully tested to verify safety and label accuracy of declared nutrients or active ingredients prior to sale or distribution.
- (G) When prescription drugs and devices are obtained as distressed consumer commodities, they shall either be destroyed or, with permission of the Enforcement Agency, returned to an FDA-registered manufacturer or importer. With approval of the Enforcement Agency, some prescription devices may be sold as scrap.

SECTION TEN SALVAGED COMMODITY LABELING

Salvaged commodities shall be truthfully and accurately labeled and such labels shall comply with all applicable labeling requirements.

10-101 Label Removal

Labels for containers may be removed prior to cleaning if adequate precautions are taken to ensure that the same labels or same complete label information are reapplied to the containers. Pallets or other containers of unlabeled consumer commodity containers

shall only be stored if traceability to the actual label is maintained. Each container of unlabeled consumer commodity shall only contain identical products from the same manufacturer's lot or date code. Unlabeled containers of consumer commodities may not be sold or distributed without the advanced approval of the Enforcement Agency.

10-102 Relabeling

- (A) All salvaged consumer commodities shall have added to any otherwise required original labeling on the principal display panel of each individual retail package a statement indicating that the container or product has been salvaged. The name and address of the salvager shall be printed legibly on the label in indelible ink or other permanent manner.
- (B) All salvaged consumer commodities in containers are to be provided with labels meeting the requirements of (insert appropriate sections of State law, and the Federal Food, Drug, and Cosmetic Act, Fair Packaging and Labeling Act, and regulations promulgated under these Acts for products in interstate commerce). Where original labels are removed from containers that are to be resold or redistributed, the replacement labels must show as the distributor the name and address of the salvage processing facility as well as the date of reconditioning for sale or distribution.
- (C) Time-dated commodities shall not have their sell-by, use-by, expiration date, or other date removed, obliterated, altered, extended, or obscured.
- (D) Salvaged human food, animal feed or animal food may contain prohibited animal proteins. Any salvaged food product intended for animal feed or animal food shall prominently and conspicuously notify on the principal display panel of each individual retail package or on a sign when sold from bulk notification that the container or product has been salvaged and may contain prohibited animal proteins.

In addition to labeling which meets the requirements of (insert appropriate sections of state law, Federal Food, Drug and Cosmetic Act, Fair Packaging and Labeling Act and regulations promulgated under these Acts), the name and address of the salvager, the word "salvage" and the warning statement: "Do not feed to cattle or other ruminants" shall be prominently and legibly printed on the principle display panel in indelible ink or other permanent manner.

SECTION ELEVEN HANDLING OF NON-SALVAGEABLE CONSUMER COMMODITIES

11-101 General

Consumer commodities distressed by deterioration, filth, insects, rodents, pesticides or other chemicals; potentially hazardous foods and temperature sensitive drugs which have been exposed to temperatures above 5°C (41°F) for a period exceeding 4 hours or which indicates spoilage by appearance or smell; frozen foods which have not been maintained at a temperature of 18 C (0 F); containers showing evidence of partial usage, unauthorized opening or tampering; containers found unfit for salvage upon examination; and products packaged in paper or other porous materials which have been subject to contamination by absorption shall be deemed to be non-salvageable consumer commodities, as defined in Section 1-102(G) of this code.

11-102 Distribution of Nonsalvageable Consumer Commodities

Non-salvageable consumer commodities shall not be sold or distributed, and shall be disposed of in a manner approved by the Enforcement Agency.

SECTION TWELVE RECORDS

12-101 General

A written record or receipt of distressed, salvageable, destroyed non-salvageable consumer commodities and salvaged consumer commodities shall be kept by the salvage processing facility for inspection by the Enforcement Agency. Records documenting relabeling, repackaging and distribution shall also be maintained such that traceability of lots, ingredients and expiration dates are recorded and such records can be used to verify adequate handling and for purposes of recall should that become necessary.

- (A) Records shall be available for review at the salvage processing facility during normal business hours.
- (B) Records shall include the name of the product, the name and address of the manufacturer or distributor, the production code, container sizes, source of the distressed consumer commodities, the date received, the type of damage, and the salvage process conducted.
- (C) Records shall be kept on the premises of the salvage processing facility for a period of one year following the completion of transactions involving each lot of a consumer commodity.

SECTION THIRTEEN SALVAGER PERMITS

13-101 General

It shall be unlawful for any person to operate a Salvage Processing Facility, Salvage Distributor, Salvage Processor, or Salvage Distributor within the State of _____ who does not possess a valid permit issued by the Enforcement Agency. Only a person who complies with the requirements of this code shall be entitled to

receive and retain such a permit. Permits shall be specific to the type of operation except that a Salvage Processing Facility may act as a Salvage Distributor or Salvage Dealer.

- (A) A permit shall be issued only upon determination of compliance with this Code by inspection and shall be good for one year upon issuance.
- (B) Renewal permit shall be issued after determination of compliance with this Code by inspection and shall be good for one year upon issuance.
- (C) Each permit shall indicate the firm name, the operator, address of the salvager, permit number, and date of expiration.
- (D) Permits shall not be transferable from one person to another person and are valid only for the location indicated except that a Salvage Processor may operate a remote location with approval of the Enforcement Agency.
- (E) The permit shall be posted at the Salvager facility where it can be publicly viewed and at any remote site utilized by a Salvage Processor. A facsimile may be posted in lieu of the original. Any vehicle used to convey distressed, salvageable, salvaged, and non-salvageable consumer commodities shall carry a copy of the valid permit when transporting consumer commodities.
- (F) The name and address of the salvager and the permit number shall be conspicuously displayed on the outside of all vehicles being used for consumer commodity salvage operations.

13-102 Issuance of permits

- (A) Any person desiring to operate as a salvager shall make written application for a permit on forms provided by the Enforcement Agency. Such application shall include: the

applicant's full name and complete address; whether such applicant is an individual, firm, or corporation; and, if a partnership, the name of the partners together with their address, the location and type of the proposed business; and the signature of the applicant or applicants. All new salvagers operating within the State of _____ after the Enforcement Agency has adopted this code shall be required to have permits before they commence operations. Salvagers already established shall apply for permits within thirty days. Pending permit receipt, their operations may continue unless the permit is denied. Should a permit be denied, the Enforcement Agency shall cite the reasons for denial.

- (B) Upon receipt of an application, the Enforcement Agency shall make such inspections of the salvager as is necessary to determine compliance with the provisions of this Code. When any inspection reveals that the applicable requirements have been met, the Enforcement Agency shall issue the permit.

13-103 Suspension of Permits

- (A) When the Enforcement Agency has reason to believe that the salvager has created or is responsible for an imminent public health hazard, the permit may be suspended or revoked and the concerned consumer commodities seized immediately upon notice to the permit-holder without a hearing. In such event, the permit holder may request a hearing which shall be granted in accordance with applicable administrative procedures .
- (B) In all other instances of violation of the provisions of this code, the Enforcement Agency shall serve upon the holder of the permit a written notice specifying the violation(s) in question and afford the holder a reasonable opportunity to correct same. Whenever a permit holder or operator has failed to comply with any written notice issued under the provisions of this code, the permit holder or operator shall

be notified in writing that the permit shall be suspended at the end of 15 days following the serving of such notice, unless a written request for a hearing is filed with the Enforcement Agency by the permit holder within such 15 day period. If no request for a hearing is filed within such 15 days the suspension is sustained. If a written request for a hearing is received by the Enforcement Agency, a hearing shall be conducted in accordance with applicable administrative procedures.

13-104 Reinstatement of Suspended Permits

Any person whose permit has been suspended may, at any time, within 15 days following receipt of a written request, make application for a reinspection for the purpose of reinstatement of the permit. The request shall include a statement signed by the applicant that in his or her opinion the conditions causing suspension of the permit have been corrected. The Enforcement Agency shall make a reinspection. If the applicant is in compliance with the requirements of this code, the permit shall be reinstated. Summaries of the findings of reinspection shall be provided to the facility at the conclusion of the inspection.

13-105 Revocation of Permits

For serious or repeated violations of any of the requirements of this code, or for interference with the Enforcement Agency in the performance of its duties, the permit may be revoked after an opportunity for hearing has been provided by the Enforcement Agency. Prior to such action, the Enforcement Agency shall notify the permit holder, in writing, stating the reasons for which the permit is subject to revocation and advising the permit holder that the permit shall be permanently revoked at the end of 15 days following servicing of such notice, unless a request for a hearing is filed with the Enforcement Agency by the permit holder within such 15-day period. If no written request for a hearing is filed within the 15-day period, the revocation of the permit becomes final. A permit may be suspended for cause pending its revocation or a hearing relative thereto.

13-106 Serving of Notices

A notice provided for in this code is properly served when it is delivered to the permit holder or when it is sent by registered or certified mail, return receipt requested, to the last known address of the permit holder. A copy of any such notice shall be filed in the records of the Enforcement Agency.

SECTION FOURTEEN SALVAGER INSPECTIONS AND ENFORCEMENT

14-101 General

The Enforcement Agency shall inspect each salvager at least once every 3 months and shall make as many additional inspections as necessary to insure compliance with this code.

14-102 Access to Salvager Facilities, Operations, and Vehicles

Authorized representatives of the Enforcement Agency, after proper identification, shall be permitted to enter at any reasonable time any salvager facility, any remote storage or processing facility being used by a salvage processor, or any salvager vehicle for the purpose of making inspections to determine compliance with this code. The Enforcement Agency's designated representatives shall be permitted to examine the records of the salvage processing facility or distributor to obtain information pertaining to distressed, salvageable, non-salvageable, and salvaged consumer commodities purchased, received, used, sold, destroyed and/or distributed

14-103 Hearings

After prior notice to a salvager permit holder suspected of a violation, the hearings provided for in this section shall be conducted by the Enforcement Agency at a time and place designated by it or as provided by the State administrative

procedures act. Based upon the recorded evidence of such hearings, the Enforcement Agency shall make a finding and shall sustain, modify, or rescind any official notice or order considered in the hearing. A transcript of the hearing shall not be made unless the interested party assumes the costs thereof and a request is made therefor at the time a hearing is requested.

14-104 Remedies

In addition to the provisions herein for suspension or revocation Of operating permits, the Enforcement Agency may, at its discretion, institute civil or criminal proceedings against any person who violates any provision of this code and the regulations thereunder.

14-105 Injunctions

The Enforcement Agency may seek to enjoin violators of this code.

14-106 Salvagers and Sources of Distressed Consumer Commodities Outside the Jurisdiction of the Enforcement Agency

Salvaged consumer commodities from salvagers and other sources located outside the jurisdiction of the State of _____, may be sold or distributed within the State, if such facilities and distributors conform to the provisions of this code or substantially equivalent provisions and have a valid permit from the Enforcement Agency.

To determine the extent of compliance with such provisions, the Enforcement Agency may accept reports from responsible authorities in other jurisdictions where such facilities and distributor's operations are located.

14-107 Review of Plans

- (A) When a salvager is hereafter constructed or extensively remodeled, or when an existing structure is converted for

use as a salvager, properly prepared plans and specifications for such construction, remodeling, or alteration, showing layout, arrangements, and construction materials of work areas and the location, size, and type of fixed equipment and facilities, and a plumbing riser diagram shall be submitted to the Enforcement Agency for approval before such construction, remodeling, etc., is begun.

- (B) The plans shall be approved or rejected within 10 working days after receipt by the Enforcing Agency and the applicant shall be notified in writing or electronically of the decision. This review period may be extended if the Enforcing Agency and applicant agree that additional time is warranted due to the need to complete a site inspection, review land-use or other permits, or complete other actions that are pending. If the plans are rejected, the Enforcing Agency shall advise the applicant the reason or reasons why the plans were not acceptable.



Donor Requirements

Table of Contents

| | |
|---|-------------------------------------|
| Table of Contents | 2 |
| Donor Requirements and Restrictions | 3 |
| Coca-Cola North America | 4 |
| ConAgra Foods | 4 |
| ConAgra Foods Returns Donations Process & Procedure | 4 |
| Dannon | 5 |
| Del Monte Foods | 5 |
| General Mills, Inc. | 6 |
| Gerber Brand - Nestle Nutrition | 6 |
| Hershey Company | 7 |
| Hormel..... | 7 |
| John Morrell Company and Armour-Eckrich Meats..... | Error! Bookmark not defined. |
| Keebler | 8 |
| Kellogg Company | 8 |
| Kraft Foods | 10 |
| Kraft-Nabisco..... | 16 |
| Land O' Lakes..... | 16 |
| MARS (formerly MASTERFOODS USA) | 18 |
| Dove International (Mars Brand) | 18 |
| Nestlé USA..... | 19 |
| Ocean Spray Cranberries..... | 21 |
| The Procter & Gamble Company (P&G)..... | 21 |
| Tropicana..... | 22 |
| Unilever | 23 |



Donor Requirements and Restrictions

Some donors make requests, place restrictions, or have special requirements on some or all of their donations.

We understand the difficulties special handling requirements can cause. We do work closely with donors to ensure their requirements are not overly stringent and yet meet their individual standards. We negotiate the terms whenever possible. We will communicate any information on requests, restrictions or requirements to you in one of two ways:

1. Information written on the donation offering form at the time of donation and on the allocations notice in the restrictions section.
2. Written in a memo sent in the Feeding America Network Connection.

It is critical that all appropriate Member staff and volunteers be notified of these requests, requirements, or restrictions. Non-compliance could cause a donor to pull all relevant product currently warehoused with a Member as well as discontinuing donations to that Member or the entire network.

TOP SEARCHES 'FEEDING AMERICA UNIVERSITY' 'MAP THE MEAL GAP' 'NAR

All Hungernet ▾



Important Message From Nestle

A friendly reminder to all food banks that accept product donations from Nestle USA, Nestle Nutrition, Nestle Waters, Nestle Purelife and any of their 3rd party facilities. Acceptance of any Nestle donation via the Feeding America national office; locally from a Nestle facility; their 3rd party facilities; or from salvage, food drives or the retail store donation program is confirmation that the member food bank (as well as cluster members) and their agencies are in full knowledge that product must be consumed by the expiration date (best-by date) or the product must be destroyed. Nestle does not provide extensions on any product or brand. Nestle brands include:

Beverages:

100 Grand

Abuelita

Aguas Frescas

Arrowhead

Aqua Panna

Baby Ruth

Boost

Buitoni

Butterfinger

California Pizza Kitchen

CarlosV

Carnation

Chunky

CoffeeMate

Crunch

Deer Park

DiGiromo

Dolce Gusto

Dreyer's

Drumstick

Edy's

FrostyPaws Fun Dip

Gobstopper

Goobers

Haggen-Dazs

Hot Pockets

Ice Mountain

Jack's

juicy juice

Kazoozles

Lean Cuisine

Lean Pockets

LeLechera

Libby's

Maggi

Milo

Mix Ups

Nerds

Nescafe

Nescafe Café and Leche
Nescafe Classico
Nesquick
Nido
Oh Henry!
Optifast
Ozarka
Perrier
Pixy Stix
Poland Spring
PowerBar
Purelife
Purina
Push Up
Raisinets
Resource
Runts
S. Pelligrino
Shockers
Skinny Cow
SnoCaps
Spree
Stouffer's
Sweetlife ice Tea
SweetTarts
Taster's Choice
Toll House
Tombstone
Tradewinds
Wonka
Zephrhillis

Coca-Cola North America

(INCLUDING MINUTE MAID, HI-C, POWERADE, DASANI AND ALL OTHER NON CARBONATED BEVERAGES)

- A. **Code dating.** Donated products should immediately be made available for use to ensure product freshness. Product must be consumed by expiration date. If not, it must be destroyed. This applies to all products produced by Coca-Cola – no extensions are granted
- B. **Full Throttle & Tab Energy.** These are for adults only, recommended for on-site feeding programs. **Code dating.** Donated products should immediately be made available for use to ensure product freshness. Upon product life expiration, products must be destroyed within one week.
- C. **Inventory Control.** Both soliciting and qualified recipient organizations should maintain records showing inventory movement and disposition of donated products.

ConAgra Foods

For a list of ConAgra shelf life extension, please click on the following link:

<https://www.hungernet.org/productsrc/npsp/National%20Office%20Docs/ConAgra%20Donation%20Shelf%20Life%202%2010%2010.xls>

Note: Refrigerated meats, if frozen 10 days prior to use by date, may be kept in a frozen state for 90 days and must be consumed within 24 hours of being thawed. All frozen products must have been in a continuous frozen state to utilize any shelf extensions.

All donations must be distributed in a manner that prevents consumers from receiving out of code product in original packaging, e.g. out of code product, that are within QA provided shelf extensions, should be distributed to food kitchens as opposed to food pantries which redistribute to consumers.

ConAgra Foods Returns Donations Process & Procedure

ConAgra Foods Returns donation receipts must be filled out with cases and pounds *per line item*.

Members should always receive FEEDING AMERICA paperwork within 24 hrs. of a ConAgra Foods Return delivery of ConAgra Foods product by a carrier. If you do not receive this paperwork, please contact Debbie Micienko at the national office at 312-641-6748.

DonorExpress users: Be sure to open the attachment that comes with the Donor Express email notifying you of the donation. Review all information, paying special attention to the “Donor Ref No. and/or Release No.” (matches the Ticket No. / Return Claim No.) and the “Pickup Instructions” as this information may not be available on the website, but is still important for the donation.

Members *must* contact the warehouse contact listed on the FEEDING AMERICA Donation Offering & Receipt form. If you have a regular contact at the location that you usually deal with, you may speak with them, but if they are not aware of the donation, speak with the listed contact before sending back a zero receipt or contacting Debbie to report that the location does not have the product.

If your member is directed to pick up product for a ConAgra Foods Return, and you have difficulty doing so, you must **call Debbie to report this difficulty immediately**.

You may wait for returns that are supposed to be deliveries for one week past the out-by date stated on the FEEDING AMERICA offering. If at that time you have not received the product, please return a zero receipt. You do not need to call the warehouse to check on the product.

ConAgra Foods wants to hear of any problems within 5 days of issuing a return, and would like a receipt within (MAXIMUM) 25 days of issuing a return. **Members are requested to receipt back to FEEDING AMERICA within 48 hours of receiving a delivery/completing a pickup of ConAgra Foods Return donations.**

If your member agency is directed to pick up product for a ConAgra Foods Return donation, and is unable to, an explanation of WHY the product was unavailable **MUST** accompany the zero receipt. Please make sure to note the *names* of the people you speak with, the *date* on which you speak with them, and *what they tell you*. **The receipt is NOT considered complete without this explanation.**

If carriers deliver product to you that you do not have paperwork for, ask them for a Ticket No. / Return Claim No. If they do not have a number, make note of the carrier name and how much and what type of product is received. If you do not receive paperwork from Debbie within 24 hours, call and notify her.

Carriers may be directed to deliver product to your member agency, but if they call you to pick up instead, you have the choice whether or not to go pick up. **THE CARRIER WILL BE REIMBURSED FOR DELIVERING TO YOU EVEN IF YOU PICK UP.**

Questions or concerns about ConAgra Foods? Contact Debbie Micienko 312-641-6748 or email at dmicienko@feedingamerica.org.

Dannon

The date stamped on all of our products represents a suggested "best if consumed by" date. When properly sealed and refrigerated, our dairy products should be consumed by that date for the best quality experience. After the date, the product will gradually change in taste and/or texture, but the product may be wholesome and safe to consume long after the date. We recommend that Feeding America and its network of food banks use their best judgment in directing individuals to consume Dannon products. As long as the product looks, smells, and tastes good, and there are no visible signs of mold, the product is safe to consume.

While Dannon would recommend that all donated product be consumed by the date indicated on the product, we will not object to Feeding America distributing product **to be consumed no more than seven days after code date** provided that your staff have followed the above guidelines. This should be similar to the procedures that Feeding America has been following since the beginning of its Dannon relationship in 2002.

Del Monte Foods

College Inn brand canned broths are good up to six months past the code date/best if used by date.

Gel cups with fruit packed in plastic are good up to 90 days past the best if used by or consume by date. These fruit cups are commercially sterile. As the product ages past code, the color of the gel will lighten and the flavor may not be as intense.




GENERAL MILLS

General Mills provides the following extended use-by dates to Feeding America to allow safe and wholesome food to be distributed to those in need:

- **Refrigerated Product (with the exception of canned dough and yogurt):**
 - 30 days past expiration date
- **Canned Dough:**
 - 7 days past expiration date
- **Yogurt:**
 - 14 days past expiration date
- **Frozen Products:**
 - Vegetables – 6 months past expiration date
 - Bread, rolls (excluding cinnamon), cookies, cakes, brownies, puff pastry, pie shells and muffins – 90 days past expiration date
 - Cinnamon Rolls – 60 days past expiration date
 - Croissants and Danish pastries – 45 days past expiration date
 - Toaster Strudel, Toaster Scrambles, Pizza & Pizza Rolls – 30 days past expiration date
- **Dry and Shelf Stable Products:**
 - Baking Products (including mixes; frostings; and “Warm Delights”); cereal, canned vegetables, soup, meals and all products from “Small Planet Foods” – 6 months past expiration date
 - Flour, salty snacks, granola bars, “Fruit Roll-ups” and “Fruit by the Foot” – 3 months past expiration date
 - “Fruit Shapes,” “Fruit Gushers,” milk & cereal bars – 60 days past expiration date

TOP SEARCHES [All Hungernet](#) [All Hungernet](#) [All Hungernet](#) [All Hungernet](#) [All Hungernet](#) [All Hungernet](#) [All Hungernet](#) [All Hungernet](#) [All Hungernet](#) [All Hungernet](#)

All Hungernet 



Nestlé Update Gerber Agreement with Walmart



Gerber®

Nestlé USA – the manufacturer of Gerber baby food has updated their supplier agreement with Walmart. WalMart can now donate baby food to Feeding America through the retail store pickup program. Previously, this product was sent to return centers to be destroyed. This means more healthy, nutritious product for infants and babies will be available to our network! Many products are suitable to older kids, adults, seniors, Kids Cafes, Backpack programs, etc. (In keeping with Nestlé donation policies, any product at a food bank past the Nestlé use-by date must be destroyed).

Gerber manufacturers water, formulas, juices, milk, purees, fruits, vegetables, meals, cereals, cereal bars, healthy snacks, refrigerated and shelf stable yogurt, fruit strips and cereal bars. Their brands include Gerber, Good Start, Graduates, Organics, 2nd Foods, Graduates 2+, and 3rd Foods.

Hershey Company

- I. Maintain product in a temperature between 55 and 65 degrees Fahrenheit during shipping and while in storage at the Member.
- II. After accepting the donation, please wait 48 hours before calling to make a pick-up appointment. Refer to release date on offering.
- III. Hershey products should be counted by product type and case amount as it is loaded onto the truck. Driver must sign and date the bill of lading noting the number of cases received and the date of pick up. Hershey expects a receipt for the amount noted on the bill of lading by your driver. This amount often does not match the number of cases originally allocated. Also, please make sure that a Hershey representative signs the bill of lading before your truck leaves the dock.
- IV. A signed bill of lading must be returned to Feeding America with your allocation notice.
- V. Any discrepancies of more than five cases net between amounts allocated and received should be reported to the distribution office immediately upon receipt of the product.
- VI. If you choose not to count the product while the carrier waits, you must receipt for the quantity on the signed lading and adjust actual inventory (overage/shrinkage) to match.

Hormel

Apply the following when accepting donations of either unlabeled or mislabeled test product from Hormel.

Hormel will affix a correct product label on the exterior of each case that contains product that is either unlabeled or mislabeled. The Member must label each container in accordance with the Federal Food, Drug and Cosmetic Act.

If Feeding America or a designated Member chooses not to label each individual container, restrict the distribution of such product to on-site feeding programs.

John Morrell Food Group

DONOR'S STANDARD HANDLING REQUIREMENTS (ALL PRODUCTS):

- Product must be received, held, and distributed at holding temperatures printed on product boxes (i.e. refrigerated $\leq 34^{\circ}\text{F}$ and frozen $\leq 0^{\circ}\text{F}$).
- All products will be handled, held, and/or cooked to temperatures recommended on product package before serving (i.e. adhere to acceptable food safety practices).
- All refrigerated products must be donated to Feeding America ten (10) days prior to the expiration date or the product must be frozen prior to donation. Once product is frozen, product can be donated up to the posted expiration date (i.e. the decision to donate made and Feeding America contacted. It is acceptable to take several days to coordinate actual frozen product pick-up.)
- Feeding America can distribute refrigerated product or utilize in meal preparation with proper food safety handling practices, up to the printed code date on a package. Additionally, if product is frozen either before donation or by Feeding America on or before its' expiration date the product may be distributed frozen or utilized in meal preparation with proper food safety handling practices up to thirty (30) days past expiration date exhibited on the package.

- Packages that are torn, without vacuum, or broken open exposing the product inside will be destroyed and discarded as inedible upon receipt. All marks or packaging material that has one of the John Morrell Food Group brand names must be removed before disposing of the product.
- If product is received over 45°F it will be discarded as inedible.
- Product that smells off, visually appears or feels not wholesome will be destroyed and discarded as inedible. This would include product that has an off odor, putrid, gassy, milky liquid in package, slimy, off color, foreign material (glass, paper, wood, plastic, oil, grease, etc.) or any other attribute that would indicate non-wholesome product.
- All U.S. Department of Agriculture regulations will be adhered to.
- Should anyone at Feeding America or their agents have a question about any product being donated, they should call Warren Dorsa (513-346-5389).

Keebler

Cookies, crackers, pie crusts, and cones – Up to four months past code expiration to consume (distributed and consumed).

Kellogg Company

Standard Kellogg Company policy is to submit product donations to Feeding America and Members for distribution. Guidelines have been established to ensure that Kellogg quality standards and requirements are met, as well as to ensure that Kellogg is properly receipted for donations. Additional detail is listed below.

Kellogg Product Age

Products must be distributed in accordance with Feeding America standards to approved recipients and organizations based upon the date guidelines contained in the Shelf Life Procedures (See following page for additional Kellogg guidelines for shelf life). Product not distributed by the specified dates must be destroyed.

Kellogg Unacceptable Product

Any product that is wet, infested, contains stained packages or leaking food is unacceptable for donations. All of this product must be destroyed.

Kellogg Nutritional Labeling

Any product distributed for use by an individual recipient must contain nutritional information. In cases where the individual packages do not have the proper nutritional labels, Feeding America must obtain nutritional information from the case and affix to each item. If this information is unavailable, Jerod Matthews at jmatthews@feedingamerica.org must be contacted for the labeling before the donation is distributed or used.

Kellogg Product Pick-Up Details

Members must call to schedule a pick-up appointment for each donation. A release number must be provided when calling for an appointment and product should be picked up by the assigned out-by date. If a Member has concerns with donation pick-up from the warehouse, please contact Anita Wilson in

logistics at awilson@feedingamerica.org or 312.263.2303, ext. 6552. Please note: NO refrigerated units will be allowed to pick up dry loads.

Kellogg Receipting

Kellogg must receive a Donation Receipt for actual items donated. Avoid using the term “assorted” whenever possible. A Member is to submit receipt to Feeding America prior to receipt due date. FEEDING AMERICA will submit receipts to Kellogg within 30 days of the out-by-date. The out-by-date is defined as the day that the product is actually picked-up at the warehouse. Attach supporting paperwork whenever possible.

Kellogg Shelf Life Procedures

I. Aged Product:

- A. Open Date Coded: Family-sized cereal, and all other “open date coded products” must be distributed within 90 days past code date. Open code dated packages have a readable “better-if-used-by” date on the box. Product not distributed within 90 days past expiration must be destroyed.
- B. Blind Coded: Kellogg dry convenience food items (such as Pop-Tarts, Nutri-Grain Bars, and Rice Krispies Treats) must be distributed within one year of their manufacture date. The code date for these products may be read: first two digits – the month, third and fourth digits indicate the day, the fifth digit indicates the year. For example: 04238PA2 (This package was produced on April 23, 1998. The PA2 refers to the plant, shift, and line.

Other blind coded products have the following disposition time requirements:

- 1. Bulk Cereal Product (packed in 2 lb. or greater plastic bags) – may be distributed within 15 months of manufacture date.
- 2. Corn Flake Crumbs & Croutettes – may be distributed within 27 months of manufacture date.
- 3. Individual Cereal Boxes (small boxes 2.0 oz or less) – may be distributed within one year of manufacture date.
- 4. Eggo Frozen Waffles and Pancakes – may be distributed within 15 months of manufacture date.
- 5. Worthington Foods – If you require additional information for frozen Worthington products, please contact Anita Wilson in Logistics.

Any product not distributed by a Feeding America Member within the above guidelines must be destroyed. Note: The production date is also printed on the outside of the case.

Kraft Foods

- I. All donated product must be used / consumed by the code date extensions provided. All National donations will include the extended use-by date on the product offering. For local Kraft donations, members should refer to the attachment in order to determine appropriate use-by date. Code extensions are categorized by retail, foodservice, Kraft Food Ingredients and International products. Each of these categories is further divided by product type for easy reference. If you need assistance in determining extended use-by dates, please contact Feeding America.

- II. Unlabeled product and International products that do not have an English label can also be donated as long as the following information is provided:
 - a. Common name of the product,
 - b. Name and place of business of the manufacturer, packer or distributor,
 - c. Net quantity of the contents,
 - d. Common or usual name of each ingredient.For nationally allocated donations, Feeding America will ensure, upon notification from Kraft that the appropriate labeling information is given to members.

- III. With prior notification by Kraft, members will deface any coupons that appear on the primary package in such a way that ensures the coupon cannot be redeemed.

- IV. Product that is donated by the Kraft "National Claims Center" because it is refused by a Kraft customer and, therefore, on a truck ready for immediate delivery by Kraft or at a retailer ready for immediate pick up by the food bank, will be handled as follows:
 - a. Kraft National Claims will notify Feeding America, which will notify the appropriate food bank that a donation is available for delivery by Kraft or for pick-up by the food bank.
 - b. The food bank will provide a local receipt with Bill of Lading to Feeding America within 48 hours of pickup or delivery. Feeding America will provide a receipt to Kraft.
 - c. This "Claim Product" donation is subject to all other restrictions and terms in this addendum.

- V. Feeding America members will provide pallets for exchange on all pickups at Kraft facilities.

Policy Requirements

1. Product donated to Feeding America must be used / consumed by the code date extension.
2. Feeding America should deny food bank donations that do not meet these requirements.
3. The following Standard Extensions have been approved by the respective Kraft HQ Division Quality Managers.
4. For exceptions, the mixing center or manufacturing facility must get approval in writing from their respective Quality Manager.

Kraft Foods- continued

Code Date Standards

Purpose: Code date extensions are days added to the total shelf life of a product with the specific intent of donating the product to a food bank.

Unique Category / Product Exceptions

- A. Retail and Foodservice Oscar Mayer Division categories and KFI Meats salvage frozen products must be used by – 60 days. If the product is not salvage frozen, then follow the guidelines stated below. Product that has been Salvage Frozen cannot be held for more than 60 days from the expiration date on the package. If product has not moved from inventory in the 60 day time period, it must be destroyed, sold as pet food, or rendered as inedible. Products excluded from this process that cannot be frozen are:
 1. Pickles
 2. Lunchable Items containing drinks in rigid containers (e.g. Cola, Capri Sun, or Tang in cans or pouches). These items may be used by the food bank for 7 days past expiration date (– 7 days). Lunchables without drinks can be frozen and used by the food bank up to – 60 days. Lunchable items such as fun snack and cookie items that are shelf stable may be used 60 days past expiration date.
 3. Non-cured Stay Fresh Products.
 4. Louis Rich Cook-in-Bag Turkey Items. These items may be used by the food bank for 30 days past expiration (– 30 days).
- B. All DiGiorno Label products (refrigerated storage) must be used by 0 days, or must be frozen at the food bank on or before the same code date in order to extend the use by date to –60 days. Once frozen, product must be consumed immediately after being thawed.
- C. Starbuck’s must be distributed by Feeding America within one (1) year from the code date provided by Kraft and be restricted to on-site feeding programs.
- D. Country Time, Crystal Lite and Kool Aid powdered soft drinks must be distributed by Feeding America within six (6) months from the code date provided by Kraft.
- E. Foodservice KFI Pourable/Dry Dressings will only have a 30 day extension but the retail size product does not have extensions.
- F. Knox products have a 60day extension from the expiration date.

Kraft Code Date Extensions for Feeding America Food Banks

| Category Description | Code Date Ext. | Refer to Rule |
|--|----------------|---------------|
| Baking & Canning (Bakers, Calumet, Certo, Dream Whip, Everfresh, Minute Rice Pudding & Tapioca, Sure-Jell) | | |
| Baking Products | 60 | |
| Beverages (Capri Sun, Country Time, Crystal Light, General Foods, Kool-Aid, Health Quenchers, Tang) | | |
| Ready to Drink Bottles or Pouches | 60 | |
| Powdered Beverages | 180 | d |
| Cereal (Cream of Wheat, Cream of Rice, Post) | | |
| All Kraft Cereal | 60 | |
| Cheese (Breakstone, Cheese Whiz, Cracker Barrel, Light n' Lively, Philly, Sealtest, Velveeta) | | |
| Cheese Whiz | 60 | |
| Cheesecake (Whole Frozen) | 60 | |
| Churney Cheese (Athenos, DiGiorno) | 30 | |
| Cream Cheese (including Philly Dips) | 30 | |
| Grated Cheese | 60 | |
| Natural Cheese (Chunks/Bars, Cubes, Shreds) | 30 | |
| Other Recipe Cheese (Cheddar Melts, Spreadery Cheese) | 30 | |
| Philly Snack Bars | 30 | |
| Pollio Cheese (Caruso, Crowley) | 30 | |
| Private Label Cheese | 30 | |
| Sandwich Cheese (Slices) | 30 | |
| Velveeta Loaf | 60 | |
| Coffee (Burlaps, General Foods, Hotel & Restaurant, Jedi, Maxwell House, Office Coffee Systems, Origins, Sanka, Starbucks, Yuban) | | |
| Starbucks (all products are on-site restricted) | 365 | c |
| All other coffee | 180 | |
| Condiments | | |
| Coatings (Shake n' Bake) | 60 | |
| Kraft Dressings (Taste of Life, Seven Seas, Good Seasons) | 60 | |
| Enhancers (Cooking Revelations, Sauceworks) | 60 | |
| Sauces (Bull's Eye, Kraft BBQ) | 60 | |
| Spices | 60 | |
| Spoonables (Mayo, Miracle Whip, Sauceworks) | 60 | |

Kraft Retail Products

| Category Description | Code Date Ext. | Refer to Rule |
|--|-----------------|---------------|
| Dairy Products (Breakstone, Breyers, Cool-Whip, Jell-o, Knudsen, Light n' Lively) | | |
| Cottage Cheese | 15 | |
| Cultured | 15 | |
| Dips (Sour Cream based) | 15 | |
| Frozen Topping | 60 | |
| Sour Cream | 15 | |
| Yogurt | 15 | |
| Desserts | | |
| Dry Packaged Desserts (Jell-o, No Bake) | 60 | |
| Handi Snack Desserts (Shelf Stable Gelatin & Pudding) | 60 | |
| Ready to Eat Jello Desserts (Refrigerated) | 30 | |
| Entrees | | |
| DiGiorno Pasta and Sauce | 0 unless frozen | b |
| Dinners (Mac n' Cheese, Liquid Dinners, Pasta Salads) | 60 | |
| Meals (Lunchbreaks) | 60 | |
| Stove Top Oven Classics | 60 | |
| Taco Bell Kits, shells, tortillas | 60 | |
| Taco Bell red sauces, salsa, con queso, refried beans, seasoning | 120 | |
| Meats (Oscar Mayer, Louis Rich) | | |
| Bacon | 0 unless frozen | a |
| Hot Dogs | 0 unless frozen | a |
| Louis Rich Fresh Meats | 0 unless frozen | a |
| Lunchable Meals | 0 unless frozen | a |
| Oscar Mayer Fresh Meats | 0 unless frozen | a |
| Oscar Mayer Lunchables | 0 unless frozen | a |
| Slice Pack | 0 unless frozen | a |
| Specialty/Deli Meats | 0 unless frozen | a |
| Pickles (Claussen) | 30 | |
| Pizza (PLEASE NOTE THAT NESTLE USA NOW OWNS THE PIZZA BRANDS LISTED. THERE ARE NO USE-BY EXTENSIONS AND MUST BE DESTROYED AT EXPIRATION). | | |
| Tombstone, DiGiorno, Jack's, and California Pizza Kitchen | 0 | f |

Kraft Retail Products (continued)

| Category Description | Code | Date Ext. | Refer to Rule |
|----------------------|------|-----------|---------------|
|----------------------|------|-----------|---------------|

Sides

| | | | |
|----------------------|--|----|--|
| Rice (Minute Rice) | | 60 | |
| Stuffing (Stove Top) | | 60 | |

Snacks

| | | | |
|-------------------------------------|--|----|--|
| Freezer Pops (Kool-Aid, Mr. Freeze) | | 60 | |
| Handi Snack Crackers | | 60 | |
| Snack Box/ Mixed Crackers | | 60 | |

Kraft Foodservice Products

| Category Description | Code | Date Ext. | Refer to Rule |
|----------------------|------|-----------|---------------|
|----------------------|------|-----------|---------------|

Beverages (Crystal Light, Country Time, Hotel & Restaurant, Kool Aid, Maxwell House, Office Coffee Systems, Tang)

| | | | |
|--|--|----|--|
| Base Coffee | | 60 | |
| Hot Beverages (Hot Chocolate, Cappucino) | | 60 | |
| Powdered Soft Drinks | | 60 | |
| Ready to Drink Beverages | | 60 | |
| Specialty Coffee | | 60 | |

| | | | |
|---|--|----|--|
| Cereal (Cream of Wheat, Cream of Rice, Post) | | 60 | |
|---|--|----|--|

Dressings (Good Seasons, Seven Seas)

| | | | |
|-----------------------|--|-----------------------|---|
| Pourable/Dry Dressing | | 0 unless refrigerated | e |
|-----------------------|--|-----------------------|---|

Condiments

| | | | |
|---------------------------------|--|----|--|
| SAUCES (Bull's Eye, Open Pit) | | 60 | |
| Spoonables (Mayo, Miracle Whip) | | 30 | |

Cheese

| | | | |
|-------------------------|--|----|--|
| Breakstone Cream Cheese | | 30 | |
| Cream Cheese (Philly) | | 30 | |
| FS - Process Cheese | | 30 | |
| Grated Cheese | | 60 | |
| Natural Cheese | | 30 | |

Desserts

| | |
|--------------------------------|----|
| Dry desserts (D-Zerta, Jell-o) | 30 |
| Frozen desserts | 60 |
| Refrigerated desserts | 30 |

Meats (Louis Rich, Oscar Mayer)

| | | |
|----------------|-----------------|---|
| Bacon | 0 unless frozen | a |
| Hot Dogs | 0 unless frozen | a |
| Sandwich Meats | 0 unless frozen | a |

Entrees

| | |
|--------------|----|
| Bakery Stix | 0 |
| Frozen Meals | 60 |
| Handi Stuffs | 0 |

| | |
|---------------------------|----|
| Pickles (Claussen) | 30 |
|---------------------------|----|

Industrial (Kraft Foods Ingredients) Categories

| Category Description | Code | Date Ext. | Refer to Rule |
|--------------------------------|-----------------------|-----------|---------------|
| Cocount | | 60 | |
| Flavors (Sprays, oils) | | 30 | |
| KFI Pourable/Dry Dressings | 0 unless refrigerated | | e |
| KFI Process/Natural Cheese | | 30 | |
| KFI Soft Cheese (cream cheese) | | 30 | |
| Meats | 0 unless frozen | | a |
| Powders (cheese, creamers) | | 60 | |
| Rice and Grains | | 60 | |

International (Export) Categories

| Category Description | Code | Date Ext. | Refer to Rule |
|----------------------------------|------|-----------|---------------|
| Beverages (Kool-Aid, Tang) | | 60 | |
| Canadian Country Time | | 180 | d |
| Canadian Kool Aid | | 180 | d |
| Cheese | | 30 | |
| Coffee | | 60 | |
| Desserts/Snacks | | 60 | |
| Dry (Coconut, Beverages, Cereal) | | 60 | |

International (Export) Categories

| Category Description | Code | Date Ext. | Refer to Rule |
|-------------------------------------|------|-----------|---------------|
| Meals (Mac n' Cheese, Miracle Whip) | | 60 | |
| Oscar Mayer | | 0 | a |

| | | |
|-----------------------------------|-----|---|
| Post Cereals | 60 | |
| Puerto Rico Kool Aid | 180 | d |
| Puerto Rico Tang | 180 | d |
| Refrigerated (Bologna, Cool Whip) | 30 | |

Kraft-Nabisco

If your food bank receives a call directly from a Nabisco distribution center, please ask the Nabisco folks to call the FEEDING AMERICA Product Donations Department at (312) 641-6542. Do not return a local receipt for any Nabisco Biscuit product.

Several members are picking up donations from local bakeries and branches without proper authorization. This practice is contrary to the requirements of Kraft Foods, Inc, owners of Kraft-Nabisco.

Kraft-Nabisco donations should NEVER be local/blue receipted. They should ALWAYS be national/yellow receipted. There are no exceptions to this rule.

Because some members did not follow stated procedures at the Nabisco facilities around the country, Altria (parent company of Kraft) is now getting involved in the auditing process of all bakeries. Due to this audit, reconciliation of donations and offers to FEEDING AMERICA with the poundage tracked from the offer to the receipt will be more closely scrutinized.

Your member should not, under any circumstances, accept a donation load from a Nabisco facility without:

- (1) The itemized Bills of Lading.
- (2) The invoice that states the authorization number (05-xxx).

If you do pickup a national/yellow donation and are not given these two documents, you are to immediately contact Rich VandenBout, 312-641-6542, and he will alert Kraft corporate.

CODE DATE EXTENSIONS: All Kraft/Nabisco products have a 60 day extension after the best if used by date.

Please contact Jackie Alton in Logistics at 312.641.6551 or Ty Harvey in Product Sourcing at 312.641.5625 if you have any questions about this portion of Kraft's business.

Land O' Lakes

| Ess Div Desc | Ess Prod Grp Desc | After Expire - Good For Food Shelf Donation Until: (Days) |
|--------------------------|--|---|
| Consumer Butter | Flavored, Light Quarters, Light Whipped, Salted Quarters, Soft/Spreadable Btr W/Canola, Ultra Creamy, Unsalted Quarters, Whipped | 60 |
| Consumer Spreads | Soft – Cmb, Soft – Fbt, Soft – Margarine, Stick – Cmb, Stick – Fbt, Stick - Margarine | 60 |
| Dairy Case Cheese - Base | 16 Oz, 32Oz, 8 Oz Chunks, Lol Longhorns | 30 |
| Dairy Case Cheese - Base | Alpine Lace, Deli Sliced, Reduced Fat | Not Defined |
| Dairy Case Cheese - Base | Kiel Select, Process Loaf, Process Singles, Process Slices | 60 |

| | | |
|--------------------------------|--|--------------------------|
| Dairy Case Cheese - Base | Snack | 0 |
| Dairy Case Cheese - Channels | 2lb Natural Cheese Slices | 0 |
| Dairy Case Cheese - Channels | 32 Oz Chunks | 30 |
| Dairy Case Cheese - Channels | Channels - IWS | 60 |
| Dairy Case Cheese - Channels | Channels - Other | Not Defined |
| Dairy Case Cheese - Channels | Private Label | Not Defined |
| Deli - Affiliated Brands | 5# Loaf – Hillview, 5# Loaf - Private Label, 5# Loaf – Starfield, Northfield Hillview Sliced | 60 |
| Deli - Affiliated Brands | Northfield P/L Self-Serve, Northfield P/L Sliced | Not Defined |
| Deli - A\ Self-Service | Self-Serve Shingle Pak | Not Defined |
| Deli - A\ Service | 5# Loaf (Brl), Prints | Not Defined |
| Deli - A\ Service | Muenster (Blk) | 0 |
| Deli - A\ Service | Provolone (Blk), Swiss (Blk) | 30 |
| Deli - Lol Self-Service | Self-Serve Light, Self-Serve Shingle Pak, Self-Serve Other | Not Defined |
| Deli - Lol Service | American Loaf (Brl), American Slice (Brl), Swiss | 60 |
| Deli - Lol Service | Brick (Blk), Mozzarella (Blk), Muenster (Blk), Provolone (Blk), Havarti (Blk) | 0 |
| Deli - Lol Service | Flavored Loaf (Brl), Light Loaf (Brl), Longhorns (Blk), Prints (Blk) | Not Defined |
| Deli - Ny Service | 5# Flavored Loaf | Not Defined |
| Deli - Ny Service | 5# Loaf, 5# Slice | 60 |
| Deli - Ny Service | Cheese Sauce | Not Defined |
| Deli - Ny Service | Muenster, Swiss, Provolone | 0 |
| New Superspreads | Butter With Olive Oil | 60 |
| Foodservice Blends | B O H Blend | 60 |
| Foodservice Butter | Butter Oil (Street), Prints And Bulk, Prints And Bulk (B Grade), Whipped Butter (A Grade), | 60 |
| Foodservice Captive - Cheese | Bulk Commodity | 60 |
| Foodservice Captive- Margarine | Captive Margarine | 60 |
| Foodservice Cheese | Alpine Lace, Natural / Specialty, Blocks And Prints | Not Defined |
| Foodservice Cheese | Process Extra Melt Loaf, Process Loaf, Process Loaf And Bulk | 60 |
| Foodservice Cheese | Process Slice Focus, Process Slice Non-Focus | Not Defined |
| Foodservice Cheese | Readi-Pac Natural, Readi-Pac Specialty Flavr Slic, Shredded/Cubed Naturals | Cheese Variety Dependent |
| Foodservice Margarine | B O H Margarine, B O H Spreads | 60 |
| Foodservice Nonfat Dry Milk | Nonfat Dry Milk | 180 |
| Foodservice Sauces | Sauce Select Premium, Sauce Value | |
| Foodservice Sour Cream | Sour Cream – Commodity, Sour Cream - Value Added | 30 |
| Fs Cheese 40# Blocks | 40# Mont Jack | |
| Fs-Large Fsr Butter | Fsr Prints And Bulk | 60 |
| Fs-Large Fsr Cheese | Fsr Bulk Commodity, Fsr Readi-Pac Natural | Cheese Variety Dependent |
| Fs-Large Fsr Cheese | Fsr Shredded Natural, Fsr Shreds Processed | 0 |
| Fs-Large Fsr Cheese | Fsr Sliced | Not Defined |
| Fs-Large Fsr Table Top Spreads | Fsr Tt Spreads | |
| Fs-School Cheese | School Fs Cheese, School Fs Cheese Portions | |
| Fs-School Kcco Cheese | School Fs Cheese - Kcco | 60 |
| Fs-School Prepared Foods | School Fs Mac & Cheese, School Fs Rolls | 60 |
| Fs-School Sauce | School Fs Sauce, School Fs Sauce - Tt | |
| Fs-Table Top Butter | Butter Cups (Aa Grade), Club Continentals (Aa Grade), Continentals (Aa Grade) | 60 |
| Fs-Table Top Cheese | Table Top Cream Cheese | |
| Fs-Table Top Sour Cream | Table Top Sour Cream | |
| Fs-Table Top Spreads (S) | Spreads Pcs | 60 |
| Is Butter Blends | Is Butter Blends- Solid, Is Butter Oil | 60 |
| Is Cheese | Is Natural Cheese | Cheese Variety Dependent |
| Is Cheese | Is Pasteurized Proc Chs Food, Is Pasteurized Proc Chs Sprd, Is Pasteurized Process Cheese | 60 |
| Is Cheese | Is Cdp-Butter/Sour Cream Group, Is Cdp-Cheddease, Is Cdp-Dairy Powders, Is Cdp-Lachedda Group, Is Cdp-Mellow Group, Is Cdp-Varietal Cheese | |
| Is Cheese & Dairy Powders | Is Private Label #10 Cans Cheese, Is Private Label 9 Oz- Cheese, Is Private Label Cups- Cheese, Is Private Label Pouch- Cheese, Is Private Lbl Cups Non-Cheese | 90 If Aseptic |
| Is Seasonings | Is Seasonings-Cheese Based, Is Seasonings-Dairy Based, Is Seasonings-Non-Dairy | 90 If Aseptic |

Please contact Crissy Borsig in Logistics at 312.641.5378 or Liz Wilson in Product Sourcing at 312.641.5626 if you have any questions about this portion of Land O' Lakes business.

MARS (formerly MASTERFOODS USA)

Temperature Control. M&M Mars products must be stored at a temperature between 65 and 75 degrees Fahrenheit and 50+-5% RH.

- I. **Code Dating.** M&M Mars product must be distributed and consumed within 3 months of the date the product was received.
- II. **Disposal.** Any M&M Mars product that cannot be distributed and consumed according to Section III requirements must be dumped. If a Member dumps any M&M Mars product, a destruction certificate or some other means of assuring the product is not salvaged at the disposal site is required. Dumping the product in a Member's dumpster or giving it to a hog farmer does not meet this requirement.
- III. **Member Pounding Estimates.** Periodically, M&M Mars requests that Feeding America survey its members and determine each member's monthly distribution capacity. Each Feeding America member's estimate must be based on how much the Member can distribute in one month. M&M Mars requests that we supply them with two estimates, one for summer months (May to September) and one for winter months (October to April). Submit estimates based on distribution capability and temperature considerations (see II, above).
- IV. **Receipting Procedure.** M&M Mars product must be counted by case code, as it is unloaded from the truck. Please make all of the necessary corrections on the bill of lading before you sign it. Also, note any other pertinent information (i.e., the truck was sealed).
 - a) Any discrepancies of more than five cases net between amounts allocated and received must be reported to your Feeding America Product Donations/Logistics office immediately.
 - b) Return receipts for M&M Mars donations immediately. The allocation notice must reflect each product received and be accompanied by a copy of the bill of lading.
 - c) M&M Mars is never a local receipt. Please call the Product Donations/Logistics department if you do not receive a national allocation notice within one week of a delivery.
- VI. **Tracking.** Upon request, M&M Mars may require a detailed tracking summary from an Feeding America member Member. If requested, the summary should be mailed within 72 hours and include:
 - a) Amount received
 - b) Amounts distributed, including recipient agencies, date of receipt, and amounts received
 - c) Remaining inventory, including code dates.
- VII. **Sharing.** If a Feeding America member Member shares M&M Mars product with a SDO, it is the responsibility of that Member to notify the SDO of all M&M Mars donor requirements.
- VIII. **Allocation.** If a Feeding America Member fails to adhere to any of the M&M Mars donor requirements listed above, M&M Mars reserves the right to discontinue donations to the Member. Reinstatement of M&M Mars donations is subject to M&M Mars' approval.
- IX. **Donor Policy.** The only M&M Mars product you may accept and distribute is that product directly allocated through Feeding America to your Member. Refuse any product offered by a local source. M&M Mars sales staff are instructed to pick up any and all unsaleables from their customers. Any product received through retail salvage is to be disposed of.

Dove International (Mars Brand)

- I. Transportation Trucks

- A. The refrigerated unit shall be pre-cooled to minus 10 degrees Fahrenheit (-23 degrees Celsius) before the product is loaded for transport.
 - B. A minimum of minus 10 degrees (-23 degrees Celsius) Fahrenheit shall be maintained in the refrigerated unit during transport.
- II. Storage Temperature
- A. The temperature in the storage facility shall not exceed minus 10 degree Fahrenheit (-23 degrees Celsius).
 - B. Accurate indicating thermometers shall be present in each storage area to show the current air temperature.
 - C. Maintain accurate temperature records by continuous recorder or in a daily logbook.
- III. Product Movement
- A. Unload product promptly. Do not expose product to ambient temperatures for more than five (5) minutes.
 - B. Handle product carefully to prevent damage and/or contamination.
- IV. Product Storage
- A. Store pallets as single units. Pallets shall not be double-or triple-stacked.
 - B. A First In, First Out (FIFO) stock rotation shall be followed. This will ensure that the oldest product is moved first.
 - C. The warehouse shall have an adequate pest (insect and rodent) control program.
 - D. The warehouse shall be maintained using Good Manufacturing Practices (GMP).
 - E. Warehouse must be clean and in good sanitary and structural condition. A sanitation cleaning log should be maintained at all times.
 - F. Temperature control requirements as outlined in Section I & II.

Nestlé USA

Guidelines for Nestlé-USA Product

Nestlé – Controlled Donations to Feeding America

Nestlé product donation from Nestlé-controlled facilities direct to Feeding America will contain aged stock approaching expiry. Every attempt will be made to offer donations with as much remaining shelf life as possible – yet no donations will be made containing expired stock.

If Feeding America receives expired Nestle stock from any source – or if Nestle stock ages past its expiry date while at Feeding America food banks - it must be destroyed.

Reclamation Centers -- Donations of Nestlé Product from the Retail Trade

Nestlé has very strict handling guidelines regarding product that may be received by Feeding America through the retail trade at **reclamation centers** because the company is concerned about the product's integrity and fitness for consumption.

Therefore, the following disposal guidelines are in place for product received from reclamation providers.

A. Nestlé Nutrition products received at Reclamation Centers:

1. All **Nestlé Infant Nutrition branded infant formulas** (e.g. Good Start Supreme branded family of milk and soy based formulas) **must be opened and dumped plus deface or remove and shred labels.**
2. All **Nestlé Healthcare Nutrition** products (e.g. Boost, Carnation Instant Breakfast, Nutrament) **must be opened and dumped.**
3. All **Performance Nutrition** products (e.g. Power Bar) **must be opened and dumped.**
4. All **Gerber** branded products (e.g. meals, drinks or cereal) **must be opened and dumped.**

B. Nestlé Chocolate & Confection products received at Reclamation Centers

All chocolate and confections must be dumped. Brands include 100 Grand, Aero, Baby Ruth, Bit O Honey, Butterfinger, Chunky, Crunch, Goobers, Nesteggs Nestlé Milk Chocolate, Nips, Oh Henry, Pearson, PowerBar, Raisinets, Snocaps, Turtles, Wonka, Nestlé baking products such as Nestlé morsels, covered raisins, butterscotch, Crunch pieces, mint, premier white, and semi-sweet

All other Nestlé Product received at reclamation centers are acceptable for use **provided they are not expired and pass the normal physical inspection / sorting process.**

Ocean Spray Cranberries

Currently 90% of Ocean Spray product is packaged in plastic containers. Therefore the following use by date guidelines refer to product in plastic bottles. For glass items, add an additional 30 days shelf life.

Use by Date Guidelines:

- I. Sauces and Foods may be used 90 days past code.
- II. Craisins may be used 120 days past code.
- III. Single Serve glass and cans may be used 60 days past code EXCEPT citrus products, guava, refreshers and kiwi-strawberry which must be used 30 days past code.
- IV. Multi-Serve plastic items may be used 60 days past code EXCEPT citrus products, guava, refreshers, lightstyle and low calorie products which must be used 30 days past code.

The Procter & Gamble Company (P&G)

P&G is a centralized donor. Donations will come through the Chicago office (yellow receipt). For yellow receipts please follow the following format:

Procter & Gamble has mandated FEEDING AMERICA Members include the Procter & Gamble ten-digit invoice number in receipts. This number is also the same as the last ten digits on the BOL number on the receipt. Insert in the "Member Comments" section if you use DonorExpress. For P&G to obtain maximum tax credits **we must forward all BOLs along with our receipts. There can be no exception to this request from P&G.**

If there is a discrepancy between quantities on the bill of lading/shipment papers and what is actually received, you should adjust the bill of lading/shipment papers at the time of delivery.

The BOL number or invoice number supplied to your food bank from the P&G donating location must accompany your receipt to the FEEDING AMERICA Chicago office. If you do not receive a BOL or invoice number please contact Randy Starck as soon as possible at 312.263.6531

Tropicana

Due to Tropicana's newly-implemented warehouse software, the company requires all pick-up appointments to be scheduled a minimum of 48 hours in advance.

All refrigerated products are only good for one week/seven days past shelf-life or code date expiration.

Tropicana orange juice in all containers other than glass may be frozen to extend the shelf-life. Freezing should be considered stopping the aging process. Therefore, please note the number of days remaining until expiration when the product is frozen. Those are the numbers of days available to consume the product once it's thawed again.

Unilever

| Category | DONATED SHELF LIFE (after expiration) |
|--------------------------------------|--|
| Meal Solutions BGT | |
| Reman Sauce | |
| Ragú Retort Sauce | 2 months |
| Bertolli Retort | 2 months |
| Bertolli Red Sauce | 2 months |
| Ragú Meat Sauce | 2 months |
| Total Sauce | 2 months |
| Total Retort | |
| Bertolli Olive Oil | Shelf Life |
| Bertolli Frozen | Shelf Life |
| Ragu Organic | 2 months |
| Total Non Sauce | |
| Total Sauce/Bertolli | |
| Side Dish | 6 months |
| Total Side Dish | 6 months |
| Soup Secrets | 6 months |
| Recipe Secrets | 6 months |
| Cup-a-Soup | 6 months |
| Soup as a Drink | 6 months |
| Total Soups | 6 months |
| Sizzle & Stir | |
| Total Lipton M-Makers | |
| Seasoning Blends | 6 months |
| Adolph's MCI (Dry) | 6 months |
| Weekday Gourmet | 3 months |
| Steak Sauce | 3 months |
| Mike's Lawrys | |
| Tenderizers/Spice Blends | 6 months |
| Marinades/Stir Fry | 3 months |
| Peter's Lawry's | |
| Total Lawry's | |
| Bouillon, Dips, Soups | 6 months |
| Knorr Broth | 3 months |
| Knorr Sauces(Mexican Cooking Sauces) | 3 months |
| Total Knorr GM | |
| Latin Beans | 6 months |
| Latin Bouillon | 6 months |
| Latin Mixes | 6 months |
| Latin Broth | 3 months |
| Latin Soups (Dry) | 6 months |
| Latin Starch | 6 months |

| | |
|---------------------------|----------|
| Knorr Aseptic Soup | 3 months |
| Total Knorr Latin | |
| Total Knorr | |
| Total Lipton-Lawrys-Knorr | |
| TOTAL MEAL SOLUTIONS | |

Health and Vitality BGT

| | |
|----------------|----------|
| Regular Tea | 6 months |
| Specialty Tea | 6 months |
| Powdered Tea | 6 months |
| Total Beverage | |

| | |
|----------------------|----------|
| Skippy Base Business | 5 months |
| Skippy Stix | 3 months |
| Skippy Squeeze It | 2 months |
| Skippy Snack Bars | 2 months |
| Total Skippy | |

| | |
|---------------------------|----------|
| Carb Options (Ketchup) | 3 months |
| Slimfast (all products) | 2 months |
| Resolution (not MST) | |
| TOTAL HEALTH AND VITALITY | |

Spreads, Dressings and More BGT

| | |
|---------------|---------------|
| Branded | 2 months |
| Promise | 2 months |
| Private Label | Cannot Donate |
| Industrial | No |
| Total SCC | |

| | |
|------------------|----------|
| Mayonnaise | 3 months |
| Tartar | 3 months |
| Dijonnaise | 3 months |
| Sandwich Spread | 3 months |
| Total Spoonables | |

| | |
|--------------------|----------|
| Wish-Bone/Ranch-Up | 3 months |
| Total Pourables | |

Total Dressings

TOTAL SPREADS & DRESSINGS & MORE

Chilled BGT

| | |
|---------------------|--|
| Country Crock Sides | Open Code- no use-by date extension |
| Deli Salads | |


Search FSIS

 All FSIS

- Search Tips
- A to Z Index

Browse by Audience

 Information For...
Browse by Subject

- ▶ Food Safety Education
- ▶ Science
- ▶ Regulations & Policies
- ▶ FSIS Recalls
- ▶ Food Defense & Emergency Response
- ▶ Codex Alimentarius

 You are here: [Home](#) / [Fact Sheets](#) / [Food Labeling](#) / [Food Product Dating](#)

Fact Sheets

Food Labeling

Food Product Dating

"Sell by Feb 14" is a type of information you might find on a meat or poultry product. Are dates required on food products? Does it mean the product will be unsafe to use after that date? Here is some background information which answers these and other questions about product dating.

- What is dating?
- Is dating required by federal law?
- What types of food are dated?
- Types of Dates
- Safety After Date Expires
- Dating Infant Formula
- What do can codes mean?
- Dates on Egg Cartons
- UPC or Bar Codes
- Storage Times
- Refrigerator Home Storage, Fresh or Uncooked Products
- Refrigerator Home Storage, Processed Products Sealed at Plant

What is dating?

"Open Dating" (use of a calendar date as opposed to a code) on a food product is a date stamped on a product's package to help the store determine how long to display the product for sale. It can also help the purchaser to know the time limit to purchase or use the product at its best quality. It is not a safety date. After the date passes, while not of best quality, the product should still be safe if handled properly and kept at 40 °F or below for the recommended storage times listed on the chart (see below). If product has a "use-by" date, follow that date. If product has a "sell-by" date or no date, cook or freeze the product by the times on the chart below.

[[Top of Page](#)]

Is dating required by federal law?

Except for infant formula (see below), product dating is not generally required by Federal regulations. However, if a calendar date is used, it must express both the month and day of the month (and the year, in the case of shelf-stable and frozen products). If a calendar date is shown, immediately adjacent to the date must be a phrase explaining the meaning of that date such as "sell-by" or "use before."

There is no uniform or universally accepted system used for food dating in the United States. Although dating of some foods is required by more than 20 states, there are areas of the country where much of the food supply has some type of open date and other areas where almost no food is dated.

[[Top of Page](#)]

What types of food are dated?

Open dating is found primarily on perishable foods such as meat, poultry, eggs and dairy products. "Closed" or "coded" dating might appear on shelf-stable products such as cans and boxes of food.

Fact Sheets

- Safe Food Handling
- At-Risk Populations
- Meat Preparation
- Poultry Preparation
- Egg Products Preparation
- Seasonal Food Safety
- Appliances & Thermometers
- Foodborne Illness & Disease
- Emergency Preparedness
- FSIS Programs & Workforce
- Production & Inspection
- ◆ Food Labeling

[Top of Page]

Types of Dates

- A "**Sell-By**" date tells the store how long to display the product for sale. You should buy the product before the date expires.
- A "**Best if Used By (or Before)**" date is recommended for best flavor or quality. It is not a purchase or safety date.
- A "**Use-By**" date is the last date recommended for the use of the product while at peak quality. The date has been determined by the manufacturer of the product.
- "**Closed or coded dates**" are packing numbers for use by the manufacturer.

[Top of Page]

Safety After Date Expires

Except for "use-by" dates, product dates don't always refer to home storage and use after purchase. "Use-by" dates usually refer to best quality and are not safety dates. But even if the date expires during home storage, a product should be safe, wholesome and of good quality if handled properly and kept at 40 °F or below. See the accompanying refrigerator charts for storage times of dated products. If product has a "use-by" date, follow that date. If product has a "sell-by" date or no date, cook or freeze the product by the times on the chart below.

Foods can develop an off odor, flavor or appearance due to spoilage bacteria. If a food has developed such characteristics, you should not use it for quality reasons.

If foods are mishandled, however, foodborne bacteria can grow and cause foodborne illness — before or after the date on the package. For example, if hot dogs are taken to a picnic and left out several hours, they might not be safe if used thereafter, even if the date hasn't expired.

Other examples of potential mishandling are products that have been: defrosted at room temperature more than two hours; cross contaminated; or handled by people who don't practice sanitation. Make sure to follow the handling and preparation instructions on the label to ensure top quality and safety.

[Top of Page]

Dating Infant Formula

Federal regulations require a "use-by" date on the product label of infant formula under FDA inspection. If consumed by that date, the formula or food must contain not less than the quantity of each nutrient as described on the label. Formula must maintain an acceptable quality to pass through an ordinary bottle nipple. If stored too long, formula can separate and clog the nipple.

The "use-by" date is selected by the manufacturer, packer or distributor of the product on the basis of product analysis throughout its shelf life, tests, or other information. It is also based on the conditions of handling, storage, preparation, and use printed on the label. Do not buy or use baby formula after its "use-by" date.

[Top of Page]

What do can codes mean?

Cans must exhibit a packing code to enable tracking of the product in interstate commerce. This enables manufacturers to rotate their stock as well as to locate their products in the event of a recall.

These codes, which appear as a series of letters and/or numbers, might refer to the date or time of manufacture. They aren't meant for the consumer to interpret as "use-by" dates. There is no book or Web site that tells how to translate

the codes into dates.

Cans may also display "open" or calendar dates. Usually these are "best if used by" dates for peak quality.

In general, high-acid canned foods such as tomatoes, grapefruit and pineapple will retain best quality on the shelf for 12 to 18 months; low-acid canned foods such as meat, poultry, fish and most vegetables will retain best quality on the shelf for 2 to 5 years — if the can remains in good condition and has been stored in a cool, clean, dry place.

[Top of Page]

Dates on Egg Cartons

Use of either a "Sell-By" or "Expiration" (EXP) date is not federally required, but may be State required, as defined by the egg laws in the State where the eggs are marketed. Some State egg laws do not allow the use of a "sell-by" date.

Many eggs reach stores only a few days after the hen lays them. Egg cartons with the USDA grade shield on them must display the "pack date" (the day that the eggs were washed, graded, and placed in the carton). The number is a three-digit code that represents the consecutive day of the year starting with January 1 as 001 and ending with December 31 as 365. When a "sell-by" date appears on a carton bearing the USDA grade shield, the code date may not exceed 45 days from the date of pack.

Always purchase eggs before the "Sell-By" or "EXP" date on the carton. After the eggs reach home, refrigerate the eggs in their original carton and place them in the coldest part of the refrigerator, not in the door. For best quality, use eggs within 3 to 5 weeks of the date you purchase them. The "sell-by" date will usually expire during that length of time, but the eggs are perfectly safe to use.

[Top of Page]

UPC or Bar Codes

Universal Product Codes appear on packages as black lines of varying widths above a series of numbers. They are not required by regulation but manufacturers print them on most product labels because scanners at supermarkets can "read" them quickly to record the price at checkout.

Bar codes are used by stores and manufacturers for inventory purposes and marketing information. When read by a computer, they can reveal such specific information as the manufacturer's name, product name, size of product and price. The numbers are not used to identify recalled products.

[Top of Page]

Storage Times

Since product dates aren't a guide for safe use of a product, how long can the consumer store the food and still use it at top quality? Follow these tips:

- Purchase the product before the date expires.
- If perishable, take the food home immediately after purchase and refrigerate it promptly. Freeze it if you can't use it within times recommended on chart.
- Once a perishable product is frozen, it doesn't matter if the date expires because foods kept frozen continuously are safe indefinitely.
- Follow handling recommendations on product.
- Consult the following storage chart.

[Top of Page]

Refrigerator Home Storage (at 40 °F or below) of Fresh or Uncooked Products

If product has a "use-by" date, follow that date.
If product has a "sell-by" date or no date, cook or freeze the product by the times on the following chart.

Refrigerator Storage of Fresh or Uncooked Products

| Product | Storage Times After Purchase |
|--|------------------------------|
| Poultry | 1 or 2 days |
| Beef, Veal, Pork and Lamb | 3 to 5 days |
| Ground Meat and Ground Poultry | 1 or 2 days |
| Fresh Variety Meats (Liver, Tongue, Brain, Kidneys, Heart, Chitterlings) | 1 or 2 days |
| Cured Ham, Cook-Before-Eating | 5 to 7 days |
| Sausage from Pork, Beef or Turkey, Uncooked | 1 or 2 days |
| Eggs | 3 to 5 weeks |

[Top of Page]

Refrigerator Home Storage (at 40 °F or below) of Processed Products Sealed at Plant

If product has a "use-by" date, follow that date.
 If product has a "sell-by" or no date, cook or freeze the product by the times on the following chart.

Refrigerator Storage of Processed Products Sealed at Plant

| Processed Product | Unopened, After Purchase | After Opening |
|--|--------------------------|-------------------------------|
| Cooked Poultry | 3 to 4 days | 3 to 4 days |
| Cooked Sausage | 3 to 4 days | 3 to 4 days |
| Sausage, Hard/Dry, shelf-stable | 6 weeks/pantry | 3 weeks |
| Corned Beef, uncooked, in pouch with pickling juices | 5 to 7 days | 3 to 4 days |
| Vacuum-packed Dinners, Commercial Brand with USDA seal | 2 weeks | 3 to 4 days |
| Bacon | 2 weeks | 7 days |
| Hot dogs | 2 weeks | 1 week |
| Luncheon meat | 2 weeks | 3 to 5 days |
| Ham, fully cooked | 7 days | slices, 3 days; whole, 7 days |
| Ham, canned, labeled "keep refrigerated" | 9 months | 3 to 4 days |
| Ham, canned, shelf stable | 2 years/pantry | 3 to 5 days |
| Canned Meat and Poultry, shelf stable | 2 to 5 years/pantry | 3 to 4 days |

[Top of Page]

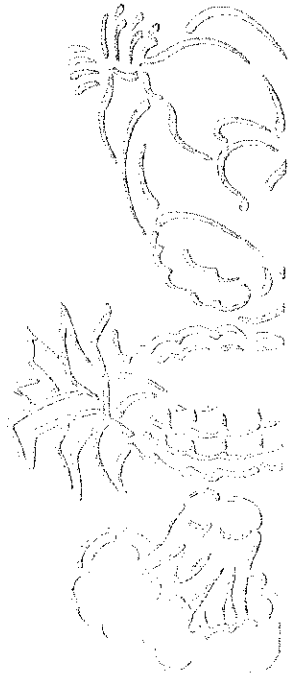
TODAY'S SUPERMARKET

Supermarkets stock an amazing array of fresh, frozen and prepared foods. After selecting these perishable food items, it's up to you to take care of them properly. The Food Keeper is designed to help you shop for groceries and handle food products carefully, and safely, from the store to the table.

Shopping Smart

- Begin your grocery shopping by selecting shelf-stable items such as canned goods, chips and soft drinks. Make sure the containers are intact. Cans should not be bulging, leaking or dented on the seam or rim. Lids must be secure. Plastic or paper packaging shouldn't be torn.
- Select refrigerated and frozen foods and hot deli items last – right before checkout.
- Don't choose meat, fish, poultry or dairy products that feel warm to the touch or have a damaged or torn package. If a package begins to leak, wrap it in plastic bags.
- Choose only pasteurized dairy products and refrigerated eggs that are not cracked or dirty.
- Check "sell-by" and "use-by" dates on packages.

Once you purchase food, take it directly home. If this is not possible, keep a cooler in the car to transport cold perishable items. Immediately put perishables into the refrigerator or freezer.



www.fightbac.org

Developed by

Food Marketing Institute

655 15th Street, NW, Suite 700
Washington, DC 20005

(202) 452-8444

Web site: www.fmi.org/consumer

with

Cornell University

Institute of Food Science

Cornell Cooperative Extension

(607) 255-3262

Web site: <http://foodscience.cals.cornell.edu/>

Call USDA's Meat and Poultry Hotline toll free at: 1-800-535-4555, 10:00 a.m. to 4:00 p.m. Eastern time, Monday through Friday year round, for more information about the safe handling, cooking, and storage of food.
Web site: www.isis.usda.gov

Call FDA's Center for Food Safety and

Applied Nutrition toll free at

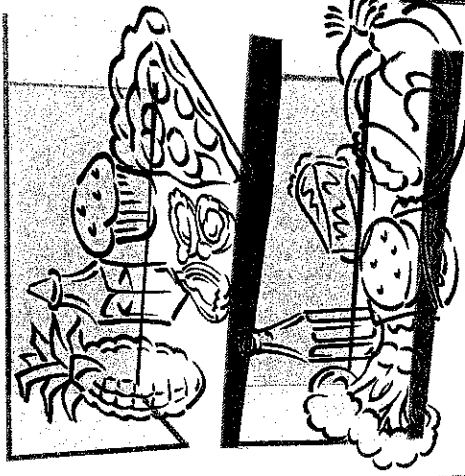
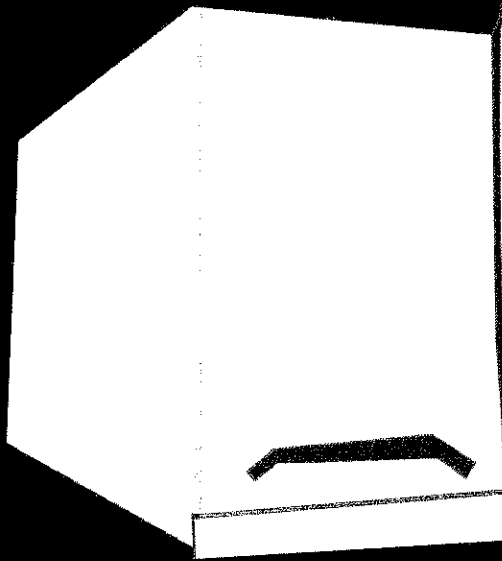
1-(888) 723-3366.

Web site: www.cfsan.fda.gov

The

FOOD KEEPER

A Consumer Guide to Food Quality & Safe Handling



THE FOOD KEEPER

The Food Keeper contains valuable storage advice to help you maintain the freshness and quality of foods. Some foods deteriorate quickly, while the quality of other items may last longer than expected. This is why the storage times listed in the accompanying charts are intended as useful guidelines, not hard and fast rules.

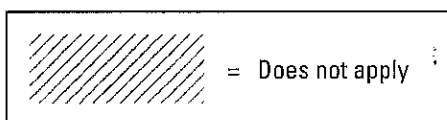
Remember to buy foods in reasonable quantities and rotate them in your pantry, refrigerator and freezer.

REFRIGERATED FOOD

Refrigerate food to preserve freshness. However, over time, even chilled food begins to go bad. The Food Keeper charts indicate refrigerator storage times for a wide variety of food items, calculated from the date of purchase.

Temperature

- Set the refrigerator to maintain a temperature of 40°F or below.
- Keep a refrigerator thermometer in the unit or check the temperature seasonally.
- Don't overload the refrigerator. Air must circulate freely to cool all foods evenly.



foods purchased refrigerated

| PRODUCT | REFRIGERATED | |
|---|---|---------------------|
| BEVERAGES, FRUIT | | |
| Juice in cartons, fruit drinks, punch | 3 weeks, unopened; 7-10 days open | 8-12 months |
| DAIRY PRODUCTS | | |
| Butter | 1-3 months | 6-9 months |
| Buttermilk | 1-2 weeks | 3 months |
| Cheese, hard (such as cheddar, swiss, block parmesan) | 6 months unopened; 3-4 weeks opened | 6 months |
| Parmesan, shredded | 1 month opened | 3-4 months |
| Shredded cheddar, mozzarella, etc. | 1 month | 3-4 months |
| Cheese, processed slices | 1-2 months | Doesn't freeze well |
| Cheese, soft (such as Brie, Bel Paese) | 1 week | 6 months |
| Cottage cheese, ricotta | 1 week | Doesn't freeze well |
| Cream cheese | 2 weeks | Doesn't freeze well |
| Cream, whipping, ultrapasteurized | 1 month | Do not freeze |
| Whipped, sweetened | 1 day | 1-2 months |
| Aerosol can, real whipped cream | 3-4 weeks | Do not freeze |
| Aerosol can, nondairy topping | 3 months | Do not freeze |
| Cream, half-and-half | 3-4 days | 4 months |
| Dips, sour cream based | 2 weeks | Do not freeze |
| Egg substitutes, liquid | | |
| unopened | 10 days | Do not freeze |
| opened | 3 days | |
| Eggnog, commercial | 3-5 days | 6 months |
| Eggs, in shell | 3-5 weeks | Do not freeze |
| raw whites, yolks* | 2-4 days | 12 months |
| hard cooked | 1 week | Doesn't freeze well |
| Kefir (fermented milk) | 1 week after date; opened 1-2 days | Do not freeze |
| Margarine | 6 months | 12 months |
| Milk, plain or flavored | 1 week | 3 months |
| Pudding | Package date; 2 days after opening | Do not freeze |
| Sour cream | 7-21 days | Doesn't freeze well |
| Yogurt | 7-14 days | 1-2 months |
| DOUGH | | |
| Tube cans of biscuits, rolls, pizza dough, etc. | Use-by date | Do not freeze |
| Ready-to-bake pie crust | Use-by date | 2 months |
| Cookie dough | Use by date, unopened or opened | 2 months |
| PASTA, fresh | | |
| | 1-2 days or use-by date on package | 2 months |
| PESTO or SALSA | | |
| | Date on carton; 3 days after opening | 1-2 months |
| SOY PRODUCTS | | |
| Soy or rice beverage, refrigerated | 7-10 days | Do not freeze |
| Tofu | 1 week or package date | 5 months |
| Miso | 3 months | Do not freeze |

*When freezing egg yolks, beat in either 1/8 teaspoon salt or 1 1/2 teaspoons sugar or corn syrup per 1/4 cup egg yolks (4 yolks).

foods purchased refrigerated

STORING REFRIGERATED FOOD

- Leave meat, poultry and seafood in the store packaging before using. Repeated handling can introduce bacteria into products.
- Store opened food in foil, plastic wrap, leak-proof plastic bags or airtight, food storage containers to keep food from drying out.
- Place meat, poultry and seafood in the coldest part of the refrigerator. Store eggs in their original carton on a shelf, not in the door.
- Defrost or marinate meat in the refrigerator – never on the kitchen counter.
- Place meat, poultry and seafood items on the lowest shelf to minimize leakage onto other stored foods.
- Clean the refrigerator regularly to remove spoiled food, odors and bacteria. Don't overload the refrigerator. Air must circulate freely to cool all foods evenly.

HANDLING FOOD SAFELY AT HOME

Many cases of foodborne illness occur each year due to improper handling of food in the home. Microorganisms multiply rapidly at temperatures between 40°F and 140°F. Unfortunately, the harmful bacteria that cause most cases of foodborne illness cannot be seen, smelled or tasted. Therefore, it's important to:

Keep Cold foods Cold (40°F or below) and Hot foods Hot (140°F or above).

and follow these additional rules from the FightBAC!® Partnership for Food Safety:

1. **CLEAN:** Wash hands and surfaces often and thoroughly.
2. **SEPARATE:** Don't cross-contaminate.
3. **COOK:** Cook to proper temperatures.
4. **CHILL:** Refrigerate promptly. (after home cooking) 3-4 days refrigerated or 2-3 months frozen.

| MEAT, POULTRY & FISH | REFRIGERATED | |
|---|--|------------------------|
| FISH | | |
| Lean fish (cod, flounder, haddock, halibut, sole, etc.) | 1-2 days | 6-8 months |
| Lean fish (pollock, ocean perch, rockfish, sea trout) | 1-2 days | 4 months |
| Fatty fish (bluefish, mackerel, mullet, salmon, tuna, etc.) | 1-2 days | 2-3 months |
| Caviar, fresh, in jar | 1-4 weeks; 2 days open | Doesn't freeze well |
| Cooked fish, all | 3-4 days | 1-2 months |
| Surimi seafood | 3-4 days or package date | 9 months |
| SHELLFISH | | |
| Shrimp, scallops, crayfish, squid | 1-2 days | 3-6 months |
| Shucked clams, mussels and oysters | 1-2 days | 3-4 months |
| Crab meat, fresh | 1-2 days | 4 months |
| Crab meat, pasteurized | 6 months unopened; 3-5 days, opened | 4 months |
| Crab legs, king, dungeness, snow | 5 days | 9-12 months |
| Live clams, mussels, crab and oysters | 1-2 days | 2-3 months |
| Live lobsters | 1-2 days | 2-3 months |
| Lobster tails | 1-2 days | 6 months |
| Cooked shellfish, all | 3-4 days | 3 months |
| SMOKED FISH | | |
| Herring | 3-4 days | 2 months |
| Salmon, whitefish, cold-smoked | 5-8 days | 2 months |
| Salmon, whitefish, hot smoked | 14 days or date on vacuum pkg | 6 months in vacuum pkg |
| MEAT, FRESH | | |
| Beef, lamb, pork or veal chops, steaks, roasts | 3-5 days | 4-12 months |
| Ground meat | 1-2 days | 3-4 months |
| Variety meats (liver, tongue, chitterlings, etc.) | 1-2 days | 3-4 months |
| Cooked meats (after home cooking) | 3-4 days | 2-3 months |
| MEAT, SMOKED OR PROCESSED | | |
| Bacon | 1 week | 1 month |
| Comed beef, in pouch with pickling juices | 5-7 days | 1 month |
| Ham, canned ("keep refrigerated" label) | 6-9 months | Do not freeze |
| Ham, fully cooked, whole | 1 week | 1-2 months |
| Ham, fully cooked, slices or half | 3-4 days | 1-2 months |
| Ham, cook before eating | 1 week | 1-2 months |
| Hot dogs, sealed in package | 2 weeks | 1-2 months |
| Hot dogs, after opening | 1 week | 1-2 months |
| Lunch meats, sealed in package | 2 weeks | 1-2 months |
| Lunch meats, after opening | 3-5 days | 1-2 months |
| Sausage, raw, bulk type | 1-2 days | 1-2 months |
| Sausage, smoked links, patties | 1 week | 1-2 months |
| Sausage, hard, dry (pepperoni), sliced | 2-3 weeks | 1-2 months |
| POULTRY, FRESH | | |
| Chicken or turkey, whole | 1-2 days | 12 months |
| Chicken or turkey, parts | 1-2 days | 9 months |
| Duckling or goose, whole | 1-2 days | 6 months |
| Giblets | 1-2 days | 3-4 months |
| POULTRY, COOKED or PROCESSED | | |
| Chicken nuggets, patties | 1-2 days | 1-3 months |
| Cooked poultry dishes | 3-4 days | 4-6 months |
| Fried chicken | 3-4 days | 4 months |
| Ground turkey or chicken | 1-2 days | 3-4 months |
| Lunch meats, sealed in package | 2 weeks | 1-2 months |
| Lunch meats, after opening | 3-5 days | 1-2 months |
| Pieces covered with broth or gravy | 1-2 days | 6 months |
| Rotisserie chicken | 3-4 days | 4 months |

fresh fruits and vegetables

| FRUITS | SHELF | REFRIGERATOR | FREEZER |
|------------------------|------------|---------------------------|---------------------------------------|
| Apples | 1-2 days | 3 weeks | Cooked, 8 months |
| Apricots | Until ripe | 2-3 days | Do not freeze |
| Avocados | Until ripe | 3-4 days | Do not freeze |
| Bananas | Until ripe | 2 days, skin will blacken | Whole peeled, 1 month |
| Berries, cherries | / | 1-2 days | 4 months |
| Citrus Fruit | 10 days | 1-2 weeks | Do not freeze |
| Coconuts, fresh | 1 week | 2-3 weeks | Shredded, 6 months |
| Grapes | 1 day | 1 week | Whole, 1 month |
| Kiwi Fruit | Until ripe | 3-4 days | Do not freeze |
| Melons | 1-2 days | 3-4 days | Balls, 1 month |
| Papaya, mango | 3-5 days | 1 week | Do not freeze |
| Peaches, nectarines | Until ripe | 3-4 days | Sliced, lemon juice & sugar, 2 months |
| Pears, Plums | 3-5 days | 3-4 days | Do not freeze |
| VEGETABLES | SHELF | RAW REFRIG. | FREEZER |
| Artichokes, whole | 1-2 days | 1-2 weeks | Do not freeze |
| Asparagus | / | 3-4 days | 8 months |
| Beans, green or wax | / | 3-4 days | 8 months |
| Beets | 1 day | 7-10 days | 6-8 months |
| Bok choy | / | 2-3 days | 10-12 months |
| Broccoli, raab, rapini | / | 3-5 days | 10-12 months |
| Brussels sprouts | / | 3-5 days | 10-12 months |
| Cauliflower | / | 3-5 days | 10-12 months |
| Cabbage | / | 1-2 weeks | 10-12 months |
| Carrots, parsnips | / | 3 weeks | 10-12 months |
| Celery | / | 1-2 weeks | 10-12 months |
| Corn on the cob | / | 1-2 days | 8 months |
| Cucumbers | / | 4-5 days | Do not freeze |
| Eggplant | 1 day | 3-4 days | 6-8 months |
| Garlic | 1 month | 1-2 weeks | 1 month |
| Ginger Root | 1-2 days | 1-2 weeks | 1 month |
| Greens | / | 1-2 days | 10-12 months |
| Herbs, fresh | / | 7-10 days | 1-2 months |
| Leeks | / | 1-2 weeks | 10-12 months |
| Lettuce, iceberg | / | 1-2 weeks | Do not freeze |
| Lettuce, leaf | / | 3-7 days | Do not freeze |
| Mushrooms | / | 2-3 days | 10-12 months |
| Okra | / | 2-3 days | 10-12 months |
| Onions, dry | 2-3 weeks | 2 months | 10-12 months |
| Spring or green | / | 1-2 weeks | 10-12 months |
| Parsley, cilantro | / | 1 week | 1-2 months |
| Peppers, bell or chile | / | 4-5 days | 6-8 months |
| Potatoes | 1-2 months | 1-2 weeks | Cooked and mashed, 10-12 months |
| Radishes | / | 10-14 days | Do not freeze |
| Rutabagas | 1 week | 2 weeks | 8-10 months |
| Spinach | / | 1-2 days | 10-12 months |
| Squash, summer | / | 4-5 days | 10-12 months |
| winter | 1 week | 2 weeks | 10-12 months |
| Turnips | / | 2 weeks | 8-10 months |
| Tomatoes | Until ripe | 2-3 days | 2 months |

*It is recommended to blanch (partially cook) or cook vegetables before freezing.

FRESH PRODUCE

- Raw fruit and vegetables can be held at room temperature, stored in the refrigerator or frozen. For most produce, refrigeration is the best way to maintain quality and delay ripening.

- Wash produce under running water before preparation.

- Once fruits and vegetables are cut, chopped or cooked, they should be placed in the refrigerator within two hours, or frozen in plastic freezer containers.

Here are more rules for handling food safely in the home:

- Keep EVERYTHING clean – hands, utensils, counters, cutting boards and sinks.

- Always WASH HANDS and EQUIPMENT thoroughly with soap and hot water before preparing foods and after handling raw meat, poultry or seafood.

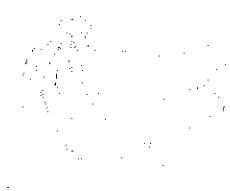
- Don't let juices from raw meat, poultry or seafood touch ready-to-eat foods during shopping, in the refrigerator or during preparation.

- Always put cooked food on a clean plate that did not previously hold raw meat, poultry or seafood.

- Cutting boards can be a source of bacterial contamination, so it's a good idea to use different cutting boards for raw meat and poultry, produce and ready-to-eat foods. When using cutting boards, make sure that they are thoroughly cleaned.

- Cook foods to proper temperatures to kill bacteria.

- Use a clean food thermometer to make sure foods reach proper temperatures.



FROZEN FOODS

Because foods frozen at peak quality will taste better than foods frozen near the end of their useful life, quickly freeze items you don't plan to use in the next day or two. Keep the freezer temperature at 0°F or below; frozen food quality deteriorates more rapidly above 0°F.

Remember, freezing to 0°F inactivates but does not destroy microbes such as bacteria, yeasts and molds that can be present in food. Once a frozen food item is thawed, these microbes can become active, multiplying under the right conditions to levels that can lead to foodborne illness.

Defrosting

Never defrost foods outdoors, in a cold room in the house, such as the basement, or on the kitchen counter. These methods encourage growth of harmful bacteria.

- There are three ways to defrost food: in the refrigerator, in a sealed package in cold water, and in the microwave oven. Never defrost or thaw a food product by leaving it out on the kitchen counter.
- Food thawed in the refrigerator can be refrozen without cooking. Plan ahead because food may take several hours to thaw in the refrigerator (or even days for turkeys).
- Foods defrosted in cold water or in the microwave should be cooked immediately.

DELI FOODS

Your supermarket deli maintains rigid quality assurance and sanitation standards to ensure you will always receive fresh, wholesome products.

- As soon as you get home, immediately put cold perishables into the refrigerator or freezer.
- Hot perishable foods from the deli department need to be kept at 140°F or above, or consumed within two hours.
- For hot deli foods to be eaten at a later time, place them in shallow, covered containers and refrigerate or freeze within two hours.
- Reheat foods to 165°F.

foods purchased frozen

| FROZEN ITEMS | FREEZER | REFRIGERATOR |
|--------------------------------|--------------|------------------------------|
| Bagels | 2 months | 1-2 weeks |
| Bread Dough, commercial | Use-by date | After baking, 4-7 days |
| Burritos, sandwiches | 2 months | 3-4 days |
| Egg substitutes | 12 months | Date on Carton |
| Fish, breaded | 3-6 months | Do not defrost. Cook frozen. |
| Fish, raw | 6 months | 1-2 days |
| Fruit such as berries, melons | 4-6 months | 4-5 days |
| Guacamole | 3-4 months | 3-4 days |
| Ice cream | 2-4 months | |
| Juice concentrates | 6-12 months | 7-10 days |
| Lobster tails | 3 months | 2 days |
| Pancakes, Waffles | 2 months | 3-4 days |
| Sausages, uncooked | 1-2 months | 1-2 days |
| precooked | 1-2 months | 1 week |
| Sherbet, sorbet | 2-4 months | |
| Shrimp, shellfish | 12 months | 1-2 days |
| Soy crumbles and hotdogs | 9 months | 3-4 days |
| Soy meat substitutes | 12-18 months | 3-4 days |
| Tempeh | 12 months | 1-2 weeks |
| Topping, whipped | 6 months | 2 weeks |
| TV Dinners, entrees, breakfast | 3 months | Do not defrost. Cook frozen. |
| Vegetables | 8 months | 3-4 days |

deli foods

| DELI FOODS | REFRIGERATOR | FREEZER |
|---|------------------------------------|----------------------|
| Main dishes or meals, hot or refrigerated | 3-4 days | 2-3 months |
| Meats covered with gravy or broth | 1-2 days | 6 months |
| Commercial brand vacuum packed dinners with USDA seal | 2 weeks | Does not freeze well |
| Chicken, rotisserie or fried | 3-4 days | 4 months |
| Luncheon meats, store-sliced | 3-5 days | 1-2 months |
| Paté | 1-2 days | 1-2 months |
| Cheese, store-sliced, hard cheese such as cheddar or swiss | 3-4 weeks | 6 months |
| Cheese, soft (such as brie, bel paese, goat cheese, fresh mozzarella) | 1 week | 6 months |
| Salads containing meat, fish, poultry or eggs | 3-4 days | Don't freeze. |
| Salads, vegetable | 3-5 days | Don't freeze. |
| Side dishes such as cooked vegetables, rice or potatoes | 3-4 days | 1-2 months |
| Olives | 2 weeks | Don't freeze. |
| Pudding | Package date; 2 days after opening | Don't freeze. |
| Fruit, cut | Package date; 4 days after opening | Don't freeze. |
| Cheesecake | 1 week | 2-3 months |

shelf-stable foods

| SHELF STABLE FOODS | UNOPENED IN PANTRY | REFRIGERATOR AFTER OPENING | |
|---|--------------------|---|-----------------|
| Baby food, jars or cans, fruits & vegetables meats & eggs cereal, dry mixes Formula | Use-by date | 2-3 days | / |
| | | 1 day | |
| | | / | |
| | | 1-2 days | |
| Bacon Bits, Imitation | 4 months | refer to jar | 4 months |
| Beans, Dried | 12 months | / | 12 months |
| Canned goods, low acid (such as meat, poultry, fish, gravy, stew, soups, beans, carrots, corn, pasta, peas, potatoes, spinach) | 2-5 years | 3-4 days | / |
| Canned goods, high acid (such as juices, fruit, pickles, sauerkraut, tomato soup, and foods in vinegar-based sauce) | 12-18 months | 5-7 days | / |
| Cereal, ready-to-eat Cook before eating (oatmeal, etc.) | 6-12 months | / | 3 months |
| | 12 months | / | 6-12 months |
| Coffee, whole beans, non-vacuum bag ground, in cans instant, jars and tins | 1-3 weeks | (For all types; 3-4 months frozen; 2 weeks refrigerated) | 1 week |
| | 2 years | | 1 week |
| | 12 months | | 2-3 months |
| BAKING INGREDIENTS | | | |
| Baking powder | 6 months | / | 3 months |
| Baking soda | 18 months | / | 6 months |
| Biscuit or pancake mix | 15 months | / | Pkg use-by date |
| Cake, Brownie, Bread Mixes | 12-18 months | / | Pkg use-by date |
| Commeal, regular, degerminated stone ground or blue | 6-12 months | 12 months | / |
| | 1 month | 2-3 months | / |
| Cornstarch | 18 months | / | 18 months |
| Flour, white Flour, whole wheat | 6-12 months | / | 6-8 months |
| | 1 month | 6-8 months | / |
| Frosting, canned Frosting mixes | 10 months | 1 week | 3 months |
| | 12 months | / | 3 months |
| Chocolate, unsweetened and semi-sweet, solid | 18-24 months | / | 1 year |
| Chocolate syrup | 2 years | 6 months | / |
| Cocoa and Cocoa Mixes | Indefinitely | / | 1 year |
| CONDIMENTS | | | |
| Barbecue sauce, bottled | 12 months | 4 months | 1 month |
| Ketchup, Cocktail or Chili sauce | 12 months | 6 months | 1 month |
| | | 1-2 months | / |
| Horseradish, in jar | 12 months | 3-4 months | / |
| Mayonnaise, commercial | 2-3 months | 2 months | / |
| Mustard | 12 months | 12 months | 1 month |
| Olives, black and green | 12-18 months | 2 weeks | / |
| Pickles | 12 months | 1-2 weeks | / |
| Salad Dressings, commercial, bottled | 10-12 months | 3 months | / |
| | | 1 month | / |
| Salsa, picante & taco sauces | 12 months | 1 month | / |
| COOKIES, packaged | 2 months | 8-12 months frozen | 4 weeks |
| CRACKERS | 8 months | Freeze or refrigerate 3-4 months | 1 month |

PANTRY STORAGE

Shelf-stable foods such as canned goods, cereal, baking mixes, pasta, dry beans, mustard, ketchup and peanut butter can be kept safely at room temperature.

To keep these foods at their best quality, store them in clean, dry, cool (below 85°F) cabinets away from the stove or the refrigerator's exhaust. Extremely hot (over 100°F) and freezing temperatures are harmful to canned goods.

Never use food from cans that are leaking, rusting, bulging, badly dented, or with a foul odor; cracked jars or jars with loose or bulging lids; or any container that spurts liquid when you open it. NEVER TASTE such foods. Throw out any food you suspect is spoiled. In general, most canned foods have a long shelf life, and when properly stored, can be eaten for several years:

- Low-acid canned goods — two to five years (canned meat and poultry, stews, soups except tomato, pasta products, potatoes, corn, carrots, spinach, beans, beets, peas and pumpkin).
- High-acid canned goods — 12 to 18 months (tomato products, fruits, sauerkraut and foods in vinegar-based sauces or dressings).
- Some canned hams are shelf-stable. Never store ham or any foods labeled "keep refrigerated" in the pantry. These foods must be stored in the refrigerator.

Many shelf-stable foods remain edible for several weeks, or even months, after opening, as the accompanying chart indicates. However, be sure to read package labels. Some items must be refrigerated after opening. Of course, products that become contaminated (bugs in flour, for example) should be immediately thrown out.

shelf-stable foods

FOOD PRODUCT DATING

Dates are printed on many food items, but product dating is not required by federal regulations except on infant formula and baby foods. Dating of some foods, usually dairy products, is required by more than 20 states. An expired date doesn't necessarily mean that the food needs to be discarded. Still, it's helpful to understand the differences among package dates.

Coded dates (packing numbers) may appear on shelf-stable products such as cans and boxes of food. This enables manufacturers to rotate their stock, as well as locate their products in the event of a recall.

Calendar dates help stores determine how long to display the product for sale and relate to the peak quality of food, not safety. Calendar dates are found primarily on perishable foods, such as dairy products, eggs, meat and poultry.

Here are the three ways that products are dated:

- "Sell-by" date - tells the store how long to display the product for sale. You should buy the product before the date expires.
- "Best if Used By (or Before)" - recommended for best flavor or quality. It is not a purchase or safety date.
- "Use By" - the last date recommended for use of the product while at peak quality. The manufacturer of the product has determined the date.

BABY FOOD

Do not buy or use infant formula and baby food past its "use-by" date. Federal regulations require a date on these products.

| SHELF STABLE FOODS | UNOPENED IN PANTRY | REFRIGERATOR AFTER OPENING | USE BY DATE |
|---|---------------------------|--|----------------------------------|
| Diet powder mixes | 6 months | | 3 months |
| Extracts, vanilla, lemon, etc. | 3 years | | 1 year |
| Fruits, dried | 6 months | 6 months | 1 month |
| Garlic, chopped, commercial jars | 18 months 8 months | Refrigerate; use by date on jar | |
| Gelatin, flavored unflavored | 18 months 3 years | | Use all or reseal for 3-4 months |
| Gravy, jars and cans | 2-5 years | 1-2 days | Use entire can |
| dry gravy mixes | 2 years | 1-2 days | Mix entire packet |
| Herbs, dried | 1-2 years | | Cool, dark place 1 year |
| Honey | 12 months | | 12 months |
| Jams, jellies, preserves | 12 months | 6 months | |
| Jerky, commercially dried | 12 months | 2-3 months | |
| Jerky, homemade | | 1-2 months | 1-2 months |
| Juice, boxes | 4-6 months | 8-12 days | |
| Lentils, dried | 12 months | | 12 months |
| Marshmallows, marshmallow creme | 2-4 months | | 1 month |
| Milk, canned evaporated | 12 months | 4-5 days | |
| Molasses | 12 months | | 6 months |
| Mushrooms, dried | 6 months | | 3 months |
| Oils, olive or vegetable nut oils | 6 months 6 months | 4 months | 1-3 months |
| vegetable oil sprays | 2 years | | 1 year |
| Nuts, jars or cans | 12 months | Refrigerate 4-6 months Freeze 9-12 months | 1 month |
| Pasta, dry, without eggs | 2 years | | 1 year |
| Dry egg noodles | 2 years | | 1-2 months |
| Peanut butter, commercial | 6-9 months | | 2-3 months |
| Peas, dried split | 12 months | | 12 months |
| Pectin | Use by pkg. date | | 1 month |
| Popcorn, dry kernels in jar | 2 years | | 1 year |
| Commercially popped in bags microwave packets | 2-3 months 12 months | | 1-2 weeks 1-2 days popped |
| Potato chips | 2 months | | 1-2 weeks |
| Potatoes, instant | 6-12 months | | 6-12 months |
| Pudding mixes | 12 months | | 3-4 months |
| Rice, white or wild brown | 2 years 1 year | 6 months | 1 year 1 year |
| flavored or herb mixes | 6 months | | Use all |
| Sauce mixes, nondairy (spaghetti, taco, etc.) | 2 years | | Use entire amount |
| Cream sauces, milk solids | 1 year | | |
| Shortening, solid | 8 months | | 3 months |
| Soda such as carbonated cola drinks, mixers: | | | |
| diet sodas, bottles or cans | 3 mos. after date | 2-3 days | 1 week |
| regular sodas, bottles | 3 mos. after date | 2-3 days | 2 weeks |
| regular sodas, cans | 9 mos. after date | | |
| Soup mixes, dry bouillon | 12 months | | 12 months |
| SOY PRODUCTS | | | |
| Soy or rice beverage, shelf stable | 3 months or "use-by" date | 7-10 days | |
| soy beverage powders | 6 months | | 3-4 months |
| soy flour, de-fatted, low-fat | 1 year | | 1 year |
| soy flour, full-fat | 2 months | 6 months | |
| Textured soy protein (TSP) | 2 years | | 3-4 months |
| Re-hydrated TSP | 3-4 months | 3-4 days | |
| Spaghetti sauce in jars | 18 months | 4 days | |

shelf-stable foods/bakery items

| SHELF STABLE FOODS | UNOPENED IN PANTRY | REFRIGERATOR AFTER OPENING | FREEZER |
|---|---|----------------------------|--------------------------|
| Spices, whole ground | 2-4 years total | / | Included in total |
| | 2-3 years total | | Included in total |
| paprika, red pepper, & chili powder | 2 years total | Store in refrigerator | Included in total |
| | | | |
| Sugar, brown granulated | 4 months | / | Sugar never spoils |
| | 2 years | | |
| | 18 months | | |
| | 2 years | | |
| confectioners sugar substitutes | 12 months | 12 months | / |
| | 12 months | | |
| Syrup, pancake genuine or real maple | 12 months | 12 months | 12 months |
| Tapioca | 12 months | / | 12 months |
| Tea, bags loose instant | 18 months | / | 12 months |
| | 2 years | | 6-12 months |
| | 3 years | | 6-12 months |
| Toaster pastries, fruit filled non-fruit fillings | 6 months | / | Keep foil packets sealed |
| | 9 months | | |
| Tomatoes, sun dried, packed in oil packed in cellophane | 12 months | 6-12 months | 3-6 months |
| | 9 months | 6-12 months | 3-6 months |
| Vinegar | 2 years | / | 12 months |
| Yeast, dry, packets and jars | Use by date | Refrigerate open jars | / |
| Water, bottled | 1-2 years | / | 3 months |
| Worcestershire Sauce | 1 year | / | 1 year |
| BAKERY ITEMS | SHELF | REFRIGERATOR | FREEZER |
| Bread, commercial* | 2-4 days | 7-14 days | 3 months |
| Bread, flat (tortillas, pita) | 2-4 days | 4-7 days | 4 months |
| Cakes, angel food chiffon, sponge chocolate fruit cake made from mix pound cake | 1-2 days | 1 week | 2 months |
| | 1-2 day | 1 week | 2 months |
| | 1-2 days | 1 week | 4 months |
| | 1 month | 6 months | 12 months |
| | 3-4 days | 1 week | 4 months |
| | 3-4 days | 1 week | 6 months |
| (Refrigerate any cake with frosting made of dairy products or eggs) | *Any breads containing meat, hard cooked eggs, custard filling or other perishable ingredients must be refrigerated within two hours. | | |
| Cheesecake | / | 1 week | 2-3 months |
| Cookies, bakery or homemade | 2-3 weeks | 2 months | 8-12 months |
| Croissants, butter | 1 day | 1 week | 2 months |
| Doughnuts, glazed or cake dairy cream filled | 1-2 days | 1 week | 1 month |
| | / | 3-4 days | / |
| Eclairs, dairy cream filled | / | 3-4 days | / |
| Muffins | 1-2 days | 1 week | 2 months |
| Pastries, danish | 1-2 days | 1 week | 2 months |
| Pies, cream chiffon fruit mincemeat pecan pumpkin | / | 3-4 days | / |
| | / | 1-2 days | / |
| | 1-2 days | 1 week | 8 months |
| | 2 hours | 1 week | 8 months |
| | 2 hours | 3-4 days | 1-2 months |
| | 2 hours | 3-4 days | 1-2 months |
| Quiche | 2 hours | 3-4 days | 2 months |
| Rolls, yeast, baked yeast, partially baked filled, meat or vegetables | 3-4 days | 1 week | 2 months |
| | Package date | 1 week | 2 months |
| | 2 hours | 3-4 days | 2 months |

KEEPING FOOD SAFE DURING A POWER OUTAGE

Sooner or later, the electricity may fail due to a power outage, and a refrigerator without electricity cannot keep food safe very long. To be prepared, keep an appliance thermometer in both the refrigerator and freezer to monitor the temperature.

In the Freezer

- Even when the power is off, a full freezer will stay frozen for about two days; a half-full freezer about one day. So keep the freezer door closed.
- If you think power will be out for several days, locate some block ice, bags of ice or dry ice to put in the freezer along with your refrigerated perishable food, or keep the food continually iced in an insulated cooler.
- You can also pack foods tightly together to insulate one another.
- All thawed raw or cooked foods can be refrozen if they still contain ice crystals or are 40°F or below, but there may be some quality loss.
- Foods thawed and held above 40°F for more than two hours should be discarded.

Foods in the Refrigerator

- Refrigerated foods should be edible as long as power is out no more than four hours.
- Discard any perishable foods that have been above 40°F for two hours or more, and any food that has an unusual odor, color, or texture, or feels warm to the touch.
- If you have any doubts about the safety of any item in your refrigerator after power is restored, it's best to err on the side of caution and discard it.

For additional information about food safety during power outages, call the toll-free USDA Meat and Poultry Hotline at 1-800-535-4555.

