



Receiving Donated Food*

TIME AND TEMPERATURE CONTROL FOR SAFETY (TCS) FOODS

Meat, seafood, dairy products, leafy greens, cut melons, and cooked vegetables need to be kept under time and temperature control to be safe – that is, 41°F and under or 135°F and above.

- ☐ Confirm that the food comes from a licensed source.
- ☐ Using a clean thermometer, **TAKE TEMPERATURES** of all TCS food when it is delivered.
- ☐ Ask donor for the **DATE** food was prepared and **TIME** food was removed from temperature control (refrigeration or heat) and write it on the package.
- ☐ **THROW OUT** TCS food **IF** time removal from temperature control is unknown or over 4 hours and the temperature is between 42°F and 134°F.
- ☐ **IMMEDIATELY PLACE** acceptable TCS food in refrigeration or hot holding units as applicable.

THROW AWAY

- ☐ **TCS FOOD** prepared more than 6 days ago.
- ☐ **TCS FOOD** between 42°F and 134°F and time removed from temperature control is unknown or over 4 hours.
- ☐ **NO LABELS** on the product - name of food, food source.
- ☐ **HOMEMADE/HOME CANNED** foods (food must come from a permitted or licensed source).
- ☐ Opened/partially used items.
- ☐ Moldy, decayed, leaking **OR** bruised products or products containing a strong odor.
- ☐ Food containing ice crystals or stains on packaging.
- ☐ Expired baby formula.

HOW TO TAKE TEMPERATURES

- ☐ Always use a clean thermometer.
- ☐ Insert the thermometer into the center of the food at the thickest part, away from the pan, bone, fat, or gristle.
- ☐ Insert the thermometer far enough into the food to cover the dimple on the thermometer.
- ☐ If the food has an uneven thickness (such as a turkey or beef roast) or has a variety of ingredients, check the temperature in several different places.
- ☐ If a food is thin (such as a hamburger), stick the thermometer into the side.

*State orders issued for a particular disaster regarding donated food will supercede local requirements. 5/3/2021

