



Receiving Food Supplies and Food Donations*

EQUIPMENT AND STAFF

- ☐ Thermometer (0-220°F) and alcohol wipes for sanitizing the thermometer.
- ☐ Refrigeration ($\leq 41^{\circ}\text{F}$) and hot holding units ($\geq 135^{\circ}\text{F}$).
- ☐ Markers and masking tape for documenting dates and times.
- ☐ Designated persons responsible for and trained in the procedures below.

PROCEDURES

Incoming Food

- ☐ Designate two separate areas on the receiving dock and provide corresponding signs: one for Time and Temperature Control for Safety (TCS) food and one for non-TCS food.
- ☐ Accept food that only comes from a direct donor – no middle man.
- ☐ Accept TCS food only from a permitted or licensed food source (restaurant, grocery supplier, etc.)
- ☐ Examine all incoming food for food source, secure packaging, wholesomeness, and proper labeling.
- ☐ Frozen food should be delivered frozen.
- ☐ Dispose of food not meeting food safety requirements in sealed garbage bags and place in an outside dumpster.

Time and Temperature Control for Safety (TCS) Food

- ☐ Using a clean thermometer, take temperatures of all TCS food.
- ☐ Ask donor for the date when the TCS food was prepared and the time when the food was removed from temperature control and write it on the package.
- ☐ Immediately place acceptable TCS food in refrigeration or hot holding units as applicable.

TCS food requires refrigeration ($\leq 41^{\circ}\text{F}$) or hot holding ($\geq 135^{\circ}\text{F}$) for safety (ex.- meat, milk, cheese, cooked food, including cooked vegetables)

Non-TCS food

- ☐ Place acceptable food that does not require temperature control for safety in a designated storage area at least 6 inches off the floor (unless stored in waterproof containers).

When in doubt, throw it out! Discarding unsafe or suspect food is not waste. It is helping to prevent foodborne illness.

ACCEPTABLE FOOD ITEMS

All Foods

- ☐ Labeled with the name of food and source of the food.
- ☐ Labeled with the common name of a dry food staple if repacked from the original container (rice, beans).
- ☐ Wholesome – no mold, leaks, bruises, decay, strong off odors; not stale or hard; no bulging cans.
- ☐ Closed, intact packaging – no stains, tears, partially used or resealed packages ; no sharply dented/rusted cans.
- ☐ Expired foods if otherwise wholesome with the exception of baby formula.
- ☐ Produce and baked goods packed in bags, boxes, or bins.

Prepared Foods

- ☐ Labeled with name, source, preparation date, and time.
- ☐ TCS food 41°F or below or 135°F and above upon delivery.
- ☐ TCS food out of temperature range (42°F - 134°F) no more than 4 hours – *ask donor if time is not on the label.*
- ☐ TCS food prepared less than 6 or fewer days prior to the day of donation- *ask donor if date is not on the label.*
- ☐ Different items are packaged separately and securely sealed.

Frozen Foods

- ☐ Labeled with name and source.
- ☐ Intact packaging.
- ☐ No signs of previous thawing – ice crystals or stains on packaging.

UNACCEPTABLE FOOD ITEMS

- ☐ No labels on the product - name of food, food source, date TCS food prepared, time TCS food removed from temperature control.
- ☐ TCS food from an unpermitted or unlicensed food source.
- ☐ TCS food in unsafe temperature range (42°F-134°F) for more than 4 hours.
- ☐ TCS food prepared more than 6 days prior to the day of donation.
- ☐ Homemade/home canned foods.
- ☐ Opened/partially used items.
- ☐ Unwholesome foods – moldy, decayed, ice crystals, stains on packaging, etc.
- ☐ Expired baby formula.
- ☐ Food prepared with alcohol.

TOO MUCH DONATED FOOD?

- ☐ Work with shelter management to determine need for food elsewhere.
- ☐ Notify the receiving party of the consume-by date for excess TCS food to ensure the food will be of use.
- ☐ Transport excess TCS food in closed, insulated containers.

*State orders issued for a particular disaster regarding donated food will supersede local requirements.

5/3/2021



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