

# Example TOOL: Donation Quick Checklist

## Unacceptable Prepared Food:

- Foods in opened or torn containers
- Food that cannot be consumed within 4 hrs. OR food that won't make it to 70°F in 2 hours and 41°F in 4 hrs from removal of holding. (food must be rapidly cooled to reach 70°F in 2 hrs and 41°F in 4 hrs.).
- Shell eggs more than 7 days past exp. date and not transported at 45° F or below
- More than 1 day passed "Use by" or "Sell by" date unless frozen.
- Food stored in fridge longer than 5 days. (recipient must use within 2 more days)

## Acceptable Prepared Food:

- Food in the Temperature Danger Zone (41 -135° F) as long as donor marks what time food was removed from holding.
- 41F and below
- 135F or above
- Protected (i.e. container with lid)
- Unserved prepared entrees, side dishes, and desserts including meat entrees
- Refrigerated or frozen raw meat & poultry.
- Self-serve items from restaurant buffets and catered events.
- Unlabeled prepared food.

## Unacceptable Manufactured Dry Goods:

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

## Acceptable Manufactured Dry Goods:

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

## Unacceptable Manufactured Cold Goods:

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

## Acceptable Manufactured Cold Goods:

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

## Unacceptable Produce:

- Moldy or decayed

## Acceptable Produce:

- Not moldy or decayed

**NOTE:** Shelf stable foods with manufacturer's label are acceptable passed the expiration date except for infant formula. Assume food has allergens unless marked otherwise. **Have your local health department approve this before use**