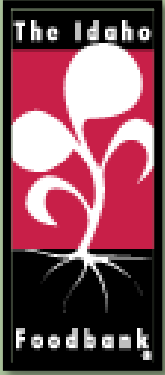




# **Food Safety for Emergency Food Program Coordinators**

**(For Managers of Food Pantries and Feeding Sites)**



# Introduction

Food Safety is the number **ONE** priority.

It is the responsibility of IFB and Partner Agencies to provide the best quality products to the communities we serve.





# Objective

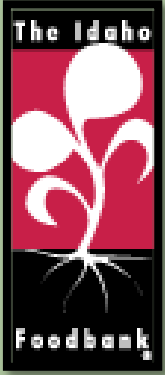
IFB has provided this training for emergency food program operators as a reference to critical food safety guidelines.

**While IFB recommends that all emergency food program operators have a food safety certification**, this tool has been created for the positions within your organization that do not have a food safety certification yet.



# Topics

- Good Samaritan Food Donation Act
- Quality Checking of Donated Product
- Food Recalls
- FEFO/ FIFO
- Personal Hygiene
- Hand Washing
- Use of Gloves & Hairnets
- Dry Food Storage
- Hot Food Storage
- Cold Food Storage
- Food Safety Certification
- Site Visits



# The Good Samaritan Food Donation Act

- In 1996 Bill Clinton signed into effect The Good Samaritan Food Donation Act to encourage the donation of food and grocery products to non-profit organizations.
- This Act was set into place to ensure the donors that they would be protected from civil and criminal liability if harm was to occur to the end recipient from the product that was donated.



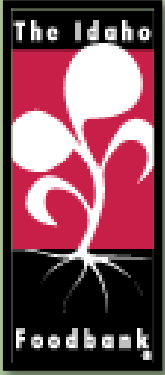


# The Good Samaritan Food Donation Act

So, what does this Act mean for emergency food programs:

The Good Samaritan Food Donation Act protects donors, for example a grocery store or an individual from your community, from civil and criminal liability.

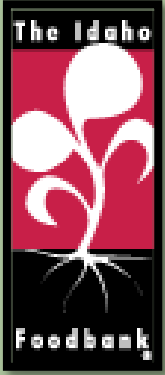
**This Act does not protect the organizations (you) that distribute the donated product.**



# Quality Checking of Donated Products

To ensure compliance with the Good Samaritan Food Donation Act please view the “**Food Donation Quality Check**” materials available on Agency University for detailed policies and best practices.





# Food Recall Policy & Procedures

When a food product is either defective or potentially harmful, a product recall is the most effective means to protect the public. Therefore, every Partner Agency is required to sign up with The Food and Drug Administration to receive notifications of food recalls.

Visit <http://www.fda.gov/Safety/Recalls/default.htm> click on “Sign up to receive Recalls, Market Withdrawals and Safety Alerts”. Being informed of food recalls can help protect yourself and those you serve.







# Food Recall Policy & Procedures

In the event of a food recall it is the responsibility of the Partner Agency to:

- ✓ **POST** the recalled product in an area where it is visible to all employees, volunteers, and any others whom serve donated product.
- ✓ **PURGE** (remove) the product from your emergency food programs storage areas.
- ✓ **DESTROY** the product prior to throwing it out.



# FEFO- First Expired First Out

**FEFO** is required with perishable products like dairy and produce.

Using **FEFO** means that the perishable products that will expire the soonest needs to be distributed the soonest.

For example, you receive twenty cases of milk. Ten of those cases expire in one week, and the other ten expire in two weeks. You will need to arrange your inventory in such a way that the cases of milk that expire in one week are distributed first.





# FIFO- First In First Out

Food must be stored and distributed so that food with the oldest received dates are used first. It is a good idea to date all food items as they come in, this way you will know what needs to be used first.

## **FEFO takes precedent over FIFO:**

If you receive a 5 cases of milk that expire 1 week before the 10 cases of milk you already have in stock. Using **FEFO**, you would store the milk in such a way that the most recently delivered milk (that expires soonest) would be distributed first.

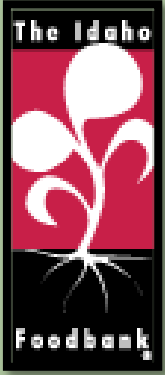




# Personal Hygiene

Good personal hygiene is important in the prevention of food borne illness. Good personal hygiene includes:

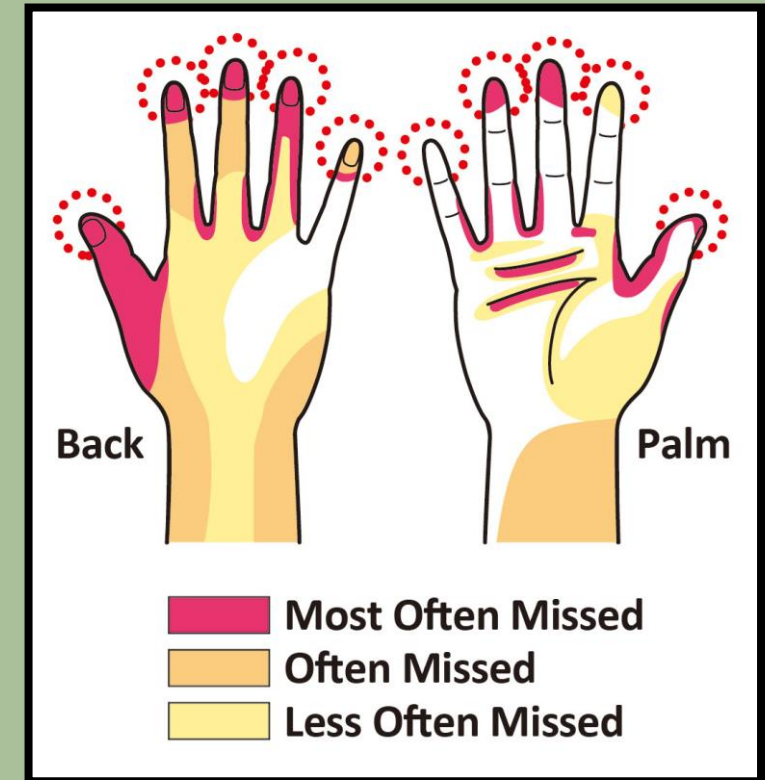
- ✓ Frequent hand washing
- ✓ Maintaining personal cleanliness
- ✓ Clean clothing
- ✓ Avoiding unsanitary habits and actions
- ✓ Maintaining good health
- ✓ Reporting illness
- ✓ Removing jewelry prior to preparing/serving food (feeding site only)
- ✓ Removing aprons when leaving food prep areas (feeding site only)
- ✓ Wearing a hat or hair restraint when preparing/serving food (feeding site only)

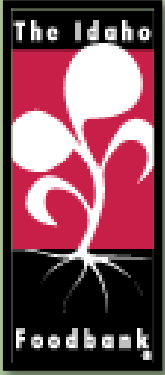


# Hand Washing

- Employees, volunteers, and any person coming into contact with food items must wash their hands frequently. Especially, after eating, drinking, smoking, touching your face, nose, ears, hair, if handling waste, using the restroom, coughing, sneezing, etc.
- It is critical to wash your hands after handling raw foods such as uncooked meat, poultry, eggs, produce, etc. (even if frozen).
- Everyone must wash their hands prior to handling ready to serve foods.

# Hand Washing (Cont.)





# Use of Gloves

Gloves should never be used in place of hand washing. **Food handlers must wash their hands before putting on gloves and when changing to a new pair.** Gloves used to handle food are for single use only and should never be reused.

## Gloves Should Be Changed:

- As soon as they become soiled or torn
- Before beginning a different task
- At least every four hours during continual use and more often as necessary
- After handling raw meat and before handling cooked or ready-to-eat foods.





# Use of Gloves & Hairnets



## When To Wear Gloves & Hairnets:

- When repacking bulk product such as beans or rice
- When working with fresh products such as potatoes or oranges. This reduces the chances of transferring germs
- When preparing, serving, or storing meals to be distributed

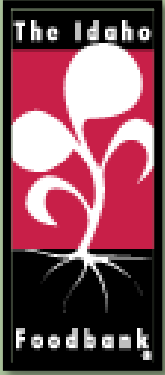




# Dry Food Storage

- Store in a cool area, away from direct sunlight, above 41°Fahrenheit (preferably between 50 & 70 °Fahrenheit).
- Store food 6 inches off the floor, 4 inches from the walls, and 2 feet from the ceiling. Keep food on pallets, platforms, or shelves to keep off the ground.
  - This helps to ensure good air circulation and pest control.
- Store non-food items separately. Toxic items (cleaning and maintenance supplies) and personal care items must be kept away from food items; at least 4 feet apart.
- If pet food is stored at the pantry, it **must** be stored in a sealed container at least 8 feet away from human food.





# Dry Food Storage (Cont.)

- Clean floors, pallets, and shelving regularly.
  - ✓ All areas should be swept frequently and mopped often
  - ✓ Clean spills immediately
  - ✓ Wash, rinse, and sanitize shelving regularly and discard contaminated pallets
    - Sanitizing solution can be made with 1tsp of bleach for every gallon of water
- Keep doors, windows, and roofs well sealed to prevent pest entry and water damage.
- Maintain a pest control system.
  - ✓ Poison cannot be used; traps and glue boards are recommended
  - ✓ Professional pest control is always the number one choice





# Hot Food Storage (Feeding Sites Only)

- Hot foods must be stored/served at a temperature of 140 °Fahrenheit or warmer.
- Raw beef, pork, lamb, veal steaks, fish, chops, and roasts must be cooked to a minimal internal temperature of 145 °Fahrenheit.
- Ground beef, pork, lamb, fish and veal must be cooked with a minimal internal temperature of 155 °Fahrenheit.
- Cook all poultry to a minimal internal temperature of 165 °Fahrenheit.
- If foods are left out for longer than 2 hours at room temperature it must be discarded.





# Cold Food Storage

- Maintain proper thermometers in all storage areas. **Thermometers MUST be kept in every freezer and refrigerator with proper temperature logs.**
- **Maintain Temperature logs. Check and record temperatures frequently.**
- Refrigeration units need to be kept at 33-41°Fahrenheit. Cold foods kept above 41 °Fahrenheit are in the “Food Danger Zone” and must be discarded.
- Freezers must be kept at 0 °Fahrenheit or below.
- Maintain enough space in the units to allow for good air circulation. Don’t overstuff.
- Maintain equipment regularly. Check units for refrigerant or water leaks.

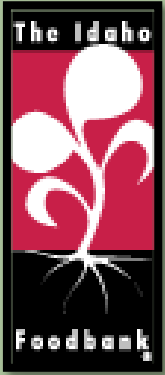




## Cold Food Storage (Cont.)

- Raw meats, poultry, and fish must be stored at the bottom of the refrigerator under ready-to-eat foods.
- All items must be properly labeled, with product name, date, common allergies, quantity, and where the product came from. For more detailed labeling requirements please read and review the Partner Agency Manual.
- Only order as much food as you can properly store and distribute in a timely manner.





# Food Transportation

Partner Agencies must have

- ✓ adequate space in their vehicles when picking up their order
- ✓ **must** use freezer blankets and/or coolers to pick up frozen and cold products

**If there is not proper storage for transportation, IFB will not allow Partner Agencies to leave the facility and they must make other arrangements.**

Proper storage to transport frozen or cold products include:

- Freezer blankets
- Coolers
- Thermal bags
- Dry ice





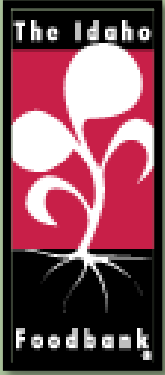


# Food Safety Certification

Partner Agencies will work with food on a regular basis. Food safety is a critical issue that must be taken seriously.

While it is only required that one person have a food handler's certification, IFB recommends that Partner Agencies have more than one person certified.





# Food Safety Certification (Cont.)

Here are four options to receive your food safety certification:

- The Idaho Food Safety Exam through the Department of Health & Welfare. Cost: FREE. <http://www.idahofoodsafetyexam.com/>
- The Idaho Food Safety & Sanitation Course offered by the local District Health Department. Cost: \$30  
<http://www.cdhd.idaho.gov/EH/foodtrain.htm#foodsafetycert>
- ServSafe® by Central District Health Department in Boise, ID. Cost: \$114  
<http://www.servsafe.com>
- ServSafe® by Life's Kitchen in Boise, ID. Cost: \$45 email: [deonda@lifskitchen.org](mailto:deonda@lifskitchen.org) or call: 208-331-0199 (x305)



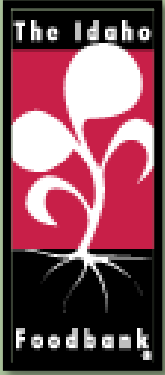


# Site Visits

IFB conducts a site visit every 2 years or as deemed necessary. Site visits are a great way for Partner Agencies to discuss any concerns that they might have as well as showcase their program.

During site visits IFB will check to ensure:

- ✓ High sanitation and food safety standards are practiced and maintained from the point of donation to the time the food is placed in the hands of the end recipient
- ✓ Ensure thermometers and proper temperature logs are on hand and up to date
- ✓ All food storage and serving areas are clean and properly maintained
- ✓ Proper documentation of health inspection and food safety certifications are on hand and easily accessible



# Thank You!

Without you, we could not provide hunger relief in Idaho. Thank you for taking the time to read through this presentation to ensure that you provide a safe work environment for your fellow volunteers and distribute safe food to those in need.





## Additional Resources

For information regarding volunteer training in food safety visit Agency University, “Volunteer Food Safety Training”.

## Questions

If you have any questions about food safety that your emergency food program coordinator is unable to answer please call a member of the Agency Relations department at (208) 571-2681.

