Prepared Food Donation Guidelines

These guidelines apply to partners donating food prepared or packaged on-site.

The Greater Pittsburgh Community Food Bank and our partners must follow all health and safety laws and regulations when accepting any food donation. Any partner organization affiliated with Greater Pittsburgh Community Food Bank must have staff or volunteers on site with a Safe Food Handing Certification.

DRY PRODUCTS

- All dry products must be completely protected in its own sealed food-grade packaging
- Refer to Greater Pittsburgh Community Food Bank's Extended Shelf-Life Guide for details on acceptable code dates for dry product

PREPARED FOODS

- Prepared or packaged meals must be donated within 5 days of preparation
- Prepared food must be frozen prior to donation and kept at or below 0°F
- Manufactured prepared foods must be donated or frozen on or before expiration date

PACKAGING OF PREPARED FOOD

- Each dish must have its own food-safe container and be properly wrapped or sealed; Greater Pittsburgh Community Food Bank can provide full and half sized catering pans upon request.
- Foods containing any of the Big 9 allergens (Peanuts, Tree nuts, Fish, Shellfish, Wheat, Soy, Milk, Eggs, Sesame) must be stored separately and labeled
- All donations must be labeled, except whole produce; Greater Pittsburgh Community Food Bank can provide pre-printed labels upon request (example provided on reverse)
- Labels must include:
  - name and location of the partner food bank or organization responsible for receiving and distributing the original donation
  - name and location of the donor
  - food description
  - date of donation
  - an allergen disclaimer statement that includes the following language: "Warning: this food may contain, have come into contact with or have been produced in a facility which also produces milk, eggs, peanuts, tree nuts (walnuts, almonds, pecans, hazelnuts/filberts, pistachios, cashews, coconuts, pine nuts, macadamia nuts and/or Brazil nuts), fish, shellfish (crab, crawfish, lobster, shrimp, mussels and/or oysters), wheat, soybeans and/or sesame seeds."

Questions?
Contact Greater Pittsburgh Community Food Bank Food Recovery Programs Team
foodrecovery@pittsburghfoodbank.org | 412-460-1360

Greater Pittsburgh community food bank

MEAT & POULTRY

- All donations must be stored at least 6 inches off the ground .
- Donations must be stored within safe temperatures according to food type.
- Avoid cross-contamination between categories of food.
- Foods must be prepared in a certified commercial kitchen with a current health permit and Food Protection Manager Certification on-site.
- Prepared food must be frozen at or below 0°F. Refrigerated and hot foods are not accepted.

FOOD SAFETY NOTICE

Hot meals must be cooled properly to ensure food safety. Methods for cooling include:

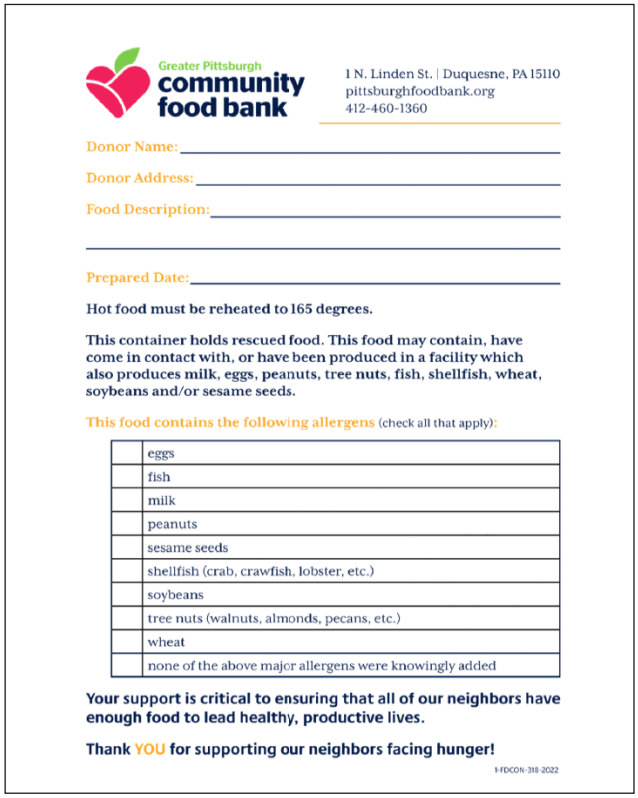
- ice water bath
- rapid chill units
- cold paddle
- using metal pans
- decreased portions, etc.

Temperature must be brought down to 70°F within 2 hours, then brought to below 41°F within 4 additional hours. Ensure food is fully frozen before donation pickup.

WE CANNOT ACCEPT

- Food that has been served or food from self-serve buffets
- Unlabeled food items
- Food with open, ripped or torn inner packaging
- Food showing signs of tampering, mold, decay or insects
- Food to be consumed raw, e.g, sushi, oysters
- Alcohol/food containing alcohol
- Food packaged in boxes that previously held meat
- Foods that have been previously reheated
- Food that has been held at improper temperatures or hot held for more than 4 hours

Pre-Printed Prepared Food Labels are provided to prepared food donors.



Greater Pittsburgh community food bank

1 N. Linden St. | Duquesne, PA 15110
pittsburghfoodbank.org
412-460-1360

Donor Name: _____

Donor Address: _____

Food Description: _____

_____

Prepared Date: _____

Hot food must be reheated to 165 degrees.

This container holds rescued food. This food may contain, have come in contact with, or have been produced in a facility which also produces milk, eggs, peanuts, tree nuts, fish, shellfish, wheat, soybeans and/or sesame seeds.

This food contains the following allergens (check all that apply):

	eggs
	fish
	milk
	peanuts
	sesame seeds
	shellfish (crab, crawfish, lobster, etc.)
	soybeans
	tree nuts (walnuts, almonds, pecans, etc.)
	wheat
	none of the above major allergens were knowingly added

Your support is critical to ensuring that all of our neighbors have enough food to lead healthy, productive lives.

Thank YOU for supporting our neighbors facing hunger!

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