



Retail Store Donation Guidelines

These guidelines apply to partners donating food from a retail setting.



DAIRY, EGGS & PERISHABLE BEVERAGES

- Refrigerated at 41°F or below (fluid dairy cannot be frozen)
- Incomplete dozens of eggs are acceptable if placed in a clean carton. We can't accept cartons with egg remnants on them because of cross-contamination

Donate On or Before Sell by Date	Donate ≤ 3 Days Past Code Date	Donate ≤ 21 Days Past Code Date	Donate ≤ 90 Days Past Code Date
fluid dairy (milk, half & half, cream), yogurt, cottage cheese, non-dairy milks, perishable beverages, orange juice	cream cheese, soft cheese, sour cream	eggs, butter, margarine, hard cheese, shelf stable milk, shelf stable non-dairy milks	frozen butter, frozen cream cheese, frozen hard cheese



PRODUCE

- Whole produce: At least 80% of the product must be usable for roughly 5 days
- Cut and bagged produce must be donated before best by date or code date on packaging
- Cut produce must be refrigerated at 41°F or below
- Use discretion on quality



MEAT & POULTRY

- Before pickup, meat must be frozen within 24 hours prior to the sell by date
- Frozen meat is accepted up to 6 months after expiration date
- Raw meat must be stored separately from all other products for donation
 - » Meat/poultry cannot be stored above fresh produce or any ready-to-eat (RTE) product
- Chilled raw meat is accepted on a case-by-case basis and must be prearranged with the Food Bank. If not frozen, the donation:
 - » Must occur greater than 24 hours before expiration date
 - » Must be sorted and separated by protein type i.e.- chicken, beef, pork
- We **DO NOT** accept fresh fish and seafood donations



FROZEN (VEGGIES, RETAIL PACKAGING, ICE CREAM, ETC.)

- If double packaged, outer package damage is ok
- Product must be completely frozen prior to donating
- Must be separated from dry and refrigerated donations
- Frozen product can be accepted up to 6 months past expiration date

Questions?

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





DRY STORAGE/NON-PERISHABLE

- Soft packed (Ex: cereal, crackers, dried pasta, rice, etc.) can be accepted up to 2 months past expiration date
- Canned and jarred goods: accepted up to 6 months past expiration date
- Dry, shelf-stable goods must be donated separately from perishable product
- We **DO NOT** accept cans with seams that have rust or dents
- All donated products must have ingredient labels



BAKED GOODS

- Must be in sealed, food-grade packaging
 - » Bread/bakery must be labeled with ingredients and allergy statements
- If frozen, can be accepted up to 3 months after code date
- If not frozen, we can accept up to the expiration date



DELI & PREPARED

- Fresh deli product must be donated within 5 days of prepared date
- Prepackaged potato salads, coleslaws, etc can be accepted within 3 days of prepared date
- Sliced deli meat can be accepted within 3-5 days of use-by date on a case-by-case basis. Contact the Food Recovery Team with inquiries.
- Unopened or unsliced deli meat can be accepted within 2 weeks of expiration date
- Frozen deli meat can be accepted within 3 months of expiration date
 - Must be sealed in containers approved for use in the freezer.



NON-FOOD/NON-TRADITIONAL DONATIONS

- Baby food/formula can be accepted up to 1 month prior to expiration date
- Non-food items must be stored and donated separately from food products. This includes paper products, personal items, cleaning supplies, laundry supplies, hygiene products, water, etc.
- Cookware and appliances are accepted on a case-by-case basis
- We **DO NOT** accept pet products, over the counter medicines, vitamins, or supplements, hazardous chemicals, clothing, decorations, or household or seasonal items



DONATION HANDLING

- 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
- Keep foods with different storage requirements, e.g., refrigerated, frozen, dry, on separate pallets
 - » Product stored on mixed pallets will be discarded as a safety precaution



WE CANNOT ACCEPT

- Baby food or formula past its printed code date
- Food packed in boxes previously used to hold meat
- Damaged, compromised or bloated packaging
- Canned items with visible rust, bloating or sharp dents
- Off odor or discoloration on product
- Food with signs of mold, fungus, insects or decay
- Thawed and refrozen product
- Product with freezer burn or ice crystals on interior of packaging
- Broken or chipped glass in packaging
- Foods kept at unsafe temperatures
- Food packaged in USDA boxes
- Items without an ingredient or allergen list
- Items without a code date or manufacturer information
- Fresh fish and seafood
- Meat products with blood on packaging