Basic Food Items Donation Guidelines

**Refrigerated manufacturer-packaged products**

(hot dogs, lunch meats and cheeses, and related items. These fully cooked, processed foods are allowable for donation, distribution per manufacturer's instructions.)

**Condition:**
- Product should be in original packaging
- Original packaging in direct contact with food
- Securely sealed (unopened)
- Labeled and dated as appropriate

**Handling and Storage:**
- Product should be frozen on or before the expiration date
- Product should be stored at 0°F or less

**Non-Acceptable Conditions:**
- Food kept in the danger zone more than two hours
- Non-food-grade packaging in direct contact with food
- Damaged or compromised packaging resulting in discoloration of product
- Defrosted product or evidence of ice crystals
- Product with severe freezer burn

**Baked Goods**

**Condition:**
- Fresh, day-old bread, bagels, and other bakery items
- Food grade packaging in direct contact with food, securely closed
- Bread product separately packaged from other baked goods
- Labels that must show as a minimum:
  a) what the product is
  b) ingredients
  c) date

**Handling and Storage:**
- Store in a cool, dry, clean area

**Non-Acceptable Conditions:**
- Mold, damaged or compromised packaging resulting in loss of sanitary barrier protection
- Product not in food grade packaging
Non-Perishable Prepackaged Foods
(Canned Goods, Glass Jars & Plastic Bottles, Boxes or Bags)

Condition:
- Fully intact original cans/packaging with labels that are legible and must show as a minimum:
  a) what the product is
  b) ingredients
  c) net weight
  d) manufacture
- Original boxes or cases
- Slightly dented canned goods

Handling and Storage:
- Cool, dry clean area

Non-Acceptable Conditions:
- Opened, punctured, bulging or serious can/jar top damage, including evidence of leakage
- Opened, punctured, or damaged packaging resulting in the loss of the sanitary barrier protection
- Soiled labels
- Glass that is broken or chipped