

## AGENCY FOOD SAFETY TRAINING

Agency Name: \_\_\_\_\_

Agency Number: \_\_\_\_\_

**Purpose:** The purpose of this document is to provide a brief overview of BRAFB best practices in food safety.

### **Topics covered:**

Food and other items distributed by the Food Bank are routinely checked to ensure quality and safety. Nevertheless, we encourage Agencies to look over all items before distribution or use in the meals.

Below are some guidelines for determining whether to keep a product. When not sure, it's best to discard it. BRAFB recommends the practice, "When in doubt, throw it out!"

First, look for any problems in, on, and around containers: contamination such as spills and/or leaks, pest infestation (gnaw marks, droppings), significant damage (rips, fractures, sharp dents), and deterioration (rotten odors, discoloration). If any of these are present, **throw the product away**.

### **The following items should always be thrown away:**

- Cans with bulging end or body or with pitted rust that cannot be rubbed off;
- Cans where the end of can moves in and out when pressed, or cans with sharp, deep dents especially at seams;
- Homemade items, including canned products;
- Infant formulas and infant food beyond the date printed on container;
- Unlabeled ammonia, bleach or other household chemicals;
- Leaking personal care items such as shampoo, hand lotion or liquid soap;
- Aerosol container missing the outer lid and/or the inner button, unless these pieces can be replaced;
- Cans, jars, bottles and packages without the manufacturer's name and ingredients;
- Food service items such as paper plates, napkins, cups, foil, etc. in torn packaging;
- Food items that are mixed in boxes with products that contain chemicals or toxins (e.g., crackers in box with bleach).

### **Storage Guidelines**

#### **Dry storage area:**

- Keep storage floor clean of dust build-up, cobwebs and soil.
- Keep all product 6 inches or more off the floor and 4 inches away from walls by means of shelving, pallets or other platform.
- Target storage temperatures between 50F and 70F.
- Follow "First In, First Out" distribution process or distribute food with oldest or closest container date first.
- Rotate stock every 2-3 months and avoid stockpiling.
- Keep food, paper products and chemicals all separate, at least 4-6 feet and preferably in a separate room. If stored in the same area, the chemicals should be on the lowest level.

#### **Refrigerator/Cooler and Freezers:**

- Keep refrigerator clean.
- Do not crowd refrigerator with food.
- Keep all product 6 inches or more off the floor and 4 inches away from walls by means of shelving, pallets or other platform.
- Make sure door seals are tight.
- Maintain temperatures at or below 40F in cooler and below 0F in freezers.
- Store raw meat products BELOW produce, ready to eat and prepared foods.
- Equip each refrigerator with an internal thermometer.

**Refrigerator/Cooler and Freezers, Continued:**

- Record temperatures on log sheets as frequently as possible, at minimum three times a week; check temperatures when refrigerator is not being opened and closed continuously.
- Label the receiving date of each item or case of items.
- Follow “First In, First Out” process or distribute food with oldest or closest container date first.
- Rotate stock at least every 1-2 months.
- No refrigerated or freezer items should sit out for more than 30 minutes, as those items will spend some time in transit with the person who takes them home.

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Signature certifies I have read the material above.

\_\_\_\_\_  
Date