

FOOD DONATION POLICY
(Excerpts from Regulation and Policy)

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Introduction

There has been a growing need in recent years to provide donated food to charitable organizations which assist in providing food to people not having sufficient resources to feed themselves.

While it is important to feed the hungry, it is equally important to ensure that food, distributed to the hungry, is safe to consume.

In addressing the need to provide food for the needy in the safest possible manner, the Calgary Health Region has developed the FOOD DONATIONS Policy.

The excerpts contained in the following pages are formulated to provide guidelines for the safe distribution of donated foods to charitable organizations in Calgary. These excerpts have been taken from the Calgary Health Region Food Donation Policy and the Food Regulations made pursuant to the Public Health Act of Alberta.

Foods may be donated to charitable organizations only when all requirements of these excerpts are in compliance.

For ease of reference, those clauses in italics indicate requirements of the Food Regulation while those that are not in italics signify requirements of the Calgary Health Region Policy.

The following excerpts are not intended to replace or conflict with Policy or Regulation.

Definitions

1. For the purpose of this Policy:
 - a) "**acceptable foods**" are those foods listed under Appendix A of this Policy;
 - b) "**approved source**" means a source that meets the requirements of the Public Health Act - Food Regulation and has been approved by Calgary Health Region;
 - c) "**charitable organization**" means an organization that provides food free-of-charge to needy persons
 - d) "**Director**" means the Director of Environmental Health or the Medical Officer of Health or a Deputy Medical Officer of Health, for Calgary Health Region;
 - e) "**perishable food**" means food that is capable of supporting the growth of pathogenic micro-organisms or the production of toxins;

Source

2. All food donated to a charitable organization shall be from an approved source.

Acceptable Foods

3. To ensure safety to the consumer, only acceptable foods (see Appendix A) may be donated to a charitable organization.
4. Notwithstanding the requirements of section 3, the Director may determine that a class of food not specified by Appendix A as being an acceptable food or an unacceptable food.

Protection

5. *All foods for a charitable organization must be protected from contamination, and handled, processed, packaged, displayed, served, stored and transported in a sanitary manner.*
6. Food for a charitable organization shall only be placed into containers that
 - a) are free from cracks and defects;
 - b) are capable of being thoroughly cleaned; and
 - c) have been thoroughly cleaned and sanitized by the food donor before food is placed into the container.
7. All food containers, used for a charitable organization, that are intended for single use (i.e. aluminum pie plates, etc.) shall not be reused.
8. All containers of food for a charitable organization shall be labelled with the name of the supplier, a description of the food in the container, the date the food was originally prepared, and the date packaged.
9. All food containers used for a charitable organization shall be cleaned by the charitable organization after the food is removed.

Temperature Control

10. *All potentially hazardous food must be stored, displayed and transported at a temperature of not more than 4°C or such higher temperature, or not less than 60°C or such lower temperature.*
11. *All frozen foods for a charitable organization shall be kept frozen to maintain fitness for human consumption.*
12. Frozen foods received by a charitable organization may be thawed in a refrigerator, in cold water (i.e. at less than 4°C), as part of a cooking process, or in a microwave but shall **never be thawed at room temperature.**
13. Frozen foods, after thawing at the charitable organization, shall be used or cooked immediately and if not shall be discarded.
14. The operator of a charitable organization which receives perishable foods shall ensure that a probe type thermometer, that is capable of measuring temperatures between 0°C and 100°C, is provided and available at all times.

Transportation

15. *Foods transported to a charitable organization shall be transported in a manner that will preclude them from becoming contaminated.*
16. *Perishable foods transported to a charitable organization shall be transported at temperatures below 4° or above 60°C.*
17. Vehicles used to transport food to a charitable organization shall not be used to transport waste, hazardous chemicals, or other items which may contaminate the food.
18. *Vehicles used to transport food to a charitable organization shall be kept in a clean and sanitary condition.*
19. The donor of food for a charitable organization shall ensure that a Food Transportation Manifest (Appendix B) is completed for every food shipment and that a copy of the manifest accompanies every food shipment.
20. The person responsible for transporting food for a charitable organization shall ensure that a Transportation Manifest accompanies each shipment of donated food and that the manifest is available at all times for inspection by an executive officer of Calgary Health Region.

Receiving Food

21. The operator of a charitable organization shall designate a person to be responsible for receiving food shipments and completing the Food Transportation Manifest (Appendix B).
22. The person receiving food shipments shall ensure that a manifest accompanies each food shipment and that all of the foods contained within the shipment are detailed on the manifest.
23. The person receiving food shipments shall not accept any food from a food shipment that is not accompanied by a manifest.
24. The person receiving food shipments shall not accept any food that is not an acceptable food (see Appendix A), that has not been packaged or labelled properly, or that does not meet any other applicable provision of this Policy.
25. The person receiving food shipments shall complete each manifest by entering the appropriate information.
26. The person receiving food shipments shall place cold perishable foods in a refrigerator or freezer and hot perishable foods in a hot holding unit immediately upon delivery at the charitable organization's facility.
27. The operator of a charitable organization shall ensure that manifests are kept for at least six months after receiving the shipment and shall make them available at all times for inspection by an executive officer of Calgary Health Region.

Food Service

28. Perishable foods received at a charitable organization shall be served within 24 hours after delivery.
29. Frozen foods, in their original package, that have not previously been thawed are exempt from section 29 until they are thawed.
30. Perishable foods that require reheating shall be reheated, at the charitable organization, to an internal temperature of at least 74°C prior to serving.
31. All leftover foods that have been exposed to reheating or handling at the charitable organization shall be discarded.

Food Handler Training

32. *At least one person on the management or supervisory staff of a food establishment or charitable organization that employs 5 or more food handlers must have successfully completed a food handling course provided by or satisfactory to Calgary Health Region.*
33. **It is recommended that all food handlers meet the requirements of the previous sentence.**

APPENDIX A

Acceptable Foods

There are two categories of foods considered appropriate for donation. They are:

1. Non-Perishable Foods (which include but are not limited to):

- fresh fruits and vegetables
- baked goods (excluding those with cream or meat filling)
- ingredient foods such as sugar, salt, ketchup, mustard, relish, jam, etc.
- dry goods (i.e. grain, cereals, flour, nuts, etc.)

2. Perishable Foods (which include but are not limited to):

- meats
- dairy products (i.e. milk, yoghurt, cheese, etc.)
- eggs and egg products
- seafood and seafood products
- salads containing any high hazard foods
- all soups
- cooked grains and cereals (i.e. moisture added)

Unacceptable Foods

Because of the high risk of food borne illness, the following foods are considered unacceptable for donation:

- left over table food
- left over perishable display food (i.e. from salad bars, buffets, etc.)
- spoiled foods
- home prepared foods
- foods contaminated by insects, rodents, chemicals, etc.
- sauces and gravies
- ingredients that have not been stored according to the manufacturer's instructions
- perishable foods which have not been maintained at a temperature below 4°C or above 60°C. (except during preparation)

APPENDIX B Food Transportation Manifest

Food Donated by: _____

Address: _____

Contact Person: _____

Date and Time Shipped: _____

Delivered by: _____

Address: _____

Contact Person: _____

Food Donated to: _____

(Name of Charitable Organization)

Address: _____

Contact Persons: _____

(Name of Operator and Receiver)

Date and Time Received: _____

Food Item	Shipping Temperature (if perishable)	Receiving Temperature (If perishable)

Shipment Received in Good Order: YES NO (If no, explain) _____

Comments: _____

Signature of Receiver: _____

Printed Name of Received: _____

See **Appendix 5** for City of Calgary Designated Reception Centre Locations or other locations as advised.