**Sample Policy and Procedure for Using Donated Food**

1. **Background:**

**Donations of food items may be prepared and served at senior nutrition programs if they are safe, wholesome and able to be used as human food. Food donations cannot be utilized when deemed adulterated. For definition of adulterated food, see ORS 616.235. Nutrition quality, health issues and client perception shall also be considered when deciding how to accept and utilize food donations.**

* **Non-commercial canned, packaged items and homemade items shall not be permitted for use in a reimbursable meal.**
* Game meat donated to charitable organizations shall be inspected and determined fit for human consumption by the State of Oregon Department of Agriculture, the State Department of Fish and Wildlife or the Department of State Police who have been trained by the State Department of Agriculture to determine fitness for human consumption.
* For definition of charitable organization and regulation on use of donated food see ORS 624.165 and ORS 619.095 and section 403(a)(5)(A) of Federal Meat Inspection Act (FMIA) and section 20(a)(5)(A) of the Poultry Products Inspection Act (PPIA).

II. **Sample Policy**:

1. \_\_\_ nutrition program may accept donated produce and other food items food from commercial food suppliers, grocery stores and farmers’ market vendors.
2. In addition, produce may be accepted from local gardeners if \_\_\_ nutrition program coordinator feel it is reasonably safe, knowing there is inherent risk of contamination of all food.
3. **Non-commercial canned, packaged items and homemade items shall not be permitted for use in a reimbursable meal.**

III. **Sample** **Procedure**:

* 1. The Nutrition Manager will inspect the donated food upon receipt.
1. Produce that is excessively dirty will not be accepted.
2. Produce must meet the quality standards of the \_\_\_ nutrition program.
3. Do not accept produce or other food items that are moldy, showing signs of decay or past the expiration date.
4. Produce must be whole. Do not accept any fresh produce that has been cut into pieces.
5. \_\_\_ nutrition program must be able to incorporate the donated food into their menu.
6. Refrigerate produce immediately, if reasonable, to retain nutrients and prevent the growth of bacteria.
7. If in doubt, do not accept the donation.
	1. If accepted, program will:
	2. Retain a log of all accepted donated food including date accepted, name of organization, address and phone number.

2. Log must be retained for a period of one year.