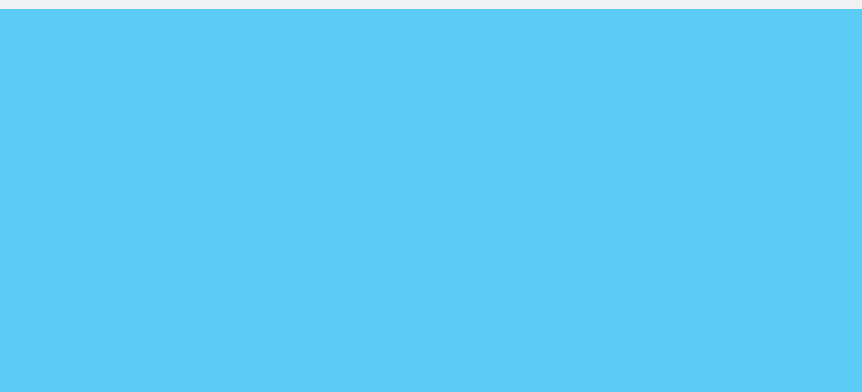




Food Recovery and Donation Guide



Brought to you by the Sodexo Stop Hunger Foundation and Sodexo USA



IS A PROUD SUPPORTER OF



May 2023

Introduction

Dear Friends,

For more than 20 years, Sodexo and the Sodexo Stop Hunger Foundation have been committed to helping end hunger. We want to eliminate food insecurity, and we know that many of our clients, customers and partners feel the same way. The number of people who struggle to find a consistent supply of healthy food is unacceptable, but the good news is that there is a solution. We believe that by working together, across our community and sector boundaries, we can reach that solution.

Sodexo and the Sodexo Stop Hunger Foundation have been reducing food loss in our operations by donating meals to those in need. We understand that there's a delicate balance between reducing waste and managing food production. We believe that food recovery programs are a great way to help our communities while also reducing waste.

In the past, food service operators may have shied away from food recovery because of perceived complexities and concerns. So we developed a Food Recovery Toolkit for our employees and now we want to share our journey and lessons with a larger community to increase the impact. We're being open about the barriers and best practices we've encountered as we aimed to make our process efficient, effective, and safe.

We've learned a lot along the way, and we're excited to share our experience in this Food Recovery & Donation Guide. We hope that others can benefit from our lessons and save some resources as well. We encourage you to use the guide alongside your own research and knowledge of what works best for your situation. The references throughout the guide are from a point in time and please be aware that regulations and innovations will continue to evolve. This guide is for informational purposes only and is not intended to provide legal advice.

If you have good practices to share or feedback to add, we'd love to hear from you. Let's work together to increase food recovery and make a positive impact in our communities.

Sincerely - Sodexo USA and the Sodexo Stop Hunger Foundation

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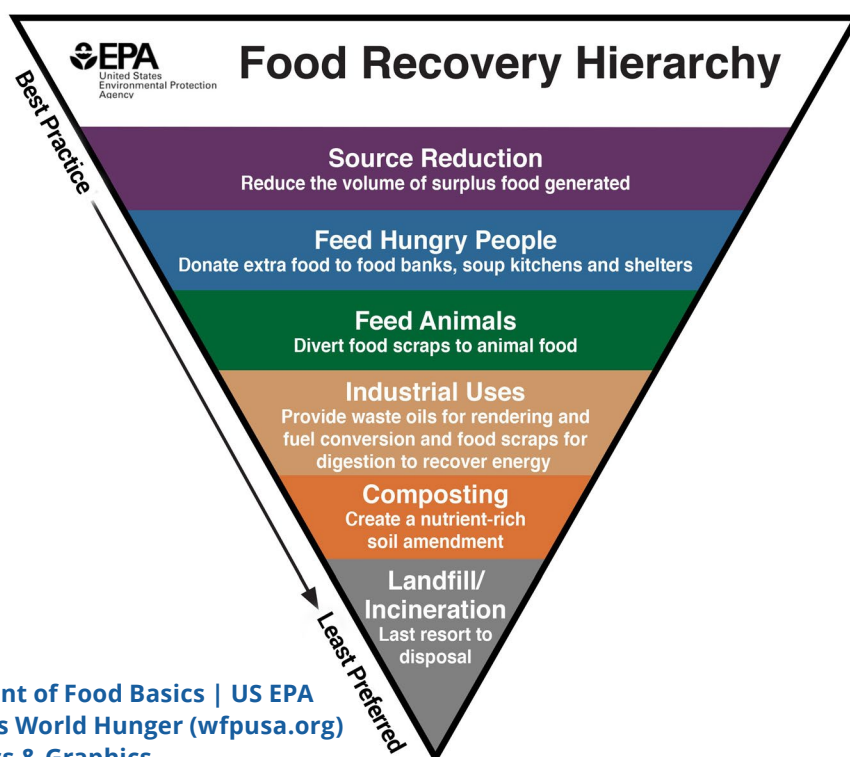
Food Recovery and Donation Basics

What is Food Recovery and Donation?

Food recovery and donation is the process of collecting edible food that would otherwise go to waste and redistributing it to feed people in need.

According to the [Environmental Protection Agency \(EPA\)](#)¹, the term “wasted food” describes food that was not used for its intended purpose and is managed in a variety of ways, such as donation to feed people, creation of animal feed, composting, anaerobic digestion, or disposal in landfills or combustion facilities. In 2018 the EPA estimated that about 63 million tons of wasted food were generated in the commercial, institutional, and residential sectors. According to the [United Nations Food and Agriculture Organization \(FAO\)](#) if food waste was stopped, enough food could be saved to feed 2 billion people. That’s more than twice the number of undernourished people in this world.²

The best approach to reducing food loss and waste is not to create it in the first place. Waste can be avoided by improving product development, storage, shopping/ordering, marketing, labeling, and cooking methods. If excess food is unavoidable, then the goal would be to recover viable food and donate it to hunger-relief organizations so that they can feed people in need. This suggestion is consistent with guidance provided in the [U.S. Department of Agriculture \(USDA\)](#) and [EPA’s Food Recovery Hierarchy](#). Within this hierarchy, food donation is the second most preferable method of food recovery after source reduction in preventing usable food from being wasted. By redirecting food that would otherwise be wasted to homes and schools, we can help feed the estimated five million children that the U.S. Department of Agriculture estimates live in food-insecure households.³



¹ Sustainable Management of Food Basics | US EPA

² How Food Waste Affects World Hunger (wfpusa.org)

³ USDA ERS - Key Statistics & Graphics

Food Recovery and Donation Basics

How does food waste impact hunger?

When perfectly consumable food is wasted, we're throwing away valuable resources that could be used to feed billions of hungry people around the globe. Hunger is not about a lack of food, but rather a lack of consistent access to adequate amounts of healthy food. Nearly one-third of all food produced each year is lost, or wasted, before it can be consumed. In industrialized countries, more than 40% of losses happen at retail and consumer levels. Losses also occur at harvest time because of poor storage facilities to maintain the freshness of crops and prevent spoilage. Sadly, many harvested crops rot when they could have benefited the health and well-being of people who are food insecure.

Cutting global food waste in half and ending hunger are recognized as two of the United Nation's (UN) top priorities in the [17 Sustainable Development Goals \(SDG\)](#).⁴ Encouraging more food service operations to engage in food recovery and donation will not only help achieve the UN Goal #2, to achieve Zero Hunger, but will also help achieve the following UN Goals:

- Goal #3: Good Health and Well-Being
- Goal #11: Sustainable Cities and Communities
- Goal #12: Responsible Consumption and Production
- Goal #17: Partnerships For The Goals



⁴ Overcoming the World's Challenges - The Global Goals

Food Recovery and Donation Basics

Many foodservice establishments shy away from engaging in food recovery and donation actions because of misconceptions or lack of awareness about the process. Below are several reasons why organizations may not participate in food recovery and donation. This list is not inclusive of all concerns, but these are the concerns most frequently shared with us during food service operator interviews.

Perceived Barrier #1: My food service operation doesn't have any leftover food.

Food is the single largest component taking up space inside US landfills. Every year, the United States discards more food than any other country in the world: nearly 40 million tons — [80 billion pounds — every year](#)⁵. That's estimated to be 30-40% of the entire US food supply, and equates to 219 pounds of waste per person.⁵

Odds are most food service establishments have some food that can be recovered at some point(s) during the year. Operators should speak with their teams to see if they've noticed any of the following:

- Surplus food from ordering
- Surplus food from overproduction or leftover
- Mislabeled or soon-to-be-expiring foods

Food service establishments may also feel that unless they have food to recover every day, there may be no value in recovery and donating food. Food donations are often needed even if the establishment only has food waste a couple of times a month. The truth is that food recovery does not have to be an everyday activity – it may also be seasonal or only after a large event.

Perceived Barrier #2: It takes too much time.

Several resources exist to help make the process of food recovery and donation easy. For example, the [United States Environmental Protection Agency](#)⁶ offers resources on food donation basics, as well as guidance on how to execute the process. In addition, there are several experienced and reputable organizations that have dedicated their time to understanding and implementing food recovery and donation programs in collaboration with food service operators. Some of these organizations are listed in Section 4 of this guidance under "Resources". Like any new program, there is a learning curve. You will need to invest some time to understand how to safely and effectively engage in the process. Like many activities, food recovery will become easier and more efficient the more you engage in the process.

⁵ Recycle Track Systems

⁶ United States Environmental Protection Agency



Section 1

Food Recovery and Donation Basics

Perceived Barrier #3: It's too hard to get approval.

Unfortunately, some stakeholders do not understand the rationale behind food recovery. This is your opportunity to educate key decision makers and demonstrate the win-win opportunity for your business, the environment, and the community. This guidance provides some communication tips to help make the process of buy-in easier, not only with senior leaders, but also staff. Once you explain the benefits, your stakeholders will become some of your biggest advocates! Check out Section 3 for more details on how to sell food recovery and donation to key stakeholders.

Perceived Barrier #4: Our food service operation will not participate in food recovery because we believe we are required to compost.

Current industry best practices show that recovering and donating surplus edible food is preferable over composting as composting is considered lower on the Food Recovery Hierarchy (see page 4). Each tier of the Food Recovery Hierarchy focuses on different management strategies for wasted food. The top levels of the hierarchy are the best ways to prevent and divert wasted food because they create the most benefits for the environment, society and the economy. Feeding hungry people is the second highest tier, while composting is closer to the bottom coming in fifth place.

Even after donating edible food, some states, such as California, may still want to see any remaining food composted. Regulations regarding food recovery and donations are evolving every day and the end goal is to not allow any food to go to waste. Before you allow composting to be a barrier to feeding people in your community, please check local requirements for composting. The U.S. Department of Agriculture (USDA) provides information on Compost and Food Waste Reduction (CFWR) projects in states. The cooperative agreements support projects that develop and test strategies for planning and implementing municipal compost plans and food waste reduction plans. They are part of USDA's broader efforts to support urban agriculture. To learn more about projects that may be in place in your state please visit the [USDA's page⁷](#) on composting and food waste reduction.

⁷ [Composting and Food Waste Reduction \(CFWR\) Cooperative Agreements](#)

Commonly Asked Questions

What kind of food should be recovered?

The USDA has provided [guidance](#) on food donations and provides a list of the types of food that may be recovered and donated⁸

- Donations from farmers and gleaners.
- Donations of nonperishable and unspoiled perishable food. This may include excess inventory that is at risk of not being used.
- Donations of perishable prepared foods -- typically collected from restaurants, caterers, corporate dining rooms, college campuses, hotels, and other food establishments.

Note: Donations of perishable foods usually require special handling such as refrigerated trucks, insulated coolers, bags or blankets as well as prompt distribution. Consult with your local health department for guidelines on safely donating perishable food items.

In Section 3 of this guidance, the Partnership Donation Guidelines provides information about food items that recipient organizations MAY NOT accept. It should never be assumed because you have leftover food that it will be considered acceptable to a non-profit organization. Seeking to understand their donation guidelines, needs and wants of the recipient organization will make the food recovery and donation process operate effectively. You may find that some locations will consider outdated nonperishable items and declining quality perishable items. Never assume what will or will not be accepted. For more information on tips for communicating with community partners, please reference Section 3 of this guidance.

⁸ USDA's Frequently Asked Questions document



Commonly Asked Questions

When can food be recovered and donated?

Food recovery and donation may happen daily, weekly, once a month or even once a year. Some foodservice operations consistently have opportunities to donate food, whereas others may only have opportunities to donate after special activities, such as catered events. The bottom line is that anytime there is an opportunity to recovery and donate food edible for consumption, food service organizations should seek to do so when and where possible. The goal is to minimize food reaching landfills.

Who coordinates the food recovery process?

Individuals who are responsible for managing the food production and waste process identify whether there may be opportunities to recover and donate food. Once it's clear that there may be an opportunity to recover food, they identify reliable community partners to assist with the donation process and obtain necessary stakeholder approval. Several non-profit and for-profit organizations have evolved over the years to help make the food recovery and donation process easier. A few of these organizations are listed in Section 4 of this guidance.

Some food service operators may question whether their establishment is allowed to donate food. The [USDA's Frequently Asked Questions document](#) about the Bill Emerson Good Samaritan Food Donation Act is a good resource for providing more in-depth understanding about what types of organizations are allowed to donate food.



Commonly Asked Questions

How can I find a reputable partner in the community to accept donated food?

If the site where food is being produced does not have an identified partner to receive the food donation, there are several options for finding reputable recipient partners. The organizations listed in Section 4 of this guidance can assist you with finding credible recipient organizations. Do your homework when selecting a food recovery partner, as each organization may offer specialized services or a broad scope of capabilities. For example:

- [Food Finder](#) is a valuable resource for locating food pantries in your community.
- [Food Recovery Network \(FRN\)](#) specializes in working with college-age students and food service operators to mitigate food waste on college campuses across the US.
- [Food Rescue US](#) can help with a consistent schedule of food recovery or one-time food recovery needs.
- [Feeding America](#) has a "[Find A Local Food Bank](#)" resource that can link you to local food banks, as well as affiliated food pantries.

Each of the organizations have capabilities beyond those listed, so reach out to find the partner that will be the best fit for your organization's needs. It is highly recommended that foodservice operators consider site-specific requirements, limitations, and previous connections when selecting a partner organization.



Commonly Asked Questions

Do we need to donate to a nonprofit organization?

The organizations that are often helping feed at-risk people are nonprofit organizations. However, you still need to validate the organization's credibility. It is recommended that all recovered food should be donated to a partner that is classified as a 501(c)(3) nonprofit. Individual sites should consider signing up for a free [GuideStar](#) account to vet organizations through their name or Employer Identification Number. If an organization is present on GuideStar, they are registered as a 501(c)(3) nonprofit. If unable to locate the partner organization on Guidestar, additional internet research or a phone call may be necessary to verify their 501(c)(3) certification as well as learn a bit more about the organization.

Community support organizations often aim to address the root causes of today's social inequities like food insecurity on marginalized populations in the US including women, Black, Indigenous and People of Color (BIPOC), refugees and the LGBTQ+ community. We encourage partnerships with organizations that target support for these groups where food insecurity is often prevalent.

All sites and partner organizations must meet at least HACCP standards as well as state and local regulations for food safety and handling guidelines. Food temperature should be tested and recorded when recovered food is handed over to the partner organization. Preferred partners should already adhere to these standards. When partnering with local organizations, it may be necessary for personnel to take temperature and confirm their food safety policy adheres to standards.

How can we make the process more efficient and effective?

Food service operators should consider other logistics when selecting a partner such as ease of communication, data collection and type of foods accepted. For communication, operators should consider the process for setting up the actual food rescue. For example, will the operators utilize an app, an online portal, or simply make a phone call. It is recommended that official meetings are held throughout the year. Frequency of communication or meetings should be based on need and regularity of food recovery. For instance, if recovering food once a month, it is recommended to meet no less than twice a year, while those recovering once a week should meet more frequently. We encourage stakeholders to be part of an annual meeting to update them on the amount of food being recovered and donated.

Commonly Asked Questions

What about transporting the food?

Proper logistics and food safety guidelines should be followed when transporting food. It is the food production site's responsibility to identify and adhere to all federal, state, and local regulations related to safely transporting food. Food donators should be familiar with [Hazard Analysis Critical Control Points \(HACCP\) guidelines](#)⁹, as well as food safety state and local regulations related to use of vehicles and transportation equipment, transportation operations, such as maintaining adequate temperature, labeling requirements, staff training, and maintenance of records.

Partnering with an organization that has expertise in food recovery and donation can help facilitate and ensure all proper procedures are adhered to. Some of these organizations are listed in Section 4 of this guidance under "Resources".

Do I need to be concerned about food safety?

Yes. There are laws and regulations governing what can be donated, who can donate food, and how it can be donated. However, this should not deter a foodservice operation from recovering and donating food. If you are operating a quality food service operation, you should already be adhering to food safety guidelines, such as HACCP procedures, as well as adhering to your state and local regulations regarding food safety. The Food and Drug Administration (FDA) provides information about HACCP Principles and Application Guidelines. You should contact your state and local health department for more information on how to safely donate food.

Note: In the Resources Section of this guidance, samples of food safety guidelines, checklists and labeling templates have been provided for reference. These documents are being provided as examples for informational purposes only. You should adhere to your organization's guidelines for food safety procedures and recording data.

In addition, consider reviewing a study that was published in March of 2018 entitled [Food Safety Regulations and Guidance for Food Donations: A Fifty-State Survey of State Practices](#). This study was undertaken to identify and analyze state-level legislation, regulations, and guidance around food safety for restaurant and retail food donations. The survey was conducted by the Food Safety for Donations Working Group, which is an informal coalition working to promote a better understanding of safe food donation practices to support more recovery of safe, edible food. The findings from this study may provide insights to specific rules and regulations in your state. However, note that since 2018 there has been significant progress made regarding food recovery and donation laws and regulations. Therefore, it is important that you still reference and review your local and state regulations/laws.¹⁰

⁹ HACCP Principles and Application Guidelines

¹⁰ Harvard Law School: Food Law and Policy Clinic

Commonly Asked Questions

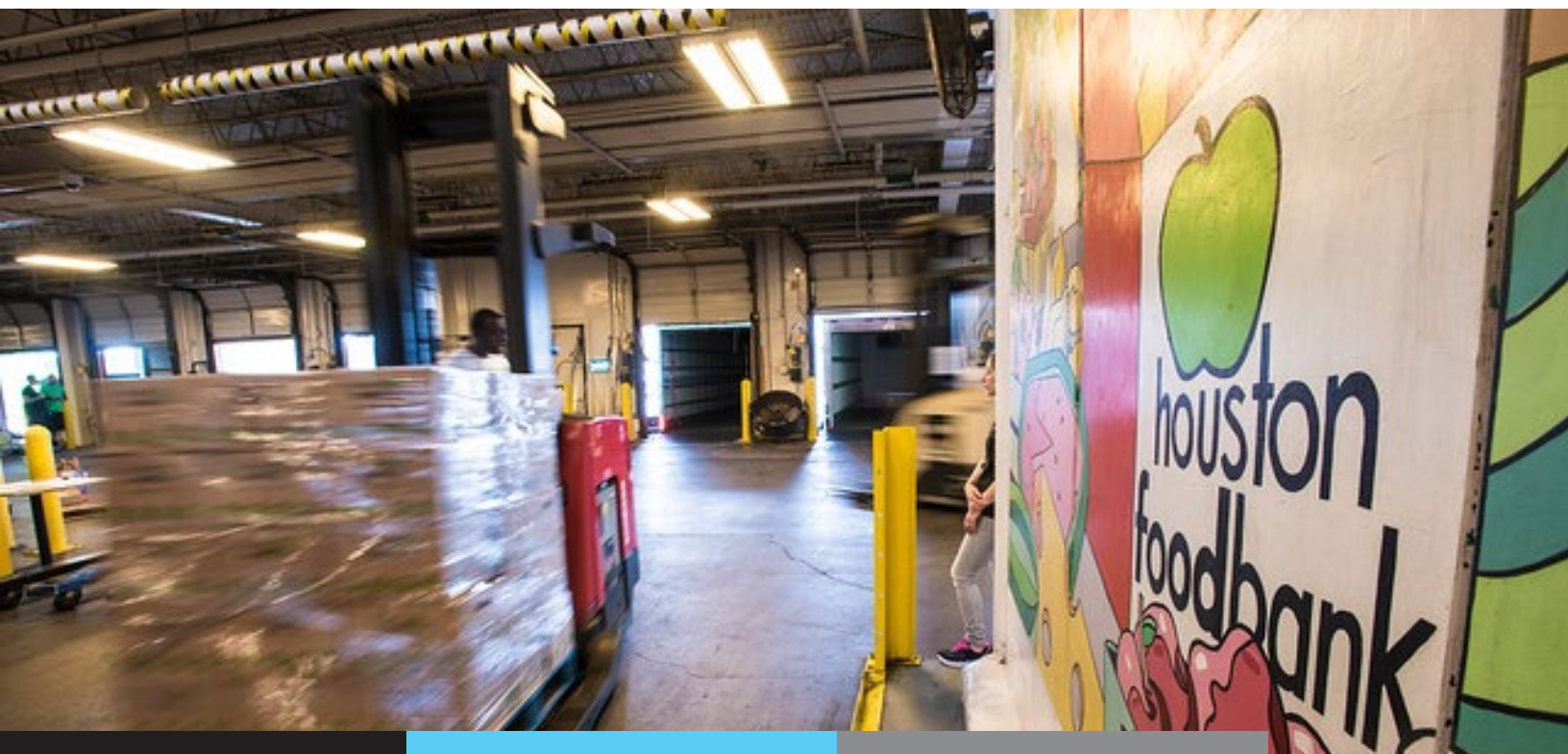
Are there legal concerns associated with donating food?

The Bill Emerson Good Samaritan Food Donation Act of 1996 encourages the donation of food and grocery products to nonprofit organizations for distribution to needy individuals. The Act exempts “persons and gleaners” who make good faith donations of food to nonprofit organizations that feed the hungry from liability for injuries arising from the consumption of the donated food. The act provides some national protection to those that act in good faith to donate wholesome food to nonprofit organizations when quality and labeling standards are met. USDA’s Frequently Asked Questions about the Bill Emerson Good Samaritan Food Donation Act (PDF) provides more information on the Act.

In early 2023 the [Food Donation Improvement Act \(FDIA\)](#) was signed into law and amended the Bill Emerson Good Samaritan Food Donation Act. The legislation, which broadens protections outlined in the 1996 Bill Emerson Good Samaritan Food Donation Act, now covers donations of an “apparently fit grocery product or apparently wholesome food, for which the recipient is charged a good Samaritan reduced price that is no greater than the cost of handling, administering and distributing the food or product; or that is donated directly to a needy individual by a retail grocer, wholesaler, agricultural producer, restaurant, caterer, school food authority or institution of higher education.”¹¹

In addition to being well versed on the federal laws, it is important to be aware of state and local guidelines regarding food recovery and donation, as well as the guidelines established by your organization. For many contracted food service providers, it will be imperative that you secure the buy-in of the partner organization for who you provide food service operations.

¹¹ Harvard Law School: Center for Health Law and Policy Innovation



Communication Suggestions

How to Sell Food Recovery and Donation to Stakeholders

Despite the many recognized benefits of food recovery and donation, far too many food service operations are not participating in these actions. Overcoming real and perceived barriers to participation are essential for building greater engagement in minimizing waste and supporting the health and well-being of those at risk, or coping with, food insecurity.

One of the most significant hurdles to overcome in developing a food recovery and donation program is convincing key stakeholders why such a program is essential. To help make the case for food recovery and donation, the USDA highlights the following reasons why everyone should care about food waste. These reasons include:

- 1) Safe and wholesome food that is currently thrown away could help feed hungry people and reduce food insecurity today.
- 2) Reducing food waste can help a business save money through means of tax incentives and savings on waste management or trash pickup.
- 3) Resources such as water, labor, energy, and other inputs that are used in producing, processing, transporting, preparing, storing, and disposing of the discarded food may be able to be conserved for more productive uses.
- 4) [Greenhouse gases could be reduced to help mitigate climate change.](#)¹²

In addition, in a report prepared on behalf of Champions 12.3 (Sodexo is affiliated as a member), [The Business Case for Reducing Food Loss and Waste](#) analyzes the financial impacts of historical food loss and waste reduction efforts conducted by a country, a city, and numerous companies. The results show that the financial benefits of taking action often significantly outweighed the costs. This publication also identifies a number of complementary strategic benefits of reducing food loss and waste.¹³

¹² USDA why we should care about food waste

¹³ Champions 12.3

Communication Suggestions

Team Communications



Best Practices

Start the Conversation Early:

When planning to recover food from food service sites, engage your team early to promote their support. Your team is a key stakeholder in the food recovery and donation process and their feedback may help ensure the process operates most effectively and efficiently.

Highlight the Benefits:

Be prepared to talk through the social, environmental and business benefits. In our experience, employees motivation to help mitigate food waste is heightened when the discussion involved finding ways to help the community cope with food insecurity.

Use Their Observations to Identify and Craft the Procedure for Recovering Food:

Your team is best positioned to know what food is being wasted and what systems might be the most efficient for identifying, packaging, storing and donating the recovered food. Use their knowledge and ideas to your advantage!

Establish Regular Updates and Check-Ins:

Communicate with your team about the status of establishing the partnership and when you are donating food. Regular check-ins provide your team the opportunity to ask questions, provide updates and suggest ideas for more efficient operations. It also helps identify if any additional training or refreshment of procedures is needed. This can be done as part of your team meetings.

Develop a Food Recovery Champion:

Identify team members who show a particular interest or drive to recover and donate food. Allow them to take a leadership role in helping recover and donate food.

Record Your Numbers, Share Your Data and Celebrate!

Remember to record your data! Keep your team updated when you successfully donate food. Establish a periodic time to share total numbers. If you have particular stories or team members you want to celebrate, you can do so by sharing their stories and accomplishments.

Communication Suggestions

Establishing Your Relationship with a Local Food Recovery Partner



Best Practices

Start the Conversation Early:

An official partnership with a food service site requires various documents to be signed and regulations to be followed, so food operation sites should begin having conversations before starting the official food recovery process to allow adequate time to do research, obtain necessary buy-in and complete required documents.

Have all Documents and Procedures Established:

Because documentation and procedures must meet HACCP standards and food safety regulations, allow time to review required documentation and procedures with key decision makers within your organization.

Collaboratively Craft Communication Protocol:

Establish a communication protocol that details how and when your site will contact the food recovery partner(s), document when and what food was donated, as well as any follow-up communication or reporting that may be necessary after completing a donation.

Have Regular Check-Ins and Updated Contact Information for Point Person:

Regular check-ins with partner organizations should be established depending on the frequency of donations. Partner organizations and food service sites should have updated contact information for the respective point person. These meetings can be used to verify the process is proceeding as planned, as well as address any necessary questions or concerns.

Walkthrough Each Other's Facilities:

If able to and permitted, consider inviting a partner to walk through your facilities and ask to walk through theirs. It may be beneficial for a representative of the food service organization to attend as well to better understand how the food recovery process will take place.

Go Beyond Food Donation:

Consider other ways to further collaborate with your chosen partner to strengthen the relationship and support the community. This could include exploring opportunities for volunteerism, learning more about the needs of the organization and its beneficiaries, or simply helping to spread the word about the great work the nonprofit does within the community.

Communication Suggestions

Partnership Donation Guidelines

Outdated non-perishable items and declining quality perishable food items may still be good and should be considered for donation. To ensure your food donation will be accepted, seek to understand what foods are and are not acceptable for donation by the partner organization receiving the donation. Be preemptive in communicating with your partner organization about the quality of the items that are being donated. Produce should be of enough quality that partner organizations and those ultimately receiving the food are able to use it.

Things To Look Out For

Shelf Stable Products

- Unlabeled or unreadable label
- No codes on packaging (shelf stable)
- Damaged packaging
- Tamperproof seals broken
- Not in original packaging (manufactured goods)
- Product appearance is not good
- Not completely covered or in food grade packaging (packaged by donor)
- No list of ingredients or allergens (packaged by donor)

Temperature Sensitive Products

- Not in original packaging (manufactured)
- Damaged packaging
- Not coded with “use by” or sell by” date
- More than one day passed “use by” or sell by” date and not frozen
- Unlabeled or not properly labeled
- Outside of temperature range
- Liquid eggs more than 72 hours past “use by” date and not frozen

Produce

- Moldy
- Decayed
- Over temperature (sliced)
- Used in salad bars
- More than one day past “sell by” date

Frozen Products

- Not frozen solid
- Over temperature
- Not frozen by “sell by” date
- Signs of freezer burn
- Not in original packaging or damaged packaging (manufactured)
- Unlabeled or unreadable label
- Not coded with “use by” or sell by” date
- More than one day past “use by” or “sell by” date (manufactured)

This section includes resources that provide additional guidance to help start a food recovery and donation program. Many of the organizations listed throughout this guidance also provide access to similar resources and templates to help guide you through the implementation of an efficient, effective and safe food recovery and donation program.

Resource 1 - Food Recovery and Donation Checklist

	✓
1. Evaluate food service inventory and operations and assess opportunity to recover and donate food	
A. Identify type of food waste	
B. Identify frequency of donation	
2. Verify regulatory requirements for food recovery and donation	
Note: community partner may assist with understanding this information	
3. Obtain key stakeholder buy-in	
4. Communicate with food service team	
5. Identify community partner	
A. To assist with food recovery process, if needed	
B. To assist with transportation of donated food, if needed	
C. To accept donated food	
(1). Verify non-profit partner credibility	
(2). Types of food that can be donated	
6. Discuss process for food donation	
A. Regulatory requirements	
B. Types of food planned for donation	
C. Frequency of donation	
D. How food will be packaged	
E. How food will be transported	
F. Required documentation	
G. Discuss documentation expectations and needs including	
(1). Details of food donation (type, amount, temps, etc)	
(2). Bill of Landing	
7. Record donation in operation's tracking system	
8. Retain food donation documents in accordance with local regulations	

The following organizations can assist with the food recovery process by helping identify credible non-profit partners, helping understand regulations, explaining what safe food handling processes should be followed, as well as facilitating transportation. The following list is not inclusive of all available and credible food recovery partners in the U.S.

Food Recovery Organization Comparison Matrix

Organization Name	Donation Frequency	Food Accepted	Locations Served	Provided Logistics
Feeding America (App called MealConnect)	One-Time Recurring Ad Hoc	Whole Produce, Shelf Stable, Cold, Frozen Prepared	All 50 States, DC and Puerto Rico	App, Transport and Delivery, Storage, Distribution, Data Collection
Feeding America (Affiliated but No App Used)	One-Time Recurring Ad Hoc	Whole Produce, Shelf Stable, Cold, Frozen Prepared	All 50 States, DC and Puerto Rico	App, Transport and Delivery, Storage, Distribution, Data Collection
Food Rescue US	Once a Week (Recurring), Large Planned Event (ex. Superbowl)	Whole Produce, Shelf Stable, Cold, Frozen Prepared	AL AR, CT, DC, FL, IL, IN, KS, LA, MD, MA, MI, NM, NY, OH, OR, PA, SC, UT, TX, VA	App, Transport and Delivery, Storage, Distribution, Data Collection
Food Recovery Network	One-Time Recurring Ad Hoc	Whole Produce, Shelf Stable, Cold, Frozen Prepared	Universities	Varies based on University
Goodr	On-demand, scheduled, and recurring	Prepared, frozen, shelf-stable, or raw food, ingredients, and produce	All 50 States	Real-time delivery and data; end to end solution (can add on organics recycling after surplus food recovery)
Move for Hunger	One-Time Same Day	Best For Food Drives and Non Perishable Inventory	All 50 States, Canada	Transport and Delivery
Replate	Ad Hoc	Surplus Food	Most US States and Canada	Transport and Delivery

Sample Food Donation Label Template

Product Name: _____

Date Prepared: _____ Use By: _____

Safe Storage Temperature: _____

Reheating/Serving Information:

Ingredient Information:

Sample Delivery and Temperature Record

Food Recovery & Donation DELIVERY& TEMPERATURE RECORD

- All menu items have been prepared, packaged and stored for delivery according to the (include the name of the specific food service operation) and Hazard Analysis Critical Control Point (HACCP) procedures.
- All hot and cold food should be consumed within 2 hours of pick-up from the food service operation (list name of operation). Any food left over after the meal period or not used at the meal should be discarded.
- A sample portion of all hot and cold meals is included with each delivery for product temperature upon arrival at the dining site. These samples are for temperature verification only and must not be used for service. This includes milk and other perishable products.

TO BE COMPLETED BY SODEXO SITE (REQUIRED)						(COMPLETE IF FOOD TRANSPORTED BY SODEXO)		
Date	Product	Time Food Was Donated	Product Temperature of Sample Portions	Signature	Time Food Was Dropped Off	Product Temperature of Sample Portions	Signature	

COMMENTS:

Completed Log Returned to Foodservice Operation Received by: _____ Date: _____

Resource 5

Sample Food Recovery & Donation Bill of Lading

FOOD RECOVERY & DONATION BILL OF LADING

You must give this form to the driver at time of food pick-up.

Division:	Date:
Unit Name:	Unit Number:
Unit Contact:	Phone #:
Unit Address:	Prepared Food (Yes/No):

PRODUCT DESCRIPTION	QUANTITY (Weight or # of Servings)	COST (Optional)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
Total Value \$		

TO BE COMPLETED BY FOOD BANK.

DONATION RECEIVED BY:

Organization Name:

Web Address:

Date:

Street:

City, State:

(Use this template to make additional copies)