



Ending Hunger and reducing food waste on Long Island

MARCH 17, 2010

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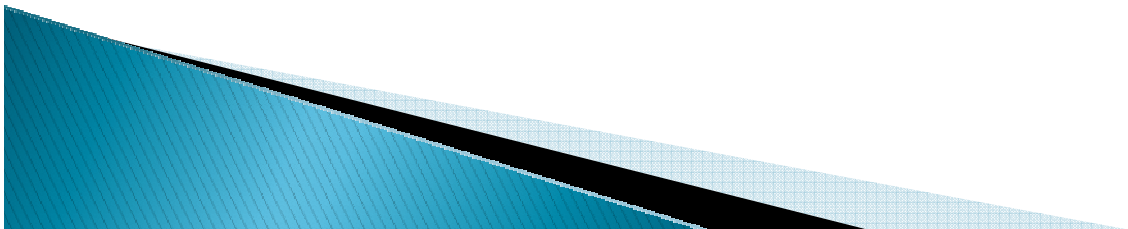
516-294-8528

[www.islandharvest.org](http://www.islandharvest.org)



## Topics

- ▶ How to maintain a chain of custody ensuring the food is refrigerated from pick up to drop - off
- ▶ Liability and the Bill Emerson Law
- ▶ creating a volunteer network to transport food
- ▶ How to find the nearest entity that will accept a facility prepared, unserved food.



# Food Safety

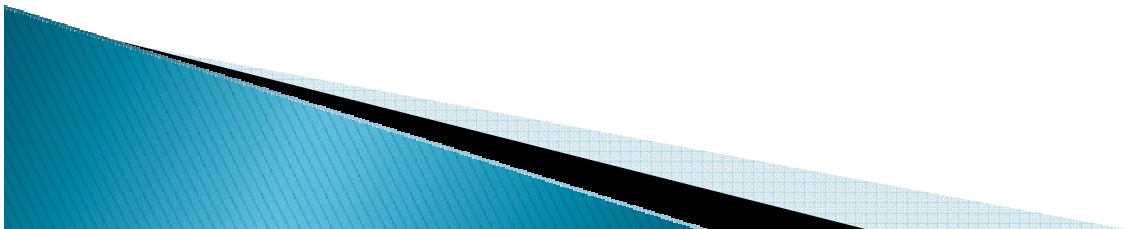


## Food Storage/Preparation Area

- ▶ Storage containers must be food-safe, clean, and completely sealed.
- ▶ Prepared foods must be clean and free of spoilage.
- ▶ Plastic bags must be food-grade, free of holes, and sealed or tied securely.
- ▶ Raw foods must be stored below prepared foods.
- ▶ All foods must be stored at least 6 inches above the floor.
- ▶ Inventory sheets that include food item and expiration dates must be kept updated.
- ▶ All foods stored under leaky condensers in walk-in units are considered unsafe.
- ▶ Refrigeration must be adequate to accommodate the volume of foods received.
- ▶ The food preparation area must be free from dust, insects, rodents, and unclean equipment and utensils.

## Cleaning

- ▶ Utensils that are in contact with foods must be food-grade for industrial use to ensure proper cleaning and sanitizing.
- ▶ Food contact surfaces must be able to handle thorough washing and sanitizing.
- ▶ Cracked and worn cutting boards cannot be sanitized effectively and must be replaced.
- ▶ A three compartment sink is necessary for effective manual washing, rinsing, and sanitizing of food utensils and equipment. The preferred method of drying is air-drying.
- ▶ Thermometers must be available to check the holding temperature of prepared food items, steam wells, and foods on display.



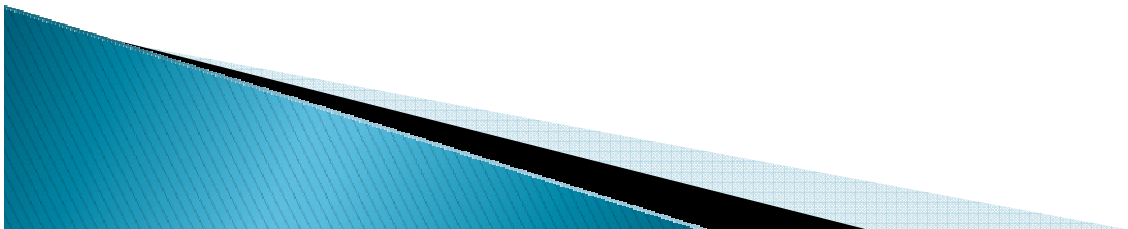
# Food Safety cont....



- ▶ Proper sanitizing solutions must be used for cleaning food preparation and service areas, as well as for dishwashing.
- ▶ A clean, dry place is necessary for the storage of clean and sanitized utensils. Cups and glasses should be stored rim-down.
- ▶ There must be a written cleaning schedule and checklist for all areas of the facility that will be used to document the daily cleaning activities.

## Employees

- ▶ Every agency must have a hand-washing station separate from the dishwashing sinks. A single use hand towel or hand dryer, and soap dispenser are essential.
- ▶ Hairnets, culinary hats, baseball hats, visors, and hair tied back are all acceptable forms of hair restraint.
- ▶ Clothing that is not suitable for kitchen work must be covered by an apron.
- ▶ All jewelry other than wedding rings must be removed.
- ▶ Gloves should always be worn when preparing, handling, and serving food.

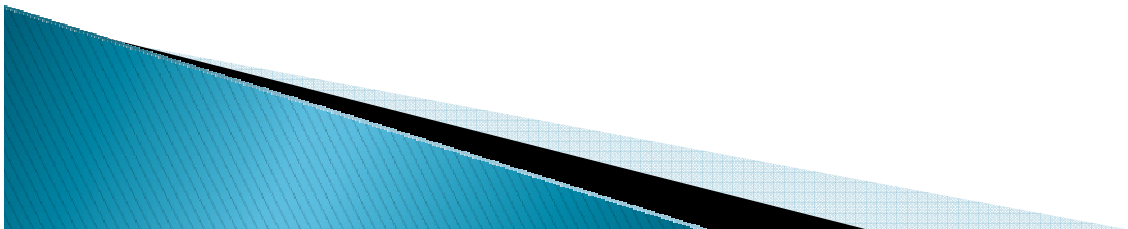


# Agency Food Safety



- ▶ Island Harvest Member Agencies are required to demonstrate that one member of their staff and/or volunteer corps involved in its food program is certified in safe food handling. The following certifications are acceptable for Island Harvest purposes:
- ▶ Island Harvest *Soup Up Food Safety In Your Kitchen* Certificate
- ▶ Nassau County Department of Health Food Managers Certificate
- ▶ Suffolk County Department of Health Food Managers Certificate
- ▶ Long Island Cares Safe Food Handling Certificate
- ▶ ServSafe Certification - The Educational Foundation of the National Restaurant Association

When a community-based non-profit agency joins Island Harvest as a Member Agency, they have a six-month window in which to obtain and present this certification, if they do not already have it. In addition, Island Harvest requires that Member Agencies update their certification records every three years, or when the certified staff person/volunteer is no longer at the agency.



# Food safety guideline samples

## ▶ PREPARED FOODS

- Packaged separately
- Closed securely
- Spill-proof
- Chilled, 40° F or less
- Frozen, 0° F or less
- Mixing food types
- e.g. meals and side dishes in one container

## ▶ Sandwiches

- Wrapped in clear plastic wrap or foil
- Chilled, 40° F or less
- Stale/hard bread

## ▶ FROZEN

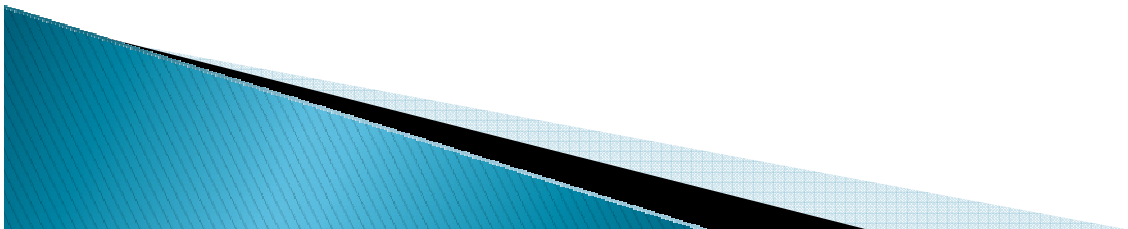
- Factory-prepared
- Packaged separately
- Closed securely
- Frozen, 0° F or less
- Defrosted, punctured, opened or damaged packaging, freezer burn
- Dairy, Pastries

## PREPACKAGED FOODS

- Perishable
- Packaged separately
- Closed securely
- Chilled, 40° F or less
- Opened, punctured, bulging or otherwise damaged packaging

## DAIRY

- Individually wrapped
- Clear plastic wrap
- Refrigerated at all times, 40° F or less
- Damaged packaging



# Food Safety Guidelines



## ▶ FOOD SOURCE

- ▶ Prepared food donations must come from approved Island Harvest donors and must be clean and free from spoilage.

## ▶ CONTAINERS

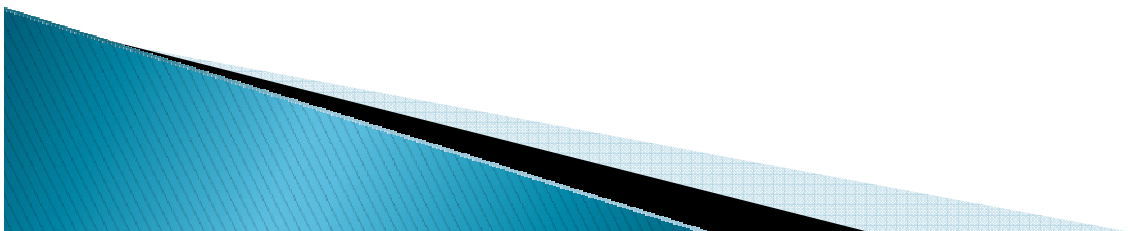
- ▶ Containers must be food safe, clean and completely sealed. Plastic bags must be food-grade, free of holes and tied or sealed securely. Food contact utensils must be food grade for industrial use to ensure proper cleaning and sanitizing.

## ▶ LABELS

- ▶ All products must be labeled with ingredients, contents and use-by dates. If food has been removed from its original container, the new container must be properly labeled. Masking tape and washable markers are suggested for labeling.

## ▶ STORAGE

- ▶ Prepared foods must not be stored below raw foods. All foods must be stored at least 6 inches above the floor. An inventory sheet must be kept which records the food item and its expiration date.



# Food Safety guidelines cont...

- ▶ REFRIGERATION

- ▶ Refrigeration must be adequate to handle the volume of product received by the agency. Is equipment overloaded? Working to capacity? All foods stored under leaky condensers in walk-in units are considered unsafe.

- ▶

- ▶ PREPARATION

- ▶ Is the food preparation area adequate? Free from dust, insects, rodents, unclean equipment or utensils?

- ▶

- ▶ DISPLAY

- ▶ Review the agency's process for displaying the foods. Self-serve display units must have a sneeze guard. Raw foods such as salads must be displayed separately from cooked foods.

- ▶

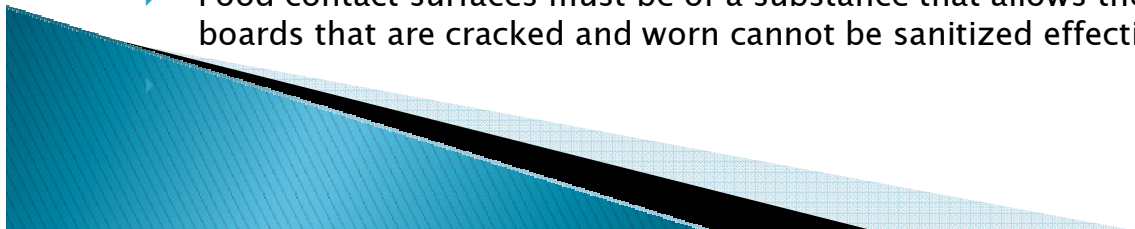
- ▶ DISPENSING

- ▶ The preferred method for dispensing product to the clients is to have it dished out by kitchen staff/volunteers. A separate serving utensil is necessary for each item displayed. Beverages must be kept separate from food items.

- ▶

- ▶ FOOD CONTACT SURFACES

- ▶ Food contact surfaces must be of a substance that allows thorough washing and sanitizing. Cutting boards that are cracked and worn cannot be sanitized effectively and must be replaced.





# Food Safety guidelines cont..

- ▶ **DISHWASHING FACILITIES**

- ▶ For effective manual washing, rinsing, and sanitizing of food utensils and equipment, a three-compartment sink is necessary. Air-drying is the preferred method of drying. Drain boards, dish tables, hooks and shelving designed for this purpose must be checked for drainage and cleanliness.



- ▶ **THERMOMETERS**

- ▶ Temperature maintenance requires that a thermometer be available to check the holding temperature of prepared food donations upon receipt and when moved to storage. A thermometer is necessary to check the holding temperature of steam wells and food items on display. A thermometer must be placed in the front of all refrigerator units and must be checked regularly.



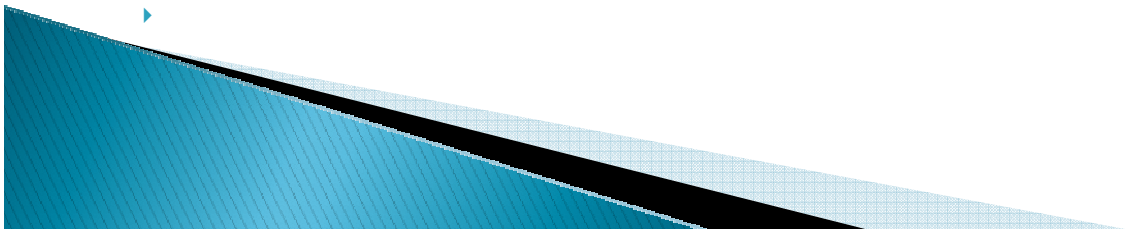
- ▶ **SANITATION**

- ▶ Appropriate sanitizing solutions must be used for dishwashing and for cleaning food preparation and service areas.



- ▶ **STORAGE OF UTENSILS**

- ▶ Clean and sanitized utensils must be stored in a clean dry place. Facilities for the storage of these items must be designed so as to present the handle to the user, avoiding the need to touch other parts of the utensil to reach the handle. Cups and glasses should be stored rim down. Clean pots and pans must be stored inverted or hung on hooks.



# Food Safety guidelines cont..

- ▶ **SAFE FOOD HANDLING CERTIFICATION**

- ▶ Each Island Harvest member agency file must contain verification of current safe food handling certification of at least one current staff member.

- ▶

- ▶ **UNDERSTANDING PREPARED FOODS**

- ▶ Island Harvest member agencies must provide training to all current kitchen staff and volunteers.

- ▶

- ▶ **DISEASE CONTROL**

- ▶ The member agency must have written policy to deal with kitchen staff /volunteers carrying infection, e.g. colds, measles, hepatitis, wounds, etc.

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- ▶ **CLOTHING**

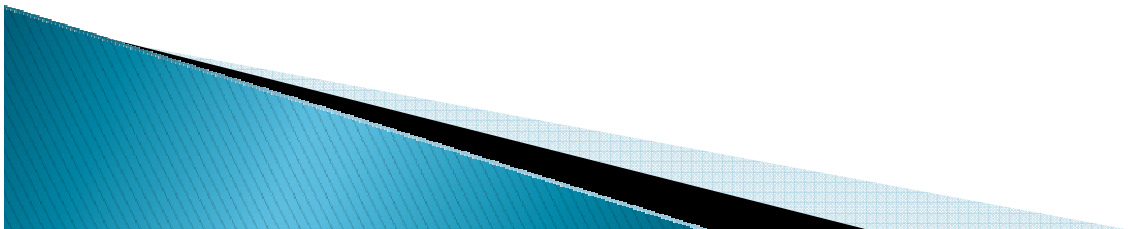
- ▶ Clothing worn by kitchen staff/volunteers must be clean. Aprons must be worn over clothing that is not suitable for kitchen work. Jewelry other than wedding rings must be removed.

- ▶

- ▶ **HAIR RESTRAINTS**

- ▶ All kitchen staff/volunteers must wear a hair restraint while working. Hairnets, culinary hats, baseball hats, visors and hair pulled back and tied are all acceptable forms of hair restraint.

- ▶



# Food Safety guidelines cont...

- ▶ **HANDWASHING**

- ▶ The member agency must have a hand washing station separate from the dishwashing sinks. It must have a soap dispenser (no bar soap), and single use hand towels or blow dryer.



- ▶ **SMOKING**

- ▶ There must be no indication of smoking or use of tobacco chew in the food preparation and storage areas. If staff/volunteers smoke outside these areas, they must wash hands before returning to work.



- ▶ **CLEANLINESS**

- ▶ Floors, walls and ceilings must be in good repair and must be cleaned on a regular basis.



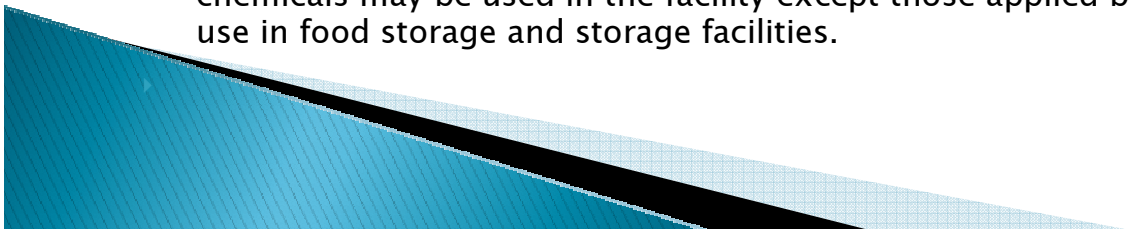
- ▶ **CLEANING METHODS**

- ▶ There must be a written cleaning schedule for all areas of the facility. Regular tasks should be assigned to staff/volunteers. Ideally, a checklist should be used to document the daily cleaning activities.



- ▶ **PESTICIDE APPLICATION**

- ▶ The agency must have a contract with a professional Pest Control Operator (PCO). A file must be kept and must be readily available which contains the reports of the PCO's visits. The file must also contain copies of the Material Safety Data Sheets (MSDS) for any chemical used by the PCO in the facility. No chemicals may be used in the facility except those applied by the PCO, and these must be approved for use in food storage and storage facilities.



# Food Safety guidelines cont...

- ▶ **TOXIC SUBSTANCES**

- ▶ All cleaning supplies or other toxic substances must be labeled and kept in a separate storage area. The agency must be free of insect and rodent activity.



- ▶ **PEST CONTROL**

- ▶ The member agency must be free of insect and rodent activity. Also, there must be no pets in the facility.



- ▶ **FIRE EXTINGUISHER**

- ▶ The member agency must have adequate fire extinguishers in easily accessible and readily identified areas. The extinguishers must be serviced or replaced on a regular basis to ensure their reliability.



- ▶ **COLLECTION/DISPOSAL**

- ▶ Methods of trash collection and disposal must be adequate to meet the needs of the agency. Containers must be kept clean and covered when not in use. Trash must be regularly removed from the food preparation areas and must never be kept in the facility overnight.



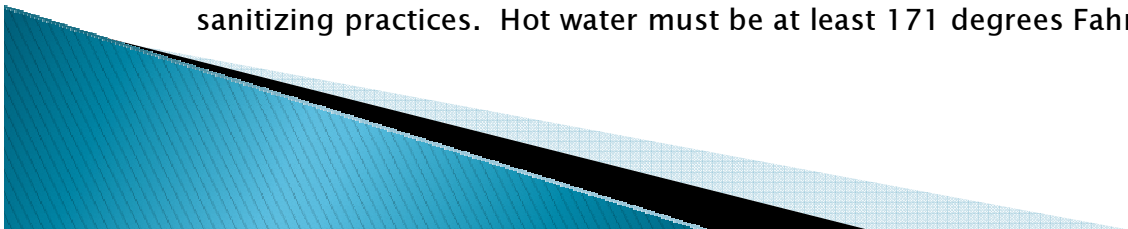
- ▶ **WATER QUALITY**

- ▶ If well water is used, the member agency must have on file documentation that the water has been tested for bacteria. Such testing must be done at least as frequently as is required by local regulatory authorities.



- ▶ **HOT/COLD SUPPLY**

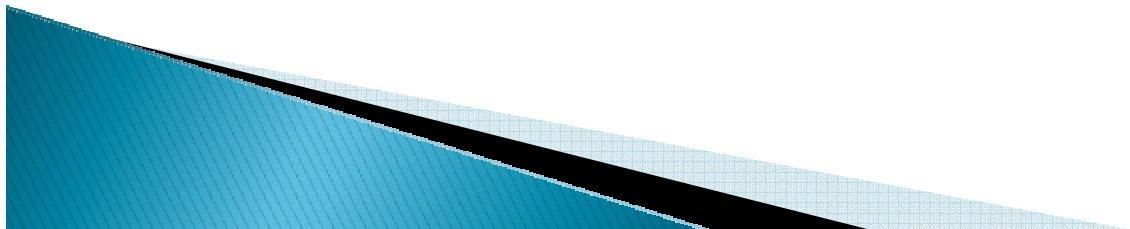
- ▶ The member agency must have adequate water supply and water heating capability to maintain proper sanitizing practices. Hot water must be at least 171 degrees Fahrenheit if used without chemicals for sanitizing.





# Good Sam Law

- ▶ Both New York State and the Federal Government have laws that protect donors from liability.
- ▶
- ▶ Federal Law The Bill Emerson Good Samaritan Food Donation Act unifies various state laws and definitions into a single set of regulations. All donations, given in good faith and without gross negligence are exempt from legal liability.
- ▶
- ▶ New York State Law “holds harmless” the donor of perishable and non-perishable food to Island Harvest. The law releases the original donor from all liabilities, damages, losses, claims or expenses resulting from the condition of the donated food, assuming that the donated food was fit for consumption at the time of donation
- ▶
- ▶ Note: Island Harvest asks all recipient agencies to sign an agreement accepting food “as is”, which further limits donor liability.
- ▶
- ▶ 1.FEDERAL LAW
- ▶
- ▶ The Bill Emerson Good Samaritan Food Donation Act
- ▶
- ▶ The Child Nutrition Act of 1966, as amended (which can be found at 42 U.S.C. Section 1771 et. seq) encourages the donation of food and grocery products to nonprofit organizations for distribution to needy individuals by limiting the liability of those who provide food. Please note however, that the donation of food and grocery products may also be subject to certain state and local restrictions.
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# Good Samaritan Law cont.



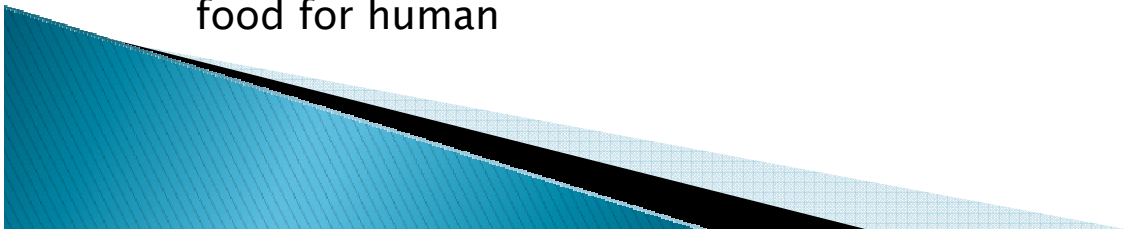
- ▶ 2. NEW YORK STATE

- ▶
- ▶ Enacted 1981,
- ▶ Article 4-D, Section 71-2

- ▶
- ▶ 71-Z Liability for canned, perishable food or farm products distributed free of charge.

- ▶ 1. Notwithstanding any other provision of law, a good faith donor of any canned or perishable food or farm product, apparently for human consumption, to a bona-fide charitable or nonprofit organization, for free distribution shall not be subject to criminal penalty or civil damages arising from the condition of the food, if the said donor reasonably inspects the food at the time of donation and finds the food apparently safe for human consumption and unless the donor has actual or constructive knowledge that the food is adulterated, tainted, contaminated or harmful to the health or well-being of the person consuming said food.

- ▶
- ▶ 2. This section includes the good faith donation of canned or perishable food or farm products not readily marketable due to appearance, freshness, grade, surplus or other consideration, but shall not be deemed or construed to restrict the authority of any lawful agency to otherwise regulate or ban the use of such food for human



# Volunteer Network



Volunteers are the backbone of the work of Island Harvest. Our dedicated and untiring volunteers perform a wide range of important tasks, from picking up and delivering food, persuading food businesses to donate their product, creating major food campaigns such as our Summer Food Blitz and Turkey and Trimmings Collection Campaign, helping to raise hunger awareness by speaking to community groups, assembling Weekend Backpack Feeding Program food packs, assisting with fundraising events, and contributing professional skills such as accounting and office tasks.

ALL volunteers share our vision that no-one on Long Island should go hungry when we have the resources in our community to help them, and their passion and dedication are inspiring to us all.

## About Volunteers

- ▶ Volunteers are adults and children, seniors, families and they also come to us from business groups, clubs and organizations, all with the same interest to use their skills directly and indirectly and work with us in our mission to end hunger. Some are in transition and between jobs, others are retired, work part time, go to school or volunteer before during lunch or after work/school. Those who are trained and do food runs with us use their own vehicle, and are scheduled for their pick ups and deliveries. Island Harvest averages 57,000 hours per year of volunteer time, with a value of more than \$1 million.

- ▶ **Food Safety and Training**

All volunteers who are involved in the movement of food are trained in safe food handling practices which covers time and temperature requirements, what to look for when picking up food, how to transport food safely, storing food - both refrigerated and non refrigerated food and more.

- ▶ **Weekly Food Run**

Each week volunteers will pick up donated food from a commercial food donor and deliver it to a nearby Island Harvest agency. This position requires a car, a weekly commitment, and some lifting (up to 30 pounds). Most runs take about an hour and are typically done on weekdays between 8am and 4pm.

### "On-Call" Food Run

If volunteers cannot make a weekly commitment but are flexible and can work on short notice, they can help out when a volunteer cannot make his/her scheduled run or when we receive last minute donations. Weekdays between 8am-4pm

### Supply Run

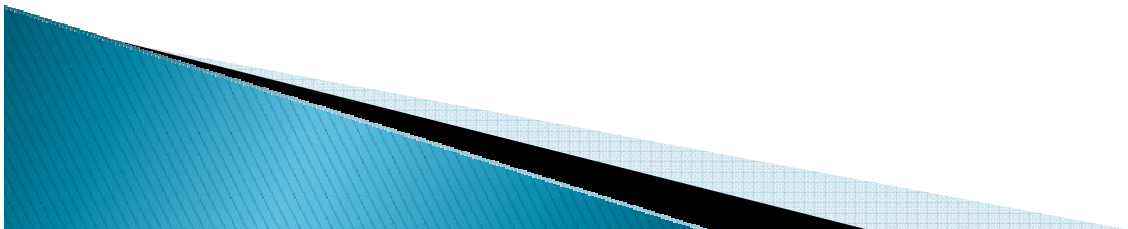
Volunteers deliver Island Harvest food containers and supplies to registered food donors to ensure that they are using approved materials. Requires a monthly commitment. Weekdays.

### Van Drivers and Truck Assistants

Drive one of our commercial vans or help pick up and deliver food on one of our refrigerated trucks. This position requires a commitment of two full weekdays per month; you must be able to lift up to 50 lbs. 7am-3pm

### Warehouse Assistant

Assist the warehouse coordinator with inventory control, off loading and loading vehicles. Help with the distribution of food to our member agencies. Assist with clean up and garbage disposal. Able to lift between 40-60 pounds. Weekdays 8am-4pm and occasional weekends.



# Volunteer Network cont..



- ▶ **Plan a Food Collection or Fundraiser**

Have a food collection campaign at your school, club or office, or organize a bake sale, car wash, or other activity to raise funds for Island Harvest. Ideal for children and adults. Call for more details.

**Special Events**

Help at events such as food shows, concerts, fairs and large food drives. Weekday, evening and weekend opportunities are available.

**Office Volunteer**

Help with data entry, phones, and administrative and clerical tasks in our Mineola office or Uniondale warehouse. Opportunities are available in our development, volunteer coordination and program services departments. Office hours are 9–5, Monday–Friday in Mineola.

**Speakers Bureau**

Join us in speaking at LI schools, civic organizations and other groups about hunger awareness, nutrition and the food rescue work of Island Harvest. All speakers will be trained and scheduled in advance.

**Donor Task Force**

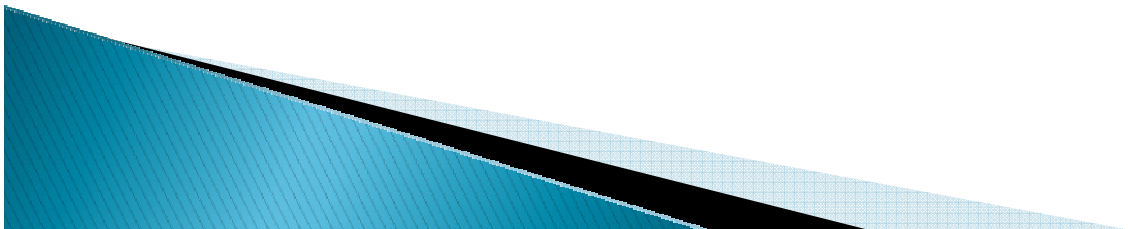
- ▶ Comprised of volunteers, the Island Harvest Donor Task Force is a liaison with businesses that donate food. Task force members visit food donors to ensure that they have adequate food rescue supplies and that collections are timely and meeting their needs. They also work to re-activate lapsed food donors and secure new ones.

- ▶ **Donate Your Expertise**

Island Harvest can use your specialized skills and services. Help is needed, but not limited to areas such as carpentry, truck repair and maintenance, painting, advocacy, graphic arts, public relations and information technology...you can also support Island Harvest through direct contributions and donating in-kind gifts.

- ▶ **Field Representative**

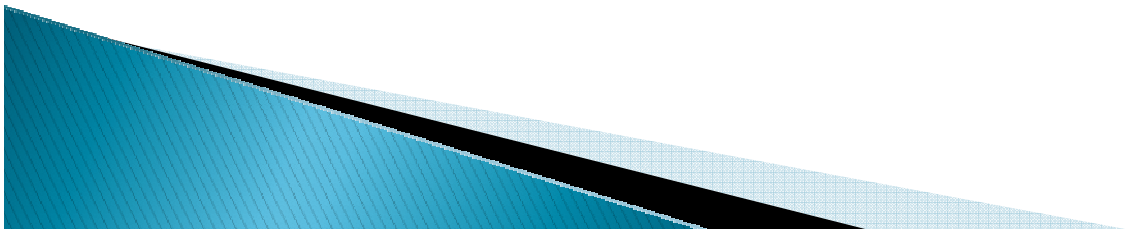
Help us expand our network of food donors and member agencies! You'll help educate potential donors about our programs and the advantages of donating excess food to Island Harvest, and help us identify community-based organizations that can benefit from our services. Normally weekdays.





# CRITERIA FOR MEMBERSHIP

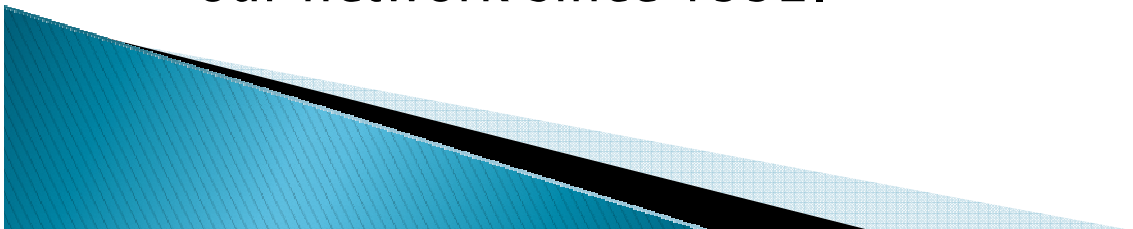
- ▶ To find out if an organization meets the eligibility criteria for membership, they should answer the following questions:
  1. Are you a 501 (c) (3) non-profit organization?
  2. Do you have a tax exempt number?
  3. Do you have proof of operations for the last three months?
  
- ▶ If you have answered yes to all three, they are one step away from becoming a member. There are other criteria to becoming a member that relate to how organizations would store and distribute food, etc. If these requirements are satisfied we then require the following:
  1. A Letter of interest with a brief program description
  2. A copy of your 501 (c)(3)
  3. A copy of your sign-in sheet/proof of operation for the last three months.
  4. The original signed and dated agency application
  5. The original signed and dated agency agreement
  6. A copy of your food safety certification.





# Benefits

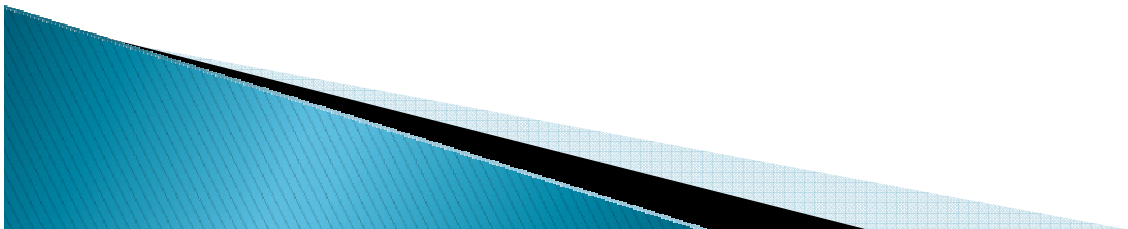
- ▶ Becoming an Island Harvest Member Agency provides non profit organizations and programs the opportunity to receive donated food from Island Harvest which will supplement a food distribution program. Our Food Distribution program provides Member Agencies with a variety of nutritious shelf-stable and fresh foods.
- ▶ Island Harvest Member Agencies can receive food through a number of our programs, including our Centralized Distributions throughout Nassau and Suffolk County, direct delivery from staff or volunteers or from our Warehouse Pick Up Program. And best of all, our delivery operations are free and right to your doorstep. Island Harvest dispatches 5 Island Harvest Vehicles each day and we have about 1000 active volunteers who assist us in our direct delivery program. This has enabled us to provide more than 52 million meals within our network since 1992.



# Benefits cont.



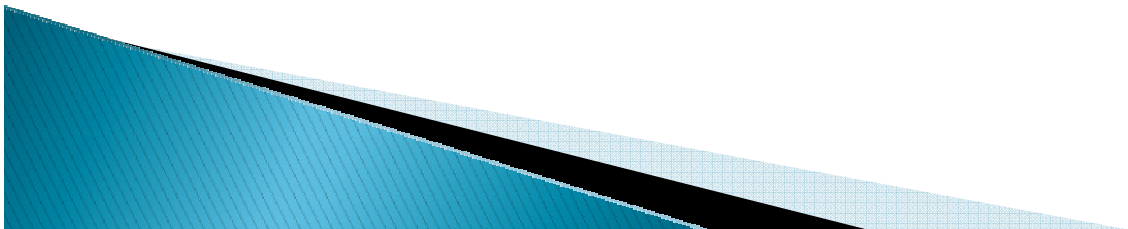
- ▶ Island Harvest also offers guidance, education, outreach and training in many areas including nutrition information, food safety education, public policy and research and more. To Learn more about Island Harvests' resources and services by contacting our Director of Outreach and member services
- ▶ There are no fees for any product donated to our Member Agencies from Island Harvest. Agencies truly benefit from the abundance of food and variety of resources provided by Island Harvest.
- ▶ Non profit organizations are encouraged to apply to become a part of the Island Harvest network by contacting our agency relations department.



# Definitions



- ▶ **Food Insecurity:**  
When the availability of nutritionally adequate and safe foods, or the ability to acquire acceptable foods in socially acceptable ways, is limited or uncertain.
- ▶ **Food Pantry:**  
a nonprofit organization/program that distributes food and other grocery products to needy clients who then prepare and use these items where they live.
- ▶ **Soup Kitchen**  
a place that serves prepared meals free-of-charge to individuals and families in need.
- ▶ **Food Bank:**  
A charitable organization that solicits, receives, inventories, and stores donated food and grocery and non-perishable food products. These products are distributed to non-profit human services agencies, which, in turn, provide the food to individuals and families served by their programs. The primary method of distribution allows agencies to pre-order and schedule either pick-ups or deliveries. (2)



# Definitions cont...



- ▶ **Member Agency:**

A community-based non-profit human services agency that meets selected criteria for membership and has a need for supplemental food to support its social services programs. Examples include soup kitchens, food pantries, emergency feeding programs, community residences for disabled adults and children, and day programs for children and seniors.

- ▶ **Food Donor:**

Commercial food establishment, such as catering facility, restaurant, food supplier/wholesaler, retail food chain or local farm that donated surplus food to program. In addition, non-perishable canned and packaged foods are donated through collection campaigns organized by companies, schools, and civic groups.

- ▶ **Volunteer:**

A trained and dedicated individual or team member that “rescues” the food by picking up from a commercial donor and delivery it to a member agency. Hundreds of individual and corporate team food runs take place each week. Volunteers also devote time and skills to special events, Speakers’ Bureau, helping with administrative needs in the office, and so much more.

- ▶ **Good Samaritan Laws:**

“Good Samaritan” laws protect food donors from liability so long as negligence or bad faith are not evident.

