How to Donate

1. Review your operation:
   ✓ Identify the type and quantity of excess food you prepare.
   ✓ Ensure you are able to safely recover food for donation by following this guide and working with the Health Department, at food.safety@snoco.org

2. Partner with a local hunger relief organization. Find out what food they accept and plan pick-up or delivery times.

3. Safely package and maintain food at proper temperatures at all times:
   ✓ Confirm safe temperatures and cooling procedures of all hot food, keep records.
   ✓ Keep food at proper temperatures
   ✓ Package in clean, food-grade containers
   ✓ Label with the common name of the food.
   ✓ Label with production date and freeze date of prepared foods (if applicable).
   ✓ Store in a designated area of a refrigerator or freezer while awaiting pick-up or delivery.

4. Transport donated food safely:
   ✓ Transport food in a clean vehicle to prevent contamination.
   ✓ Keep food at proper temperatures and use refrigerated transport when available.

5. Track donated items:
   ✓ Use a donation delivery form or other record-keeping method to keep track of donated food sources, quantities, food types and dates.
Donated Food Safety for Businesses

There are a number of special concerns to consider when donating food safely:

- Open food cannot have been previously served to a customer.
- Food must be in a food-grade package and properly labeled.
- If the food requires temperature control for safety (perishable foods), it must have been handled at proper temperatures.
- All food must have been kept safe from flood, fire, extreme temperatures or other events that lead to distressing of merchandise.
- Some previously served whole uncut produce or sealed TCS food can be donated BUT only under an approved plan with the health department.

<table>
<thead>
<tr>
<th>Food Type</th>
<th>Foods are SAFE to Donate If:</th>
<th>Foods are NOT SAFE to Donate If:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared Food (e.g. soups, casseroles)</td>
<td>Properly cooled* and stored at 41°F or below, or frozen solid.</td>
<td>Any food stored between 41°F and 135°F, food that has been improperly cooled*.</td>
</tr>
<tr>
<td>Chilled Perishable, Prepackaged food</td>
<td>Stored at 41°F or below, or frozen solid.</td>
<td>Any food stored between 41°F and 135°F or food with damaged or bulging packaging.</td>
</tr>
<tr>
<td>Meat, Poultry, Fish</td>
<td>Stored at 41°F or below, or frozen solid.</td>
<td>Foods stored between 41°F and 135 °F.</td>
</tr>
<tr>
<td>Fresh Whole Produce</td>
<td>Stored in a cool, dry and clean area.</td>
<td>Significant decay is evident.</td>
</tr>
<tr>
<td>Fresh Cut Produce</td>
<td>Stored at 41°F or below.</td>
<td>Food stored between 41°F and 135 °F after being cut, or if significant decay is evident.</td>
</tr>
<tr>
<td>Nonperishable Baked Goods</td>
<td>Stored in a cool, dry and clean area.</td>
<td>Moldy or stale products.</td>
</tr>
<tr>
<td>Nonperishable, Prepackaged Food</td>
<td>Stored in a cool, dry and clean area.</td>
<td>Home-canned foods, and cans/packaging that are rusty, severely damaged, bulging or leaking.</td>
</tr>
<tr>
<td>Baby Food</td>
<td>Stored according to label.</td>
<td>Expired infant formula.</td>
</tr>
</tbody>
</table>

*For information on what is considered properly or improperly cooled, refer to WAC 246-215 or discuss your food preparation processes with your area inspector.

Having systems in place to control these factors will help to ensure you are protected under the **Good Samaritan Food Donation Act** (Chapter 69.80.031 RCW), an act that offers food donors protection from criminal and civil liability if the food that they donated is *apparently wholesome*. The act does not relieve your business or the Hunger Relief Organization of the responsibility to handle food safely and according to law.

Refer to [State Policy: ReFED | Rethink Food Waste](https://www.refed.org/) For Tax incentives for food donation!