

## Food Safety Guidelines

The Food Bank of South Central Michigan (FBSCM) takes food safety quite seriously and expects Partner Agencies to do the same. The following food safety guidelines are in place to enable us (and, by extension, you) to best serve those in need in our community. Please refer to this guide often and have it available for all volunteers and staff to use when questioning the safety of a food item or handling practice.

Food Type	Pick-up Guidelines	Storage Guidelines
<p><b>Meat, fish, and shellfish</b> (raw and cooked; includes cooked rotisserie chicken)</p> <p><b>Prepared foods</b></p> <p><b>Ice Cream</b></p>	<p>-Frozen solid 0F or below</p> <p>-Frozen on or before “sell by” or “use by” date</p>	<p>-0F or below</p> <p>-If frozen, can keep up to 3 months after product received</p> <p>-If not frozen, freeze immediately and can keep for up to 3 months</p>
<p><b>Dairy</b>- includes all of the following (Milk, half and half, whipping cream, yogurt, cheese, soy products, dips, butter, margarine, etc...)</p> <p><b>Eggs &amp; egg substitutes</b></p> <p><b>Bakery products</b></p> <p><b>Individually packed sandwiches</b></p> <p><b>Cut produce and leafy greens</b></p> <p><b>Deli items</b>- includes all of the following (potato salad, coleslaws, bean salads, macaroni salads, pork and beans, desserts, etc...)</p>	<p>-41F or below</p> <p>-No more than 1 day past “sell by” or “use by” date</p>	<p>-41F or below</p> <p>-If frozen, can be kept a maximum of 3 months</p> <p>-Store allergens (eggs, fish, milk, soy milk) separate from each other and away from other products</p> <p>-Raw, whole eggs should <b>NOT</b> be frozen</p>
<p><b>Shelf stable products</b></p> <p><b>Canned products</b></p> <p><b>Jarred products</b> (Ketchup, mustard, BBQ sauce, steak sauce, pickles, relishes, jams, jellies, preserves, salad dressings, salsas, mayonnaise, peanut butter, etc...)</p> <p><b>Bakery items</b> (bread, rolls, bagels, cakes, cookies, donuts, muffins, etc...)</p> <p><b>Dry products</b> (flours, pastas, rice, grains, beans, lentils, etc...)</p>	<p>-Room temperature</p> <p>-Must be sealed</p>	<p>-Clean and dry storage rooms or warehouse</p> <p>-Flours, pasta, lentils, dry beans, grains should be refrigerated if not to be used within 3 months</p> <p>-Store allergens (peanuts, almonds, Brazil nuts, cashews) separate from each other and away from other products</p> <p>-Bakery products should be frozen if not to be used within 48 hours</p>
<p><b>Non Foods</b> (paper goods, health and beauty aids, OTC medications, vitamins, cleaning supplies, etc...)</p>	<p>-Room temperature</p> <p>-ALL chemicals <b>MUST</b> be transported and stored separately from each other and away from food products</p>	<p>-Clean and dry storage rooms or warehouse</p> <p>-ALL chemicals <b>MUST</b> be stored separately from each other and away from food products</p>
<p>Whole produce</p> <p><b>**Not all whole produce needs to be refrigerated**</b></p>	<p>-Clean and dry storage</p>	<p>-Clean and dry storage rooms or warehouse</p>

Food Type	Unacceptable	Acceptable
Canned goods	<ul style="list-style-type: none"> <li>-Unlabeled</li> <li>-Cannot read label</li> <li>-No codes on can</li> <li>-Severely dented</li> <li>-Dented rims</li> <li>-Very rusty</li> <li>-Leaking</li> <li>-Bulging or swollen</li> </ul>	<ul style="list-style-type: none"> <li>-Properly labeled and coded</li> <li>-Package not damaged</li> <li>-Small dents not near rim or seal</li> <li>-Rust that can be easily wiped off</li> <li>-No refrigeration required</li> </ul>
Jarred goods (glass or plastic)	<ul style="list-style-type: none"> <li>-Unlabeled</li> <li>-Cannot read label</li> <li>-No codes on jar</li> <li>-Leaking</li> <li>-Broken leak proof or vacuum seal</li> <li>-Not in original container</li> <li>-Broken/cracked jar</li> </ul>	<ul style="list-style-type: none"> <li>-Labeled clearly and coded</li> <li>-Package not damaged</li> <li>-Intact seal</li> <li>-Original container</li> <li>-Vacuum seal intact</li> <li>-No refrigeration required</li> </ul>
Packaged dry goods	<ul style="list-style-type: none"> <li>-Unlabeled or cannot read label</li> <li>-No codes on package</li> <li>-Interior package open, exposing product</li> <li>-Not in original package</li> <li>-Product appears off color</li> <li>-No ingredient list</li> <li>-No allergen disclaimer statement</li> <li>-Not completely covered/wrapped</li> <li>-Not wrapped in approved food-safe packaging</li> <li>-Packaging is damaged, wet, or stained</li> <li>-Products smells or looks bags</li> </ul>	<ul style="list-style-type: none"> <li>-Clearly labeled and coded</li> <li>-Interior package intact with no product exposure</li> <li>-Outer package can be damaged as long as interior packaging is intact</li> <li>-In original package</li> <li>-No mold, bad odor, etc...</li> <li>-List of ingredients or an allergen disclaimer statement available</li> <li>-Packaged in food-safe packaging</li> <li>-No visible mold, no bad odor, etc...</li> <li>-No refrigeration required</li> </ul>
Refrigerated products (ready to eat meats, eggs, liquid eggs, etc...)	<ul style="list-style-type: none"> <li>-Not in original package</li> <li>-Cannot read ingredient statement</li> <li>-Outer package is wet or stained</li> <li>-Inner package is damaged, exposing product, wet, or stained</li> <li>-No "use by" or "sell by" date</li> <li>-Stored above 41F</li> </ul>	<ul style="list-style-type: none"> <li>-No damages to inner packaging</li> <li>-Within 1 day of "sell by" or "use by" date</li> <li>-Stored at 41F or below</li> <li>-Shell eggs can be used up to 7 days past "sell by" date</li> <li>-Liquid eggs can be used up to 72 hours after "sell by" date</li> </ul>
Whole produce	<ul style="list-style-type: none"> <li>-Moldy</li> <li>-Decayed</li> </ul>	<ul style="list-style-type: none"> <li>-No mold or decay</li> </ul>
Cut or sliced produce Salads, diced tomatoes, coleslaws, fruit salads, etc... (All cut or sliced produce MUST be refrigerated)	<ul style="list-style-type: none"> <li>-Moldy or decayed</li> <li>-Stored over 41F</li> <li>-If used in salad bars</li> <li>-More than 1 day past "sell by" date</li> </ul>	<ul style="list-style-type: none"> <li>-Stored under 41F</li> <li>-In good condition, not moldy, decayed</li> <li>-No bad odor</li> </ul>

<p>Raw meats and fish</p>	<ul style="list-style-type: none"> <li>-Not frozen solid</li> <li>-Stored above 0F</li> <li>-Not frozen by “sell by” or “use by” date</li> <li>-Product shows signs of freezer burn</li> </ul>	<ul style="list-style-type: none"> <li>-Frozen solid</li> <li>-Stored continuously at 0F or below</li> <li>-No freezer burn</li> <li>-Fish packed separately</li> <li>-Shellfish packed separately</li> </ul>
<p>Prepared frozen foods</p>	<ul style="list-style-type: none"> <li>-Not in original package</li> <li>-Cannot read package</li> <li>-Interior packaging is wet, open, damaged, or stained</li> <li>-Exterior packaging is wet or stained</li> <li>-No “use by” or “sell by” date</li> <li>-More than 1 day has passed “use by” or “sell by” date</li> <li>-Not frozen solid</li> <li>-Stored above 0F</li> <li>-Product shows signs of freezer burn</li> <li>-Not packaged in approved food safe packaging</li> <li>-Products smells or is discolored</li> </ul>	<ul style="list-style-type: none"> <li>-In original package with no damage to interior packaging</li> <li>-Packaging is clearly labeled and able to be read</li> <li>-Not more than one day since “use by” or “sell by” date</li> <li>-Stored at 0F or below</li> <li>-No signs of freezer burn</li> </ul>
<p><b>Allergen information must be clearly marked on ALL products not in original packaging. The 8 major allergens as listed by the FCA are:</b></p> <ol style="list-style-type: none"> <li>1. Wheat</li> <li>2. Soy</li> <li>3. Eggs</li> <li>4. Dairy (Milk and milk containing products)</li> <li>5. Peanuts</li> <li>6. Tree Nuts (Almonds, walnuts, pecans, coconut, etc...)</li> <li>7. Fish</li> <li>8. Shellfish (Shrimp, lobster, Crab)</li> </ol>		<p>*Products containing these allergens must be stored separately from other food products</p>
<p><b>From the USDA regarding labeling:</b></p> <p>“...Canned foods are safe indefinitely as long as they are not exposed to freezing temperatures, or temperatures above 90 °F (32.2° C). If the cans look ok, then</p>	<p>they are safe to use. Discard cans that are dented, rusted, or swollen. High-acid canned foods (tomatoes, fruits) will keep their best quality for 12 to 18 months; low-acid canned foods (meats, vegetables) for 2 to 5 years.”</p>	<p>No Federal agency (FDA, USDA, etc...) requires that food products be labeled with an expiration date. The only exception to this is marketed baby food. All other labeling systems are at the discretion of the manufacturer. As long as an item is stored correctly and remains undamaged, it will be suitable and safe for consumption.</p>