

WISCONSIN HARVEST SAFE FOOD RECOVERY



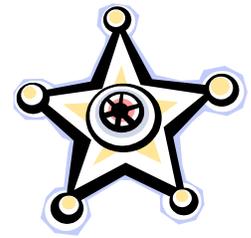
This manual is brought to you by CAC's Wisconsin Harvest Food Recovery Program. The information contained meets Federal and Wisconsin State Health Codes. For more information about the Wisconsin Harvest Food Recovery Program,

contact CAC's Food Security Division:
608-246-4730 ext. 208



Community Action Coalition for South Central WI, Inc. 1717 N. Stoughton Rd. Madison, WI 53704

Why Is Food Safety Important?



- **Protection for the People We Serve**

We want to avoid food-borne illness. Thousands of people contract some type of food-borne illness each year. Symptoms include upset stomach, fever, vomiting, diarrhea, and in some cases, death. Most cases are avoidable through the use of safe food preparation practices and proper sanitation procedures.

Children, elderly, pregnant women, and people with medical disorders and compromised immune systems are most susceptible to food borne illness. Many of the people food recovery agencies serve are these vulnerable populations, so as volunteer food couriers, its important you practice extra care in regard to food safety.



“Many of the people food recovery agencies serve are vulnerable populations, most susceptible to food borne illness”.

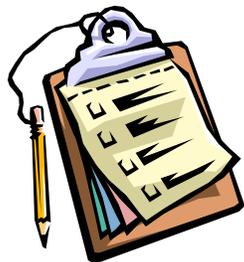
- **Compliance with Health Codes**

All food recovery agencies are expected to comply with the Wisconsin State Health Department Food Code. The information contained in this booklet reflects those approved practices.

- **Increased Donation of Perishable foods**

Although Good Samaritan laws protect citizen volunteers, donors, and non-profits involved with food recovery (at the federal as well as at the state level), potential food donors are more likely to feel secure entering into partnership with perishable food recovery programs if there are assurances that program personnel are trained in safe handling and storage of donated foods. By acting in accordance with recognized food safety standards, food recovery programs encourage businesses to donate food!

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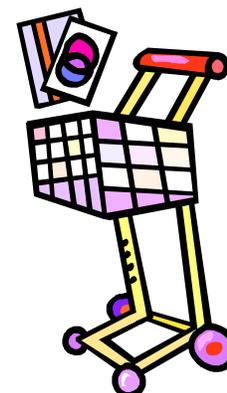
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By acting in accordance with recognized food safety standards, food recovery programs encourage businesses to donate food!



Food Donor Guidelines

The following are food safety guidelines for products donated directly by an *approved* food donor. As the chart below demonstrates, the food safety guidelines vary according to food type. Depending on what food you carry, standards for storage, transport temperatures, packaging, and labeling will be different.

Continued on next page

Temperature Sensitive	Food Products	Examples of Food Products	Packaging
	Prepared foods	Entrees, starches, side vegetables, chilled foods, home meal replacements	Food grade packaging in direct contact with food. Securely closed and separated by food type to avoid cross contamination. Labeled and dated.
	Fresh produce	Whole, unprocessed produce	Original cartons and bags or food-grade packaging for all repacked products.
	Processed produce	Chopped raw produce	Food Grade packaging for all repacked products.
	Frozen foods	Entrees, starches, vegetables, fruit juice, baked goods	Original packaging for all repacked products.
	Baked Goods	Fresh or day old bread, bagels, and other bakery items	Food grade packaging in direct contact with food and securely closed. Pack bread separately from other baked foods.
	Meat, poultry, fish	Meat, poultry, fish	Original packaging. Food grade packaging in direct contact with food. Securely closed and separated by food type (e.g. beef, pork, poultry, etc) to avoid cross contamination. Labeled and dated as appropriate.
	Dairy products	Milk, yogurt, cheese	Original packaging. Food Grade packaging in direct contact with food.
	Shelled eggs		Original Packaging. Food grade packaging in direct contact with food.
	Unprocessed meats	Game	USDA or local State Department of Agriculture inspected facility. Labeled and dated as appropriate.
	Prepackaged foods-non-perishable	Canned foods	Fully intact original cans with labels that must show at a minimum 1. What the product is 2. Ingredients 3. Net weight 4. Distributor
	Prepackaged foods-non-perishable	Shelf stable jarred foods	Fully intact original jars with labels that must show at a minimum 1. What the product is 2. Ingredients 3. Net weight 4. Distributor
	Prepackaged foods-non-perishable	Shelf stable boxed/package foods	Original packaging. Boxes or cases. Food grade packaging for all repacked foods. Labels that must show at a minimum 1. What the product is 2. Ingredients 3. Net weight 4. Distributor

When you see the thermometer symbol  it indicates temperature sensitive food that needs extra caution. When you are presented with food you feel may not meet the Food Donor Guidelines, compost or discard it. Remember, *when in doubt, throw it out!*

Storage Conditions	Non-Acceptable Conditions
Chilled at no more than 40° F or frozen at 0 degrees or less	Previously reheated foods. Foods kept in danger zone more than 2 hours.
Cool, dry, clean area	Significant decay
Chilled at 40° F	Food kept in the danger zone more than 2 hours. Watch for color change or decay
Frozen at 0° F or less	Defrosted products Damaged or compromised packaging, resulting in the loss of sanitary barrier protection. Severe freezer burn.
Cool, dry, clean area	Stale products, mold, damaged, or compromised packaging resulting in the loss of sanitary barrier protection. Not packaged in food grade packaging.
Chilled at no more than 40° F	Foods kept in danger zone for more than 2 hours. Non-food grade packaging in direct contact with food.
Chilled at no more than 40° F	Damaged or compromised packaging, resulting in the loss of sanitary barrier protection.
Chilled at no more than 40° F	Damaged or compromised packaging, resulting in the loss of sanitary barrier protection.
Chilled at no more than 40° F or frozen at zero degrees or less	Any meat not processed at a USDA or local State Department of Agriculture Inspected Facility. Meats kept in danger zone for more than 2 hours.
Cool, dry, clean area	Opened, punctured, or bulging or serious can damage, including evidence of leakage, side seam dent, top seam dent, and/or significant rust. Home canned products.
Cool, dry, clean area	Opened, punctured, or bulging jar top. Break in seal identified by "popped button" indicator. Missing "tamper seal" Visible signs of leakage or spoilage. Glass is broken or chipped. Home canned.
Cool, dry, clean area	Opened, punctured, or damaged packaging resulting in the loss of sanitary barrier protection and/or unfavorable environmental exposure. Damp or stained packages.

What

Causes

Food Born Illness?

There are both biological and chemical food borne illnesses. Chemical food borne illness is caused by ingesting food with toxins in it. Biological food poisoning is brought on by ingesting microorganisms such as bacteria, virus, yeast and mold.



Fig 1. Microscopic Bacteria

The most common type of food poisoning is bacterial. Bacteria are germs that either occur naturally in foods or are spread as a result of improper food handling.

It's not the food that causes the illness, it's the harmful microorganisms that might be present in the food. The food just carries the microorganisms.

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Important Facts About Bacteria and Biological Food Poisoning

- Bacteria that cause illness do not have a bad taste or smell. Only laboratory testing can pre-determine if harmful microorganisms are present. Their invisibility is what makes them so hard to detect and so dangerous.
- Bacteria grow more abundantly and quickly in some foods than others. They thrive in high protein foods such as milk, dairy, fish, and poultry.
- Bacteria thrive when moisture is present and in low acid environments.
- Bacteria enjoy temperatures between 40 and 140 degrees. This temperature range is also known as “The Danger Zone”.

What Are the Solutions?

The solution to food born illness is using food safe practices. On the pages that follow, you will review key concepts that will help you prevent food born illness and help you better understand and incorporate the practices mentioned in the Food Donor Guidelines chart on pages 4 and 5 :

#1

Preventing Cross Contamination

#2

Ensuring Proper Packaging

#3

Ensuring Proper Labeling

#4

Ensuring Proper Storage Conditions

#5

Throwing Out Questionable Food

#6

Ensuring Proper Transfer of Temperature Sensitive Food



“The solution
to food born
illness is using
food safe
practices. “

Solution #1

Preventing Cross Contamination

Cross Contamination occurs when bacteria are spread from one source to another. Since bacteria are found virtually everywhere, cross contamination can occur when hands, storage containers, utensils, and virtually anything else, comes in contact with food. Contamination is also commonly caused by direct contact between different foods (such as meat and raw vegetables).

To avoid cross contamination:

- Keep your car clean
- Exercise Personal Hygiene
- Store Different Foods Separately
- Don't Reuse Disposable containers
- Sanitize Thermometers Before and After Use



“Contamination is also commonly caused by direct contact between different foods.”

Keeping Your Car Clean

Keep your vehicle clean of dirt, insects, animals, and any other potential biological, chemical, or physical contaminate.

It may be a good idea to have a sheet, plastic shower curtain, or tarp that you put down as a liner before leaving your home to transport food. A clean vehicle prevents cross contamination and maintains a sanitary food environment.



Exercising Personal Hygiene



Basic Hygiene Tips:

- If you are sick, don't deliver food
- If you have a cut or abrasion, clean it, cover it, and wear a plastic glove
- Avoid touching your face or hair when working with foods
- Wash your hands

Wash Your Hands

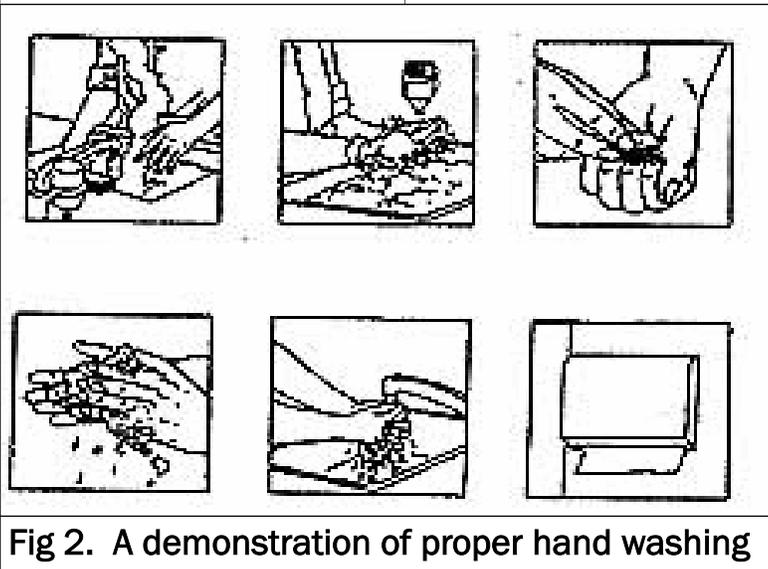


Fig 2. A demonstration of proper hand washing

How to Properly Wash Hands:

1. Wet hands and arms with warm water
2. Use soap and lather hands and arms up to the elbow
3. Wash for thoroughly for 20 seconds
4. Rinse thoroughly under running water
5. Dry hands with disposable paper towel, or air dryer

When to wash hands:

- Before beginning to work with exposed food
- After touching your hair or face or anything other than the food you work with
- After using the restroom

“If you have a cut or abrasion, clean it, cover it, and wear a plastic glove.”

Store Different Foods Separately

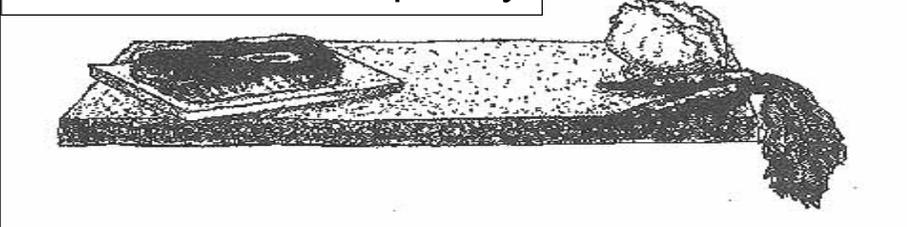


Fig 3. Different foods need to be stored separately, such as the steak to the left and the raw vegetables to the right.

Bakery items and produce can not be stored in the same bag or container and need to be shelved above meat or dairy items to avoid being dripped on and contaminated.

Solution #2

Observe Proper Packaging

Food donations must be packaged in unused food grade packaging such as clear film wrap, aluminum foil, food grade plastic bags and disposable aluminum pans. Garbage bags are not food grade. They contain toxins that are not suitable for contact with food.

Frozen Food

Should be received :

- In original packaging with no sign of tampering
- In a covered disposal aluminum container or in a plastic covered food grade container
- Without having signs of being thawed and refrozen (ice crystals around the edges or on top) or freezer burn (ice inside packaging)



Refrigerated Food

Should be received :

- In an approved new food grade storage container



Shelf Stable

Fresh produce should be received in :

Original cartons and bags or food-grade packaging for all repacked products

Bread should be received in :

- Food grade packaging in direct contact with food
- Securely closed
- Bread products separately packaged from other baked foods
- Food grade bags; do not accept food packed in garbage bags



Solution #3

Observe Proper Labeling

Frozen Food

labels should contain a generic label that states:

Name of Food
 Date of Preparation
 Recipe
 "Frozen"
 "Defrost under refrigeration -40 Degrees
 F or below"
 "Reheat rapidly to 165 degrees"

Refrigerated Food

labels should contain a generic label that states:

Name of Food
 Date of Preparation
 Recipe
 "Prepared"
 "Store under refrigeration-40 degrees F
 or below"
 "Reheat rapidly to 165 degrees"

Observe

Solution #4

Proper

Storage

Frozen:
Keep in freezer

Refrigerated:
Refrigerate at 40 degrees

Bakery:
Store in a cool, dry and neat area

Produce:
Store in a cool, dry and neat area



Frozen food should not have signs of thawing and being refrozen or freezer burn.



Solution #5

Dispose of Questionable Food

DON'T BE AFRAID TO COMPOST OR THROW QUESTIONABLE FOOD AWAY. Discard or compost anything that is questionable. When in doubt, throw it out. Refer to the food donor guidelines on pages 5 and 6 to help you decide whether the product is usable. And don't be afraid to do a gut check. Ask yourself, "Would I eat this food or feed this to my family?" If the answer is "NO", throw it out.

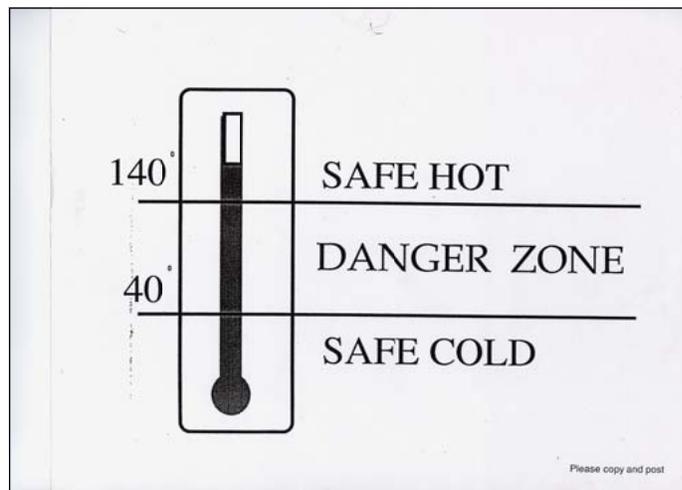


"When food has been in the danger zone longer than a total of 4 hours it must be thrown out."



Solution #6

Transfer Temperature Sensitive Foods Properly Keep them out of the "Danger Zone"



One of the most important things you can do as a volunteer courier is to avoid transferring temperature sensitive food between 40 and 140 degrees. Bacteria thrive in this temperature range, also known as "**The Danger Zone**". The longer the food is in the danger zone, the more abundant the number of bacteria

become. When food has been in the danger zone longer than a total of 4 hours it must be thrown out.

If your route involves transporting temperature sensitive items, you should exercise high caution in regard to temperature. Because you won't even be able to see it or smell if dangerous bacteria are present at unsafe levels, you have to prevent them from reproducing by properly handling temperature sensitive food. Keep food safe by keeping it out of the danger zone! How do you do that? The next few pages will elaborate on proper procedures to keep food at the right temperature.

How How To Keep Temperature Sensitive Food Safe

**DO NOT ACCEPT HOT FOOD THAT
HAS NOT BEEN CHILLED BELOW 40**

Do not accept hot food that has not been chilled to 40 degrees or below. Volunteers have no way of keeping the food above 140 degrees during the transportation process. If the food is not below 40 degrees when you arrive, do not pick it up.

Use the Materials You are Given

Insulated Transport Container

Thermometer

Alcohol Wipes

Cold Pack

The following pages will describe the above materials you'll need for temperature sensitive food and how to properly use them.

Using Insulated Transport Containers and Cold Packs



Fig. 6. A food safe container that keeps food below 40 degrees.



“Because cold air drops, place cold pack on top of the food to be transported.”

If you courier temperature sensitive food, you'll be provided with insulated transport containers and cold packs that will ensure temperature sensitive food can be kept cold.

To begin transport, place food in the transport container. Because cold air drops, place cold pack on top of the food to be transported and close the lid tightly. Avoid opening the container until you reach the delivery site. Transport time in the insulated transport container should last no longer than one hour.



Fig. 7 A cold pack that keeps transported food cold.

By using these materials, you'll be able to keep refrigerated foods below 40 degrees and frozen food below 0 degrees-out of the “Danger Zone.”

Taking Temperatures of “Temperature-Sensitive” Food

Volunteers will take the temperature of food twice during the food run. The first temperature is upon pickup and the second is at the time of delivery. To avoid cross contamination, you must wash the stem and sanitize before and after use.

How to Use a Thermometer:

1. Clean thermometer with alcohol swabs
2. Insert the thermometer into the thickest part of the food, at least one inch into the food.
3. If it's a liquid, stir the product before taking its temperature
4. Clean thermometer with alcohol swabs
5. You will have to recalibrate your thermometer about once a month or whenever you drop or bang it.

How To Calibrate A Thermometer

To calibrate, fill a container two-thirds full of crushed ice and add water up to the top of the ice.

Immerse the stem at least three inches into the ice water slush bath.

Adjust the thermometer by holding the nut on the rear of the dial and twisting the face until the pointer lines up with 32 degrees F.

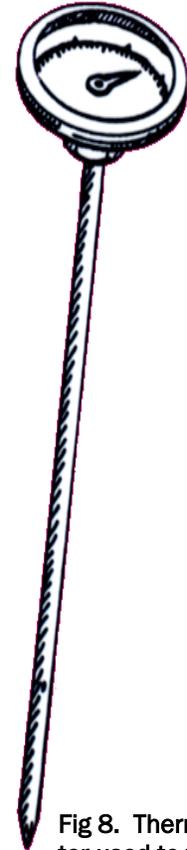


Fig 8. Thermometer used to take temperature



“You must wash the thermometer before and after taking temperature”

Transporting Food Safely: A Checklist

Now that you have been trained, you are prepared to safely recover and courier food to those who need it. On the following two pages you'll find a checklist of things to do before you leave the house, upon arrival at the donor and agency sites, and upon returning home. Following these points will ensure your food transport is safe and effective.

Remember, if you have food safety concerns, reference pages 5 and 6. If the chart does not provide the answer, check with staff at your food recovery agency.

Before you Leave the House :

- Food-grade bags
- Poundage report
- Pen or pencil
- Tarp or plastic for the keeping the car hygienic
- Insulated transport container
- Calibrated thermometer
- Alcohol swabs
- Frozen ice pack



At the Donor Site :

- Check in with contact food person
- Exercise hygiene by washing your hands before handling exposed food
- Make sure items are stored properly on site
- Ensure food is properly packaged with correct containers and label
- Inspect the quality of the food for damage, suspicious appearance, odors, pest infestation, mold and alert food recovery staff of any concerns. Discard or compost anything that is questionable
- Load food in the car
- Keep records



“If you have food safety concerns, reference pages 5 and 6. If the chart does not provide the answer, check with staff at your food recovery agency.”

If dealing with temperature sensitive food also make sure before you load food in the car you:

- Sanitize thermometer
- Take temperature
- Immediately and safely load temperature sensitive food into vehicle.
- Place cold pack on top
- Deliver food as quickly as possible (no more than one hour)

At the Agency Site :

- Check in with contact person
- Wash your hands prior to handling exposed foods.
- Bring the food into the agency
- Ensure that food is stored properly
- Record the weight and types of food brought to the agency

If dealing with temperature sensitive food, make sure before you unload food from the car to:

- Sanitize thermometer
- Record the temperature of food

When You Return Home :

- Put blue ice in the freezer
- Wipe down or wash soiled materials with a bleach/ borax solution (1 capful bleach to 1 gallon of water)
- Mail records of your collection to food recovery agency office the last week of each month



“Mail records of your collection to the food recovery agency office the last week of each month.”





Community Action Coalition
for South Central Wisconsin, Inc.

Wisconsin Harvest

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We're on the web!
www.wiharvest.org



Community Action Coalition for South Central Wisconsin, Inc (CAC) was founded in 1966 as part of the War on Poverty. Our mission is "To develop economic and social capacities of individuals, families and communities to reduce poverty in Dane, Jefferson, and Waukesha Counties." We create innovative programs to achieve our goals, which are to ensure that:

- People experiencing poverty's basic needs for food, clothing and housing are met
- People experiencing poverty develop the capacity, knowledge and skills necessary to improve their economic and social circumstances;
- People experiencing poverty develop assets that enable them to strengthen their economic futures
- Communities are respectful of and responsive to the needs of people experiencing poverty.

Wisconsin Harvest

This manual was brought to you by Wisconsin Harvest through a generous grant from United Parcel Service. Wisconsin Harvest is a CAC food recovery program which provides food for Wisconsin's hungry. Wisconsin Harvest is also an affiliate of America's Second Harvest, the largest domestic charitable hunger relief organization in the U.S.

Since its inception in 1992, Wisconsin Harvest has recovered perfectly good food from grocers, restaurants, bakeries, and caterers, food that would otherwise go to waste in landfills. Wisconsin Harvest collects and distributes approximately 1 million pounds of food per year. Food is distributed to people in need —through shelters, community centers, food pantries, senior centers and soup kitchens — absolutely **free of charge**. We provide this service through a network of dedicated volunteers and generous donators, Why do we do it? Our mission says it best:

No good source of food should go to waste, and no person should

