

# Standard Operating Procedures for

Facility Name: \_\_\_\_\_

## Donated Foods for Institutions and Non-Profits

<b>Why:</b>	Donated foods must be checked to make sure that they are not hazardous, are wholesome, protected from contamination, and received at proper temperatures.
<b>Who:</b>	Designated receiving employee. <input type="checkbox"/> _____
<b>When:</b>	When traditional wild game meat, seafood, plants, and other food is donated. <input type="checkbox"/> _____
<b>Where:</b>	Where foods are received, stored and prepared. <input type="checkbox"/> _____
<b>How:</b>	<ul style="list-style-type: none"> <li>○ Check the food to be sure that:               <ul style="list-style-type: none"> <li>- It is not a prohibited food.</li> <li>- Donated game, fish and poultry was whole, gutted, gilled, as quarters, or roasts, without further processing.</li> </ul> </li> <li>○ Check donated surplus food for source temperature, condition and protection from contamination.</li> <li>○ Check with the donor to be sure that:               <ul style="list-style-type: none"> <li>- The donated game animal is not diseased.</li> <li>- Donated game, fish and poultry was butchered, dressed, transported, and stored to prevent contamination, microbial growth or deterioration.</li> </ul> </li> <li>○ Do not prepare or process the food at the same time, or in the same area as other food, to prevent cross-contamination.</li> <li>○ Clean and sanitize food-contact surfaces of equipment and utensils after processing the food.</li> <li>○ Store it separately from other food, and label it with the name of the food.</li> <li>○ Do not accept swollen, leaking, or badly dented cans.</li> <li>○ Do not accept any home canned foods.</li> </ul> <input type="checkbox"/> _____
<b>Records:</b>	"Donated Food Source Record" <input type="checkbox"/> _____
<b>Correction:</b>	<ul style="list-style-type: none"> <li>○ Discard foods that have been contaminated with donated food.</li> <li>○ Reject food from diseased animals.</li> <li>○ Reject food that has not been maintained at required temperatures or protected from contamination, or is not wholesome.</li> <li>○ Reject foods that are not commercially canned foods.</li> </ul> <input type="checkbox"/> _____
<b>PIC Verification:</b>	<ul style="list-style-type: none"> <li>○ Observe receiving procedures and review records.</li> <li>○ Check storage areas to verify that donated foods are stored separately.</li> <li>○ Observe processing of donated foods, and check temperatures if applicable.</li> </ul> <input type="checkbox"/> _____

Prepared or revised by: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_