### Donated Foods for Institutions and Non-Profits

<table>
<thead>
<tr>
<th>Why:</th>
<th>Donated foods must be checked to make sure that they are not hazardous, are wholesome, protected from contamination, and received at proper temperatures.</th>
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</thead>
<tbody>
<tr>
<td>Who:</td>
<td>Designated receiving employee.</td>
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<tr>
<td>When:</td>
<td>When traditional wild game meat, seafood, plants, and other food is donated.</td>
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<tr>
<td>Where:</td>
<td>Where foods are received, stored and prepared.</td>
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</tbody>
</table>

#### How:
- Check the food to be sure that:
  - It is not a prohibited food.
  - Donated game, fish and poultry was whole, gutted, gilled, as quarters, or roasts, without further processing.
- Check donated surplus food for source temperature, condition and protection from contamination.
- Check with the donor to be sure that:
  - The donated game animal is not diseased.
  - Donated game, fish and poultry was butchered, dressed, transported, and stored to prevent contamination, microbial growth or deterioration.
- Do not prepare or process the food at the same time, or in the same area as other food, to prevent cross-contamination.
- Clean and sanitize food-contact surfaces of equipment and utensils after processing the food.
- Store it separately from other food, and label it with the name of the food.
- Do not accept swollen, leaking, or badly dented cans.
- Do not accept any home canned foods.

#### Records:
- "Donated Food Source Record"  

#### Correction:
- Discard foods that have been contaminated with donated food.
- Reject food from diseased animals.
- Reject food that has not been maintained at required temperatures or protected from contamination, or is not wholesome.
- Reject foods that are not commercially canned foods.

#### PIC Verification:
- Observe receiving procedures and review records.
- Check storage areas to verify that donated foods are stored separately.
- Observe processing of donated foods, and check temperatures if applicable.