



AGENCY-ENABLED CONTRACT

In an effort to donate as much useable product as possible, while maintaining the highest standards in safe food handling, many retailers have chosen to **only** donate through Feeding America Network Food Banks, such as the Central Pennsylvania Food Bank, and their affiliated partner agencies. This mutually beneficial relationship requires the reporting of **all** food donated.

PARTNER AGENCY RESPONSIBILITIES

1. Partner agencies assigned to stores will need to provide a point of contact for store management to call for pickup scheduling or other needs.
2. Partner agencies assigned to stores shall meet the minimum requirement of securing and maintaining food safety certification appropriate to its distribution type and agency-enabled program requirements.
3. Partner agencies picking up refrigerated or frozen items such as meat, produce, dairy, and deli items are required to refrigerate these items during transport and storage. Approved passive devices include temperature-controlled coolers, thermal blankets, or active temperature devices (i.e. refrigerated truck/unit). Partner agencies are responsible for acquiring and maintaining these devices.
4. Partner agencies are required to log the temperatures on frozen and refrigerated product at the time of donor pickup and again at delivery to agency storage. Temperature handling guidelines provided by the Central Pennsylvania Food Bank must be adhered to for optimal food safety. Product that falls outside of temperature guidelines must be destroyed. Temperature logs must be maintained, kept on file for 3 years, and made available for review by the Central Pennsylvania Food Bank upon request.
5. Partner agencies are responsible for documenting the weight of each direct pick up by category and reporting this activity on a timely basis to the Central Pennsylvania Food Bank, as agreed upon. The Central Pennsylvania Food Bank will use the reporting to further compile the poundage for reporting to the retail donor partner.
6. Partner agencies should contact the Central Pennsylvania Food Bank regarding any issues that arise with the retail donor partner.
7. Partner agencies that agree to abide by the responsibilities outlined within this agreement should have their authorized contact (i.e. Executive Director, Pantry Manager, Food Program Coordinator, etc.) complete the section below and return to the Central Pennsylvania Food Bank.
8. Partner agencies are responsible for notifying the Central Pennsylvania Food Bank and updating this form when any of the information below changes.

Agency Name: _____

Agency Number: _____

Authorized Contact Name (print): _____

Date: _____

Authorized Contact (signature): _____

Contact Person(s) for Pick-ups: _____

Authorized Contact Title: _____

Contact Phone: _____

For Office Use Only (DO NOT COMPLETE THIS SECTION):

Store Name/Number: _____

Digital Scale: _____

Store Name/Number: _____

Temperature Gun: _____

Store Name/Number: _____

Freezer Blanket: _____

Store Name/Number: _____

Insulated Bag(s): _____

Store Name/Number: _____