

Retail Donation Program

How To: Temperature Control Monitoring

Benefits:

Complies with Feeding America and Central PA Food Bank's requirements to participate in the Retail Donation program. By participating in temperature monitoring and recording you are protecting your clients, your agency and the donor's donations. Donors love that they can trust us to safely handle their donations. This trust leads to more donations and more donors joining us, leading to more free food for YOU!

Supplies:

Infrared thermometer (temp gun)
 Freezer blanket, insulated cooler & ice packs
 Temperature Log (Multiple donors, Single donor)

Steps:

- At the donor, before you load donations, record temperatures from a sample of the products you are picking up with an infrared thermometer (temp gun). A sample is 2-3% of the total of the product. **For example**, if you are picking up 100 cases of product, you should record temperatures from 2-3 of the 100 cases. If possible, take the temperature of the same items that were part of your original sample during **Step 6**, the second temperature reading when you return to your agency. This maintains consistency. See Example 1, item A.

- Make sure the donations are at the required temperatures.

Refrigerated Products	Temperature
Uncut produce	<60 degrees F
Cut produce & all refrigerated items	<41 degrees F
Frozen Products	
All freezer items, Frozen solid	< 0 degrees F


*Fish and shellfish product should be **frozen** & provided in separate packaging.

- Take temperatures from about 6" away from product using the temp gun. Avoid shiny surfaces because these surfaces give a false-high reading. Infrared thermometers only take surface temperatures, so take temperatures from product itself, not the external packaging whenever possible.



4. Record temperatures on a temp log. If you prefer, we have 2 templates you can use, Multi donor (when you pick up from more than one donor) or Single donor. You can see our Single donor template below in Ex. 1:

EXAMPLE 1

TEMPERATURE LOG					
		A	B		
DONOR NAME & LOCATION (OR STORE NUMBER):				Walmart	
DATE	PRODUCT SAMPLE (EXAMPLE: CHEESE, YOGURT, FROZEN MEAT, FROZEN ENTRÉE)	TIME & TEMPERATURE UPON PICKUP FROM DONOR	TIME & TEMPERATURE UPON RETURN TO AGENCY	COMMENTS/ACTION TAKEN	
9/12/2021	Yogurt	9am, 37	9:30am, 41	Refrigerated Immediately	C
9/12/2021	Frozen Meat	9am, -5	9:30, -3	N/A	

5. Place product in either Passive or Active temperature maintenance.
- Use Passive temperature maintenance when traveling for less than 30 minutes. This includes: Freezer blankets, insulated coolers and ice packs.
 - If traveling for periods more than 30 minutes, use Active maintenance a.k.a. the use of a refrigerated truck while in transit.
6. When you arrive back at your agency, take the temperature of the same sample items from Step 1. These temperatures should be recorded on the same log used to record pick up temperatures. See Example 1, item B.
7. If donations are out of temperature range, take immediate action to get them back into the proper temperature range, and note in the “comments/action taken” section. **For example**, put eggs that are at 45° into a refrigerator to bring them back down to 41°. See Example 1, item C.
*We recommend food that has been out of temperature range for 2 hours be discarded.
8. All temperature logs need to be kept on file for three years. These logs will become part of your agency’s normal compliance inspections and will need to be shown during inspections.

*Bakery items & Dry goods do not require temperature monitoring or temp logs.

ALL donations need to be weighed, recorded and submitted to Central PA Food Bank. See document entitled “In-Store Pick Up Donations” for instructions on how to submit weights at the end of each month.

For additional questions, call Cindi Pasi (717)547-6256 or Rebecca Bedenbaugh (727)257-9919.