

APPENDIX 7

DRIVERS/VOLUNTEERS CHECKLIST

- Take thermometers to every food pick up.
- Take sufficient thermal blankets or coolers with ice packs to each pick up, where applicable.
- Temperature sensitive foods should be at 41F or less.
- Frozen foods should be stored at 0F or less.
- Foods should be properly labeled unless it is obvious what they are (Whole produce).
- Foods should be well wrapped and free of mold, rot or other signs of decomposition.
- Foods need to be clearly labeled as to their contents or the donor needs to supply an ingredient statement or allergen disclaimer statement, if the food is made at the donor's facility.
- Foods need dates or codes on them to aid in traceability later, when required.
- Chemicals must be stored away from food products.
- Food after pick-up needs to be taken to the Food Bank/Agency from the donor within 30 minutes.
- Damaged packages of food cannot be accepted.
 - Singly packaged and the package is torn, ripped, open, wet, stained.
 - Double packaged and the inner packaged is torn, rip, open, wet, stained.
 - Cans are bulging on ends, very rusty, dented on ends or seams.
 - Container has been opened as tamperproof seal is broken or missing.