

# **Regional Food Bank of Oklahoma**

## **Food Safety Requirements for Member Agencies**

### **General Storage**

1. All Food Bank products must be stored in a location that has been visited and approved by an employee of the Regional Food Bank. Contact the Food Bank if your location changes.
2. Order no more food than you can properly store, use and/or distribute in one month.
3. Non-food items must be stored separately from food items. Cleaning supplies and other chemicals must never be stored above or near food.
4. Secure all storage areas to protect against theft and vandalism.

### **Dry Storage**

1. Keep dry-storage areas cool and dry.
2. Keep the temperature of the dry-storage area between 50°F and 70°F to keep food at its highest quality and to assure food safety.
3. Store dry food on pallets or shelves away from walls and at least 6 in. off the floor.
4. Make sure dry-storage areas are well ventilated to help keep temperature and humidity constant throughout the storage area.

### **Refrigerated and Frozen Storage**

1. Set the temperature of coolers to keep the internal temperature of food at 41°F or lower.
2. Set the temperature of freezers at or below 0°F to keep products frozen.
3. Monitor food temperatures regularly. Randomly sample the temperature of stored food to verify that the cooler is working.
4. Place a thermometer inside each cooler and freezer. Check temperatures a minimum of once prior to each distribution day. Daily or weekly checks are recommended.
5. Do not overload coolers or freezers. Storing too many food items prevents airflow.
6. Keep freezers and cooler lids/doors closed when not in use.
7. Use open shelving. Lining shelves with aluminum foil, sheet pans, or paper restricts circulation of cold air.

### **Pest Management**

1. Deny pests access to the facility. Screen all windows and vents and keep all exterior openings tightly closed. Seal all cracks in floors and walls.
2. Deny pests food and shelter. Throw out garbage quickly. Clean up food and beverage spills immediately. Keep all areas, cleaning tools, and supplies clean and dry at all times.
3. Work with a licensed Pest Control Operator to eliminate pests that do enter the facility.

**For more information visit [www.foodsafety.gov](http://www.foodsafety.gov), [www.fightbac.org](http://www.fightbac.org), or call Agency Relations at the Regional Food Bank of Oklahoma (405) 600-3152.**

## Guidelines for USDA Commodity Foods Distributed by the Regional Food Bank of Oklahoma

1. For use only in emergency food pantries, soup kitchen for adults or children, or homeless shelters.
2. 100% of clients served must be needy.
3. Food pantries must record, as a minimum, the name and address of the household, number of persons in the household, and the basis for determining the household is eligible (income below guidelines for household size, food stamp eligible, etc.). The date food is distributed must also be recorded.
4. Soup kitchens and shelters only need to record the number of meals served and the date, each day, that meals were served.
5. Keep Food Bank invoices on file for three years, since these serve as a record of the commodities received.
6. Notify the Food Bank if commodities are lost or damaged.
7. All commodity items distributed by food pantries must be distributed in original USDA packaging. No repackaging of USDA items.
8. Order no more commodities than you can use and distribute in one month. Keep no more than a one month supply in storage at one time. No Stockpiling of USDA commodities.
9. Commodity foods cannot be sold, transferred, traded, used for fund raisers, or any other purpose other than for meals or food baskets for needy people at the approved agency site.
10. All commodities must be stored and distributed at the agencies approved site. No off site storage and no storage in private homes.
11. Storage must be clean, dry, organized and meet storage guidelines. The agency must complete a self review of storage once a year when a review is sent to them from the Food Bank.
12. Foods must be served or distributed without regard to race, color, religion, national origin, age, sex or handicap.

**If you have any questions on USDA commodities, call the Food Bank at (405) 972-1111.**