



Start a Food Donation Program

In order to start a successful food donation program in your food facility, we suggest following these four steps:

1. PERFORM A FOOD WASTE AUDIT to determine if your facility is throwing away wholesome food that could be donated.



- 2. DEVELOP A PARTNERSHIP** with a local nonprofit organization that can accept your food and serve it to people who need it most.
 - a. Call and meet with the organization in advance. Generally, it is best to start small and gradually improve and expand the process to fit your needs and the needs of the recipient organization.
 - b. Determine the logistics
 - i. What food is accepted? (not all nonprofits can accept all foods)
 - ii. How much can they accept?
 - iii. How often can they accept food?
 - iv. When are the best times for them to receive food?
 - v. Can they pick up the surplus food or am I willing to deliver?

- 3. UNDERSTAND AND ESTABLISH PROTOCOLS TO ENSURE FOOD SAFETY** (Note: many of these will already be known and in place if you are a permitted food facility)
 - a. Determine safe packaging, storage, and labeling requirements
 - b. Establish consistent pick-up/drop-off and transportation schedule
 - c. See **Appendix D, E, and F** for donation forms and tools