



PROCEDURE FOR MAKING DONATIONS:

If you have food left over at the end of the day, please consider donating it to Second Harvest Food Bank of Metrolina.

1. Contact Second Harvest Food Bank of Metrolina at **704-376-1785** during normal business hours (7:30 a.m. - 4:30 p.m.) and ask to speak to **JD Fuller, Steven Gainsboro or Kay Carter**.

After hours contact Second Harvest Food Bank of Metrolina at 704-376-1785 and leave a voicemail message with the following information:

- Pick-up location (name of business)
- Contact name at your location (business)
- Telephone # of contact at location (business)
- Quantity of items to be picked up (# of pans, # of boxes)
- Best time for Second Harvest Food Bank of Metrolina to call back and arrange a pick-up

2. Transfer food to either bags or pans. These must be disposable as Second Harvest Food Bank of Metrolina cannot return storage containers of any variety. Your business may have these containers on hand. If you need assistance in obtaining containers, call the contacts listed above during normal business hours or leave a message after hours.

3. Food containers will need to be labeled with the following information:

- Product name (ie, lasagna)
- Date
- Location name (name of business)

4. Keep foods at proper temperatures:

- Food should be either refrigerated or frozen depending upon the date of your scheduled pick-up
- Chilled perishable food is to be below 40 degrees F except during necessary times of preparation or while being held for service, which may not exceed two hours.
- It is preferred that foods are frozen to maximize freshness.

5. Receipting - After your donation is picked up by Second Harvest Food Bank of Metrolina a receipt will be mailed to the attention of your Accounting Department.

PREPARED FOODS			
Food Products	Preferred Packaging	Storage Conditions**	Non-Acceptable Conditions***
- Miscellaneous Prepared	- Packaged Separately - Securely Closed - Avoid Spillage	Chilled 40° F or Less Frozen 0° F or Less	Mixing Food Types (e.g. Meats and Side Dishes)
- Sandwiches	- Wrapped in Clear Plastic Wrap or Foil	Chilled 40° F or Less	Stale/Hard Bread Encrusted Filling
BAKED GOODS			
Food Products	Preferred Packaging	Storage Conditions**	Non-Acceptable Conditions***
- Fresh or Day-Old - Bread and/or Bagels	- Keep Separate from Other Baked Goods	Cool, Dry Area	Stale / Hard Bread
- Muffins - Pastries - Cookies	- Pack in Own Paper Boxes - Avoid Crumbling	Cool, Dry Area	Stale / Hard
PRE-PACKAGED FOODS			
Food Products	Preferred Packaging	Storage Conditions**	Non-Acceptable Conditions***
- Perishable	- Packaged Separately - Securely Closed	Chilled, 40°F or Less	Opened, Punctured, Bulging or Damaged Packaging
- Non-perishable (mislabeled – ok with proper notification)	- Packaged Separately - Securely Closed	Cool, Dry Area	Opened, Punctured, Bulging or Damaged Packaging
FROZEN			
Food Products	Preferred Packaging	Storage Conditions**	Non-Acceptable Conditions***
- Dairy - Pastries - Factory-Prepared	- Packaged Separately - Securely Closed	Frozen 0°F or Less	Defrosted, Punctured, Opened or Damaged Packaging Severe Freezer Burn
- Vegetables - Meat - Poultry - Fish	- Packaged Separately - Securely Closed	Frozen, 0°F or Less	Defrosted or Damaged Packaging Severe Freezer Burn
- Dairy	- Individually Wrapped - Clear Plastic Wrap	Refrigerated at all times 40°F or Less	Damaged Packaging
- Milk	- Securely Closed	Refrigerated at all times 40°F or Less	Damaged Packaging
- Meat (fresh) - Poultry (fresh) - Fish (fresh)	- Original Packaging - Clear Plastic Wrap	Refrigerated at all times 40°F or Less	Strong Odor Discoloration
- Frozen	- Original Packaging - Packaging - Clear Plastic Wrap	Frozen at all times 0°F or Less	Damaged Packaging
FRESH PRODUCE			
Food Products	Preferred Packaging	Storage Conditions**	Non-Acceptable Conditions***
- Whole	Bag or Carton	Cool, Dry Area	Significant Decay
- Chopped	Bag Each Vegetable Separately	Chilled, 40°F or Less	Color Change or Decay
BEVERAGES			
Food Products	Preferred Packaging	Storage Conditions**	Non-Acceptable Conditions***
- Perishable	Securely Closed Bag or Carton	Chilled, 40°F or Less	Alcohol Not Accepted
- Non-Perishable	Bag or Carton	Cool, Dry, Unopened	Opened, Punctured, Bulging

THANK YOU FOR FEEDING THE HUNGRY IN YOUR REGION AND FOR REDUCING FOOD WASTE!

Remember...Contact Second Harvest Food Bank of Metrolina at **704-376-1785**