



Produce Safety Policy

Establishing a **produce safety policy** is the best way for your food pantry to ensure that you are protecting the health of the people that you serve. Having a produce safety policy in place will encourage donations that your guests will enjoy and will help your pantry operate smoothly.

[Food Pantry Name] will accept the following produce items:

- Produce grown according to “Good Gardening Practices” or “Good Agricultural Practices.”
- Produce that is clean and free of decay and that has been held at a temperature to maintain quality.
- Packaged produce items that are clearly within the ‘Best If Used By’ date.
- Processed produce (cut, chopped, sliced, etc) that is from a licensed processor and marked with donor information, lot code and date.
- Cut and packaged produce where temperature control has been strictly maintained.
- Donations received during business hours. [Items left ‘unattended’ will be discarded.]

[Food Pantry Name] will not accept the following produce items:

- Excessively soiled produce items.
- Fruits and vegetables with signs of significant decay.
- Opened packages of processed produce, e.g. bags of leafy greens, cut melons.
- Packages, boxes or crates of produce with signs of leakage or contamination on the package, container, or transport bin.
- Produce with evidence of insect or rodent infestation.
- Packaged produce past the ‘Best If Used By’ date.

[Food Pantry Name] will:

- Maintain a clean, well-kept facility
- Transport, handle, and store produce in a food-safe manner
- Handle, store and distribute produce to maintain quality
- Keep up-to-date records of produce inventory
- Keep temperature records, where appropriate
- Update policy documents as needed; keep signed health policy documents on hand
- Store raw meats and chemicals away from ready-to-eat foods such as fresh produce
- Repackage produce only where allowed and following a produce-safety policy
- Routinely sort fresh produce items and discard items that are decayed/spoiled

This pantry strives to honor the dignity of all individuals and aims to ensure that the food that we distribute is safe and contributes to positive health outcomes for our guests.

Signed: _____
Food Pantry Representative

Date: _____