

APPENDIX 3

COMBINED FOOD BANK/AGENCY PICKUP AND DELIVERY TEMPERATURE LOG

Donor name and location _____ Date _____

PRODUCT At Pick-up at Donor (Take refrigerated product temperatures only)	Temp. @ pickup (<41F)	Temp. @ delivery (<41F)	Temp. Taken by	PRODUCTS NOT PICKED UP a) Temperature over 41F. b) No label, ingredient list, allergen declaration. c) Packaging damaged. d) Product did not look or smell good. e) Other (Explain)

- 1) Take product temperatures at random, not all products need to have their temperature taken.
- 2) Use an Infrared thermometer or place a digital thermometer probe between 2 packages;
- 3) Do not insert the thermometer probe into the product.
- 4) "Temp. Taken by" use the initials of the person taking the temperatures.
- 5) Use codes **a, b, c, d** for products you do not accept; if using **e** then give an explanation.
- 6) Agency needs to relay all product conditions back to the donor; not the "Out of temperature" concerns as that is an Agency transportation issue.
- 7) Separate sheet should be used for each donor.
- 8) Keep these records for 2 years.