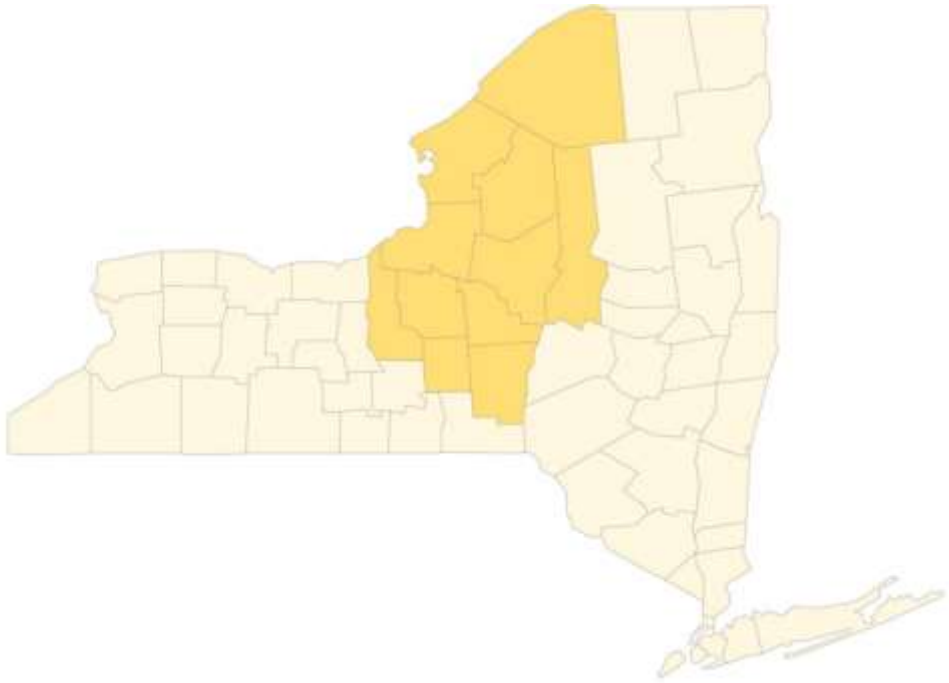
Food Bank
of Central New York

Basic Food Safety for Food Pantries

Food Bank's Service Area

11 counties in central
and northern New York

- Cayuga
- Chenango
- Cortland
- Herkimer
- Jefferson
- Lewis
- Madison
- Oneida
- Onondaga
- Oswego
- St. Lawrence



Food Bank of Central New York

Please note: this training is only for partner agency programs operating within Food Bank of Central New York's service area.

Do not continue with this training if your agency is not located in one the following counties: Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence.

Certificates of completion are only issued to staff and volunteers of Food Bank of Central New York and our Partner Agencies.

Food Bank of Central New York

- Working to eliminate hunger through nutritious food distribution, education, and advocacy in cooperation with the community.
- Partner and distribute food to over 400 food programs in our service area.

Ensuring Food Safety

- To ensure the safety and integrity of the food distributed within Food Bank's service area:
  - Food Bank staff and partner agencies are trained in food safety
  - Food Bank facilities are regularly monitored and audited for food safety
  - Food Bank staff provide technical assistance to partners

Topics Covered in Basic Food Safety for Food Pantries

- Required Food Safety training for partner agencies
- How food becomes unsafe
- Effects of food borne illness
- How Emergency Food Programs can keep food safe

Disclaimer

- This basic food safety training is compiled using information from:
  - ServSafe National Restaurant Association
  - Partnership for Food Safety Education
  - Foodsafety.gov

***Please be sure to check with your agency's local Health Department and other regulatory bodies to ensure your agency meets their food safety standards.

Required Food Safety Training for Partner Agencies

- All program coordinators, staff and regular volunteers must complete food safety training

  - Food Pantry workers are required to complete 1 hour of training annually

  - Prepared Meal Sites and Shelter workers are required to complete 2 hours of training annually

- At least one staff member or volunteer who has completed food safety training needs to be on site during food preparation and distribution.
- *Program coordinators need to keep all certificates of training on-site*

Required Food Safety Training for Partner Agencies

Partner agencies can choose from the following:

- Successfully complete online Food Safety training provided by Food Bank of Central New York.

- Attend Food Safety training provided by Food Bank of Central New York.

- Complete ServSafe Manager or Food Handler course
  - Must provide a copy of certificate to Food Bank

Food Safety

- When was the last time you saw someone handle or prepare food that made you uncomfortable?
  - It is important for food program workers to know the basics of food safety to ensure all guests safely receive the food they need.

How does food become unsafe?

- **Biological Hazards**
  - bacteria, viruses, parasites, fungi

- **Chemical Hazards**
  - cleaners, sanitizers

- **Physical Hazards**
  - staples, metal shavings, hair, jewelry, Band-Aids
  - bones, fruit pits, rock in bag of rice

Foodborne Illness

Also known as: **Food Poisoning**

- when the food we eat is contaminated with bacteria, viruses, etc. that can make us sick.

Symptoms:

- Abdominal pain, Nausea
- Fever, Headache
- Diarrhea, Vomiting

1 in 6 Americans experience food poisoning each year.

Who is most at risk from unsafe food?

- Seniors
- Chronically Ill
- Children
- Pregnant Women

At risk for **serious long-term effects** from a foodborne illness due to compromised immune system

- Kidney failure, brain and nerve damage
- **3,000 deaths per year**

Keeping Food Safe

- **How can Emergency Food Programs (EFPs) keep food safe?**
  - Practice good personal hygiene
  - Control time and temperature of food
  - Prevent cross contamination
  - Proper cleaning and sanitizing

Personal Hygiene

Hand Washing

- Hand washing is the ***most*** effective way to keep from contaminating food.
- 64% of foodborne illness outbreaks in restaurants are caused by poor personal hygiene.
- Proper hand washing takes about 20 seconds.

Proper Handwashing Procedure

1. Wet hands with running water as hot as you can comfortably stand (at least 100˚F/38˚C).

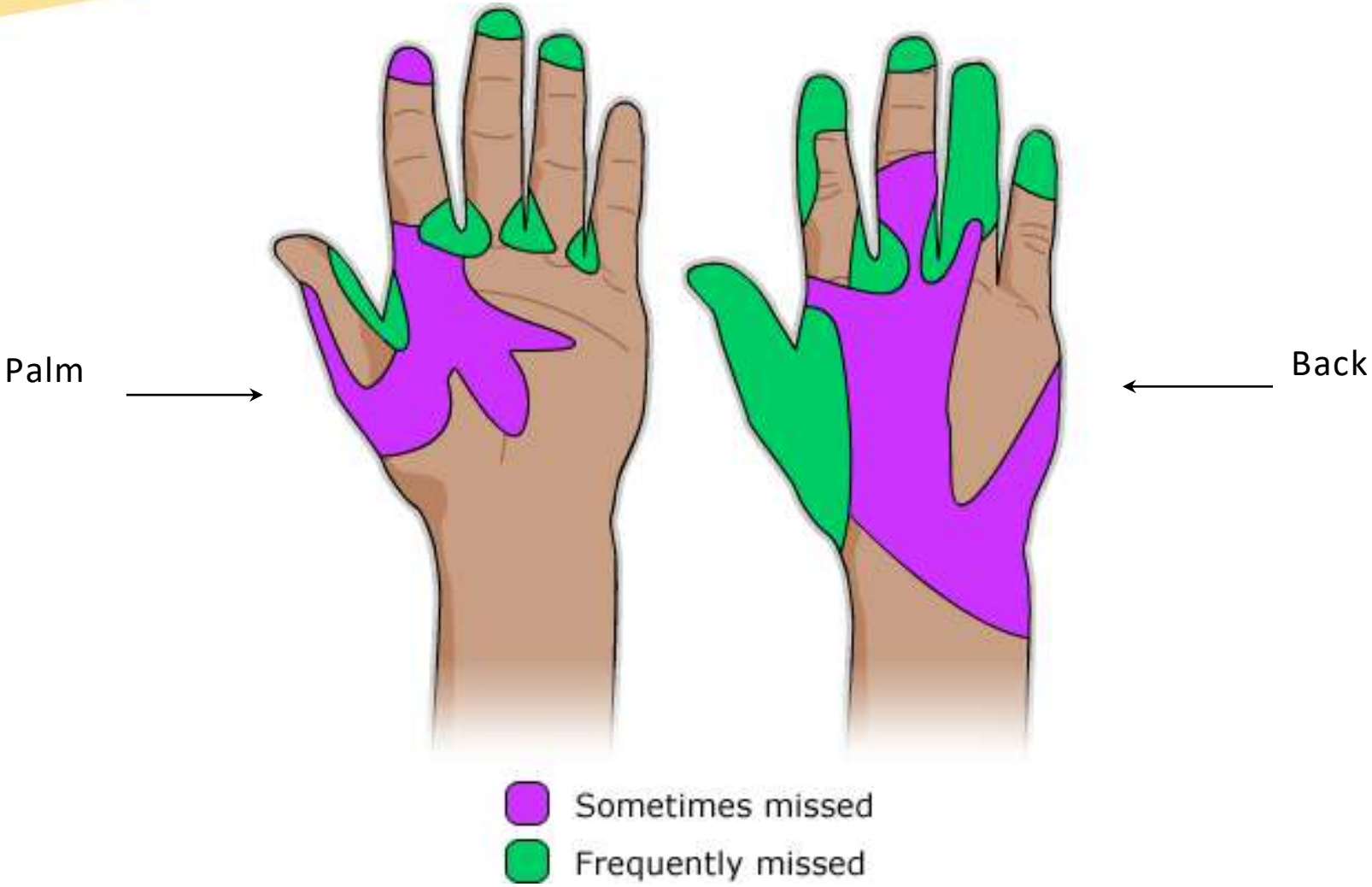
2. Apply soap. Use enough to build up a good lather.

3. Vigorously scrub hands and arms for 10-15 seconds. Clean under fingernails and between fingers.

4. Rinse thoroughly under running water.

5. Dry hands and arms with a single-use paper towel or warm-air hand dryer. Use paper to turn off faucet.

Hand Washing Trouble Spots



Hand Sanitizers

- Not to be used in place of hand washing.
- ***When in doubt, wash!***
- Used to reduce the number of pathogens on skin.
- Wait for the antiseptic to dry before touching food or equipment.
- Follow the manufacturer's directions for using a hand antiseptic.

When to Wash Your Hands

- **Wash your hands before you start work and after doing any of these things:**
  - Using the restroom
  - Touching your hair, face, or body
  - Sneezing, coughing, using a tissue
  - Taking out the trash
  - Smoking
  - Eating or drinking
  - Chewing gum or tobacco
  - *Before putting on gloves*
  - Touching anything else that may contaminate your hands
    - Dirty equipment, work surfaces, and towels

Personal Hygiene

Dirty hair, skin, and clothing may carry pathogens that can cause foodborne illness. All workers should:

- Bathe or shower daily
- Wear clean clothes
- Wash hands frequently
- Keep personal belongings away from food

Other Important Practices

- **Never** eat, drink, smoke, chew gum or tobacco in food handling and storage areas.
  - Salvia can contaminate hands and/or equipment
  - This includes the guest intake areas and any food preparation or storage areas.
- Only do these things in designated areas away from food.

What to do if you are sick

- If you are sick, you could spread pathogens to food.
- Tell your coordinator/manager when you're sick.
- Don't volunteer/work if you have the following:
  - Vomiting
  - Diarrhea
  - Jaundice (yellowing of skin and eyes)
  - Sore throat with a fever

Receiving & Evaluating Food

Safe Transport of Food

- Have a clean vehicle, free of pest
- Keep chemicals from food
  - Oil, antifreeze, wiper fluid
- Lock vehicle

- **Don't store raw food over ready-to-eat food**
  - **Keep raw meat, seafood, poultry, and eggs away from foods that won't be cooked**
- Keep food cold with coolers or thermal blankets. Check temperature upon arrival
- Limit drive time

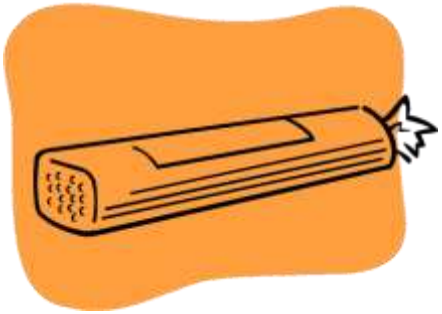
Receiving Food

- Check food upon arrival
- Check for abnormal odors or pests
- Use a thermometer to check the temperature of all refrigerated and frozen food
  - **Refrigerated Foods: 40ºF or below**
  - **Frozen Foods: Frozen solid**
- Move cold food directly into the refrigerator or freezer first
- Perishable foods should **never** be left at room temperature for more than **2 hours** (1 hour when outside temperature is above 90ºF)

Receiving Food

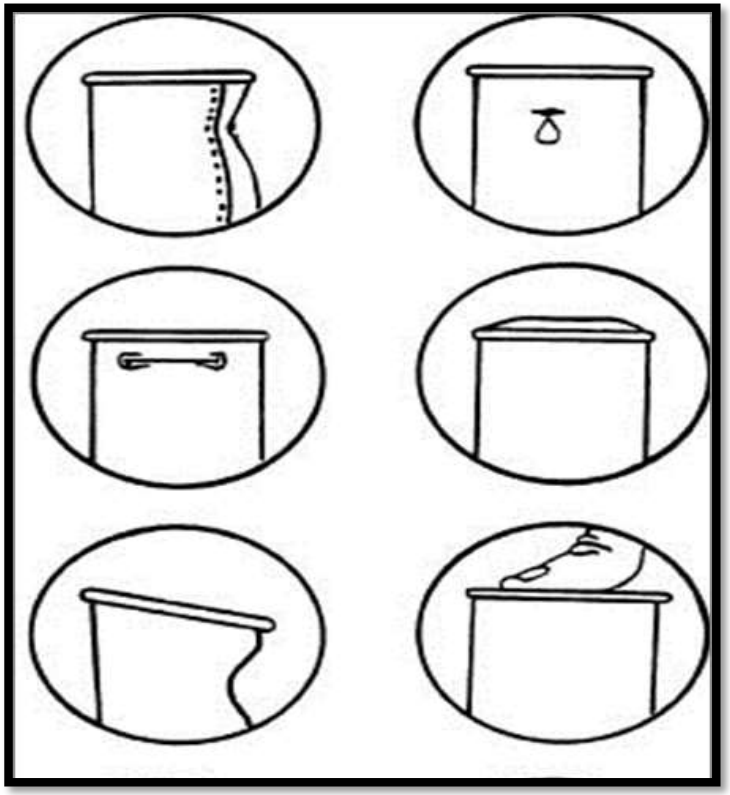
- **Reject food that:**
  - is not the correct temperature
    - Refrigerated Foods: 40ºF or below
    - Frozen Foods: Frozen solid
  - has a damaged inner package
  - has signs of pest
  - is home canned
    - No home canned items can be distributed at Food Bank partner agencies

Evaluating Food and Packages



Evaluating Canned Food Containers

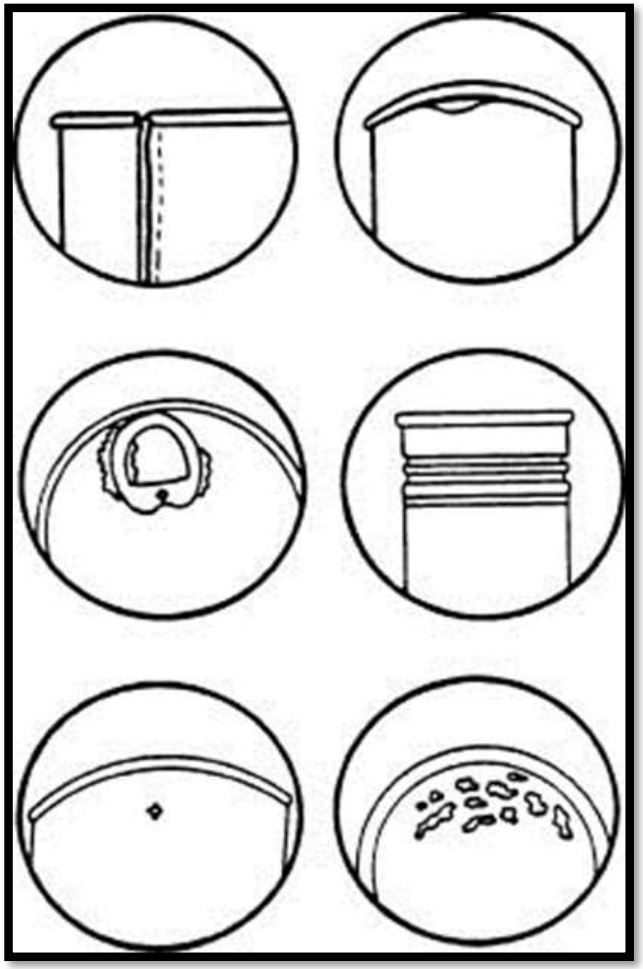
- Smooth dents or dents not on the can seam are **safe**.



Discard cans with:

- Severe dents on side seam
- Leaks
- Sharp dents parallel to rim
- Bulges or puffed ends
- Cans that cannot be stacked
- Ends that “give”

Evaluating Canned Food Containers



Discard cans with:

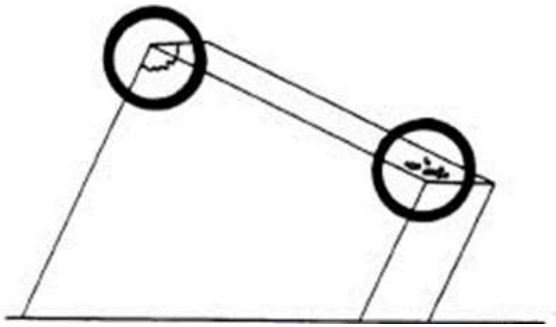
- Side seam incomplete or improperly welded
- Malformed rims
- Dirt under pull tab
- Missing label
- Pits or pinholes
- Rust that won't rub off

When in **DOUBT**, throw it **OUT**!

Evaluating Boxed Packages

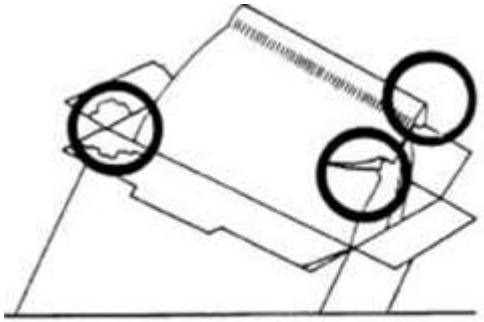
Boxes without an inner bag

- Do not use if opened
- Look for contaminants on box
- Look for insects, insect skins, webs, chaff, or moving pieces
- Look for moisture damage



Boxes with an inner bag

- Look for contaminants on box
- Look at inner bag– discard if opened



Evaluating Meat and Poultry

- All meat, poultry, and eggs must be processed/packaged in an USDA approved (beef, pork, chicken) or NYS Dept. of Ag. & Markets approved (venison) facility
- **No home processed or packaged meats**
- All meat must be frozen by the sell-by date
- USDA Meat, Poultry and Egg Product Inspection Directory

Evaluating Meat and Poultry

Color changes and freezer burn

- Color changes are normal for fresh or frozen meat
- Freezer burn areas are dried out and tasteless but not unsafe

Signs of spoilage

- Fading or darkening of meat in addition to;
  - Bad odor
  - Sticky
  - Slimy

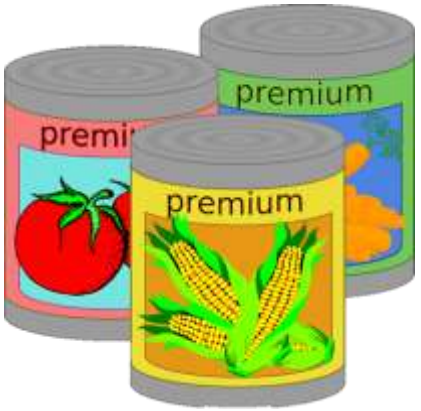
When in **DOUBT**, throw it **OUT**!

Evaluating Produce

- Discard produce if it has any of the following:
  - Mold
  - Decay or rot
  - Bad odors
  - Signs of insects
  - Skin not intact
  - Severe bruises (bruises provide a way for pathogens to get inside produce)

Evaluating Food Recap

- When in doubt, throw it out!
- Smooth can dents and dents that are not on seam – **OK**
- If the food has been exposed, it needs to be discarded
- Freezer burn areas are dried out and tasteless but not unsafe
- Remember - **all foods need food label**

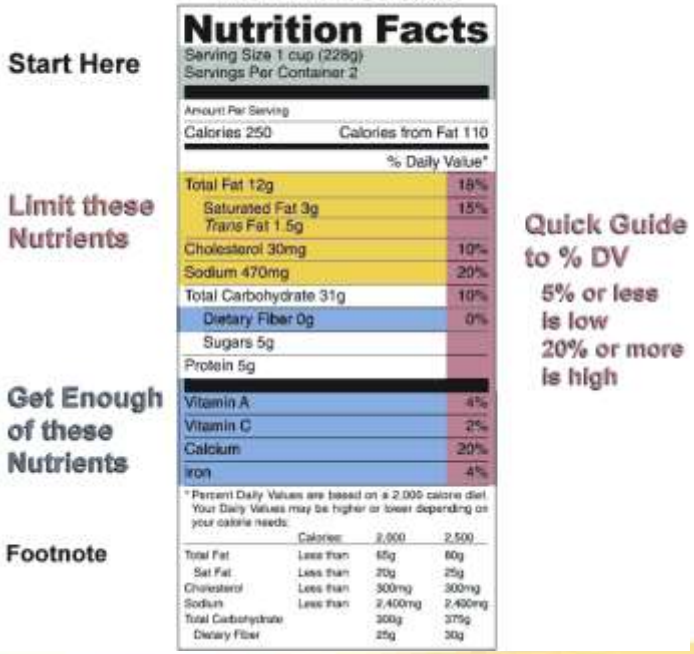


Nutrition Facts & Food Allergens

- Food labels contain valuable information for consumers to make informed decisions about the foods they eat. Labels contain ingredients, nutrition information and allergen warnings.

ALLERGY ALERT

Sample Label for Macaroni and Cheese



Food Allergens

The most common food allergies:

- Milk and dairy products
- Wheat
- Eggs and egg products
- Soy and soy protein
- Fish and shellfish
- Peanuts and tree nuts (pecans and walnuts)

Expiration Dates

Food Waste

- 25 – 40% of food grown, processed and transported in the United States will never be consumed.
  - **130 billion pounds** of food every year
  - And yet…
- **Over 40 million people are food insecure in the United States.**

Can we use food after the "sell-by" or "best-by" dates?

Yes!

- Dates are printed voluntarily on packages by manufacturers and are not regulated by the Federal Government.
- These dates are the manufacturer's recommendations for peak *quality* of their products. **<u>These are not safety dates.</u>**

Many products are safe beyond date on package with *proper storage and sound, unopened container*.

Product Dates

Definitions:

“Sell-by” - The last day a product can be offered for sale. You should buy the product before this date to ensure best *quality*.

“Use-by” – The last date recommended for the use of product while at peak *quality*.

“Best if used by”- The date recommended for best flavor or *quality* of product.

Product Dates

- **Exception:** Infant Formula, Foods, and Cereal – discard after expiration date.

- Nutrition quality may not hold up past the date on package. <u>Discard these products after date.</u>

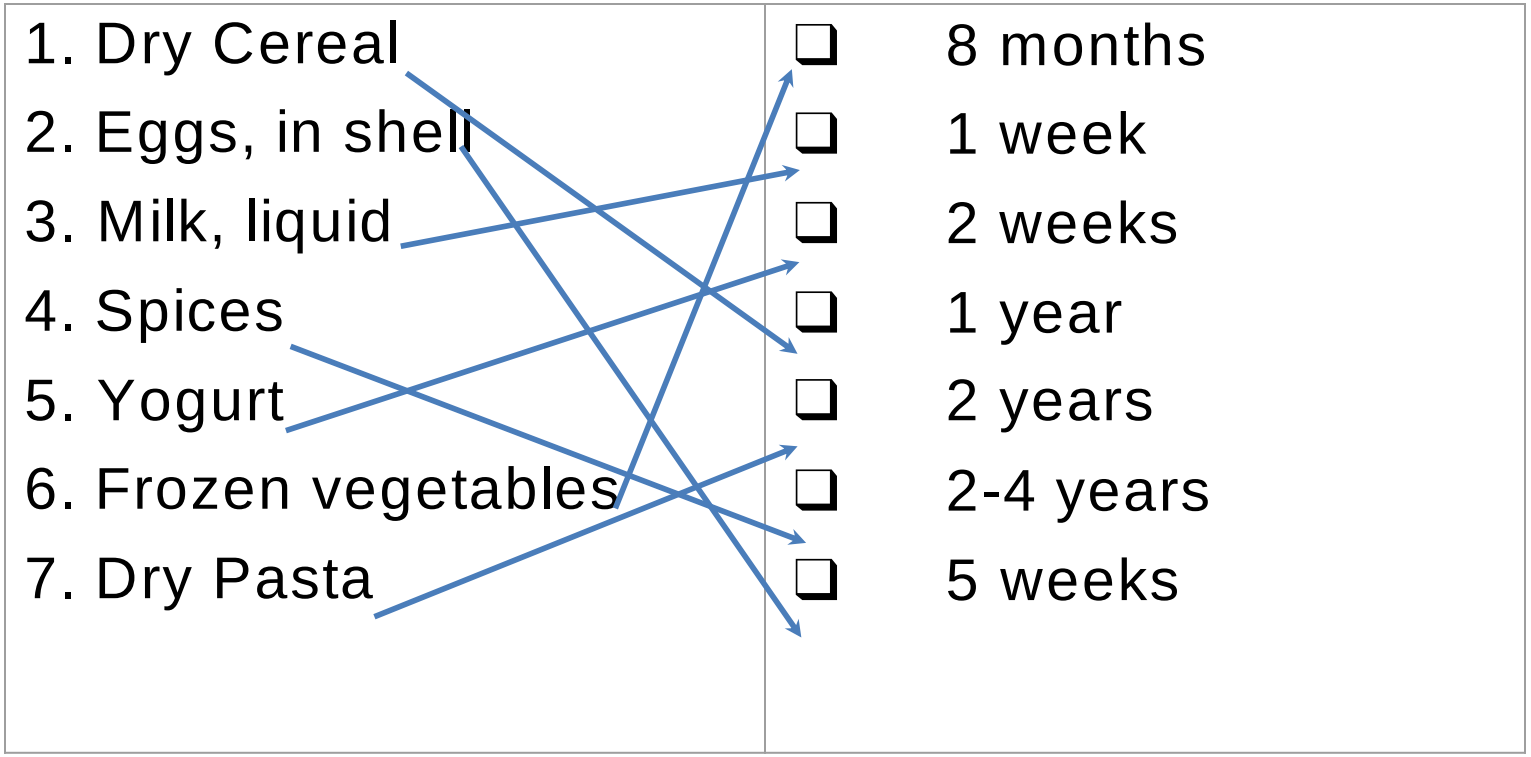
Extended Shelf Life Examples

*These examples apply only to unopened products that have been stored properly.

1. Dry Cereal	❑ 8 months
2. Eggs, in shell	❑ 1 week
3. Milk, liquid	❑ 2 weeks
4. Spices	❑ 1 year
5. Yogurt	❑ 2 years
6. Frozen vegetables	❑ 2-4 years
7. Dry Pasta	❑ 5 weeks

Extended Shelf Life Examples

*These examples apply only to unopened products that have been stored properly.



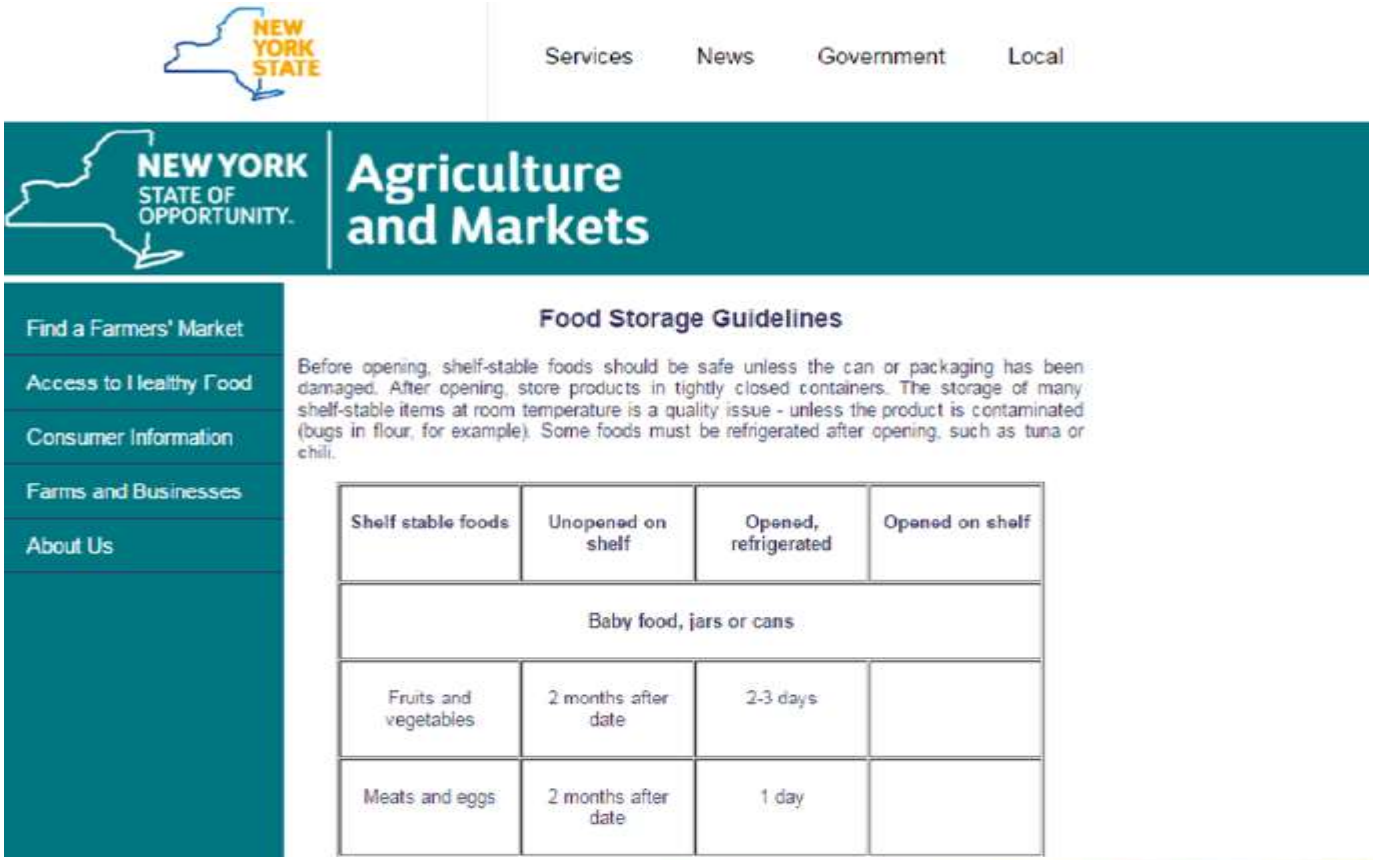
Disclaimer

- Although foods are safe beyond the date on the package with proper storage and an unopened container, some regulatory bodies do not allow programs to distribute foods past the expiration date.

***Please check with your agency's regulatory bodies to see if there are any restrictions.

Food Storage Guidelines

www.agriculture.ny.gov/FS/consumer/foodstorage.html



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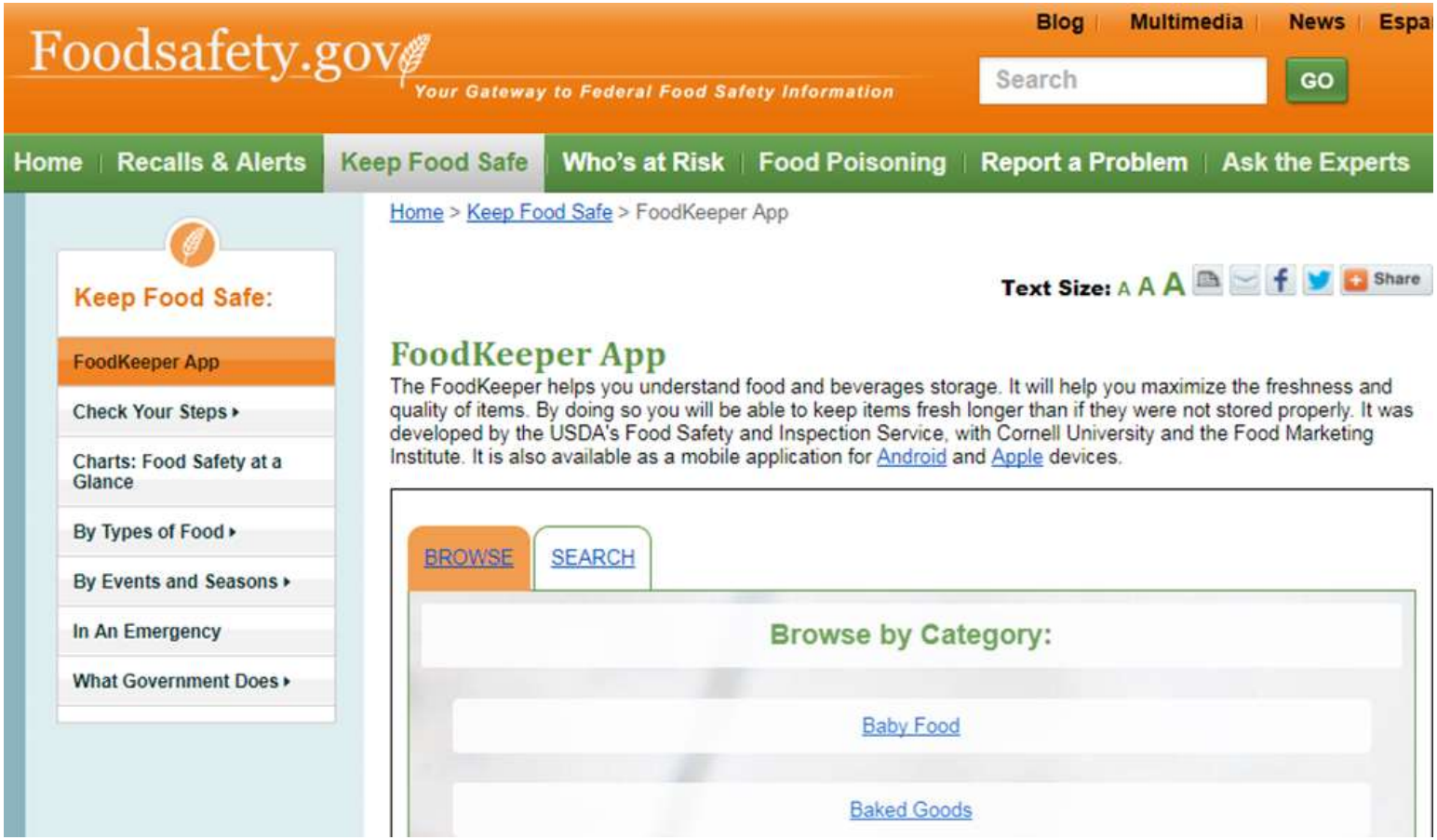
Food Storage Guidelines

Before opening, shelf-stable foods should be safe unless the can or packaging has been damaged. After opening, store products in tightly closed containers. The storage of many shelf-stable items at room temperature is a quality issue - unless the product is contaminated (bugs in flour, for example). Some foods must be refrigerated after opening, such as tuna or chili.

Shelf stable foods	Unopened on shelf	Opened, refrigerated	Opened on shelf
Baby food, jars or cans			
Fruits and vegetables	2 months after date	2-3 days	
Meats and eggs	2 months after date	1 day	

FoodKeeper App

https://www.foodsafety.gov/keep/foodkeeperapp/index.html



Code Dates

- Many canned foods use code dates.
- The product may be stamped with numbers so manufacturers know when and where a product was produced.
- This is helpful in the event of a food recall and the food needs to be removed from the store shelf.

Cod

Crea 16 oz

rang

01JUL15.

21116292000743B ← Manufacturer

Best By APR192008

Ex: MaraNatha Organic Raw

051651092173 with best buy date

Food Recalls

- **Who issues food recalls?**
  - Manufacturers with the help from a federal agency (FDA, USDA)
- **When?**
  - Almost all recalls are voluntary
  - Manufacturers issue recall of foods that may cause health risk
- **How to find out about food recalls?**
  - Recall notices can be found in local news, grocery stores, or online

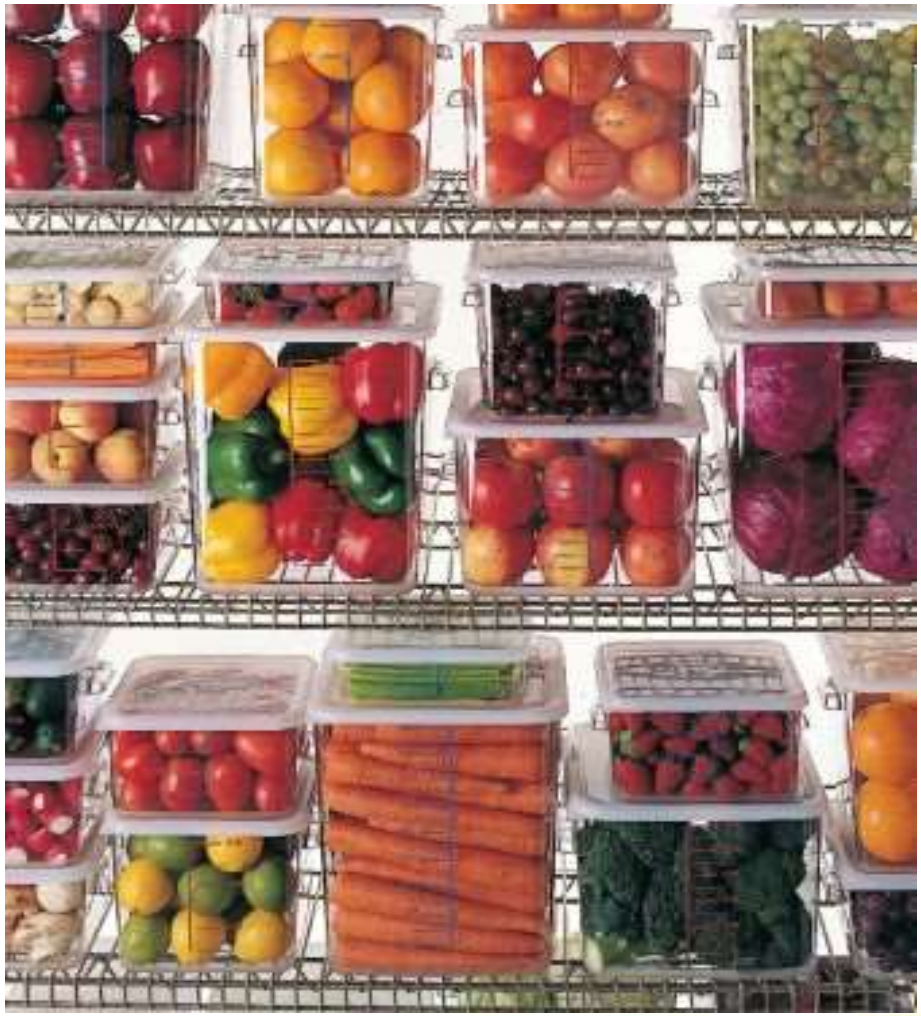
Sign Up for Food Recall Emails

www.recalls.gov

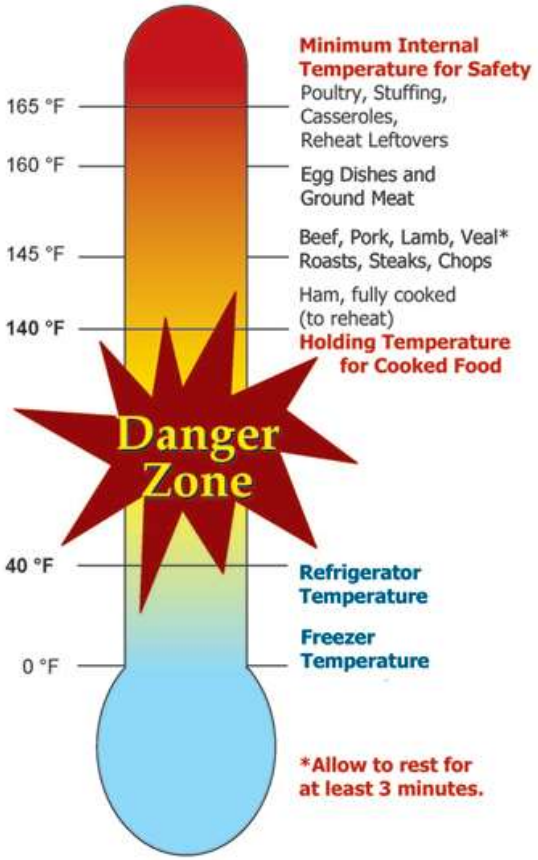
Food Bank Recalls

- Food Bank of Central New York reviews recalls issued by FDA, USDA, and Feeding America
- Our Procurement and Warehouse teams review Food Bank inventory for recalled foods.
- If we know a recalled product was sent to our agencies, we will notify the agencies of the recall by e-mail and/or phone.
  - Program coordinators should keep Food Bank up to date with a phone number and email address.

Storing and Repacking



Temperature Danger Zone



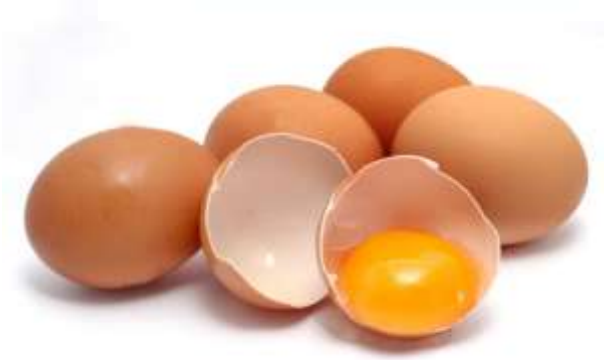
Danger Zone = 41ºF to 140ºF

- **TCS food must be kept out of this range**
  - TCS = Time & temperature control for safety
  - These are foods more likely to become unsafe in the danger zone

Common TCS Pantry Foods

(**TCS**=Time and temperature control for safety)

- Milk and dairy products
- Meat
- Fish
- Poultry
- Eggs



Refrigerated Food Storage

- Set refrigerator to proper temperature, between 33ºF and 40°F.
- Keep an extra thermometer inside coolers and freezers.
- **Record** the temperature of the refrigerator and freezer first thing **each day the pantry or food program is open**.
- Food Bank has temperature log sheets for you to print and use.

Refrigerated Food Storage

- Order matters!
- **Don’t store raw food over ready-to-eat food**
  - Keep raw meat, seafood, poultry, and eggs below foods that won’t be cooked

Refrigerated Food Storage

- Use “First In, First Out” rotation
  - First items placed in inventory are the first distributed
- Air circulation is needed to maintain equipment.
- When equipment is stuffed too full, maintaining proper temperatures is difficult.

Freezing

- Freezer temperature should be 0°F
- You can freeze any food except food in cans or eggs in shell.
  - The quality of some foods may not hold up after thawing.
- Freezing maintains a product in its present state

Freezing

- Freezing prevents the growth of bacteria or microorganisms
  - Freezing food will not kill bacteria if it is already present
- **Freezer burn does not make food unsafe**
  - Air coming in contact with the food will cause dry spots and impact quality

Dry Food Storage

- All food must be away from the wall and ceiling and at least 6 inches off the floor.

- Metal shelving is preferable.
  - It is the most cleanable surface
  - Wooden shelves are porous and absorb spills, leading to bacteria growth

Maintain temperature between 50ºF and 70ºF

Dry Food Storage

- Use “First In, First Out” rotation
  - First items placed in inventory are the first distributed
  - Date cases of food as they come into the pantry

- Store food with food and non-food with non-food.
  - Cleaning supplies or personal hygiene products need to be stored away from food

Dry Food Storage

- Avoid overcrowding to promote air circulation
- No more than a 3 month supply of food on hand
  - Too much food is hard to keep track of and ensure food safety

Repacking Food

- Repacking = separating a large package of food into smaller packages to distribute
  - Requires a clean room dedicated to bulk repacking & designed to meet the highest standards of sanitation
  - Requires a license from NYS Dept. of Ag. & Markets

- **Food Pantries are not licensed to repack food**

Repacking Food

- The only food items that food pantries *can* repack:
  - Unprocessed, raw produce items
    (i.e. onions, apples, potatoes)
  - Donated artisan bread

Repack Safely

Food Pantries can safely repack unprocessed, raw produce and donated artisan bread.

1. Clean and sanitize the work surface
2. Wash hands and wear disposable gloves
3. Use only food grade plastic bags
   - (unused grocery store bags are fine)
4. Label and date plastic bag
5. Explain to guests to wash produce prior to eating

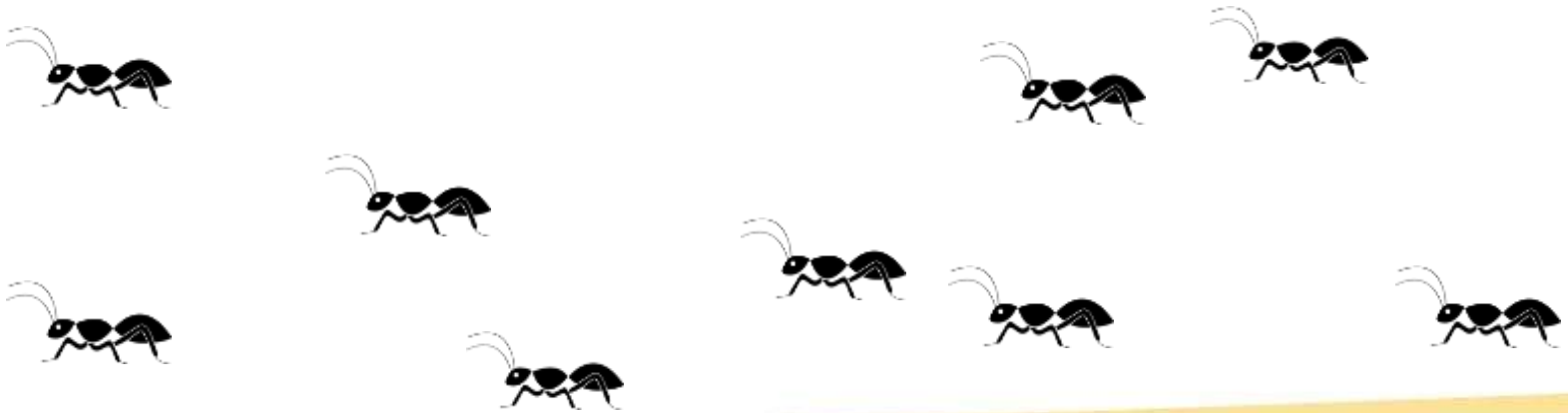
Pest Control

Pest Control

- Pests carry pathogens which can make people sick.
- **Signs you have pests:**
  - Chewed boxes or holes in food packages
  - Droppings
  - Live or dead insects in food storage areas
  - Nests

Pest Control

- **What to do if you discover signs of pests:**
  - Call the exterminator
  - Throw out any food that has signs of pests
  - Find out how the pests got in and make changes to prevent further signs



Pest Control

Don’t let them in!

- Keep outside doors & windows screened or closed
- Seal cracks and gaps around doors, windows, and pipes

Don’t feed them!

- Clean up food spills right away
- Take out trash daily
- Store grains in plastic or steel containers

Pest Control

- Work with a licensed pest control operator
- <u>No spray chemicals or open bait stations around food</u>
- Closed bait stations, closed pest strips, and closed glue boards are **OK**

Thank you for reviewing Basic Food Safety for Food Pantries!

To receive a certificate of completion, you must click on the link below. If you successfully complete the quiz a certificate will be manually processed and emailed to you within 10 business days.

corresponding quiz.

Additional food safety information and resources can be found here.