



# Food Donation Agreement Form

Food Donor Organization	Food Distribution Organization
Representative	Representative
Address	Address
Phone	Phone
Email	Email

Food Product	Packaging	Storage Conditions	Check all that apply	Quantity and frequency
Prepared Foods	Food-grade packaging	Chilled to 41°F or below, or frozen at 0°F or below		
Chilled Perishable Prepackaged Foods	Original packaging or food-grade packaging	Chilled to 41°F or below		
Meat, poultry, fish (fresh)	Original packaging or food-grade packaging	Chilled to 41°F or below		
Meat, poultry, fish (frozen)	Original packaging or food-grade packaging	Frozen at 0°F or below		
Dairy Products	Original Packaging or food-grade packaging	Chilled to 41°F or below		
Shelf stable foods	Original packaging			

For additional information on categories of donated food and how they must be handled see Appendix A (pg 39-40) of the Comprehensive Resource for Food Recovery Programs April 2016 revision.

Describe how food will be transported. Include pickup frequencies and how food will be packaged for transport (e.g. in coolers, in refrigerated truck).

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Below describe how each of the following points will be addressed.

Topic	Food Donor Organization	Food Donation Organization
Food training and experience of food manager or person in charge (e.g. ServSafe training)		
Allergen and cross-contamination awareness and training		
Best time and methods for communicating		

Use this space for any additional considerations

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We agree to abide by the agreements we have made, provide appropriate management and supervision to ensure safe food handling and donation, and to promptly communicate unsatisfactory conditions. We agree to handle food in accordance with the Retail Food Code (105 CMR 590.000), to ensure that every effort is taken to provide apparently wholesome food to those in need.

\_\_\_\_\_  
Signature of Food Donor Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Food Donor Representative

\_\_\_\_\_  
Signature of Food Distribution Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Food Distribution Representative