



## **Food Bank Policy and Procedures**

Approved by the Board of Directors on November 18, 2016

### **Purpose**

The purpose of this policy is to outline the proper procedures and protocol for the food bank that NUSU operates for the student body. This policy will also establish various components of the food bank such as, but not limited to, who is eligible for usage, its daily use and operations, gift card procedures, stocking the food bank, and donations.

### **Confidentiality**

All the personal information collected from the students shall be kept in confidence in the NUSU office, and only NUSU employees shall have access to such information.

### **Responsibility of the Food Bank**

1. The Services department, in conjunction with the Administration department, shall manage the Food Bank.
2. The Administrative department shall be responsible in maintaining the Food Bank, and ensuring that it is properly stocked. If the Food Bank is not sufficiently stocked, the Administrative Assistant will notify the Services department, who will then ensure that items are respectively replaced.
3. The Administrative department shall ensure the Food Bank is operating according to the "Usage" policy and procedure.
4. The Administrative department shall be responsible for the Gift Cards, their location, and ensuring the Cards are used according to the "Gift Cards" policy and procedure, listed below .
5. The Administrative department shall be responsible for sorting the shelves in the Food Bank, so that all food is current and not expired. Should expired food be discovered, it shall follow the "Sorting Food" policy and procedure, listed below.

### **Sorting Food**

1. The NUSU Food Bank is to follow the requirements implemented from the Health Unit as well as the Safe Food Handling Guidelines. This includes but is not limited to:

#### **Storage**

- A. Products should be stored in a cool, dry area. The storage area should be well ventilated and products stored off the floor.
- B. Keep food and non-food items separate, in designated storage areas.

- C. Keep storage areas clean.
  - D. Keep an 18 inches clear space around all exterior walls whenever possible.
  - E. Store products 6 inches off the floor by using pallets, shelving or other means.
  - F. Protect from extreme temperatures and dirt and other sources of contamination.
  - G. Follow First-In, First-Out (FIFO) procedures of stock rotation.
  - H. Make sure that all products have labels.
  - I. Check cans for dents, buckles, bulges, and rusting. If these signs are present they are to be treated as expired food.
  - J. Discard cans with serious defects shall be respectively donated to another charity willing to receive such items (i.e. The Gathering Place).
  - K. Check containers for dirt and damages.
  - L. Check for code dates. As a general rule: canned meat, fish, stew, soup, beans, corn, peas, spinach or pasta can be kept for 2-5 years\* unopened in storage. Juices, fruit, pickles, sauerkraut, tomato soup and foods in vinegar can be kept for 12-18 months\* in storage. A reference can be found in the "Codes" policy and procedure listed below.
- \*Provided that the integrity of the can has not been compromised due to damage or corrosion.*

#### **Distribution**

- A. Do not distribute infant, baby foods and nutritional supplements after their expiry date.
- B. Do not distribute home canned products due to the risk of botulism.
- C. Do not distribute dented, buckled, bulged or rusted cans. These are to be discarded as they risk microbacterial contamination.

#### **Non-Food Items**

- A. All non-food products must be stored in a separate area from food products, if possible.
  - B. If not, they should be stored on lower shelves, so they will not spill and contaminate food products.
  - C. Store at ambient temperatures and protect from extremes in temperature.
  - D. Leaking containers of liquid soaps and cleaning supplies must be discarded and not placed in storage or distributed.
  - E. Torn containers of dry or powdered soap may be taped and used.
  - F. Discard torn or broken packages of containers of diapers, feminine hygiene products, toothpaste and mouthwash.
  - G. Aerosol cans, pump-operated or pressurized containers, that are missing the outer cap must be discarded.
  - H. Paper goods may be received and distributed, as long as they are not dirty or show evidence of pest infestation. Inspect carefully, tape any tears, and store away from food products.
  - I. Over the counter medication must be properly disposed. Pharmaceuticals should never be flushed down the drains, or disposed into garbage receptacles. It is best to deliver medications to the pharmacy that is able to dispose of any medication appropriately.
2. The NUSU Food Bank should be sorted when it is received, as well as at the start of every semester. Each semester (September, January and May), proceeding one shelf at a time, pull all food items off the shelf and check the dates on each item. All items close to expiry should be put in the front in order to be used

first, according to FIFO. All other items are placed behind that. This procedure should be followed for each shelf until the entire Food Bank is sorted through.

3. All like and similar items are stored together on the same shelf.
4. If the item is expired or has no expiry date, place it in a box or separate area to return to the NUSU office. These items can be delivered to the local Food Banks as they follow different guidelines for expiry dates.
5. During each visit to the Food Bank, ensure to check the the Best Before date, to ensure items have not expired.
6. When stocking shelves, ensure that the heavier objects are not on the higher shelving. As well as ensuring no heavier objects are to be placed on the black plastic shelving. If there is not ample space for new food items, a rearrangement of items on the shelves may be needed, in order to keep similar foods together.

### Codes

1. Manufacturers use different types of codes on their products. These codes may include a *production code* or a *lot code* which identifies when a product was made and sometimes what plant or line it was made on. The format of these codes will vary from one manufacturer to another and are mainly used for their internal purposes of identifying product.
2. The most common code is a “best before date” or *durable life date*, that is required by law on most prepackaged food that have a durable life of 90 days or less. The best before date gives consumers information as to when the product is at its best. The product may still be safe to consume, if stored according to instructions, after this date, but is not at its optimum.
3. A few foods require an expiry date. These foods include very low energy diet, meal replacements or nutritional supplements and human milk substitute (such as baby food formulas). The expiry date tells consumers, the product may not be providing them with the nutrients they require and they should no longer consume it. This is important as the individuals who consume these foods rely on them to provide complete nutrition can lose their potency.
4. Typical codes are as follows:
  - i. Month and Year Codes

Month	Letter
January	A
February	B
March	C
April	D

May	E
June	F
July	G
August	H
September	I
October	J
November	K
December	L

Year	Letter
2008	I
2009	J
2010	K
2011	L
2012	M
2013	N
2014	O
2015	P
2016	Q

ii. Company Codes

Company Name	Estimated Shelf Life	Code Examples
Betty Crocker	1 year  Began putting expiry dates on items since	A12 (in a blue triangle)  First letter is month Second digit is year  If no Best Before Date or Expiry Date, discard the product

	2009	
Del Monte	2 years (tomato)	5132 L EY 14:55  First digit is the year Second two digits represent the week The fourth digit represents the date of the week (Monday=1, Tuesday=2)
	3 years (vegetables)	G1AK282A 22:05  G is the month 1 is the year AK is the plant I.D. 28 is the day of the month
E.D. Smith	2 years (pumpkin)	J9EF142B1903  First letter is the month Next number is the year The next two numbers are the day of that month
Gold Seal		12 365 12  The first two digits are the plant I.D. Third digit is the year Fourth and Fifth digits are the month
Green Giant	2 years	G8A08  First two letters are plant I.D. First three digits are the day of the year Fourth digit is the year
Heinz	2 years	LVB 2926 08:32  First three letters are plant I.D. First three digits are day of year Fourth digit is the year
Maple Leaf Foods	Stated 90 days	123 2012 365  First three digits are plant I.D. Next four digits are the year Next three digits are the day of the year
	2 years	EST 459 1189 0750  First digit is the year Next three digits are the day of the year

Our Compliments	2 years	<p>93TD82690227</p> <p>First four digits are plant I.D. Next digit is the year Next three digits are dat of the year</p> <p><b>**Some cans may have a code like this**</b> 4341R3612</p> <p>First digit is year Next three digits are the day of the year</p>
Pillsbury	2 years	<p>G8A08</p> <p>First letter is month second digit is year Third letter is plant I.D. Fourth number is day of the month</p>
Primo Foods	2 years	<p>RN08209, DICED226407</p> <p>(canned products) First three digits are day of year Fourth digit is the year</p> <p>(pasta) Year, week, day</p>
Progresso	2 years	<p>G8A08</p> <p>First two letters are plant I.D. First three digits are day of year Fourth digit is the year</p>
Selection	2 years	<p>EST 459 9173 0808</p> <p>First three digits are plant I.D. Fourth digit is the year Next three digits are day of year</p> <p><b>**some cans may have codes like this**</b> 80417CPSSAI 11:45</p> <p>First two digit is the month Last two digits are the day of that month</p>
	3 years	<p>3502/01080</p> <p>First four digits are plant I.D. Fifth digit is the year Next two digits are month Next is the day of the month</p>

		<p>C5691/12252  First five digits are plant I.D.  Next two digits are the year  Next three digits are day of year</p>
	<p>Box/packaged  1 year</p>	<p>1653  First three digits are day of year  Fourth digit is the year</p>
Unico Foods	2 years	<p>01:VGS27408    First three digits are day of year  Fourth digit is the year</p>
Kraft Foods		<p>23AUG06 D211:40    23 = Day of Expiration  Aug = Month  06 = Year of Expiration</p>
Diana Sauce	<p>Sauce and Gravy = 18 months    Marinade = 12 months</p>	<p>L1231 20:22    First three digits are the day of the year  Fourth digit is the year</p>
Loblaws/No Name	2 years	<p>051 I A    First three digits are day of year  Fourth letter is the year</p> <p>60321 GHRLG 20:01    First digit is the year  Next two digits are the month  Last two digits are day of that month</p>
Ital Pasta (tomato sauce)	3 years	<p>93TPS GAR 111451336    11 = the year</p>
Bravo Pasta (tomato sauce)	1.5 years	<p>1013 1336 S EST 776 316126    First three digits are day of year  Fourth digit is the year</p>
Allen's		<p>P - 20120327    The letter is where it was made  Next four digits are the year</p>

		Next two digits the month Next two digits the date
Dr. Oetker	18 months	0827  The first three numbers are the day of the year The last number is the year

**Eligibility**

The Nipissing University Student Union Food Bank is accessible to any current Full-Time or Part-Time Nipissing University student.

**Usage**

When a student requests to use the Food Bank, the following procedure is in place:

1. When a student wishes to use the Food Bank, they must show their Nipissing Student Card. The Card number will then be recorded in the “ Client Tracking Chart” located in the Food Bank binder at the Front Desk.
2. On the Client Tracking Chart include the date, the number of bags they take (when they are finished, with a maximum of two (2)), as well as any dietary requirements/restrictions.
3. Once completed, walk the student to the Food Bank with the Food Bank key.
5. Upon arrival, unlock the door, ensure the lights are on, and explain that the student can fill two (2) bags, with the only restriction being a maximum of five (5) rolls of toilet paper.
6. Show the student where the bags are available, then wait outside the room to allow privacy.
7. When the student is finished, ensure the light is off and ensure they do not require further assistance before they leave.
8. When you return, write down the exact number of bags used in the Client Tracking Chart, and return the Food Bank binder to its appropriate location.

**Gift Cards**

Some students may opt to receive gift cards instead of using the food bank due to specific dietary requirements which are unable to be filled with the items provided within our Food Bank. The gift cards are in increments of ten (10) dollars.

The following is a guideline for the procedure of distributing gift cards to students:

1. The student must specifically ask about using a gift card, in order for us to provide one.
2. The student can receive one (1) gift card per visit, with a limit of a combined total of three (3) cards, not exceeding \$30.00 per month.



3. In the Food Bank Binder, complete the tracking form with date and student I.D. number. Have the student sign the form ensuring they have received a Gift Card. Explain to the student that they need to provide the NUSU office with the receipt of purchase from their current gift card, in order to receive another card.
4. Provide the student with a Gift Card located in the POS till, which will be located under the cash tray.
5. Once the student brings the receipt, write the student number and gift card number directly on the top of the receipt in order to cross reference. Put the receipt in the "Food Bank Receipt" envelope.

### **Donations**

1. When NUSU is presented with a donation, be it monetary or physical, the following procedure is to be followed:

#### **Physical**

- A. When a physical food donation is given to the NUSU Food Bank, the donation is recorded in the "Donation Tracking Chart" located in the Food Bank binder.
- B. On the "Donation Tracking Chart", record the date, the person or organization NUSU received the donation from, who accepted the donation on behalf of NUSU, and any notes pertaining to the donation, for example, if it was from a specific event, the amount of food donated, etc..
- C. Once the donation has been accepted and recorded, the food will then be sorted and placed within the Food Bank for immediate use.
- D. Items donated must be in unopened, manufacturer's original packaging, protected from air and environmental contamination.
  - i. Boxes with inner bags can be discarded if; the inner bag is torn, perforated, leaking or contaminated, has imperfections or leaking seals, has mouldy or foreign objects inside.
  - ii. If the outer box is damaged and inner bag is intact, place the inner bag into a plastic bag and label with contents, ingredient list and date repacked.
  - iii. Boxes without inner bags will be discarded if opened, contaminated, signs of insects, insect skins, webs, chaff or moving pieces.
  - iv. Bags and sacks are discarded if they are ripped, torn or punctured, if there are visible signs of insect or rodent damage, if there are visible spills and stains, and should be replaced if missing or illegible labels.

#### **Monetary**

- A. When a monetary donation is given to the NUSU Food Bank, the donation is recorded in the "Donation Tracking Chart" located in the Food Bank binder.
- B. On the "Donation Tracking Chart", record the date, the person or organization NUSU received the donation from, who accepted the donation on behalf of NUSU, and any notes pertaining to the donation, for example, if it was from a specific event, the amount of food donated, etc..
- C. The money or cheque is then given to the Bookkeeping department where they will place the donation within our Food Bank account for future use.
- D. All monetary donations are used solely for Food Bank stocking and Food Bank Gift Cards.

2. A Thank You card is given to the person or organization who provided the donation. Have all Executives sign the card and have it mailed to the person or organization as soon after the donation to be relevant.



Should a receipt be needed, ensure the Bookkeeping staff is aware, in order to have a receipt generated to attach with the card.

