

You have remaining food at the end of your distribution, now what?
Below are best practices of what to do with that food according to the FDA Health Standards.

- ✓ **BEST PRACTICE - GIVE IT OUT TO CLIENTS**
 - Your main goal is to make sure the food gets out to clients
 - Do inventory counts every hour of event to adjust levels of food given out
 - Tell clients to come back at the end of event if they need more food
 - If you consistently have leftover food, please contact your St. Mary's Rep to reduce product

****REMINDER:** You may NOT give food to another organization without SMFB approval

- ✓ **LIVESTOCK OR FARMS**
 - Farmers are usually willing to take left over food for pigs, cows, chickens, etc.
- ✓ **WASTE IT**
 - Create or find local composts
 - This should be LAST resort or if food is rotten or bad.

Disposal: You have remaining pallets at the end of your distribution now what?
Below are best practices of what to do with those pallets according to SMFB standards

You MUST save or give back all **BLUE** pallets to SMFB as well as **bread racks**.
The rest can be disposed the following ways:

- ✓ **PROMOTE & SCHEDULE THEM TO BE PICKED UP BY:**
 - Clients
 - Volunteers
 - Staff
 - Local Farmers or Workers
 - General Public
- ✓ **GIVE TO SMFB DRIVER**
 - If driver is staying on site for duration of distribution – pallets can be brought back by driver to warehouse.
 - If driver is NOT staying on site, store your pallets for next delivery and the SMFB driver will pick them up then.
- ✓ **WASTE IT**
 - All other pallets are not required to be returned to SMFB and can be discarded.
 - It is the agency's responsibility to make a game plan of what to do with them.

DO NOT DISPOSE OF ANY USDA COMMODITIES (TEFAP OR CSFP) ITEMS

If you need to dispose of any TEFAP or CSFP items, you need to call your St. Mary's Rep immediately explaining reason of disposal, and they will coordinate next steps. If you need to reduce or increase the amount of USDA items you receive, please contact your Agency Services Representative to make associated changes.