

“**Repackaging**” of product includes moving the contents of a finished product from the container in which it was distributed by the original manufacturer and placing it into a different container without further manipulation.

- **Examples of repackaging include** un-boxing frozen items that do not have labels on each product; separating the contents of a bag of flour into smaller bags; distributing separate packages of crackers rather than together in a labeled box.
- The following are **NOT** examples of Repackaging: Placing un-cut produce into bags like whole tomatoes or uncut heads of lettuce

**\*\*Per Feeding America guidelines, in order to ensure client safety, agency partners that repackage processed food must meet and maintain standards for food manufacturing. Not following standards could be dangerous for clients that could have undisclosed allergies or religious/dietary restrictions. Please reference the *FANO Repacking Bulk Food- Food Safety Guidelines and Reference Chart*.<sup>1</sup>**

**This includes the following requirements for the location and the product involved in repackaging:**

## Clean Room

Agencies that repackage product are required to use a designated Clean Room that is approved by St. Mary's Food Bank.

A Clean Room is defined as a: “separate, enclosed room that is dedicated for bulk repacking which is designed to the highest standards of sanitation and prevents as many environmental contaminants as possible. It must be designed so that the interior surfaces are durable, non-absorbent and easily cleanable, built to commercial food service construction standards and meet local health regulations”. (Feeding America Member Contract, 2014 – 2019)

## Packaging and Labeling

Each product that is given out must have intact and readable labels including the common name of the product, name of manufacturer/packer/distributor, list of ingredients in descending order of prominence, net quantity of contents, storage requirements (if any), food safety date, and allergens. Packaging must not be ripped, torn, or illegible.

## Food Protection Manager Certification

One person onsite during repackaging must have a current Food Protection Manager Certification.

## Environmental Health Inspection

The facility where repackaging is occurring must have passed a current Environmental Health Inspection.

## If you do not meet criteria for Food Repackaging:

**Do NOT repackage food**, even if it arrives in quantities that are larger than is typical for a household.

Instead, please do your best to distribute items as packaged:

- Set up a table with larger items and invite households to select from it if they can use it.
  - Ask upon client sign in if they could use large quantity of bulk item and give to them
  - (As a last resort) – reject the pallet upon delivery. Note: Other partners will likely face the same challenge distributing whole larger items. We encourage you try to distribute them!
- St. Mary's cannot return to pick-up unwanted items after the driver has left.

<sup>1</sup> FA Member Contract. Page 48