



## Food Storage – Dry and Cold Requirements

Partner agencies can only store SMFB products in locations that have been inspected and approved by their Agency Services Representative. It cannot be held in a personal residence or in a shared, public space.

**You cannot store any type of food without the approval of SMFB.**

### Dry Food Storage Requirements

#### *Accessibility and Safety:*

- The food storage area should be safeguarded against theft, spoilage, and other loss.
- The food storage area must be clean, with no holes in the walls, ceilings, floors, or pipe conduits. There should be no gaps around the windows or floorboards that could allow entry of pests.
- The dry storage area should be kept between 40- and 70-degrees Fahrenheit. If your area exceeds this temperature range on a regular basis, temperature control measures must be put into place such as insulation, heating or cooling.
- All agencies must conduct regular inspections for signs of pests and take preventative measures as needed. These may be self-administered or professional.
- All pest control inspections and protective measures must be recorded in a Pest Control Log. These logs should be accessible and kept on site for 5 years.

#### *Organization:*

- Food items must be stored at least six inches above the floor, six inches from the wall, and 18 inches from the ceiling. Food may remain on pallets as long as they are safely accessible and kept free of dust and debris.
- Items should be organized to ensure a “First in, First Out” (FIFO) distribution. “First in, First Out” means that the products with the earliest expiration date or earliest receiving date are used prior to those with later expiration dates or later receiving dates. Agencies might ensure this by always placing the newest product behind older products on shelves, labeling dates product was received and by inspecting expiration dates regularly.
- In no case may the inventory level of TEFAP/CSFP/Donated items in storage exceed a six-month (6 month) shelf life. Items that pass 6 months must be given to livestock or dispose and reported to your Agency Services Representative immediately.
- Food must be stored, moved, and covered appropriately to prevent risk of cross-contamination. Non-food items must be kept away from food.

## Cold Food Storage Requirements

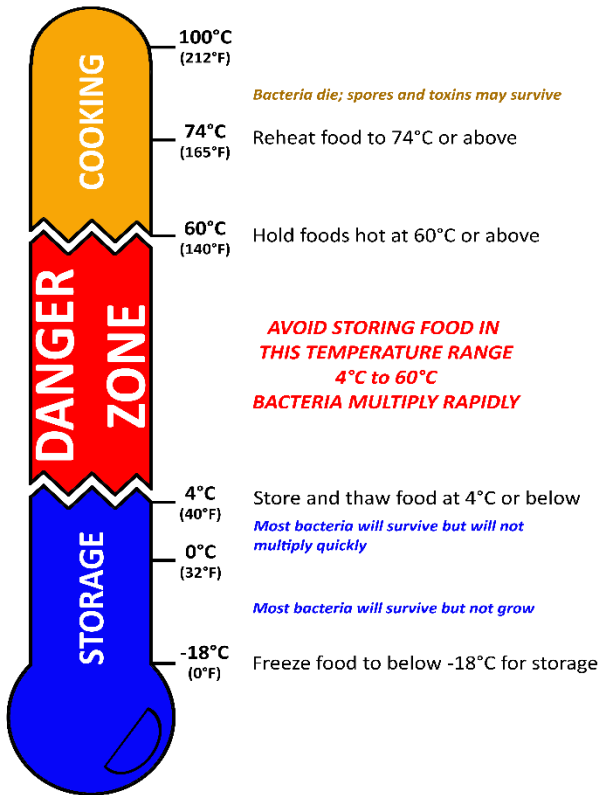
Agencies with refrigeration and/or freezer units may be approved to store perishable products. Perishable products must be kept with the following standards:

- All food storage requirements apply for Cold storage, during the distribution and in transport.
- Cold items stored in fridge should be organized as such: prepared foods/meats on bottom, unprepared foods on upper shelves. This will prevent potential leakage from destroying product.
- Maintain a temperature log for each fridge and freezer unit.
- Temperature logs should be maintained through a working thermometer (not embedded in the unit) that is calibrated annually to the national standard, or a temperature gun that is calibrated annually.
- Temperatures need to be logged twice per day when the agency is operating, and at least once per week if not operating. Temperature logs should be kept on site for five years.
- Refrigeration units should hold food at 41°F or below; freezer units should hold food at 0°F or below.
- Refrigerators and freezers should either be in a secured area, or they must be lockable.
- Thawed perishables cannot be refrozen (unless they cooked first. This is only permitted for congregate meal sites).

You must have an approved designated cold storage area to continue to give out perishable food beyond 4 hours of receipt.



# BEWARE OF TEMPERATURE DANGER ZONE



## KEEP COLD FOOD COLD

Keep your fridge below 5°C or 41°F. At these temperatures, most food poisoning bacteria stop growing or they grow slowly. Use a fridge thermometer to check that the temperature stays around 4 to 5°C or 41°F. Also make sure you have enough space in your fridge as fridges won't work properly when they are overloaded or when food is packed tightly because the cold air cannot circulate.

If you are running out of room in your fridge, remove foods that are not potentially hazardous, such as jams, pickles, vinegar-based dressings, bottled or canned drinks. The temperature of these foods is not critical for safety, and they can be kept cool in insulated containers with ice or cold packs.

Freshly cooked food, not for immediate consumption, should be cooled to below the danger zone as quickly as possible. Divide food into small shallow

Referenced from the Food Safety Information Council: <https://foodsafety.asn.au/>

## USE THE 2-4 HOUR RULE WHEN DETERMINING FOOD SAFETY

### 0-2 HOURS

Use immediately, or keep it stored below 41° F or above 135° F

### 2-4 HOURS

Use immediately

### OVER 4 HOURS

Throw it away! Do not use, danger zone

Use the two-hour/four-hour guide to work out what action you should take to avoid food poisoning if potentially hazardous food is held at temperatures in the danger zone.