## City Harvest Donor Q & A

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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</thead>
<tbody>
<tr>
<td><strong>What is City Harvest?</strong></td>
<td>City Harvest is the world’s first and New York City’s only food rescue organization. We pick up food that would otherwise go to waste from thousands of food donors across New York City and deliver it to emergency food programs, helping to feed the more than one million New Yorkers that face hunger each year.</td>
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<tr>
<td><strong>What food does City Harvest accept?</strong></td>
<td>City Harvest accepts fresh food, refrigerated and frozen food, dried food, food in boxes, cans, and bottles. Donated food must be prepared by a regulated or licensed food business, such as a restaurant, caterer, wholesaler or bakery. We DO NOT accept products containing alcohol, food that has been previously served, or food that does not meet our food safety standards.</td>
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<tr>
<td><strong>Where does the food go?</strong></td>
<td>Once rescued, food is delivered to nearly 500 emergency food programs including soup kitchens, food pantries, homeless shelters, AIDS care providers, senior centers, and children’s daycare centers that serve hungry New Yorkers in all five boroughs.</td>
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<tr>
<td><strong>Who donates to City Harvest?</strong></td>
<td>This year, City Harvest will collect more than 50 million pounds of excess food from all segments of the food industry, including restaurants, supermarkets, greenmarkets, corporate cafeterias, manufacturers, and farms.</td>
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<td><strong>What are the benefits to donating?</strong></td>
<td>Your company will benefit from: potential tax deductions (consult a tax advisor), reduced disposal fees, positive publicity, increased employee morale, and a “green” model by not letting excess food go to waste.</td>
</tr>
<tr>
<td><strong>What does our company receive as a record?</strong></td>
<td>Your company will receive a receipt from our driver stating the date and poundage donated for each pick up. Three quarterly acknowledgement letters will be mailed, as well as a yearly acknowledgement letter for tax purposes. You will also receive a certificate from City Harvest as recognition of your generosity.</td>
</tr>
<tr>
<td><strong>What about food safety and liability?</strong></td>
<td>Handling food safely is paramount to City Harvest. We follow local and national food safety guidelines to ensure your donated food is delivered in a safe condition. You are protected from liability under Federal and NY State Good Samaritan Laws. For more details see the “Food Safety &amp; Liability” fact sheet.</td>
</tr>
<tr>
<td><strong>How do we pack donations?</strong></td>
<td>City Harvest supplies clear, food-grade bags and tins. For more details on how to pack certain items, see the “City Harvest Donation Guidelines” fact sheet.</td>
</tr>
<tr>
<td><strong>How can we get started?</strong></td>
<td>It is easy to become a donor. In the time it takes to throw away excess food, you can package it for City Harvest. Contact the Food Sourcing Department at 646.412.0758 or <a href="mailto:fooddonations@cityharvest.org">fooddonations@cityharvest.org</a> to get started. A staff member will be happy to meet with you to discuss options and to train your staff on our donation procedures.</td>
</tr>
</tbody>
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6 East 32nd St 5th Floor New York NY 10016 646.412.0600 cityharvest.org
City Harvest Quick Reference Sheet

This quick reference sheet will guide you and your staff to properly prepare food-safe donations for City Harvest pickups. Please distribute to all department managers to promote efficient donation procedures and ensure that food safety regulations are followed.

YES!
City Harvest can safely accept:
• Whole fresh produce without significant decay.
• Chopped fresh produce packed separately in food-grade packaging.
• Prepared foods chilled to 40°F that have not been served or placed on a buffet.
• Chilled perishable packaged foods such as juice and cheese in their original packaging.
• Meat and poultry chilled to 40°F.
• Fresh meat, poultry and frozen seafood.
• Dairy products 40°F.
• Shelled eggs.
• Frozen foods in original packaging.
• Baked goods including day-old bread, bagels, and other bakery items.
• Canned and packaged items in original packaging.

NO!
City Harvest is unable to accept foods that:
• Have been served or put on a buffet table.
• Have been previously reheated.
• Were not kept at the appropriate temperature per the City Harvest Donation Guidelines for more than 2 hours.
• Have damaged or compromised packaging, resulting in the loss of a sanitary barrier.
• Contain alcohol.
• Have significant decay.
• Have severe freezer burn.
• Are intended for raw consumption (sushi or seafood).
• Are open, punctured, bulging or seriously damaged (canned goods).
• Are home prepared, home canned or home jarred products.

*Discarding food that does not meet the above criteria is not a waste; you are actually protecting the at-risk hunger community that we help feed.*

Questions? Call City Harvest at 646.412.0758 or email fooddonations@cityharvest.org
# City Harvest Donation Guidelines

Donated food must be prepared by a regulated or licensed food business, such as a restaurant, caterer, wholesaler or bakery. Donated food must exclude foods previously served to the public.

<table>
<thead>
<tr>
<th>Food Product</th>
<th>Packaging</th>
<th>Storage Conditions</th>
<th>Non-Acceptable Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared Foods (Entrees, starches, side vegetables, chilled foods,)</td>
<td>• Food-grade packaging in direct contact with food. Securely closed and separated by food type to avoid cross-contamination. • Labeled and dated.</td>
<td>• Chilled below 40°F or frozen.</td>
<td>• Previously reheated foods. • Foods kept above 40°F for more than 2 hours. • Food previously served. • Food with a temperature greater than 40°F.</td>
</tr>
<tr>
<td>Chilled Perishable Prepackaged Foods</td>
<td>• Original packaging or food-grade packaging for all repacked products.</td>
<td>• Chilled below 40°F.</td>
<td>• Foods kept above 40°F for more than 2 hours. • Damaged or compromised packaging, resulting in the loss of sanitary barrier protection.</td>
</tr>
<tr>
<td>Meat &amp; Poultry (Fresh)</td>
<td>• Original packaging. • Food-grade packaging in direct contact with food. • Securely closed and separated by food type (e.g. beef, pork, poultry, etc.) to avoid cross-contamination. • Labeled and dated as appropriate.</td>
<td>• Chilled below 40°F. • All fresh meat and poultry must be frozen prior to or on the product expiration date.</td>
<td>• Foods kept above 40°F for more than 2 hours. • Non-food-grade packaging in direct contact with food. • Fresh meat &amp; poultry past the expiration date.</td>
</tr>
<tr>
<td>Unprocessed Meats (Game)</td>
<td>• Must be processed in a USDA or NY State Department of Agriculture and Markets inspected facility. • Labeled and dated as appropriate.</td>
<td>• Chilled below 40°F or frozen.</td>
<td>• Any meat not processed at a USDA or NY State Department of Agriculture and Markets inspected facility. • Meats kept above 40°F for more than 2 hours.</td>
</tr>
<tr>
<td>Dairy Products</td>
<td>• Original packaging. • Food-grade packaging in direct contact with food.</td>
<td>• Chilled below 40°F. • Cheese may be frozen. • Fluid milk can be accepted up to and including “use by” date.</td>
<td>• Dairy products kept above 40°F for more than 2 hours • Damaged or compromised packaging, resulting in the loss of sanitary barrier protection. • Leaking packaging.</td>
</tr>
<tr>
<td>Shelled Eggs</td>
<td>• Original packaging. • Food-grade packaging in direct contact with food.</td>
<td>• Chilled below 40°F.</td>
<td>• Damaged or compromised packaging, resulting in the loss of sanitary barrier protection. • Cracked or broken eggs.</td>
</tr>
<tr>
<td>Fresh Produce (Whole)</td>
<td>• Original cartons and bags or food-grade packaging for all repacked product. • City Harvest supplied bags.</td>
<td>• Cool, dry, clean area.</td>
<td>• Significant decay.</td>
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## City Harvest Donation Guidelines (Cont.)

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<tr>
<td><strong>Fresh Produce (Chopped)</strong></td>
<td>• Food-grade packaging securely closed with each vegetable or fruit packed separately.</td>
<td>• Chilled at 40°F.</td>
<td>• Foods kept above 40°F for more than 2 hours.</td>
</tr>
</tbody>
</table>
| **Frozen Foods (Entrees, starches, vegetables, fruit juices, baked goods, meats and seafood)** | • Original packaging.  
  • City Harvest supplied bags or trays.                                             | • Frozen at 0°F or less.                                   | • Defrosted product.  
  • Damaged or compromised packaging, resulting in the loss of sanitary barrier protection.  
  • Severe freezer burn. |
| **Baked Goods (Fresh or day-old bread, bagels, and other bakery items.)** | • Food-grade packaging in direct contact with food.  
  • Securely closed bread products separately packaged from other baked foods.  
  • City Harvest supplied bags or tins.                                               | • Cool, dry, clean area.                                   | • Stale products.  
  • Mold.  
  • Damaged or compromised packaging, resulting in the loss of sanitary barrier protection.  
  • Not packaged in food grade packaging.                                               |
| **Prepackaged Foods-Nonperishable (Canned including canned meats and seafood)** | • Fully intact original cans with labels that must show at a minimum:  
  o Contents  
  o Ingredients  
  o Net weight AND  
  o Distributor | • Cool, dry, clean area.                                   | • Opened, punctured, bulging, or serious can damage, including evidence of leakage, side-seam dent, top seam dent, and/or significant rust.  
  • Home-canned products. |
| **Prepackaged Foods-Nonperishable (Shelf-stable jarred foods)** | • Fully intact original cans with labels that must show at a minimum:  
  o Contents  
  o Ingredients  
  o Net weight AND  
  o Distributor | • Cool, dry, clean area.                                   | • Opened, punctured, or bulging jar top.  
  • Break in seal identified by "popped button" indicator.  
  • Missing "tamper seal".  
  • Visible signs of leakage or spoilage.  
  • Glass is broken or chipped.  
  • Home-jarred products. |
| **Prepackaged Foods-Nonperishable (Shelf-stable boxed/ packaged foods)** | • Original packaging, boxes or cases.  
  • Food-grade packaging for all bulk foods.  
  • Labels that must show at a minimum:  
  o Contents  
  o Ingredients  
  o Net weight AND  
  o Distributor | • Cool, dry, clean area.                                   | • Opened, punctured, or damaged packaging resulting in the loss of sanitary barrier protection and/or unfavorable environmental exposure.  
  • Damp or stained packages. |
Food Safety and Liability

Both the federal government and New York State have laws protecting donors from liability. To ensure the safety of the donation, we have a three step checking system.

- Donors are guided by City Harvest staff on all food safety requirements
- City Harvest drivers evaluate the donation for food safety
- Recipient agencies evaluate the donation for food safety

Food donors are protected under the following laws:

Federal Law: The Bill Emerson Good Samaritan Food Donation Act

New York State Law: Enacted 1981, Article 4-D, Section 71-2
71-Z Liability for canned, perishable food or farm products distributed free of charge
City Harvest recommends consulting legal counsel for detailed information.

City Harvest Practices Food Safety

At City Harvest we take our responsibility to you and the people we serve very seriously. Donating food to City Harvest isn't only smart, it's safe.

- All of our drivers are trained to handle food safely.
- Our trucks are refrigerated to keep food at safe temperatures.
- We train all recipient agencies in safe food preparation and handling.
- Agency kitchens are evaluated for their food safety practices.
- City Harvest's staff includes registered dietitians and a professional chef who make food safety a paramount concern.
CITY HARVEST: GREEN SINCE 1982

Now serving New York City for more than 30 years, City Harvest is the world's first food rescue organization, dedicated to feeding the city's hungry men, women, and children. This year, City Harvest will collect over 50 million pounds of excess food from all segments of the food industry, including restaurants, supermarkets, corporate cafeterias, manufacturers, and farms. This food is then delivered free of charge to some 500 community food programs throughout New York City by a fleet of trucks and bikes. City Harvest helps feed the nearly two million New Yorkers that face hunger each year.

In addition to helping feed hungry New Yorkers, City Harvest is committed to helping the environment.

Green Fleet
• City Harvest established the Green Fleet in 2008 to ensure that our food rescue and delivery operations are executed in the most environmentally responsible way possible. Since then, City Harvest has converted the fleet to consist of clean diesel, hybrid trucks and tractor-trailer. We also incorporated three cargo transport bikes into our fleet, enabling City Harvest to navigate Manhattan's congested streets without wasteful idling.

Compost
• City Harvest partners with Build it Green!NYC to compost the organic waste from our Long Island City Facility

One Bin Program
• The City Harvest Corporate office participates in the One Bin Program. All recyclable items are retrieved from our desk bins as well as the bins in the pantries and copy rooms. Our carting company separates and recovers recyclable elements from non-recyclable waste.

WasteWise Initiative
• City Harvest has partnered with the Environmental Protection Agency's (EPA) WasteWise initiative: Conserving Resources, Preventing Waste.
• Wastewise helps organizations and businesses apply sustainable materials management practices to reduce municipal and select industrial wastes.
City Harvest Food Sourcing Contact List

General Food Sourcing

Mon-Fri 9:00am-5:00pm
646.412.0758

fooddonations@cityharvest.org
fooddrives@cityharvest.org

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