SECTION 5: COMMODITY MANAGEMENT
Food Safety and Sanitation Requirements

This policy applies to all food pantry and food bank subcontractors and tribal contractors.

1. All must adhere to safety and sanitation standards.
   Any program that provides either food bank or food pantry services must adhere to all applicable local, state and federal regulations on food safety and sanitation. These standards cover the areas of ground and warehouse maintenance, food storage and pest control.
   - Properly control pests inside and outside.
   - Use the assistance of a trained exterminator to set outside traps and bait stations, setting traps indoors. Note: Rodent pesticides are not to be used inside except with very serious infestations and never in close proximity to food.
   - Do proper lawn care and weed control.
   - Store equipment, pallets and trash receptacles away from the building, keeping grounds litter-free. Keep trash receptacles covered and clean.
   - Keep doors and windows shut unless they are screened.
   - Maintain the inside of buildings so that they are clean and in good repair.
   - Adhere to good food safety practices so that foods are stored in a manner to protect them from spoilage, infestation, damage or other condition that may jeopardize the wholesomeness or safety of the foods.
     - Move out the oldest food first.
     - Must be maintained in sanitary conditions, keep food storage areas and pallets clean.
     - For all foods, maintain proper temperatures and humidity, and with adequate air circulation of perishable foods. Cold storage must be maintained at between 33 and 40 degrees; frozen storage must be maintained at 0 degrees or lower.
     - Keep food off the floor and on pallets.
     - Keep food 4-6 inches from the wall.
     - Keep cleaning agents and other toxic materials away from food, inspecting food for damage or contamination.
   - Food safety: Foods that show signs of spoilage, infestation, or other visible defects should not be used or distributed, regardless of product dates or when the foods were received, as such food is generally considered not fit for human consumption.
   - There must be hand-washing facilities with hot running water.

2. Non-compliance to safety and sanitation standards.
   - Providers who put the public's health at risk and do not adhere to these standards may be terminated from EFAP if they do not make the necessary improvements within thirty days of a notice from WSDA or contractor requiring compliance.

Note: Chapter 246-215 Washington Administrative Code (WAC), Part 9, Subpart D - Donated Food Distributing Organizations, provides the safety standards for food pantries and food banks. The Food Code serves as the basis for food service rules in most states and provides Washington with rules that are more consistent with the national food safety standards. doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf
Food Procurement Priority System

This policy applies to organizations using EFAP funds.

Food pantries will have a food procurement system in place.

Food pantries should have a food procurement system in place which prioritizes donations. If unable to acquire donations, food pantries should keep the following principles in mind:
- The health of the client, and prioritization of nutritious foods.
- A good and judicious stewardship of funds.
- Client preference and cultural appropriateness.
- Support of special dietary programs.
- Have a clear decision making process; how and what food is to be procured.

Food pantries should attempt to buy food through the following channels when utilizing state funds:
- Nonprofit distributors.
- Wholesalers or food brokers.
- Discount retailers.
- Local retailers and farms.

Contractors should:
- Have information on what food resources are available and the process for obtaining product from those resources.
- Be responsible for monitoring their food pantries’ compliance.
- Include discussion about how its service area food pantries will procure food at the EFAP meeting held with food pantries prior to submitting the biennial application.
- Facilitate group purchases if that would be most cost-effective.
- Support local nutritional policies and equity practices.

WSDA monitors for compliance with this policy. Significant deviation from this policy must be justified. Any food product procured with EFAP funding is intended solely for private consumption by eligible recipients. The sale, trade, exchange or other disposal of these foods for personal gain is strictly prohibited.