

Good Receiving Recommendations

It is strongly recommended that all deliveries or donations regardless of the source be inspected, sorted and stored as soon as possible after receipt.

Recommended Steps for Sorting:

1. Sort and inspect all donations, bags, boxes, totes and pallet as soon as possible, preferably the same day.
2. Visually inspect and check for the following food safety hazards:
 - Health hazards, product defects, bulging product, etc.
 - Leaks, breakage, tears, damage, rust, evidence of pests.
3. Be particularly aware of:
 - **Product that is part of a recall.** A list of current recalls can be found on the Agency Zone at <https://agencies.2harvest.org/recall> and to sign up for recall mailing list [click here](#)
 - **Baby Food that is expired.** Product must be disposed of past its expiration dates.
 - **Wet, sticky or leaking items.** Dispose of these items and any other items affected.
 - **Perishables that have been inadvertently included in the donation or delivery.** Dispose of these items and any other items affected by leaking or moisture.*
****If perishables are found in SHH totes/pallets of dry goods, please contact Agency Services at 651.209.7990 or orders@2harvest.org. Credit will be issued if applicable.***
4. Make sure all items have full labels.
 - As a reminder, the U.S. Fair Packaging and Labeling Act prohibit the distribution of any food item (except fresh fruit and vegetables) without a label. All labels must contain:
 1. **Common name of the product**, for example, apple sauce
 2. **Name and address of manufacturer, packer or distributor**
 3. **Quantity of the contents**, for example, 10 oz.
 4. **Common name of each ingredient**, for example, salt or sugar
 - Products with torn labels are acceptable when **all** the above information is legible and complete.
 - **If you receive an item from SHH without a label, please contact Agency Services at 651.209.7990 or orders@2harvest.org**
5. Make sure the food is not exposed, and the packaging is intact without tears or severe dents. Set aside and/or dispose of anything with questions.
 - Exposed food should NEVER be taped shut. Only outer packaging with no direct exposed food can be “repaired.”
6. Properly dispose of any recalled items or food items that do not meet food safety standards. Follow your local, state and federal regulations for proper ways to discard waste.

Additional Resource: [Accessing Package Damage video](#)

