



## Nourishing Network Shopping Procedures

1. Before making the trip to our main warehouse (5706 Wright Drive, Loveland), agencies must make an appointment. If your agency already has a weekly standing appointment timeframe, you do not need to make an appointment unless you need to change your day/time. Standing appointments are between 9 and 10 am. **SIGN UP FOR AN APPOINTMENT USING OUR CALENDAR HERE:** <https://rb.gy/8sti4w>
2. **Only 2 shoppers per agency are allowed in the warehouse at one time.** Please allow for social distancing (at least 6 feet) between yourself and others while in the Nourishing Network.
3. Hand sanitizer is by the door and on the desk, with gloves, masks, and sanitizing wipes next to the desk.
4. We are not using clipboards currently. Look for the shopping sheets next to the desk. Please record ALL food, including case items and weighed products, on your shopping sheet even if there is no charge.
  - a. **Case Items:** These have a colored tag with an item number beginning with DON, PUR, or GOV. These should be counted but NOT weighed.
  - b. **Assorted Product:** The following categories should be weighed and recorded separately on your sheet:
    - Non-perishable food is **code 90**
    - Non-perishable drinks are **code 95**
    - Produce without a tag, including the mixed retail and bulk bags/boxes is **code 50**
    - Bread/bakery items are **code 20**
    - Noosa yogurt is **DON3786**
    - Dairy (perishable juice, cheese, milk, etc.) is **code 30**
    - Meat and prepared/frozen items are **code 80**
  - c. If you have a cart that is full of one item (for example, only produce), you can roll the entire cart onto the scale and deduct the weight of the cart. The weight of the carts are written in sharpie on the sides of the red carts and on the wall by the scale for the new gray and red carts.
5. After you have weighed and recorded all your items, please ensure your shopping sheet has your agency name, shopper name, **is signed**, and ring both bells on the desk for a staff member or volunteer to verify what is on your carts. Please do not take carts outside to load until this has been done.
6. Please ensure that you are actively loading your vehicle/returning carts no later than the end of your appointment time to prevent overlap with other agencies.