

Nourishing Network

Agency-Enabled Retail Pick-Up Agreement

The Food Bank for Larimer County (FBLC) recognizes that we cannot make it to every establishment in the county that would like to donate food. As a result, FBLC will assign agency partners to pick-up directly from donors. This agreement outlines the requirements for agencies when picking up from retail stores.

Agency Responsibilities

1. Agencies assigned to retail stores will need to provide a contact for store management to call for scheduling pickups or any other needs.
2. Agencies assigned to retail stores shall meet the minimum requirement of maintaining a ServSafe Food Handler's or FBLC-equivalent food safety certification.
3. Agencies picking up refrigerated or frozen items such as meat, produce, dairy, or deli items are required to refrigerate these items during transport and storage. Approved passive devices include coolers, thermal blankets, or active temperature devices (i.e. refrigerated truck/unit). FBLC will provide partner agencies with one thermal blanket if needed.
4. Agencies are required to log the temperatures on frozen and refrigerated product at the time of pickup and delivery to agency storage. Refrigerated product must be kept between 33- and 40-degrees Fahrenheit and frozen product must be frozen solid. Product that falls outside of these guidelines must be disposed of. Temperature logs must be maintained, kept on file for 1 year, and accessible to FBLC during site visits. Agencies are responsible for providing their own thermometer. Temperature Logs can be found in the Agency Handbook.
5. Agencies are responsible for documenting the weight of each retail donation pickup by category and enter it into MealConnect.
6. FBLC shall be kept informed of any concerns between agencies and retail donors.

Agency Representative

Date

Food Bank for Larimer County Representative

Date



Celebrating **40 YEARS** of feeding Larimer County.

5706 Wright Drive
Loveland, CO 80538
970.493.4477
FoodBankLarimer.org