

**SCHOOL FOOD DONATION**

**Oakland Unified  
School District  
Program Guide**

## Lessons Learned at Oakland Unified School District

Food waste is a national problem with approximately 40% of edible food ending up in landfills never reaching a plate, while many Americans lack reliable access to a sufficient amount of affordable, nutritious food.

In recent years, the issue has garnered nationally and internationally. Many organizations have sprung into action to tackle the food waste crisis, launching initiatives and approaches.

In Alameda County, CA, Oakland Unified School District (OUSD) and nonprofit organization Food Shift teamed up during the 2013/2014 school year to explore solutions focused on K-12 school meal service. With grant funding and technical assistance from local public agency StopWaste, OUSD and Food Shift conducted and documented a school food donation pilot program.

The following pages retrace the steps taken during the pilot, highlighting lessons learned and practices that can be helpful to others looking for solutions to reduce wasted food in K-12 schools. More field report than polished guide, this document is not a turnkey manual, but a resource to support our collective effort to develop effective and replicable models in the fight against food waste.

If you consider implementing any of the practices presented in this guide, please be sure to check with your local health department to ensure that all applicable food safety requirements are met.



OAKLAND UNIFIED  
SCHOOL DISTRICT  
*Community Schools, Thriving Students*

Oakland Unified School District (OUSD) in Oakland, CA, is a Full Service Community District focused on high academic achievement while serving the whole child, eliminating inequity, and providing each child with excellent teachers, every day. OUSD Nutrition Services provides meal service through the National School Lunch Program for 100 K-12 schools and two charter schools, serving approximately 8,500 breakfasts, 21,000 lunches, 8,400 snacks and 500 suppers each day. For more information, visit [www.ousd.org](http://www.ousd.org).



StopWaste is a public agency responsible for reducing solid waste in Alameda County, CA, through waste prevention, reuse and recycling. StopWaste manages programs in the areas of source reduction and recycling, market development, technical assistance and public education. Reducing food waste is an important part of this work. For more information, visit [www.stopwaste.org](http://www.stopwaste.org).



Food Shift envisions a world where all people have access to nutritious food and no food is wasted. The organization, based in Oakland, CA, aims to: reduce the environmental impacts of wasted food; increase access to nutritious and affordable food for all; and implement innovative solutions that improve infrastructure and capacity for the recovery, processing and redistribution of surplus food. For more information, visit [www.foodshift.net](http://www.foodshift.net).

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# OVERVIEW

## Purpose of this Guide

School meal programs inevitably produce a surplus of uneaten food especially in schools with higher rates of student participation in the school meal program. Surplus food consists of items that are still good to eat but can't be saved for use in the school kitchen, items past their expiration date, unopened packaged items and unbitten fruit that students selected but did not consume.

Recovering and redistributing these items requires specific procedures and handling requirements. This guide was developed to help school districts, nutrition departments, schools, staff and community volunteers navigate these requirements to develop and implement a successful surplus school food donation program. The guide describes applicable laws, requirements, and tips for coordinating at the school/district level and how to partner with volunteers, parents and community partners to reduce waste and redistribute valuable food to the community.

Creating a school food donation program provides an incredible opportunity to:

- Teach students about the value of food, good nutrition, and model socially and environmentally responsible behavior
- Provide nutritious food to people instead of the waste bin
- Reduce the amount of food waste going to the landfill
- Engage and motivate students, school staff and volunteers in a waste reduction initiative that reduces food waste, addresses hunger and serves the broader community

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Establishing and maintaining a school food donation program requires planning, implementation and maintenance, but the results are worth the effort. This guide will walk you through the basic steps to develop and implement a plan, coordinate with stakeholders, and evaluate the program once established.

The recommendations contained in this guide are intended for schools with in-house food service operations. For schools with outside food service providers, elements of this guide may be useful; however, certain challenges and opportunities may not be addressed here. Please contact and consult your local health department for guidance on safe food handling procedure and requirements in your area.

For information on other ways to reduce food waste in your home, school or business, see the **Additional Resources** section of this guide.

## Importance of a School Food Donation Program

In the United States there is a great dichotomy between wasted food and food insecurity. Forty percent of all food produced in the United States never gets eaten while one in six Americans don't know where their next meal is coming from.

Wasting food not only represents a loss of nutrition or calories to feed hungry people; it also costs our nation \$750 million each year just in disposal expenses. Food waste is the single largest component of municipal waste in this country. A recent USDA study on school cafeteria plate waste found that nationwide, school cafeterias waste more than \$600 million worth of food each year.



There are environmental impacts associated with wasted food as well.

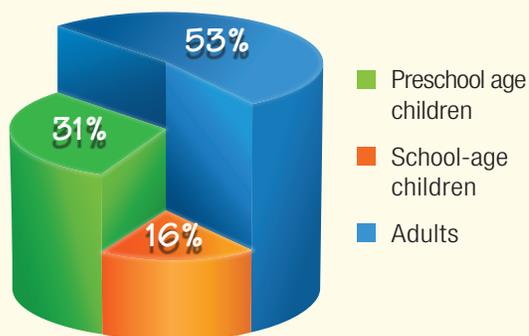
Wasted food in the United States is responsible for 135 million tons of greenhouse gas emissions each year. Food and other organic material in landfills release methane gas through the decomposition process, which is 21 times more potent than carbon dioxide in the atmosphere. Landfills are the third largest source of methane emissions in the United States. When we consider recent reports about school districts losing up to \$100,000 worth of food per day, it is vital to understand the significant financial and environmental impact of school food.

In addition to the significant financial and environmental impacts of all this wasted school food, throwing school food away before recovering it for redistribution is a lost opportunity to feed millions of children who lack adequate access to food. According to the USDA, nearly half of all Supplemental Nutrition Assistance Program (SNAP) recipients are children. In Alameda County, 1 in 3 children face the threat of hunger. Food insecurity is also associated with negative health outcomes in children, such as reduced physical health, decreased school achievement in reading and math, as well as behavioral and psychological conditions. These conditions affect a

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child's ability to learn and perform well in school, which has long-range implications for their future well-being. As school districts are also being evaluated on student academic performance, reduced learning potential of undernourished children may also negatively impact performance evaluation scores of the schools themselves.

### Almost Half of SNAP Recipients are Children



Source: CBPP Analysis of data from USDA Food and Nutrition Service, 2010

## Solutions

In an effort to curb food waste, U.S. EPA developed a resource to help make decisions about the highest and best use of surplus food, before it becomes waste in a landfill. This decision making tool is called the Food Recovery Hierarchy and it demonstrates the ideal order in which surplus

food would be managed: first implement waste reduction strategies, then feed hungry people and next animals, etc.

*Introducing a food donation program within schools and school districts provides the opportunity to collect and redistribute surplus food to those who need it, and provides a great prospect for positively influencing the health, nutrition, and subsequent learning potential of students.*

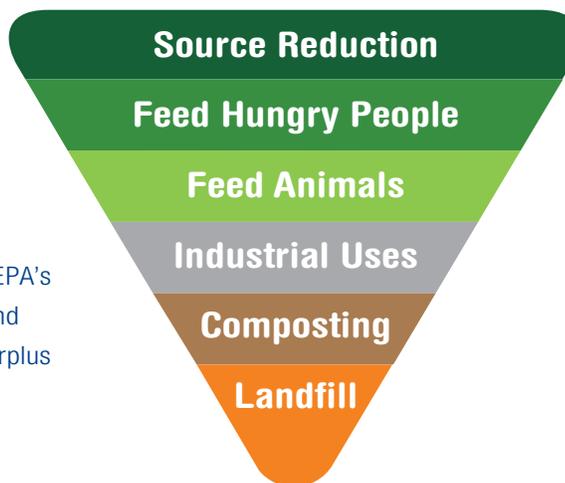
Implementing waste reduction strategies may include training kitchen staff to be more mindful of vegetable trimming practices, or planning ahead to ensure that the number of meals prepared will be close to the number of meals required. Feeding hungry people by recovering edible food is what this guide describes, specifically through partnerships with schools. Inedible food or food not suitable for human consumption can be donated to farmers or ranchers. Hope 4 the Heart, a Hayward, CA nonprofit helping food insecure families by collecting and distributing surplus food, sends inedible food for human consumption and/or surplus produce to local cattle farmers reducing food to landfill.

After the surplus food has been redistributed, then recycling that food for industrial use or composting it are the next steps with landfilling food waste as a last resort.

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The EPA's Food Recovery Hierarchy shows that the very last resort for food waste is landfilling – only after all other methods of recovery and reuse have been attempted.

This school food donation guide follows the EPA's recommendations for reducing food waste and exclusively focuses on how to redistribute surplus food within school communities.



For more information about other food waste prevention strategies see the **Additional Resources** page at the end of this guide.

## Federal Meal Program Serving Rules

The Healthy, Hunger-Free Kids Act reformed outdated school meal standards by rethinking the serving size and type of food served in school meals by increasing access to healthier food choices at school. Under the Healthy Hunger Free Kids Act, Oakland Unified offers milk, meat or meat alternative, whole grains, fruits and vegetables to students daily, as part of the district's reimbursable meal.

- Breakfast: students must take at least 1/2 cup of fruit and an entrée.  
Entrée examples include: milk + cereal, bagel, or muffin  
Student must take an entrée + fruit or cereal + milk + fruit.
- Lunch: students must take at least 1/2 cup fruit or vegetables and an entrée.  
Student must take 3 items - 1 of those 3 must include a fruit or a vegetable

Additional details about the USDA's nutrition standards be found at: link <http://www.fns.usda.gov/sites/default/files/dietaryspecs.pdf>



## School Food Waste

Food waste is typically the single largest item found in a school's waste stream by weight. CalRecycle, a government agency, estimates that roughly 48% of school waste contains food and food soiled paper, <http://www.calrecycle.ca.gov/ReduceWaste/Schools/Composition.htm>. Through a 2014 case study with an elementary school in Dublin, California, Alameda County's waste reduction agency StopWaste found that 80% of one school's landfill waste by weight consisted exclusively of food and other organic materials. This case study showed that food was the single largest component of their waste stream. This high percentage of wasted food going to landfill is common among schools across Alameda County.

Most of this edible surplus food from school kitchens and cafeterias is wasted due to meal program requirements. Everything from milk, fruit, vegetables, cooked meals, and packaged snacks, either goes directly to the landfill or staff and student time is spent de-packaging and sorting the items into compost, recycling and landfill collection containers. Though schools may have on-site or commercial composting programs for their school's food waste, it should be seen as a last resort for food that is still perfectly good to eat.

Schools are working to continually improve the quality and variety of the food offered. There is also more focus on encouraging students to eat what they take – not to just take one bite of an apple and toss it, but to enjoy the whole apple. Still, there will always be some edible surplus food that can't be used by the school kitchen or cafeteria. Kitchens may have leftovers that can't be saved and offered the next day, perhaps the kitchen didn't take into account a student field trip, and therefore prepared too many meals one day. Also, fresh produce and other perishable items may be perfectly good today but may not last through the weekend until school is in session again.

## OVERVIEW

### SCHOOL FOOD DONATION PROGRAM

To help address the problem of surplus food, some schools and school districts have taken the initiative to set up an active food share station in the cafeteria. Students place unopened, sealed food items and unbitten whole fruit on the food share table that they do not want to eat. These items are available for the students to select during their meal time.

After the meal period, shelf stable items (whole fruit and packaged crackers) can be collected by the food service staff and brought back to the kitchen to be washed and repurposed. These two actions help feed our hungry students and reduces food waste. However, there are still hot and cold items such as entries and dairy in food share and back of kitchen, that cannot be repurposed.



### Benefits of Food Donation

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Implementing ways to reduce and recover surplus food allows schools to find a higher use for food that would otherwise go to waste. Food waste can also be leveraged as a learning opportunity. Instilling life-long habits in youth and adults can produce more civic-minded, community-conscious adults. When students learn in school about what can be done to reduce wasted food, they take that knowledge home and can have a positive impact on their families and their community. They also teach other students about the value of food and the importance of reducing waste, by modeling socially and environmentally responsible behaviors.



In addition, a food donation program can provide a district's Nutrition Department with useful data from waste tracking that can help the department take waste-reduction steps, such as: altering purchase orders for items consistently donated at high volumes, making changes to menu planning, exploring options for re-purposing leftover food, and making other adjustments to kitchen procedures.

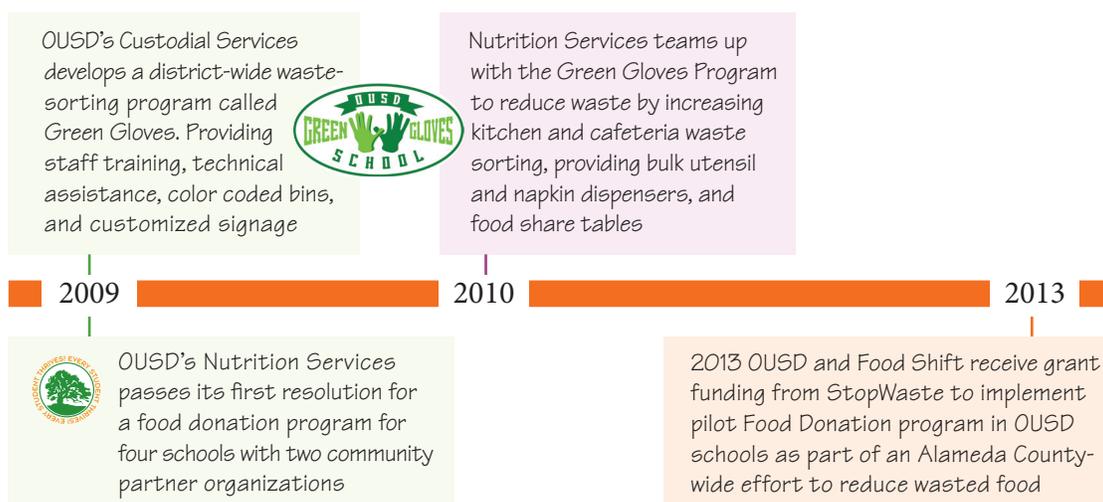
In some schools, cafeteria monitors or staff may separate and dispose of surplus food and/or related packaging into designated compost, recycling, and landfill containers. Besides being time consuming, this task can be dispiriting – it's hard to feel good about throwing away perfectly good food. The last thing nutrition services staff wants to see is their hard work to feed hundreds of children each day go to waste by watching the food they prepare, end up in the trash. A food donation program eliminates the need for cafeteria staff or monitors to perform this task and can help boost staff and student morale.



## Oakland Unified School District's Food Donation Pilot Program

This guide distills lessons learned during a pilot food donation program in the Oakland Unified School District (OUSD) implemented between 2013-2014. The hope is that sharing best practices from this pilot – as well as from similar school food recovery programs – will help other school district nutrition service departments, school district, schools, and similar institutions successfully establish food donation programs.

OUSD's pilot program grew out of a strong commitment by the district to dramatically reduce waste. Here are some milestones related to that commitment:



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The initial school sites with a food donation program that began in 2009 encountered challenges, including the closure of the nonprofit organization that was partnering with two of the schools, as well as resource limitations within the district to expand the program. In 2013, OUSD Nutrition Services wanted to expand the program, so the district partnered with the Oakland-based nonprofit Food Shift. OUSD and Food Shift received pilot funding and technical assistance through a Food Waste Prevention and Recovery Grant from StopWaste, a public agency dedicated to reducing waste in Alameda County. OUSD and Food Shift partnered to initiate, test and document the development of a district-wide food donation program. The goal was to establish a program to recover and distribute surplus edible food from at least five school kitchens and cafeterias that could then be replicated throughout the District.

In May 2013, two schools were selected to run an initial pilot for the final six weeks of the school year that would then provide lessons learned and some of the infrastructure to expand the program to additional schools the following school year. By the close of that next school year, a total of 11 sites were engaged in food donation. In June, 2014, Food Shift chose to end the partnership with OUSD. OUSD has reformatted their program with improvements on procedures and new relationships with outside partners to increase participation and StopWaste will continue to partner on expanding the program while engaging other school districts by developing a comprehensive plan that will eventually serve all school districts in Alameda County.



# PLANNING

## Laws and Regulations

Two federal laws, the Good Samaritan Food Act and the National School Lunch Act, provide the legal grounds and protections for school food donation programs. The School Lunch Act gives schools the authority to donate surplus food, and the Good Samaritan Food Act protects organizations from liability when they donate food products in good faith.

### The Bill Emerson Good Samaritan Food Act

<http://publichealthlawcenter.org/sites/default/files/resources/Liability%20Protection%20Food%20Donation.pdf>

*In 1996, President Bill Clinton passed the Bill Emerson Good Samaritan Food Act to encourage companies and organizations to donate healthy food that would otherwise go to waste.*

- Protects businesses from liability when they donate to a nonprofit organization
- Protects businesses from civil and criminal liability should the product donated in good faith later cause harm to the recipient
- Standardizes donor liability exposure, eliminating the need to investigate liability laws in each state

In summary, the Good Samaritan Food Act protects donor schools from liability when food is donated in good faith to charitable organizations.

### National School Lunch Act

[www.fns.usda.gov/nslp/history\\_5](http://www.fns.usda.gov/nslp/history_5)

The Richard B. Russell National School Lunch Act (79 P.L. 396, 60 Stat. 230) is a United States federal law that created the National School Lunch Program (NSLP) providing low-cost or free school lunch meals to qualified students through subsidies to schools. The majority of the support provided to schools participating in the program comes from cash reimbursements for each meal served.

In 2011, congress passed the School Food Recovery Act, amending the Richard B. Russell National School Lunch Act, "to clarify that schools and local educational agencies participating in the school lunch program are authorized to donate surplus food to local food banks or charitable organizations." In summary, the School Food Recovery Act gives clear statutory authority and support for current Food and Nutrition Service (FNS) food recovery and donation policy in use by schools and institutions participating in the Child Nutrition Program, the National School Lunch and School Breakfast Programs, Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP).

## Nutrition Services Program

OUSD's student meal service program is called Nutrition Services. Other districts might use the term Food Service, Meal Program, etc. In this guide, we use the term Nutrition Services.

The Nutrition Services Department directs and oversees food service in school district kitchens and cafeterias. The department provides a wide variety of nutritious food items to a large volume of students district-wide for breakfast, lunch, snacks and supper. There are inherent challenges posed by serving a wide variety of foods that must be served because of nutritional requirements that are federally mandated to a wide variety of students and the potential for waste stemming from sources within the school meal program that cannot be saved by the kitchen.

- The numbers of students served fluctuates on a daily basis and because the appetites of the students vary as well, it is difficult for planners to gage the right amount of food to produce on a day-to-day basis.
- Many of the foods served do not have the opportunity to be carried over to the next day because of their inherent properties for quality and menu planning, but not because of food safety.
- Not having enough food is not an option to properly serve our students, so when unexpected absences occur, field trips that were not properly noted or when students do not feel like eating the pre-packaged foods that are served to them, perfectly wholesome food can be wasted.

### Sources of Surplus Food:

- Foods prepared in bulk and never served to the students as well as packaged items never selected. The food volume here can fluctuate based on the numbers of students that are present at school on any given day. Excess absences or appetite fluctuations can create overages in the number of meals left over at the end of the lunch session.
- Items in kitchen that are about to expire or perish that are not served to students in time.
- Students having to take what they might not consume. Now while "open" food products that have been served cannot be safely rescued, pre-packaged foods, including hot or cold foods could be reused and shared.

### OUSD has two kinds of kitchen operations.

1. Cooking kitchens prepare food in the school kitchen and serve meals at that school site
2. Satellite kitchens serve packaged food that is reheated or chilled prior to serving. Packaged food is prepared at a district central cooking kitchen.

Having the buy-in of Nutrition Services staff is essential to implementing and sustaining a successful food recovery program. With so many innovative changes happening in school meals programs, it's critical to understand the goals and direction established by your school district's Nutrition

Services Department. You also need to understand how school food is prepared and served so you can propose a recovery and donation program to best suit the types of food you're district /school generates.



### Coordinating and partnering with the Nutrition Services Director and staff is the first step.

Request a meeting with the Nutrition Services Director to talk about program potential; if the Director isn't available to meet with you, ask to be referred to an appropriate member of the Nutrition Services staff. ( See the Sample Forms section for a sample introductory email.) You might want to share this guide as a way to provide a common ground for your conversation.

In the meeting, find out what kinds of food waste reduction, food sharing or food donation efforts are already underway or planned in the district. Also ask about:

- The department's knowledge of and interest in establishing food donation program
- If there is interest, what to expect in terms of process, procedures, time line
- Best staff contacts to work with
- Understanding of overall food service operations, how food is procured, prepared and served
- Next steps on how to move forward
- Support and assistance that school staff and parents /volunteers can provide: kitchen staff, custodial staff, principal, etc.
- Support and assistance that school staff and parents/volunteers can provide: Nutrition Services, custodial, principal, etc.

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### School District Board Resolutions

In Oakland Unified, Nutrition Services and the district required board approval of the food donation program, should there be any concerns raised within the district and from the public. The board resolution was created in Nutrition Services, before going to the District's Legal Department and then to the School Board for approval. Once approved, Nutrition Services was able to start the program.

At OUSD, the initial food donation program resolutions identified the partnerships between the participating community partners picking up or accepting donated food and the school sites. As a result of lessons learned during this pilot, the resolutions were redrafted to simplify the process for the district. The new resolution consists of Board approval of a district school food donation program that adheres to certain terms and conditions with participating community partners. The individual community partners coordinate with Nutrition Services to form a partnership agreement.

For OUSD Board Resolutions refer to the **Additional Resources** page at the end of this guide.

## SCHOOL FOOD DONATION PROGRAM

### Identify Pilot Schools

The first two pilot schools were chosen based on both sites having 100% federal meal participation. The first school has a cooking kitchen that serves two schools breakfast to approximately 80 students and lunch to 100% of students. With the second one being a satellite kitchen site that had breakfast in the classroom and lunch that served 100% of students.

Additional sites were chosen based on having:

- Close proximity to interested nonprofit organization
- Staff interest and capacity
- Volunteer interest

Depending on the number of schools in the school district and the nutrition service operations, consider first piloting the program at a couple of sites and with some success, increase at a manageable scale. This allows time to work out possible issues and familiarizes staff with the program before expanding efforts.



#### Lessons Learned: Simplifying the Resolution Process

This is a process that takes follow through and time. Nutrition Services drafts an agreement, has it approved by Deputy of Superintendent, the legal department reviews and approves the document that is submitted to the School Board for review and approval. This is an agreement that both parties can decide not to move forward on or continue. OUSD had a few nonprofit partners who agreed to the program initially but then changed their minds the day before program roll out. The district also had a few nonprofits that did not show up to pick up donated food.

During this pilot year, OUSD learned about LAUSD's food donation program and board documents. LAUSD's board approved individual agreements with nonprofit partners through their food service department reducing the timeline for approval and allowing for simplification when adding new schools and nonprofit partners.

## School Site Stakeholders

Once Nutrition Services is on board and the School District Board documents are being processed and/or approved, reach out to the school site stakeholders. It's important to include these stakeholders from the start of the planning process so the program has a broad base of support. The stakeholders can include:

- Principal
- Kitchen manager and supporting staff
- Custodial staff
- Parents
- Cafeteria adult monitors/staff
- Teachers and staff
- Students



**Principal:** Send an email, visit the school or telephone the principal to request a meeting to discuss the start of a food donation program. Be prepared to succinctly describe the problem of wasted food and how the school can help hungry people in the community. Principals are busy people, sometimes multiple follow-ups, drop-in visits, and persistence with patience is needed. During the initial meeting, be prepared to discuss the various program models described. If both program models are options (Food for Families and Food for Community Partners on Page 21), the principal may be able to help determine the best approach. She or he can also identify staff and parents that might be interested in helping start the program.

**Kitchen Manager and Supporting Staff:** They play a key role in any food donation program. Staff will count, log, package and label surplus food, store it until it is picked up, interact with volunteers and program coordinators, submit surplus food tracking forms to Nutrition Services, and be involved in a number of other ways.

**Custodial Staff:** They manage waste bins and sorting stations and can assist in maintaining the food share table, and may help kitchen staff return edible food to the kitchen after each meal time. Coordinate with the head custodians and others involved in the cafeteria during meal times.

**Parents:** In the cafeteria, they can assist during meal times as monitors to encourage students to eat and assist at food share and sorting station. If a Food for Families approach is chosen, then parents are needed to serve as leads and volunteers. If a Food for Community Partners is selected, then parents can assist in finding a local nonprofit and might be able to do the food running. Parents can also share out information about the program and regular updates to the school community to keep everyone informed and engaged.

**Cafeteria Adult Monitors/Staff:** They can encourage students to eat as much of their food as possible. Monitors may keep students at the table until they are done eating, or send them back to the table if they go up to the waste bins too early and haven't eaten. Monitors also help ensure that students place their items in the appropriate bins at the food share and waste sorting station.

## SCHOOL FOOD DONATION PROGRAM

**Teachers:** They can encourage and remind students to take only what they plan to eat, eat what they have, and correctly sort their share items and waste. Teachers can consider incorporating nutrition and waste reduction lessons into their classroom curriculum to encourage healthy eating, reducing waste and the benefits of community service.

**Students:** Can participate by consciously doing their best to choose food they actually plan to eat, eat the food they select, put any untouched/unbitten food in the share bin, and help educate other students about proper sorting by monitoring the food share and waste sorting station. Middle and high school students can take on elements of a food donation program as service learning projects. Student council and leadership can get involved with a program and provide announcements or reminders.

### Community Commitment and Support

The need for community support will depend on what kind of program your school district and school decides to pursue (described in **Choosing a Program Model**, beginning on Page 21). Community support offers the potential for collaboration, sharing of resources, funding, networking, and sharing best practices. For maximum support, reach out to relevant community partners when starting the program and communicate with them regularly once the program planning process is underway.

*Food waste and hunger are increasingly important issues and there many organizations and individuals interested in developing solutions. Build relationships and communicate openly with key partners to increase your program's success.*

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Potential sources of support include:

- County Health Department
- City and county food banks
- County's waste authority
- County and city departments and supervisors
- School District waste hauler
- Nonprofits and other organizations that have an interest in the environment, food security, waste or social justice

## Program Costs and Funding

Direct program implementation costs are typically low. Determine within the Nutrition Services Department what support, materials, supplies or funding might be available.

Some schools will need additional refrigeration equipment to properly store food recovered for donation. When funds are coming from Nutrition Services, the refrigerators need to be industrial grade, costing approximately \$1,300 each. Industrial refrigerators provide a larger volume of cold storage and can be locked.

### TIP: Plan for Additional Cold Storage

Once the anticipated volume of surplus food is known from establishing a food waste baseline after approximately 2 weeks of food waste tracking, determine how much cold storage is needed. If funding is available for a dedicated refrigerator-great! If not, a Cold Storage Capacity form can be used to assess existing capacity to store food donation items. When space is available, food donation items are placed in a special container labeled boldly “Food Donation” that all relevant staff are aware of.

You may also need to purchase additional supplies such as food storage containers, coolers or ice blankets depending on overall handling system.

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There may be some up front labor costs when establishing a new food donation program. However, with careful planning, these tasks can often be incorporated into existing work. Custodians will often find lighter trash loads to transport due to diverting edible food from compost or landfill. Volunteers and students can help by maintaining food share and surplus collection and support food distribution on-site through a Food for Families program.

Consider these sources for additional funding:

- School Board
- PTA for financial support or fundraising
- Funders such as individual donors, local businesses, city and county representative's, organizations focused on waste reduction, social equality, or feeding the hungry or environmental groups with a food waste focus
- Local or county food bank
- Corporate giving programs





**FOOD SHARE  
& WASTE  
SORTING**

## Setting Up a Food Share Station

Setting up and establishing a food share station in the cafeteria is a relatively easy and important first step to recover edible school food. In order for food to be donated, it must be identified and separated before students and/or the community can utilize the food. In California, sharing tables and recovery of surplus milk are approved by the California Food Retail Code (CalCode). <http://www.cde.ca.gov/ls/nu/sn/mbnsdsnp052008.asp>



A food share station is a dedicated table in the cafeteria with a clearly labeled basket, crate or bin where students can place food they don't want and pick up extra items if they want more to eat. Some schools may already have a food share station; sometimes it's a table off to the side of the cafeteria without a sign. For maximum effectiveness, place the food share station in a prominent spot in the cafeteria, located next to or included in the school's waste sorting station (if that is in place), with signage and/or volunteers informing students about its purpose and reminders on how to use. Using a shallow container, basket or rack that doesn't obscure the food will increase student participation, since the food will be more visible to students from their tables and easy to select from. The food share station should have clear signage reading "Food Share," can include images and/or descriptions of types of items to be placed there.

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Determine the procedures and handling of the leftovers from food share in your Nutrition Services Department. Some will allow their staff to return certain items to the kitchen for re-purposing to be served again; this is typically unbitten fruit in good condition that needs to be washed. Regulations require that certain items, like hot packaged items and cold items like milk, cannot be returned to the kitchen for re-purposing. At OUSD, students can add items to and take items from the food share station during their meal time. At the end of the meal, Nutrition Services staff takes any shelf-stable items that they can use, such as whole fruit, yogurt, packaged crackers and nut mixes. If there is no food donation program in place, the remaining items (milk, entrees and packaged fruit) can be opened and sorted into the appropriate recycle and compost bins or discarded in the trash (landfill) bin. If your school does not have access to composting or recycling services (check with your district and/or waste hauler to find out what services and support are available). All bins at the food share station must be emptied and cleaned at the end of each meal time.

Whether your school and/or district offers breakfast, brunch, lunch, after school program snack, and supper, all relevant staff need to be engaged and trained for each meal service. It is important to ensure that there is consistency throughout all meal programs, so students are aware of how to use the food share station.

## SCHOOL FOOD DONATION PROGRAM

**TIP: Have Staff Monitor Food Share Items**

One concern that sometimes comes up is the potential for students to take unhealthy food or excessive portions of one food item such as extra graham cracker packages to fill up on rather than eating a balanced meal. This can be reduced with adult monitors and reminders to students. Overall, the benefits of food share far outweigh some of the challenges.

**Low, See-Through Containers are Preferred**

Low metal racks are preferred for food share containers. They provide better visibility of food items and make it easier to select food items. OUSD originally used milk crates but they were difficult to keep clean and not as accessible for students.

**Elements of a Waste Sorting Program**

Ideally, your school already has a cafeteria waste sorting program running during all meal times. This may include:

- **Food Share Bin:** Students leave and take unbitten fruit and unopened packaged items such as entrees, snacks and milk.
- **Bucket for Liquids:** Students pour out milk, juice, and other unwanted liquids into a strainer placed over a bucket to catch debris like straws and cereal; the liquids are then poured down nearby drain.
- **Recycle Container:** Check with your school, district or hauler for a list of recyclable items that are acceptable at your school. Typically common recyclables include milk cartons, recyclable plastic, glass, and clean cardboard and paper.
- **Compost Container:** Food scraps and food-soiled paper such as napkins, paper boats or trays and paper cups.
- **Landfill Container:** Any items that can't be recycled or composted, such as plastic food wrappers, plastic utensils, straws, and foam cups or containers.
- **Paper Tray/Boat Stacking:** Students stack up trays and boats for recycling or composting on a table, this takes up less space in the cafeteria and dumpster bins which saves on work, time and space.



If your school doesn't have a cafeteria waste sorting program, see the **Additional Resources** section for more support and ideas.

Figure 1. OUSD Waste Sorting and Food Share Station

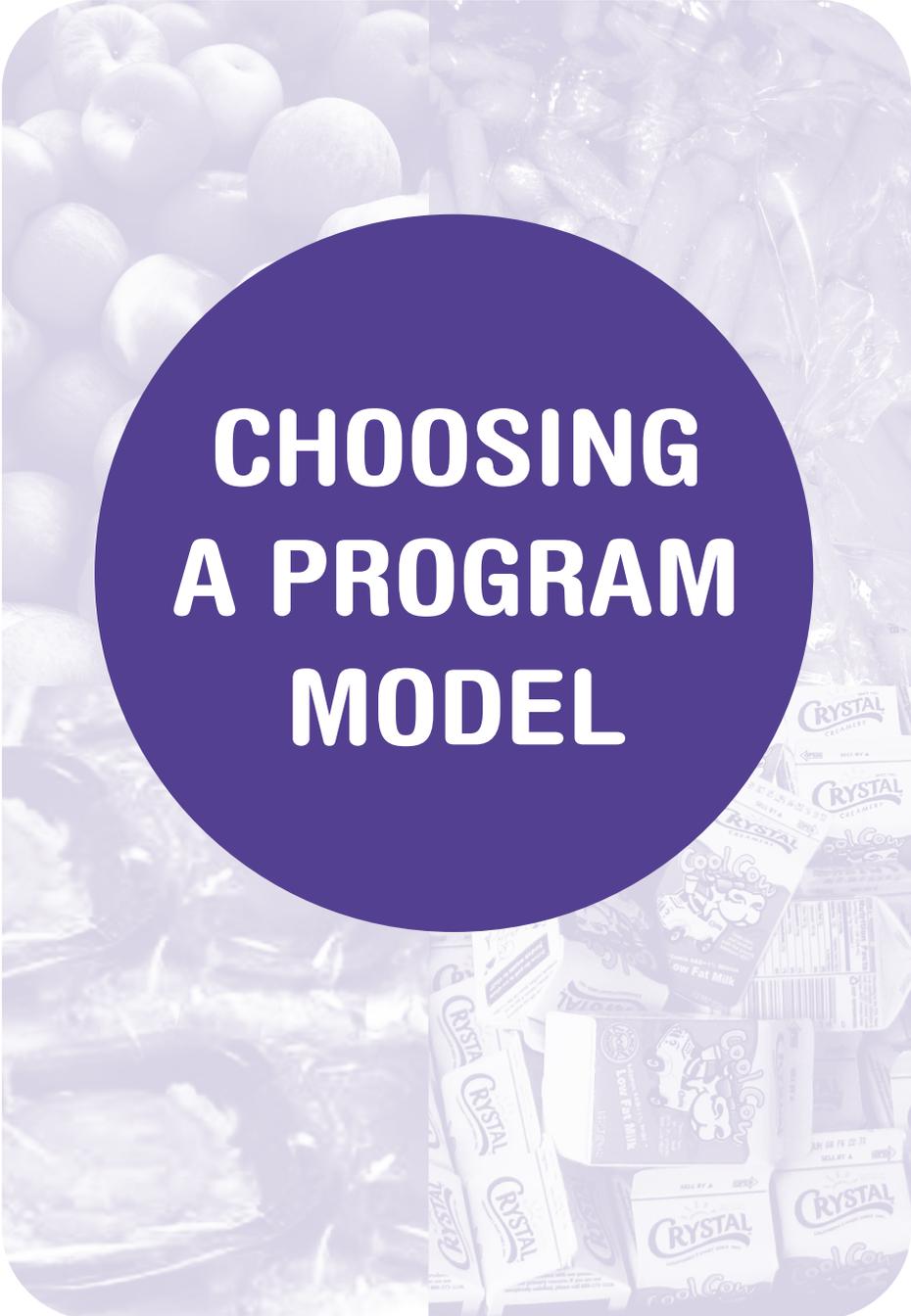


Figure 2. Students and Student Monitors at a Food Share and Waste Sorting Station



Figure 3. Food Share Station signage





**CHOOSING  
A PROGRAM  
MODEL**

## Choosing a Food Distribution System

Before choosing a food distribution model, learn more about your school's waste stream and infrastructure to support food donation by conducting a school assessment to identify surplus food and other resources. Meet with your school team (the Principal, Nutrition Services Department, staff and interested parents) to discuss the pros and cons of each model and discuss what's best for your school. Refer to the **Getting Started** section of the guide for more tips on conducting a school assessment and talking points for meeting with key stakeholders.

The OUSD pilot program tried two different surplus food distribution systems:

- Food for Families:
- Food for Community Partners

It's usually quicker to get a Food for Community Partners program off the ground when compared to a Food for Families program. For the OUSD school sites, it took an average of three months to establish Food for Families program. One site took up to three months to evaluate the Food for Families model, and then opted for the Food for Community Partners model. Depending on your needs and resources, you may want to start off with a Food for Community Partners program to start recovery surplus food.

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## Food for Families

Food for Families is best for schools that have active and engaged parents who can volunteer to manage and monitor the program. In the OUSD pilot, coordinators found that it would have been helpful to have additional parent volunteers assisting with distribution on a rotating schedule to lessen the burden and prevent burn out of one or two volunteers.



If this model is a possibility for your school and district, you will need Principal approval along with parents and staff willing to help support the program. A good place to start is by distributing a Volunteer Interest Survey (see the **Sample Forms** section for a survey)

The survey can be conducted on line using a free service such as Survey Monkey, but it's also a good idea to hand out printed copies for parents that may not use or have regular Internet access. Provide translated versions in the primary languages spoken by school families or ask students to translate and complete the survey with their parents as a take-home activity. To reach as many potential volunteers as possible,

send the survey home with students, distribute it at PTA meetings and administer the survey in person at school-wide events that parents attend such as open house.

## SCHOOL FOOD DONATION PROGRAM

Involve the principal and parent leads when determining the best days and times for your food distribution schedule. Also consider the potential volume of food (higher volume may require more distribution days), and the best days/times that work for parents to distribute and receive food. One school site had distributions twice a week right after school. Another originally had distributions during family classes but changed to twice a week right after school to serve more families. A third school selected distribution time during school hours when they held parent workshops and activities to reach their active family volunteers and reduce demand for the surplus food outside school hours.

*Food for Families is best for schools that have active and engaged parents who can volunteer to manage and monitor the program*

The volume of surplus food generated may not match the high demand or need of participating families. Once families are aware of the limited volume, expectations are adjusted to better understand the amount of food offered. Food for Family sites that were interested in more food were given the option to pick up surplus food from neighboring schools that could not accommodate a Food for Family Program.



Depending on food volume and number of participants, parents can select the items they want with volunteer monitors limiting the quantity to accommodate families that have not arrived yet. Monitors can inform families that there may be more food available towards the end of the distribution period if they want to wait. In OUSD's program, families are also asked to bring their own reusable bag in support of the City of Oakland's bag ban.

In some cases, when attendance was low at higher volume surplus sites, attending parents were quick to call neighborhood families to pick up food. Work with principal and parent leads to determine best distribution system for the school and school community

**Table 1. Pros and Cons of Food for Families Distribution Model**

Pros	Cons
<ul style="list-style-type: none"> <li>• Good for schools with active, engaged parent and community volunteers</li> <li>• Food is distributed directly to children and families within the school community</li> <li>• Educational opportunity for students who participate and share information about the program with their families</li> <li>• Does not require establishing a relationship with a nonprofit to manage food pick up and distribution</li> <li>• Requires dedicated volunteers to assist with distribution throughout the school year</li> </ul>	<ul style="list-style-type: none"> <li>• Requires dedicated volunteers to assist with distribution throughout the school year</li> <li>• Volunteers must be trained</li> <li>• Volunteers can burn out, have other conflicting responsibilities or leave when their child moves on from school</li> <li>• Need dedicated refrigeration, containers and other infrastructure to safely store food</li> </ul>

## Food for Community Partners

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In this model, the program coordinators identify and develop a relationship with a nonprofit organization that can reliably and consistently pick up surplus school food and distribute it to people in need. Potential community partners include food pantries, soup kitchens, and faith-based organizations that distribute food in their community. If your school has low or inconsistent amounts of surplus food, seek out a community partner that has the ability to pick up or receive smaller quantities on an on-call basis.

### Finding Community Partners

There are several ways to find a community partner, school sites should:



- Share an announcement or flyer with the school community that the school is seeking organizations to partner with, including food banks, soup kitchens, senior centers, homeless shelters, veterans' homes and religious organizations with meals or food donation programs.
- If you are unable to partner directly with a local food pantry or food bank, they may be able to recommend other community partners.
- Search the Internet for organizations in the school's neighborhood to identify potential community partners.

See the **Sample Forms** section for sample emails to recruit community partners.

### Ensuring a Good Fit

It is important to ensure that potential community partners understand what level of commitment is expected of them, including the number of pickups per week, timing of pickups, ability to return containers, if needed, and type and quantity of food available.

See **Sample Forms** section for a sample **Community Partner Checklist** for communicating your program's needs and requirements.

#### Lesson Learned: Will They Eat It?

Confirm that your community partner's clientele will actually want to eat the type of surplus food you have available. At one of the OUSD pilot sites, a Boys and Girls Club was chosen as the community partner. While it seemed like a good partnership providing children with an after school snack, the reality was that the students in Club's after school program were served the same food at lunch at their school, and weren't thrilled about eating it again in the afternoon.

### Signing a Contract

The Community Partner Checklist will ensure that the community partner(s) have a common understanding of how the program works and what is required. It's also important to get a signed agreement in addition to the Partner Checklist. The agreement helps ensure that the organization's management knows its responsibilities and is committed to safely and properly handling the food.

Table 2. Pros and Cons of Food for Community Partners Distribution Model

Pros	Cons
<ul style="list-style-type: none"> <li>• Typically faster startup time than Food for Families</li> <li>• Good for schools that can develop a relationship with a reliable community partner or already have an existing relationship</li> <li>• Decreased need for parent volunteers to coordinate on-site distribution</li> <li>• Opportunity for student service learning projects with partner organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Community partners are sometimes unreliable with pick-ups</li> <li>• Donated food is given to the broader community not directly to school families</li> <li>• Depending on driving distance, increased environmental footprint incurred from transporting food from school to recipient</li> </ul>

## **Additional Considerations**

### **Making Introductions**

As a courtesy to everyone involved, make sure to introduce your community partner's pick up person to the kitchen staff, volunteers and other program participants they might work with.

### **Pick Up Times**

Schedule as few pickups per week as possible to reduce your community partner's workload. The number of pickups will vary depending on your school's volume of recovered food and your cold storage capacity. After your community partner and kitchen staff become familiar with the program's routine, daily volume and storage potential, revisit the pick up schedule and adjust as necessary.

### **Using a Volunteer to Deliver to the Community Partner**

You may identify a community partner who can make good use of the surplus food but doesn't have the ability to pick up food. At one OUSD school site, a parent volunteers to deliver the recovered food to the community partner.

### **Pickups at Multiple Schools**

It may be possible to find a community partner trained in safe food handling procedures, who can pick up and use donated food from multiple schools. Work with your partner and the available schools to map out an efficient pick up route and schedule.

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### **Multiple Community Partners for a Single School**

If your school has a consistent volume of surplus food, you don't necessarily have to limit yourself to one community partner. For example, arrange for one partner to pick up on certain days of the week and another to pick up on alternative days.

### **Keeping Food Cold While in Transit**

One way to keep donated food cold for a short time while the community partner is transporting it back to cold storage is using insulated catering bags with cold packs. The bags come in different sizes, are sturdy and have carrying straps. Depending on their size, they can efficiently hold bags of food, milk crates and even cooking racks. Catering bags can be purchased from restaurant and commercial kitchen supply stores.



**GETTING  
STARTED**

## STARTING AND RUNNING A FOOD DONATION PROGRAM

These are the basic steps for setting up a program that distributes surplus school food, whether you use the Food for Families or Food for Community Partners model:

1. Conduct a school assessment
2. Identify a site supervisor
3. Conduct a Food For Family participation survey (if Food for Families is being considered)
4. Meet with school site staff
5. Understand which foods can be recovered
6. Conduct a surplus food survey
7. Define the kitchen recovery procedure
8. Gather supplies
9. Recruit and train volunteers (if needed)
10. Do a trial run
11. Promote the program
12. Start recovering and distributing food
13. Check in and follow up
14. Present certificates of appreciation

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These steps are listed in order based on OUSD's experience. Use these steps as a framework to consider what will work best for your school or district.

### 1. Conduct a School Assessment

Determine the resources available, such as the daily amount of surplus food typically generated, the kitchen's cold storage capacity, the willingness and ability of parents and staff to assist and to run the program, and the potential for families or community partner organizations to receive the food. The following sections will help you assess your school's situation and determine the best course of action.

See **School Assessment** Form provided in the **Sample Forms** section.

#### The Cafeteria

Understanding, how the kitchen and cafeteria operates is vital. OUSD has two kinds of cafeteria operations: cooking kitchens, in which food is prepared in the school kitchen, and satellite kitchens, in which food is prepared and packaged and delivered to the school; Nutrition Services staff then heat items if needed and serve the meals.

Some schools have their meals catered by outside food service providers; if that is the case, it is recommended to include food waste prevention and /or donation requirements in their contracts.

Keep in mind other potential sources of surplus school food that could be captured for donation, in addition to the school cafeteria:

- Classroom events
- School-wide events
- School-based farmer's markets
- Central cooking kitchens (check with the field supervisor or kitchen manager)
- Kitchens warehouse storage

### Lesson Learned: Transitioning to Farm to Table

OUSD Nutrition Services has designed a new central cooking kitchen that will be opening 2017-2018. The new cooking kitchen will prepare food from scratch that will be delivered in bulk to existing satellite kitchens that previously served pre-packaged food items. The new central kitchen will offer fresher, scratch prepared items that will eliminate a significant amount of individual packaging and processed food. <http://www.ousdcentralkitchen.org>

### Storing Food, Cold Storage Capacity

To ensure proper handling and reduce potential mistakes or misunderstandings, identify surplus food with clear food donation program signage. Make sure everyone who has access to the area knows about the program so the recovered items aren't discarded or used for another purpose. If using a dedicated refrigerator, talk to your team about the best location which may vary from school to school. Consider who has access to the fridge (students, teachers, parents, etc.) during non-meal times. Also determine the distance required to move the food in order to decrease burden on staff and volunteers.

When possible, locate the refrigerator close to the kitchen and/or cafeteria so kitchen staff can perform regular loading. If refrigerator is not close, determine who, such as a parent volunteer, can get food to cold storage after every meal service.

Work with the kitchen manager and staff to determine cold storage capacity by completing a cold storage form. The amount of cold space needed to store surplus food will be determined by the information gathered using the **Food Donation Tracking Log**.

When considering a new refrigerator, evaluate whether there is room for it in the kitchen, cafeteria, staff/faculty room or parent resource center. Also be sure to check for an available electrical outlet. The district's Buildings and Grounds or Electrical Department may need to change out the outlet to handle a refrigerator's load. When you receive a new refrigerator, it's a good idea to plug it in and make sure it works before your donation program gets underway



– you don't want to be caught without cold storage capacity when you're about to launch the program

See the **Cold Storage Capacity Inventory Form** provided in **Sample Forms** section.



### Lesson Learned: Fridge or Freezer?

In the OUSD pilot, the first two school sites were provided with freezers. Both sites were Food for Families programs. Initially, freezers were thought to be the best option to get the food cold as fast as possible and help ensure that the food didn't cool off too much as families made their way home. However, using freezers created some challenges:

- Certain items don't freeze well, such as cucumbers, or carrots
- Even fresh fruit and vegetables that can be frozen are usually best eaten fresh
- Families reported that frozen milk does not thaw well for drinking, although it was suitable for baking

With milk representing over 60% of surplus food from the participating schools, it was determined that switching from freezer to refrigerator storage was the best approach.

## 2. Identify a Site Supervisor

Food for Community Partner Program, the kitchen manager would be the one to oversee the operation.

For Food for Families, it's important to have one or two people at the school who can act as leads to coordinate the distribution program and work with the kitchen manager and volunteers to keep things running smoothly. Some campuses have a Parent Resource Center where there is paid staff role such as a parent liaison position who might be able to include this activity as one of their services. If not available, consider parents, teachers, faculty, or an administrator.

The site supervisor doesn't necessarily need to be present at all the distributions, but they should ensure that reliable volunteers are present during every scheduled distribution time and that they know the program's procedures. Always follow the school's policies regarding considering and screening volunteers. Many school districts require volunteers to be fingerprinted and have a TB test on file.

### 3. Conduct a Food For Family Participation Survey

If your school/district is considering a Food for Families program, complete the **Food For Family Participation Survey** to determine family food needs and preferences, volunteer capacity etc. Consider the best method(s) for survey distribution such as tabling at the entrance to a highly attended event, inclusion in a school-wide weekly news publication, or sending students home with the survey through their classroom teacher with instructions on how to return completed forms. See **Food for Family Participation Survey** Form provided in **Sample Forms** section

### 4. Meet School Site Staff

#### Kitchen Staff

Meet with the kitchen manager, kitchen staff and field supervisor at a time that is not too busy for them to review the program details.

#### Topics to address:

- Overall program—the why and how
- Who is involved and specific roles
- Who is picking up food
- Where food is going
- Start date
- Materials that will be provided or needed
- Food safety and packaging rules on the Kitchen Procedure Sheet



#### Custodial Staff

Meet with custodial staff to get their buy-in up front when launching a food donation program. Some custodians might be responsible for setting up and breaking down the food share station so they should be informed of the program logistics and understand the type of food being captured for donation and how to safely transfer and store the food.

### 5. Understand Which Foods Can Be Recovered

Be clear about which foods can and can't be recovered and donated. Combining what is acceptable for recovery from the School District's Nutrition Services Department and the County's Environmental Health Department may consist of items that are typically unopened, uneaten food from the food share station, items from the kitchen that were prepared but not served and items that will expire or spoil before the school can serve them.

Items acceptable at your school site may vary depending on your Nutrition Services and the County Health rules and regulations:

<b>YES! Acceptable Foods</b>	<b>NO! Unacceptable Foods</b>
Packaged, unopened foods	Chopped/cut items from the salad bar
Unopened milk cartons	Opened, punctured or leaking items
Unbitten fruit	Unpackaged, served food
Bulk food that has not been served	

Keep in mind that individual school district and County Health Department rules may vary.

#### **Lesson Learned: What about allergies?**

Some families have food allergy concerns. For OUSD's first two pilot school donation programs, the program coordinators provided the distribution sites with a book to keep on hand that listed all the ingredients in the foods provided by the school kitchen. That way, parents could look up an item before taking it home.

## **6. Conduct a Surplus Food Survey**

It's important to know approximately how much and what kind of surplus food will be available. This is essential information to share with the school site parent team or potential community partner. This data, as well as the kitchen's cold storage capacity, will help dictate how many distributions or pickups will be required. The kitchen manager should complete a Food Donation Tracking Log at the end of each meal service every day for at least two weeks to get a sense of the surplus food. See sample **Food Donation Tracking Log** on the following page.

To fill out the form, the kitchen manager will take the count from kitchen surplus that needs to be disposed of and enter this information in the tracking log under kitchen surplus. Then kitchen manager goes out to the cafeteria food share table and counts and fills in details for the food share column of the form. It's crucial to let custodians, cafeteria monitors and student waste sorting monitors know to not dispose of any of the items from the food share until the kitchen manager has counted the items.

The quantities should initially be reviewed to determine ways to prevent and reduce surplus food as a first step. The information can then be shared with the school site food donation team.

SCHOOL FOOD DONATION PROGRAM

Figure 4. Sample Food Donation Tracking Log




OAKLAND UNIFIED SCHOOL DISTRICT  
Community Schools. Thinking Students.

## FOOD DONATION TRACKING LOG

SCHOOL FOOD DONATION PROGRAM

School: \_\_\_\_\_ Date: \_\_\_\_\_

Monday	Kitchen Leftovers		Food Share		Staff's Initials
	Servings	Item	Servings	Item	
Breakfast	12	Bagels	11	Bagels	KEF
			20	Milk	
Lunch	17	Hot Dogs	15	Hot Dogs	Pickup Initials RL
	20	Baked Beans	19	Baked Beans	
			14	Milk	
Tuesday	Kitchen Leftovers		Food Share		Staff's Initials
	Servings	Item	Servings	Item	
Breakfast	10	Egg Sandwich	8	Egg Sandwich	SM
	15	Fruit Compote	13	Fruit compote	
			12	Milk	
Lunch	12	Pepperoni Pizza	10	Pepperoni Pizza	Pickup Initials LB
	18	Salad	15	Salad	
			17	Milk	
Wednesday	Kitchen Leftovers		Food Share		Staff's Initials
	Servings	Item	Servings	Item	
Breakfast	12	Chicken Sandwich Biscuit	10	Chicken Sandwich Biscuit	KEF
			12	Milk	
Lunch	18	Grilled Cheese	15	Grilled Cheese	Pickup Initials SR
	14	Cole Slaw	12	Cole Slaw	
			14	Milk	
Thursday	Kitchen Leftovers		Food Share		Staff's Initials
	Servings	Item	Servings	Item	
Breakfast	8	French Toast Sticks	6	French Toast Sticks	SM
			16	Milk	
Lunch	20	Crispy Tofu Tacos	16	Crispy Tofu Tacos	Pickup Initials RL
			19	Milk	
Friday	Kitchen Leftovers		Food Share		Staff's Initials
	Servings	Item	Servings	Item	
Breakfast	12	Egg + Cheese Burrito	10	Egg + Cheese Burrito	KEF
	16	Berry Parfait	13	Berry Parfait	
	6	Apples	6	Apples	
			15	Milk	
Lunch	20	Mac + Cheese	17	Mac + Cheese	Pickup Initials LB
	14	Salad	12	Salad	
	6	Oranges	6	Oranges	
			12	Milk	

Please email, fax or deliver this completed form to: Nancy Deming, Sustainability Manager, Oakland Unified School District, Nutrition Services Department, 900 High St. Oakland, CA 94601 Email: nancy.deming@ousd.org Phone: (510) 290-4875 Fax: (510) 434-2259

## 7. Define the Kitchen Recovery Procedure

While the specific details may vary at your school, this section describes the general procedures for recovering surplus food. Review these steps with the kitchen manager and staff and discuss what will work best at your school.

At the end of the mealtime, the surplus food needs to be counted, packaged, labeled, properly cooled, and refrigerated. Consult with your local health department before establishing procedures for recovering edible food in order to ensure safe food handling requirements are addressed.

### Count the Food and Fill Out the Food Donation Tracking Log

Use a Food Tracking Sheet to track the type of food and amount being recovered for distribution. This provides an inventory of what is being donated and helps document your program's impact. Kitchen managers can turn these forms into the Nutrition Services Department to be reviewed and filed.



Nutrition Services can review these forms to identify high volumes of surplus food being generated, collect data on the type of food and quantity being donated. This information allows Nutrition Services to refine procedures, purchasing and recipes while sharing the overall impact of what has been recovered. Also, tracking the reasons why the food became surplus – overproduction, for example, or unripe fruit – is crucial to preventing food waste in the long term.

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Over time schools may see a reduction of surplus food as staff become more aware and use the data from tracking surplus food to inform ordering and serving practices, and as students become more conscious of reducing waste. The tracking sheets will help you evaluate changes in the volume of surplus food availability that may affect details of your program, such as the frequency of the community partner's pickups.

### Package and Label the Surplus Food

Work with your local health department and kitchen staff to determine the best way to store recovered food. Some ideas include catering pans with lids and large Ziploc-type plastic bags.

For bulk food that is packaged, it's important to label prepared food with the name of the items and the date they were packaged. This can be done with masking tape, labels or stickers. This information helps volunteers know which food to distribute first and helps volunteers, parents and community partner staff from having to open packages to see what's inside.



## 8. Gather Supplies

Supplies will vary depending on the system that works best for the school site and its food donation method. Items already on hand may be repurposed or reach out to local business for donated materials. Here is a list of items that may be needed to recover, package, store and distribute surplus food:

- Tape, stickers or labels to mark the containers with item description and date
- Create a contact list for all staff and volunteer participants so it's easy to get hold of the right person. For example, if a volunteer is sick or there is an emergency such as the refrigerator breaking down

See the Sample Forms section for a **Sample Contact list**

- Signage for the food share station, containers, refrigerator, and food distribution areas for Food for Families
- Cardboard boxes for consolidating multiple items, especially for the community partner's larger pickups (reuse cardboard boxes that the kitchen receives, if possible)
- Forms (tracking sheets, procedures)
- Refrigerators and/or freezers if needed



## 9. Recruit and Train Volunteers

To recruit volunteers see the Promote the Program section below for tips on how to reach out to community. Be sure to follow your school's requirements for volunteers.

Prior to starting the program, it is important to meet with the volunteer team and staff to review and discuss the program details. Have translators available for the training sessions if necessary. Check with your County Health Department to advice or assist in the training when possible.

The training sessions should cover:

- Kitchen and cafeteria operations and systems that pertain to the food donation program
- Basics of food safety such as proper refrigerator temperature, food handling, and storage
- If you are using the Food for Families model, address the importance of and tips for providing good customer service so that all families feel welcome and entitled to the surplus food
- Distribution plan and schedule
- If a Food Donation Tracking Log has been completed, discuss the types and volume of surplus food that may be available

Once the program is underway, provide follow-up meetings and additional volunteer training as necessary. Also be sure to post copies of procedures, safety guidelines and contacts in the surplus food storage area (such as on the refrigerator) and in at least one other prominent place, such as a bulletin board or the door to the Parent Center, where the volunteers can easily reference them. Remember to provide the information in multiple languages if necessary.

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## 10. Do a Trail Run

Before the program launches, be sure to perform a trial run with the kitchen staff and others involved to evaluate the procedures and work out kinks, review how to fill out the tracking form, and assess how much time the food recovery process will take. Working together, you can figure out ways to make the process as streamline as possible.



## 11. Promote the Program

Look for effective ways to let the school and community know about the school's surplus food donation program, and to share the program's progress and achievements. Your food donation program is a positive story with many significant benefits to the community.

Write a short description of the program – what it is, why it's important and who it benefits.

- Back to School welcome packet
- Flyers for the teachers' lounge, school bulletin boards, and PTA or school meetings sites
- Flyers distributed to parents at student drop off and pick up times
- Social media (for example, if the PTA has a listserve, Facebook page or an active Twitter community, post information about the program and calls for volunteers)
- Announcements in the school's newsletter
- Announcements at staff/faculty meetings and assemblies that parents attend
- Press releases to local media – journalists are often looking for positive stories like this, especially around Thanksgiving and the winter holidays, <http://www.eastbayexpress.com/oakland/saving-school-lunches/Content?oid=3783761>
- Relevant workshops and conferences

**TIP: Get noticed on social media and online posts.**

*OUSD's Nutrition Services Department has a Facebook page where they regularly post highlights about the surplus food donation program.*

### Promoting the Program Can Pay Off In More Ways than One!

The East Bay Express published an article about the OUSD Food Donation Program in December 2013 that sparked the interest of Wilma Chan who serves on the Alameda County Board of Supervisors. Meetings were held with her staff representatives to better understand the program and its needs.

With the cost of industrial refrigerators being approximately \$1,000 a piece, OUSD identified the need for additional refrigeration. Assembly woman Wilma Chan offered \$15,000 to buy approximately 10 refrigerators for the program. In July 2014, she held a press conference at a future food donation site to announce this gift.

Wilma Chan has continued support and consideration of additional funding as the school district's food donation program grows.



## 12. Start Recovering and Distributing Food

Check in with all the volunteers, staff and the Community Partner to make sure that everyone is aware of the start date and has all the supplies and information they need.

**Food for Families:** In the OUSD pilot, distributions to families generally happened one to three times per week at the end of the school day when parents were picking up their children. This required one or two dedicated parent volunteers to track, manage and coordinate distribution.

**Food for Community Partners:** The food will need to be removed from storage and placed in containers such as cardboard boxes for the community partner to pick up. This needs to be done as close to the pick up time as possible to maintain the total time out cooling off.

Calculate the time windows that food is sitting out for serving, food share and transportation to determine proper food safety handling.

The County Health Department can assist in advising procedure options and ensure proper safety for the whole system. If a nonprofit partner is picking up from multiple sites, then items will need to be kept cold until pick up and during transport by using a cold blanket or coolers. Post a sign-in sheet for kitchen staff and community partners to record when food is picked up and by whom. In some situations,

it may be convenient to make the refrigerator accessible to the pick up person. Make sure the food is stored in a box that is clearly identified, with a tracking sheet that can be signed and left as a record of the pick up



### Lesson Learned: Food Surplus Decreasing?

After your program gets underway, you may see a reduction of surplus food. Although it may seem contradictory (after all, you set up this program to give away food), a reduction in surplus food is actually a good result! It may indicate that staff is becoming more mindful of and/or aware of not ordering and preparing excess food, and that students are paying more attention to their food choices. In any case, it's next to impossible to completely eliminate surplus school food, so there will likely always be enough volume to make your program worthwhile.

## 13. Check In and Follow Up

### Periodic Check-Ins

Once the program is running, check in periodically in person or by phone with volunteers, staff and your community partner (if you are using that model) to make sure that everything is running smoothly. Site visits are helpful because things can change on site that people may not think to mention in a phone call or email. You will also want to reconvene at the beginning of each new school year-to provide time for additional trainings and program updates, particularly if there are staff or volunteer changes.

#### **TIP: Give pats on the back and share progress!**

Regularly remind volunteers and staff that their work is keeping good edible food out of the landfill and feeding people in need. Provide periodic updates to the principal, staff, volunteers, students and community partners about how much food has been recovered and distributed.



### Follow-up Surveys

At the end of a semester and /or school year, perform a follow-up survey to families and non-profit organizations who received food. This is a good way to find out if the distribution days and times need to be changed, if there are any issues with the program or have suggestions for improvement, and what tweaks may be necessary.

See the **Sample Forms** section for sample **Follow-up Surveys**.

### 14. Present Certificates of Appreciation

Everyone deserves to have their hard work and involvement recognized. Create a certificate of appreciation and present it to key participants such as the principals, kitchen managers and food service staff, parent volunteers and community partners. Thank people for the great work they are performing for the environment and the community.

See the **Sample Forms** section for a sample **Certificate of Appreciation**.





**ADDITIONAL  
RESOURCES**

## Reduce

### National Resource Defense Council and the Ad Council's Save the Food Campaign

<http://savethefood.com>.

Offers simple lifestyle changes like making shopping lists, freezing food and using leftovers. Provides a variety of resources such as posters that can help reinforce and add to school messaging on food waste awareness.

### USDA Food Waste Challenge

<http://www.usda.gov/oce/foodwaste/join.htm>

### US Environmental Protection Agency's Sustainable Food Management

<https://www.epa.gov/sustainable-management-food>

### USEPA Toolkit for Reducing Wasted Food and Packaging

<https://www.epa.gov/sustainable-management-food/tools-assessing-wasted-food#packaging>

### West Coast Climate Forum's Food Too Good To Waste Toolkit

<http://westcoastclimateforum.com/food>

### OUSD Wellness Policy and Nutrition Services

Regulations addressing waste reduction, resource sorting and food donation

<http://www.ousd.org/Page/12094>

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## Reuse (Food Recovery)

### California Department of Public Health

Information Regarding the Donation of Food to Nonprofit Organizations

<http://www.cdph.ca.gov/pubsforms/Documents/fdbRlgde32.pdf>

### Feeding America

[www.feedingamerica.org](http://www.feedingamerica.org)

### Food Bus, Inc.

<http://foodbus.org>

### Food Rescue

<http://www.foodrescue.net/>

Lots of resources provided with a focus on K-12 food rescue, including an open letter to school district administration and Indiana State legislation.

### Food Donation Connection

<http://www.foodtodonate.org>

**SCHOOL FOOD DONATION PROGRAM****Food Safety**

<http://www.foodsafety.gov>

**FDA Food Code**

<http://www.fda.gov/food/guidanceregulation/retailfoodprotection/foodcode/ucm374275.htm>

**Harvest Support Network, Inc.**

<http://www.harvestsupportnetwork.org>

**Los Angeles Unified School District, Food Services Division Food Donation Program**

<http://achieve.lausd.net/Page/847>

**Partnership for Food Safety Education - Fight Bac!**

<http://www.fightbac.org>

**United States Code on Bill Emerson Good Samaritan Food Donation Act**

[http://uscode.regstoday.com/42USC\\_CHAPTER13A.aspx#42USC1791](http://uscode.regstoday.com/42USC_CHAPTER13A.aspx#42USC1791)

<http://www.gpo.gov/fdsys/pkg/PLAW-104publ210/pdf/PLAW-104publ210.pdf>

**University of Arkansas Legal Guide to Food Recovery**

<http://law.uark.edu/documents/2013/06/Legal-Guide-To-Food-Recovery.pdf>

**USDA Food Safety**

<http://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling>

**USDA school food donation information including webinars**

<http://www.usda.gov/oce/foodwaste/webinars.html>

**USDA National School Lunch Act**

Amendment to the Richard B. Russell National School Lunch Act (NSLA)

**USDA, Food and Nutrition Service, Child Nutrition Division**

[http://www.usda.gov/oce/foodwaste/FNS\\_Guidance.pdf](http://www.usda.gov/oce/foodwaste/FNS_Guidance.pdf)

**Waste Not OC Coalition**

<http://www.wastenotoc.org/#!/schools/c97v>

Information for Southern California school districts partners participating in food rescue and donation.

## **Recycle/Compost**

Oakland Unified School District's Nutrition Services Green Gloves

[www.ousd.org/page/934](http://www.ousd.org/page/934)

Oakland Unified School District's Green Gloves and Beyond Tool Kit

[www.altamonteab.org](http://www.altamonteab.org)

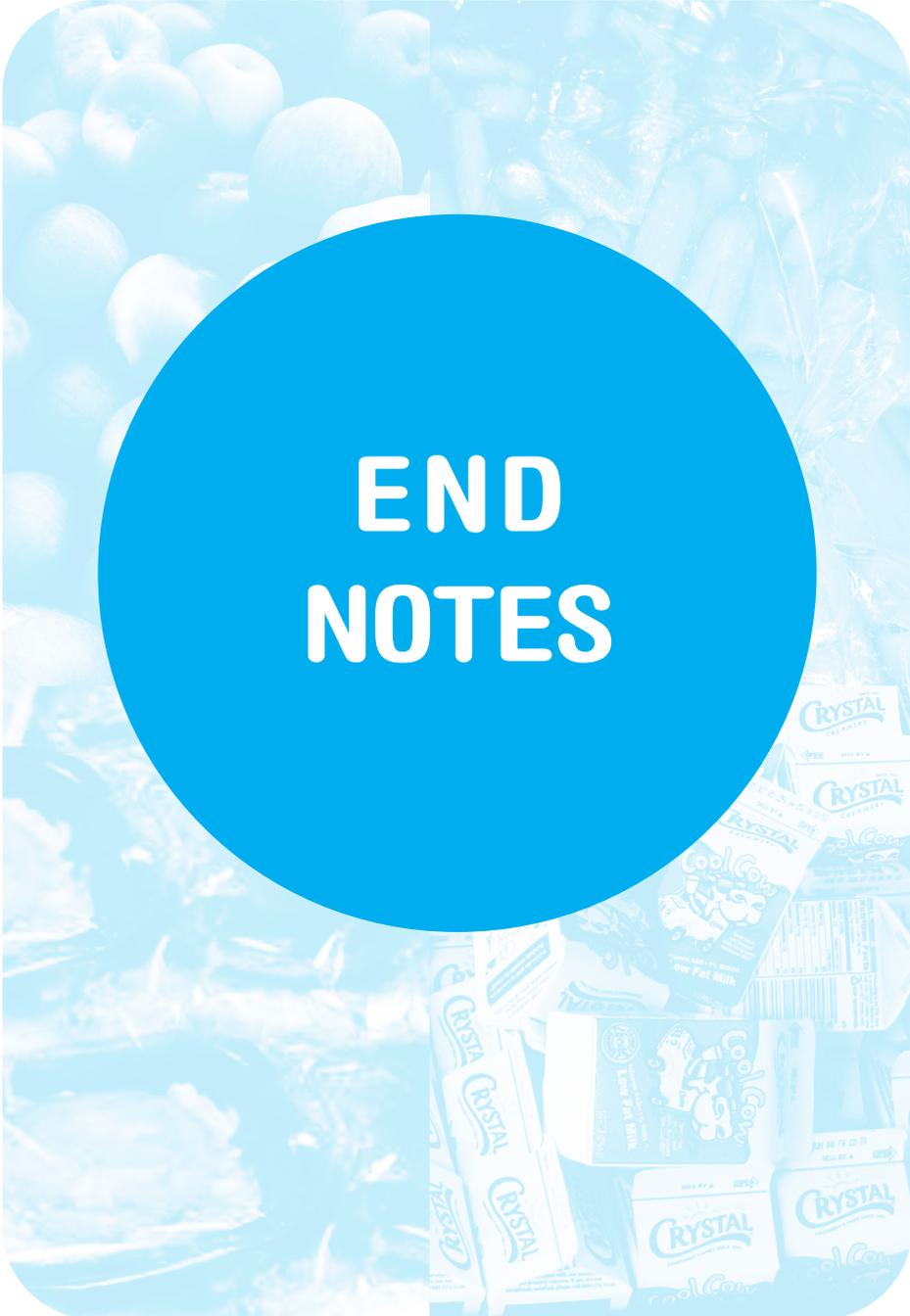
StopWaste's "Best Practices for Successful Food Scraps Recycling" Green Schools:

7 Steps to a Green School

<http://schools.stopwaste.org/tools/set-up-school-recycling/overview.html>

StopWaste Custom Recycling Signs

<http://www.stopwaste.org/recycling/schools/signs>



# END NOTES

*Listed below are all the citations that could be found on the current version of the donation guide. Page numbers are provided, as well as the text that each endnote should be referencing.*

*Please note that page numbers are based on the PDF page numbers, not the numbers on the document itself.*

### Page 9

“costs our nation \$750 million each year just in disposal expenses”  
USDA, US EPA. (2015, August). Waste Not, Want Not. Feeding the Hungry and Reducing Solid Waste Through Food Recovery. Retrieved from: [http://www.epa.gov/wastes/conserves/pubs/wast\\_not.pdf](http://www.epa.gov/wastes/conserves/pubs/wast_not.pdf)

“Food waste is the single largest component of municipal waste in this country.”  
US EPA. (2015, June). Advancing Sustainable Materials Management: 2013 Fact Sheet. Retrieved from: [http://www.epa.gov/wastes/nonhaz/municipal/pubs/2013\\_advncng\\_smm\\_fs.pdf](http://www.epa.gov/wastes/nonhaz/municipal/pubs/2013_advncng_smm_fs.pdf)

“A recent USDA study on school cafeteria plate waste found that nationwide, school cafeterias waste more than \$600 million worth of food each year.”

Buzby, Jean C., Guthrie, Joanne F., Economic Research Service, USDA. (2002, March). Plate Waste in School Nutrition Programs, Economic Research Center. Retrieved from: <http://naldc.nal.usda.gov/download/48204/PDF>

“Wasted food in the United States is responsible for 135 million tons of greenhouse gas emissions each year.”  
Venkat, Kumar. (2012). The Climate Change and Economic Impacts of Food Waste in the United States. International Journal on Food System Dynamics. Retrieved from: <http://www.cleanmetrics.com/pages/ClimateChangeImpactofUSFoodWaste.pdf>

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“Food and other organic material in landfills release methane gas through the decomposition process, which is 21 times more potent than carbon dioxide in the atmosphere.”US EPA. 2015. Overview of Greenhouse Gases. Retrieved from: <http://www3.epa.gov/climatechange/ghgemissions/gases/ch4.html>

“Landfills are the third largest source of methane emissions in the United States.”US EPA. 2015. Overview of Greenhouse Gases. Retrieved from: <http://www3.epa.gov/climatechange/ghgemissions/gases/ch4.html>

“When we consider recent reports about school districts such as LA Unified where lunch programs waste about \$100,000 worth of food per day”

Watanabe, Theresa. (2014, April). Solutions Sought to Reduce Food Waste at Schools. LA Times. Retrieved from: <http://www.latimes.com/local/la-me-laUSD-waste-20140402-story.html>

“According to the USDA, nearly half of all Supplemental Nutrition Assistance Program (SNAP) recipients are children.”  
USDA. (2012). Building a Healthy America: A Profile of the Supplemental Nutrition Assistance Program. Retrieved from: <http://www.fns.usda.gov/sites/default/files/BuildingHealthyAmerica.pdf>

“In Alameda County, 1 in 3 children face the threat of hunger.”

Alameda County Food Bank. (2013, June). Retrieved from: [http://www.accfb.org/wordpress/wp-content/uploads/2013/06/Fact\\_Card.pdf](http://www.accfb.org/wordpress/wp-content/uploads/2013/06/Fact_Card.pdf)

“Food insecurity is also associated with negative health outcomes in children”

Cook, John & Karen, Jeng. (2009). Child Food Insecurity: The Economic Impact on our Nation. Retrieved from: <https://www.nokidhungry.org/sites/default/files/child-economy-study.pdf>

**Page 10**

“The documented partnership between Rutgers University and a local farm in New Jersey shows how surplus food from university dining halls can be used by farmers to feed their livestock.”US EPA. (2015, August). Feeding Animals—The Business Solution to Food Scraps. Rutgers University Fact Sheet. Retrieved from: <http://www2.epa.gov/sites/production/files/2015-08/documents/rutgers.pdf>

“Hope 4 the Heart, a Hayward, CA nonprofit helping food insecure families by collecting and distributing surplus food, sends unedible and/or surplus produce to local cattle farmers reducing food to landfill”

[Cannot find source for this.](#)

“The University of Texas (UT) Arlington composts their food scraps on-site and uses the soil amendment in their organic community garden.”University of Texas Arlington Campus Sustainability. (2015). Retrieved from: <http://www.uta.edu/sustainability/initiatives/waste-reduction/recycling-composting.php>

“San Francisco restaurants and residences can recycle kitchen oils and grease into biofuel for vehicles through the City’s “Greasecycle” program.”

SF Greasecycle. (2015). Retrieved from: <http://sfwater.org/index.aspx?page=465>

**Page 11**

“Through a 2014 case study with an elementary school in Dublin, California, Alameda County’s waste reduction agency StopWaste found that 80% of one school’s landfill waste by weight consisted exclusively of food and other organic materials.” Report available upon request from StopWaste.

“The Minnesota Pollution Control Agency published a major study in 2010 on waste in schools and found that food was the single largest component of their waste stream, amounting to 24% of the total waste generated.”

Minnesota Pollution Control Agency. (2010, September). Digging Deep Through School Trash. Retrieved from: <http://www.pca.state.mn.us/index.php/view-document.html?gid=14235>

**Page 14**

“2009: OUSD’s Nutrition Services passes its first resolution for a food donation program for four schools with two community partner organizations”

This resolution can be downloaded at: <http://legistar.granicus.com/ousd/attachments/ax/88/884ae227-1c2c-4e54-8751-6ce5c25aff2b.pdf>

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“Good Samaritan Food Act”

The text of this act can be downloaded at: <http://www.gpo.gov/fdsys/pkg/PLAW-104publ210/pdf/PLAW-104publ210.pdf> and <http://law.uark.edu/documents/2013/06/Bill-Emerson-Act.pdf>

National School Lunch Act

The text of this act can be downloaded at: <http://thomas.loc.gov/cgi-bin/query/z?c112:S.1719>:

**Page 22**

“A benefit of industrial refrigerators is that they do provide a larger volume for cold storage and can be locked.”  
If the program plans to purchase a new refrigerator or freezer, be sure to purchase an energy efficient model that won’t drive up the school’s electricity bill. Go to [www.energystar.gov](http://www.energystar.gov) for purchasing tips.  
“In California, sharing tables and recovery of surplus milk are approved by the California Food Retail Code (CalCode).”  
Please see this link for clarification on the use of sharing tables in California: <http://www.cde.ca.gov/ls/nu/sn/mbnsdsnp052008.asp>

Note that materials accepted in the compost bins may vary depending on their hauler, or whether their school has an on-site composting program.

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Lesson Learned: Transitioning to Farm to Table

For more information please visit <http://www.ousdcentralkitchen.org/>.

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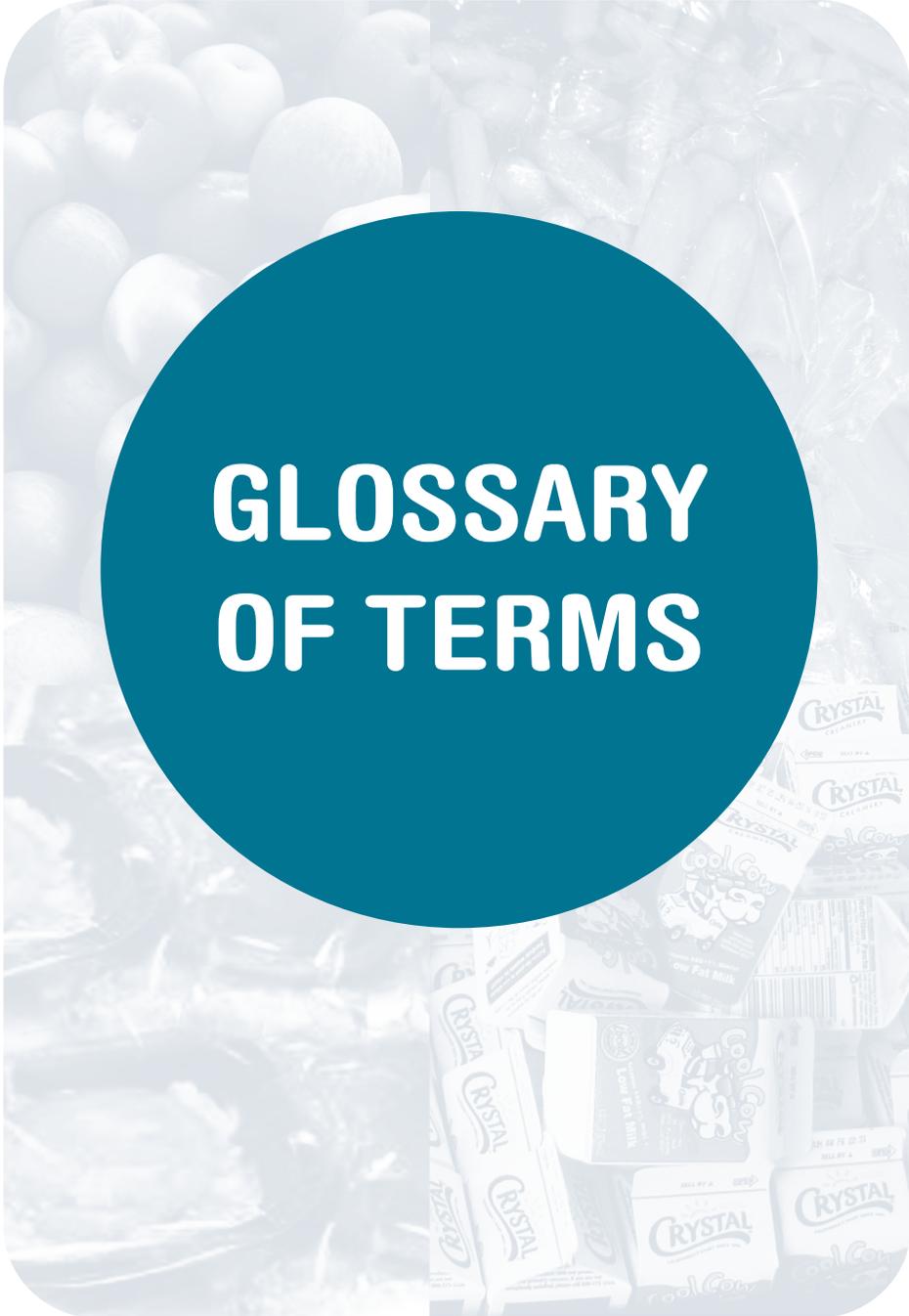
“To ensure proper handling and reduce the potential for mistakes or misunderstandings, identify the surplus food with signage that makes it clear it is for the food donation program.”

ND: Provide link to food safety source.

“The amount of cold space needed to store surplus food will be determined by the information gathered using the **Food Donation Tracking Log**.”

Please see “**Sample Forms & Other Docs**” section for an example of a **Cold Storage Sheet**.

Article profiling the Oakland program and experiences of those involved: <http://www.eastbayexpress.com/oakland/saving-school-lunches/Content?oid=3783761>



# GLOSSARY OF TERMS

Food waste:	Edible and inedible food and scraps that are discarded or go uneaten. Food waste may end up in a composting facility, anaerobic digester or composting facility depending on access to these facilities.
Plate waste:	Plate waste is the quantity of edible portions of food served that is uneaten and is a common reason for food loss at the consumer and food service levels.
Wasted food:	Food that is lost or wasted throughout the supply chain, from initial production down to final household consumption.
Surplus food :	Surplus food consists of items that cannot be stored again in the kitchen but are still perfectly good to eat, items that are past their “best by” date before they can be served at the school, unopened packaged items and unbitten fruit that students selected for their meal but did not consume.
Food recovery:	Food Recovery is the practice of safely retrieving edible food that would otherwise go to a compost facility, anaerobic digestion facility, or landfill and redistributing it to feed people.
Food insecurity:	Food insecurity is lacking consistent access to adequate food.
Food share station:	A food share station is a dedicated table in the cafeteria with a basket, crate or bin where students can place food that they don’t want and can pick up extra items if they want more.

**Definitions from Sec. 1791. Bill Emerson Good Samaritan Food Donation Act**

- (1) **Apparently fit grocery product**  
The term “apparently fit grocery product” means a grocery product that meets all quality and labeling standards imposed by Federal, State, and local laws and regulations even though the product may not be readily marketable due to appearance, age, freshness, grade, size, surplus, or other conditions.
- (2) **Apparently wholesome food**  
The term “apparently wholesome food” means food that meets all quality and labeling standards imposed by Federal, State, and local laws and regulations even though the food may not be readily marketable due to appearance, age, freshness, grade, size, surplus, or other conditions.
- (3) **Donate**  
The term “donate” means to give without requiring anything of monetary value from the recipient, except that the term shall include giving by a nonprofit organization to another nonprofit organization, notwithstanding that the donor organization has charged a nominal fee to the donee organization, if the ultimate recipient or user is not required to give anything of monetary value.
- (4) **Food**  
The term “food” means any raw, cooked, processed, or prepared edible substance, ice, beverage, or ingredient used or intended for use in whole or in part for human consumption.
- (5) **Gleaner**  
The term “gleaner” means a person who harvests for free distribution to the needy, or for donation to a nonprofit organization for ultimate distribution to the needy, an agricultural crop that has been donated by the owner.
- (6) **Grocery product**  
The term “grocery product” means a nonfood grocery product, including a disposable paper or plastic product, household cleaning product, laundry detergent, cleaning product, or miscellaneous household item.
- (7) **Gross negligence**  
The term “gross negligence” means voluntary and conscious conduct (including a failure to act) by a person who, at the time of the conduct, knew that the conduct was likely to be harmful to the health or well-being of another person.
- (8) **Intentional misconduct**  
The term “intentional misconduct” means conduct by a person with knowledge (at the time of the conduct) that the conduct is harmful to the health or well-being of another person.
- (9) **Nonprofit organization**  
The term “nonprofit organization” means an incorporated or unincorporated entity that -  
(A) is operating for religious, charitable, or educational purposes; and  
(B) does not provide net earnings to, or operate in any other manner that inures to the benefit of, any officer, employee, or shareholder of the entity.

**(10) Person**

The term “person” means an individual, corporation, partnership, organization, association, or governmental entity, including a retail grocer, wholesaler, hotel, motel, manufacturer, restaurant, caterer, farmer, and nonprofit food distributor or hospital. In the case of a corporation, partnership, organization, association, or governmental entity, the term includes an officer, director, partner, deacon, trustee, council member, or other elected or appointed individual responsible for the governance of the entity.

**(C) Liability for damages from donated food and grocery products****(1) Liability of person or gleaner**

A person or gleaner shall not be subject to civil or criminal liability arising from the nature, age, packaging, or condition of apparently wholesome food or an apparently fit grocery product that the person or gleaner donates in good faith to a nonprofit organization for ultimate distribution to needy individuals.

**(2) Liability of nonprofit organization**

A nonprofit organization shall not be subject to civil or criminal liability arising from the nature, age, packaging, or condition of apparently wholesome food or an apparently fit grocery product that the nonprofit organization received as a donation in good faith from a person or gleaner for ultimate distribution to needy individuals.

**(3) Exception**

Paragraphs (1) and (2) shall not apply to an injury to or death of an ultimate user or recipient of the food or grocery product that results from an act or omission of the person, gleaner, or nonprofit organization, as applicable, constituting gross negligence or intentional misconduct.

**(D) Collection or gleaning of donations**

A person who allows the collection or gleaning of donations on property owned or occupied by the person by gleaners, or paid or unpaid representatives of a nonprofit organization, for ultimate distribution to needy individuals shall not be subject to civil or criminal liability that arises due to the injury or death of the gleaner or representative, except that this paragraph shall not apply to an injury or death that results from an act or omission of the person constituting gross negligence or intentional misconduct.

**(E) Partial compliance**

If some or all of the donated food and grocery products do not meet all quality and labeling standards imposed by Federal, State, and local laws and regulations, the person or gleaner who donates the food and grocery products shall not be subject to civil or criminal liability in accordance with this section if the nonprofit organization that receives the donated food or grocery products -

- (1) is informed by the donor of the distressed or defective condition of the donated food or grocery products;
- (2) agrees to recondition the donated food or grocery products to comply with all the quality and labeling standards prior to distribution; and
- (3) is knowledgeable of the standards to properly recondition the donated food or grocery product.

**(F) Construction**

This section shall not be construed to create any liability. Nothing in this section shall be construed to supersede State or local health regulations.

**Amendment to the Richard B. Russell National School Lunch Act (NSLA)**

USDA, Food and Nutrition Service, Child Nutrition Division

[http://www.fns.usda.gov/sites/default/files/SP11\\_CACFP05\\_SFSP07-2012os.pdf](http://www.fns.usda.gov/sites/default/files/SP11_CACFP05_SFSP07-2012os.pdf)

On November 18, 2011, the Consolidated and Further Continuing Appropriations Act, 2012 ( P.L. 112-55) amended the Richard B. Russell National School Lunch Act ( NSL A) by adding paragraph (l), the Food Donation Program at the end of Section 9. The amendment provides clear statutory authority for current Food and Nutrition Service ( FNS ) food recovery and donation policy in use by schools and institutions participating in the Child Nutrition Programs, the National School Lunch and School Breakfast Programs, Child and Adult Care Food Program (CACFP), and Summer Food Service Program ( SFSP). Food donation has been a longstanding policy in all Child Nutrition Programs and the current amendment to the NSL A clarifies the policy through statute. Although, FNS does not believe this amendment will require change in current food recovery practices, this memorandum provides updated and consolidated guidance on this issue; therefore, the following existing memoranda relating to this issue are rescinded: SP 29-2009, SFSP 04-2009, CACFP 07-2009, Excess Summer Meals, June 26, 2009. The statute clarifies that any program food not consumed may be donated to eligible local food banks or charitable organizations. The amendment defines the terms “eligible local food banks or charitable organizations” to mean any food bank or charitable organization which is exempt from tax under section 501(c)(3) of the Internal Revenue Code of 1986 (26 U.S.C. 501(c)(3)). It also extends protections against civil and criminal liability for persons or organizations when making food donations to the extent provided under the Bill Emerson Good Samaritan Food Donation Act, found in section 22 of the Child Nutrition Act. United States Department of Agriculture Food and Nutrition Service 3101 Park Center Drive Alexandria, VA 22302-1500 Regional Directors State Directors Page 2 Food Donation Policy FNS is committed to preventing hunger and to responsible stewardship of Federal dollars. Child Nutrition Program policy aims first to limit food waste and unnecessary costs. If a school, CACFP institution, or SFSP sponsor has leftover food on a frequent basis, menu planning and production practices should be adjusted to reduce leftovers. Nevertheless, because of unforeseen circumstances, occasionally there will be leftover food. All alternatives permitted by Program regulations and State and local health and sanitation codes should be exhausted before discarding food. Options may include using leftovers in subsequent meal services, offering “sharing tables,” or transferring food to other sites. ( See attached: Donation of Leftover Foods From School Cafeterias, June 11, 1996 ). Where it is not feasible to reuse leftovers, excess food may be donated to a nonprofit organization, such as a community food bank, homeless shelter, or other nonprofit charitable organizations. As a result of the Department’s Food Recovery and Gleaning Initiative of 1997, a “Best Practice” manual was created which highlighted measures to provide unused food to needy organizations. In addition, the “Citizen’s Guide to Food Recovery” was developed as a resource guide on food recovery programs for businesses, community-based organizations, private citizens, and public officials and describes some of the food recovery activities taking place at that time and suggestions for new efforts. These publications can be found at: <http://www.fns.usda.gov/fdd/gleaning/besthome.htm> and <http://www.usda.gov/news/pubs/gleaning/five.htm>. FNS will review these resources and determine if they require updating or if additional materials are required to assist schools and local educational agencies in the donation of food. FNS will continue to support food donation as outlined above. State agencies should direct any questions to their FNS Regional Office.





# ACKNOWLEDGMENTS

This pilot program and guide was made possible thanks to OUSD; Nancy Deming, Sustainability Manager Jennifer LeBarre, Director of Nutrition Services, Cassie Bartholomew, StopWaste; Altamont Education Advisory Board; Kelly Ernst-Friedman and Dana Frasz from Food Shift; Wilma Chan, Alameda County Supervisor; the Oakland pilot schools and their amazing staff: East Oakland PRIDE Elementary, Elmhurst /Alliance Middle School, La Escuelita Elementary, Lincoln Elementary, Melrose Leadership Academy, Montclair Elementary, New Highland Academy/ RISE Community School, PL ACE@ Prescott, Prescott cooking kitchen, and Reach Academy.

### **The Future of OUSD Food Donation Program:**

- Program will be ramping up steadily
- Exploring after school program at school sites that can take a leadership role
- District warehouse delivery system that can pick up and consolidate surplus food from some sites for a central pick up location
- Reach out to other school districts and schools to share best practices and encourage them to start a similar program.

### **Contact Information**

Please contact Nancy Deming with OUSD's Green Gloves Program for more information on the district's Food Share/Donation program or composting efforts.

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We would love to hear back from you if you have an existing food donation program to learn from and share out on or if you start a program that we can add to the list of schools and school districts participating in this effort.

Nancy Deming, Sustainability Manager,  
Custodial and Nutrition Services, OUSD  
(510) 290-4875, nancy.deming@ousd.org



**SAMPLE  
FORMS &  
OTHER DOCS**

Food Donation Tracking Log

School Assessment Form

Food for Families Participation Survey

Food for Families Agreement

OUSD Food Donation Partner Checklist, 2 Pages

Food Donation Partner Agreement, 2 Pages

Examples of Initial Emails, 2 Pages

Kitchen Procedure

Cold Storage Capacity Inventory

Food for Families Agreement

Volunteer Overview and Procedures, 2 Pages

Signage – Food for Families, 2 Pages

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Staff Follow-Up Survey

Food for Families Follow-Up Survey, 2 Pages

Sample Certificate of Recognition

Press Release Sample