RECEIVING DONATED FOOD

Know where the food is coming from and record it on the donation log.

Indicate on the donation log if items include Potentially Hazardous Food (PHF).

Check temperature of frozen and refrigerated goods.

Be aware of the two hour rule—**two hours is the total amount of time the food may spend out of proper temperature storage**—whether in transit or in your receiving area.

Visually inspect all items, looking for container damage and spoilage. Reject unacceptable goods.

**When in doubt, throw it out!**

Move foods to storage quickly for:
- Refrigeration
- Freezer
- Dry/shelf storage