

SHARING FOOD WITH OTHER AGENCIES

The following is a simple step-by-step guide to sharing excess OFB product between OFB agencies. Our hope is that proper food sharing between agencies will be a catalyst for increased connectivity and collaboration. OFB thanks you for your dedication to the safe handling of food and adherence to this process.

Proper documentation allows OFB to ensure food safety, track recalled product and ensure that food is going to those in need.

When sharing excess food, follow these steps, and track information on the re-distribution tracking log:

1. Notify Compliance Team to verify that the recipient agency is an OFB affiliated agency, or check current agency list on Inside the Network.
2. Record the following on the re-distribution tracking log:
 - a. Date of re-distribution
 - b. Name of the recipient agency
 - c. Product name
3. Follow all loading and transportation food safety guidelines
4. Never share USDA products with other agencies 7 CFR 250.14(d)
5. No fee can be charged

When receiving product from another agency, follow these steps:

1. Inspect the food to ensure it's safe for human consumption.
 - a. See food safety and handling manual for complete instructions
2. Document the date, name of distributing agency, product name, and poundage of the donated product on your product donation log. Record pounds on your monthly report as follows:
 - a. 1A pantries and 1B meal sites, record agency name and number and the number of pounds received under fields in 29.1 and 29.2 on your monthly report.
 - b. 2a 2b 2c agencies, add the agency name number and number of pounds under fields 29.1 and 29.2 on your monthly report.

Please be advised that product may only be re-distributed one time.

RE-DISTRIBUTION TRACKING LOG

When sharing excess product with OFB-affiliated agencies, please indicate the date of redistribution, name of recipient agency, and product name below.

[illegible]