

## Food Recovery Agreement

The Food Recovery Agreement outlines the terms, conditions, and expectations between the following organizations to execute an Edible Food Recovery partnership:

\_\_\_\_\_ (the "Donor" or "Food Generator") and \_\_\_\_\_ (the "Food Recovery Organization")

**Donor name:**

**Donor address:**

**Donor Point of Contact:**

**Donor phone:**

**Donor email:**

**Food Recovery Organization name:**

**Food Recovery Organization address:**

**Food Recovery Organization Point of Contact:**

**Food Recovery Organization phone:**

**Food Recovery Organization email:**

\_\_\_\_\_ and \_\_\_\_\_ agree to establish and follow guidelines regarding the donation category (types of food), safety, quality, volume, and pick-up or drop-off schedule. Both parties agree to notify each other in advance if the pickup schedule is impacted due to delays, lack of product or staff availability, holiday, miscellaneous closures, and/or other unexpected circumstances.

### 1. The Donor agrees to do the following:

a) Make surplus edible food available for pickup or drop-off \_\_\_\_ times per week, on-demand and/or according to the following **schedule**:

b) Donate the following **types of food** that the food recovery organization has consented to receive (list all that apply: meat & seafood, dairy/eggs, other refrigerated food, fresh produce, frozen, baked goods, non-perishable grocery, prepared foods bulk or packaged, etc.):

c) Review **donation guidelines** with staff on a regular basis, and provide only donations not precluded under guidelines.

d) **Prepare donations** before the pickup window begins. Stage donations in food grade containers in accessible, food safe areas.

f) Maintain **proper food safety**, temperature, and storage conditions to maintain integrity of the food before and during the collection/delivery.

g) Acknowledge and **assist the Food Recovery Organization** prior to its arrival and within the pickup window.

- h) **Track** all donations and indicate the types of food donated and pounds (lbs) per month.
- i) **Keep donation documentation** (written agreement and tracking data) on site and available (paper or electronic copy) in case of an inspection by the City and County agencies or contractors.

**2. Food Recovery Organization agrees to do the following:**

- a) Ensure Food Recovery Organization staff and volunteer(s) picking up donations are trained in **safe food handling**.
- b) Maintain the prearranged **schedule** and arrive within the pickup window. Communicate any change to the Donor as soon as possible.
- c) Wear easily recognizable clothing and/or **identification**.
- d) Use appropriate **food-grade containers**, and active or passive **temperature control** while transporting perishable donations (refrigerated vehicle, thermal blankets and/or coolers).
- e) Provide **donation acknowledgement / receipt** at pickup.
- f) **Record** all donations received in pounds (lbs).
- g) **Provide donation volume summaries** monthly or upon request by City and County agencies.
- h) **Communicate to the Donor** of any changes to the general guidelines in a timely manner.

Either party may decline to accept or offer donations, which do not fit the terms of the agreement. If the terms of the agreement are violated, either party may reevaluate or end the partnership.

As a donation partner in the Edible Food Recovery program, the Donor named agrees to the responsibilities outlined above.

\_\_\_\_\_  
Signature (Donor Representative)

\_\_\_\_\_  
Signature (Food Recovery Organization Representative)

\_\_\_\_\_  
Print Name / Title (Donor)

\_\_\_\_\_  
Print Name / Title (Food Recovery Organization)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date