



# FOOD DONATION GUIDELINES

Food donations must be suitable for human consumption and staged indoors in food grade boxes. The guidelines below outline requirements by product category.

## MEAT, POULTRY & FISH

### Acceptable Conditions:

- Securely sealed in original packaging, dated appropriately, labeling intact
- Frozen on or before the date on the package
- Store at 0°F or less
- Staged in separate boxes by species and stacked accordingly (top to bottom): seafood, pork, beef, poultry

### Unacceptable Conditions:

- Held above 41°F for more than two hours
- Staged in non-food-grade packaging or meat boxes with USDA logo
- Opened, punctured or damaged packaging resulting in leaking and/or the loss of sanitary barrier protection
- Missing ingredient label and/or a date on package
- Raw, defrosted, discoloration, severe freezer burns and/or bulging packaging
- Multiple species staged in the same box

## DAIRY & EGGS

### Acceptable Conditions:

- Securely sealed in original packaging, dated appropriately, labeling intact
- Non-milk items donated no later than two days past date on package
- Milk needs to be donated at least five days before printed date
- If refrigerated, stored at least 41°F or less
- If frozen, stored at 0°F or less

### Unacceptable Conditions:

- Held above 41°F for more than two hours
- Staged in non-food-grade packaging or meat boxes with USDA logo
- Opened, punctured or damaged packaging resulting in leaking and/or the loss of sanitary barrier protection
- Bad odor, discoloration and/or bulging packaging
- Broken eggs
- Expired fluid milk

## PRODUCE

### Acceptable Conditions:

- Stored in a cool, dry and clean area
- Highly perishable product, such as cut product, must be stored at 41°F or less

### Unacceptable Conditions:

- Perishables held above 41°F for more than two hours
- Staged in non food grade packaging or meat boxes with USDA logo
- Opened, punctured or damaged packaging resulting in leaking and/or the loss of sanitary barrier protection
- Missing ingredient label and/or a date on the package
- Rotten, moldy damaged, decayed or overripe

## DELI

### Acceptable Conditions:

- Securely sealed in original packaging, dated appropriately, labeling intact
- If refrigerated, stored at 41°F or less and donated no later than two days past date on package

### Unacceptable Conditions:

- Perishables held above 41°F for more than two hours
- Staged in non-food-grade packaging or meat boxes with USDA logo
- Opened, punctured or damaged packaging resulting in leaking and/or loss of the sanitary barrier protection
- Missing ingredient label and/or a date on the package
- Rotten, moldy damaged, decayed or overripe

## BAKERY

### Acceptable Conditions:

- Securely sealed in original packaging, dated appropriately, labeling intact
- Fresh, day-old bread, bagels and other bakery items
- Product must be donated no later than four days past "sell by" date
- Refrigerated product must be stored at 41°F or in a cool, dry area while awaiting pickup
- If frozen, product must be stored at 0°F or less while waiting for pickup

### Unacceptable Conditions:

- Perishables held above 41°F for more than two hours
- Opened, punctured or damaged packaging resulting in leaking and/or the loss of sanitary barrier protection
- Product not in food grade packaging
- Bulk/non packaged product or packaging missing ingredient labels
- Product with mold, bad odor or discoloration

## DRY GROCERY

### Acceptable Conditions:

- Securely sealed in original packaging, dated appropriately, labeling intact
- Compromised external packaging may only be donated if internal packaging is uncompromised
- Donated no later than 30 days past the date on the package
- Stored in a cool, dry, and clean area

### Unacceptable Conditions:

- Opened, punctured, or damaged packaging resulting in leaking and/or loss of the sanitary barrier protection
- Glass that is broken
- Product with mold, bad odor or discoloration
- Any infant formula or baby food past its "use by" date

Non-food items are accepted upon approval. Questions? Contact Teri Luna, Director of Product Resourcing, at 808-384-7105 or [teri@hawaiifoodbank.org](mailto:teri@hawaiifoodbank.org).

**808-836-3600**

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