

SOP Template: Surplus Food Repurposing and Donation Protocols

This SOP details the **surplus food repurposing and donation protocols**, including identification and collection of surplus food, safe handling and storage practices, coordination with donation partners, compliance with food safety regulations, documentation and tracking of donations, and guidelines for redistribution to communities in need. The goal is to minimize food waste while ensuring food safety and supporting local food security efforts through responsible repurposing and donation procedures.

1. Purpose

To outline standardized procedures for the safe and efficient identification, collection, handling, storage, and donation of surplus food, thereby reducing food waste and helping communities in need.

2. Scope

This SOP applies to all staff, volunteers, and partners involved in the management, handling, and donation of surplus food at [Organization Name].

3. Responsibilities

- **Food Handlers:** Identify, sort, and prepare surplus food for donation.
- **Supervisors:** Monitor compliance, provide training, and oversee donation processes.
- **Donation Partners:** Coordinate pick-up, transport, and redistribution of donated food.

4. Procedure

4.1 Identification and Collection

- Inspect food items daily for surplus, excess, or near-expiry status (not expired).
- Segregate suitable items based on type, condition, and food safety guidelines.
- Document surplus items in the Surplus Food Inventory Log.

4.2 Safe Handling and Storage

- Store surplus food separately from regular inventory in labeled, sanitized containers.
- Maintain appropriate storage conditions (refrigeration, freezing, dry storage) as per food safety standards.
- Handle all food using personal protective equipment (PPE) and compliant hygiene practices.

4.3 Donation Coordination

- Notify designated donation partners about availability and categories of surplus food.
- Schedule regular pick-up or delivery times; record dates and quantities donated.
- Provide partners with a copy of food safety guidelines and required documentation.

4.4 Compliance

- Ensure all donated food meets local, state, and federal food safety regulations.
- Train staff and volunteers in food safety and donation protocols annually.
- Maintain records for a minimum of [X] years as required by regulatory agencies.

4.5 Documentation & Tracking

- Complete the donation log (see sample table below) for every donation event.
- Track types, quantities, batch numbers, and recipient details of donated food.
- Report monthly summaries to management and key stakeholders.

4.6 Redistribution Guidelines

- Ensure donated food is transported promptly and safely to prevent spoilage.
- Work only with approved, reputable community partners and charities.

- Solicit feedback from recipients to ensure donation process effectiveness.

5. Documentation Sample: Donation Log

Date	Food Item	Quantity	Donor	Recipient	Storage Condition	Handled By
YYYY-MM-DD	Example: Bread Loaves	25 units	[Organization Name]	[Charity/Partner Name]	Frozen	Staff/Volunteer Name

6. References and Regulations

- Local food safety authorities (e.g., FDA, USDA, EFSA)
- Global Food Donation Policy and Best Practices

7. Revision History

Version	Date	Description	Approved By
1.0	YYYY-MM-DD	Initial SOP release	[Name/Position]

Prepared by: [Preparer Name/Dept]

Reviewed and Approved by: [Approver Name/Dept]