



AGENCY-ENABLED RETAIL PICK-UP AGREEMENT

In an effort to donate as much usable product as possible, while maintaining the highest standards in safe food handling, many retailers have chosen to **only** donate through Feeding America Network, Food Banks, such as All Faiths Food Bank (AFFB), and their affiliated partner agencies. This mutually beneficial relationship requires the reporting of **all** food and non-food donated.

Partner Agency Responsibilities:

1. Partner agency assigned to retail stores will need to provide a contact for store management to call for pickup scheduling or other needs.
2. Partner agencies assigned to retail stores shall meet the minimum requirement of securing and maintaining food safety certification appropriate to its distribution type and agency-enabled program requirements.
3. Partner agencies picking up refrigerated or frozen items such as meat, produce, dairy and deli items are required to refrigerate these items during transport and storage. Approved passive devices include temperature-controlled coolers, thermal blankets or active temperature devices (i.e. refrigerated truck/unit). Partner agencies are responsible for acquiring and maintaining these devices. AFFB may assist in acquisition of these items.
4. Partner agencies are required to log the temperatures on frozen and refrigerated product at the time of donor pickup, and again at delivery to agency storage. Temperature handling guidelines provided by AFFB must be adhered to for optimal food safety. Product that falls outside of the temperature guidelines must be disposed of. Temperature logs must be maintained, kept on file for 1 year, and made available for review by AFFB upon request.
5. Partner agencies are responsible for documenting the weight of each retail donation pickup by category and reporting this activity on a timely basis to AFFB, as agreed upon. AFFB will use these reports to further compile the poundage for reporting donation totals to the retail donor partner.
6. Partner agencies must contact AFFB regarding any issues that may arise with the retail donor partner, big or small.
7. Partner agencies cannot sell any product received from or through AFFB, including retail donated products.
8. Partner agencies that agree to abide by the responsibilities outlined within this agreement should have their authorized contact (i.e. Executive Director, Pantry Manager, Food Program Coordinator, etc.) complete the next section and return it to AFFB.
9. Partner agencies are responsible for updating the information below and notifying AFFB if there are any changes.

Initials: _____

Agency Information

Agency Name: _____ Agency Number: _____

Authorized Name/Title (Print): _____

Authorized (Signature): _____

1. Contact Person for Pickups: _____

Phone: _____ Email: _____

2. Contact Person(s) for Pickups: _____

Phone: _____ Email: _____

3. Contact Person(s) for Pickups: _____

Phone: _____ Email: _____

(For All Faiths Food Bank Office Use Only)

Store Name/Number: _____

Pick-up Days/Times: _____

Store Name/Number: _____

Pick-up Days/Times: _____

Store Name/Number: _____

Pick-up Days/Times: _____

Store Name/Number: _____

Pick-up Days/Times: _____

Store Name/Number: _____

Pick-up Days/Times: _____

Equipment

Digital Scale: _____

Freezer Blanket(s): _____

Infrared Thermometer: _____

Insulated Bag(s): _____

Transport Vehicle: _____

Date: _____