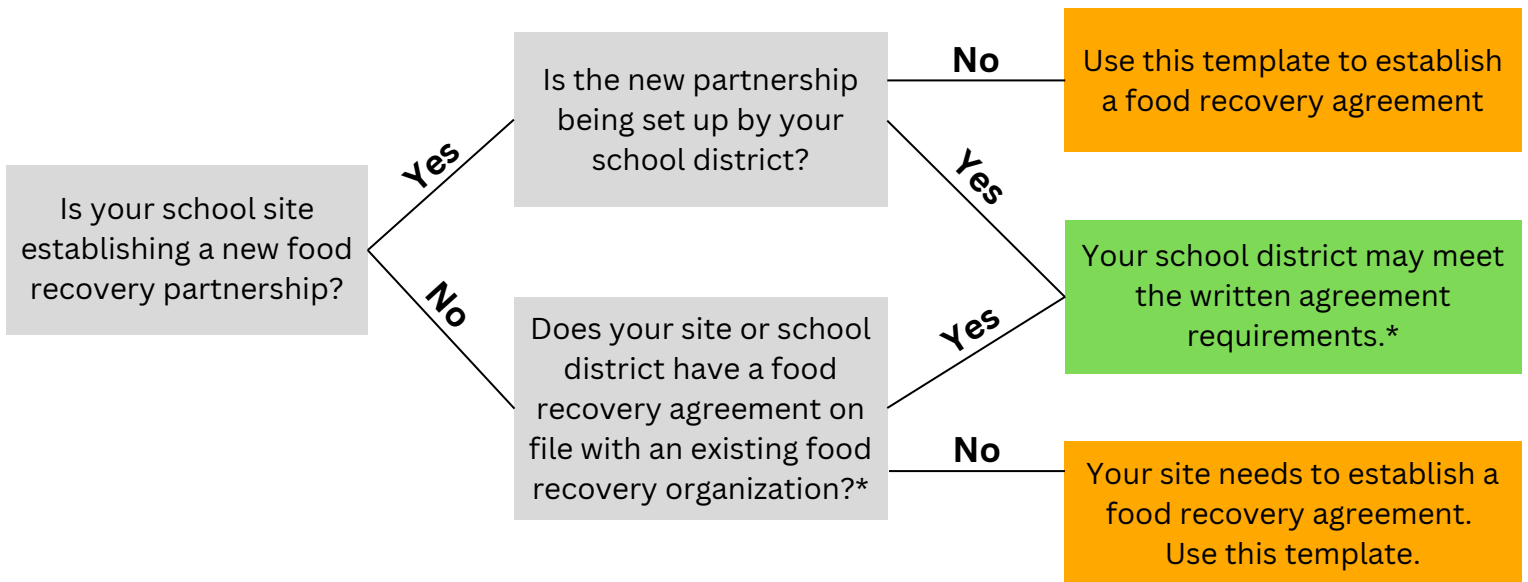


Food Recovery Agreement Template

Local Education Agency Template

SB 1383 regulations requires local education agencies with an on-site food facility to hold a written agreement with food recovery organizations and/or services that will be recovering their surplus edible food. This document is a food recovery agreement that can fulfill this requirement.

As a Tier 2 Generator, does my site need a written agreement?



*If your Child Nutrition Services Department is housed within the school district and holds a food recovery agreement on behalf of all school sites that operate a food donation program, that written agreement is sufficient to meet the conditions and requirements of Section 18991.3 of SB1383 regulation. It is **required for donors to maintain a copy of this written agreement** to be in compliance with the recordkeeping requirements outlined in Section 18991.4 of the regulation.

How should my school site use this template?

After reading and signing the acknowledgments below, complete the form on the back side of this document. There are two columns - one for the school site to fill out, and the other is to be completed by the food recovery organization or service that will be recovering the donated food.

Acknowledgments and Signatures

- **Documentation and Recordkeeping:** Donors must keep a copy of this form on-site and keep monthly records of food donations. Donors of surplus food were required to maintain records for three years.
- **Food Safety:** All food recovery activities will be executed in compliance with all federal, state, and local regulations for safe food handling.
- **Donation Dumping:** The donor certifies that they will not provide unusable or spoiled food and understands that food recovery organizations have the right to decline donations.

Food Donor Signatory

Date

Food Recovery Organization Signatory

Date

Food Recovery Agreement Template

This table is to be completed by both the school site and food recovery organization in their respective sections.

Partner Information

| | Food Donor (School Site) | Food Recovery Organization |
|--|--------------------------|----------------------------|
| Organization Name | | |
| Address | | |
| Primary Contact Name Title, Phone & Email | | |
| Hours of Operation | | |

Indicate the estimated quantity (in pounds) **per week** your organization could donate/recover.
If you cannot donate/recover a certain food type, please write "0"

Types and Quantities of Food (per week)

| | | |
|--|--|--|
| Non-perishable (Shelf stable packaged food) | | |
| Perishable (E.g. fresh produce, dairy, meat, etc.) | | |
| Prepared (Hot, cold, or frozen prepared food) | | |
| Other _____ _____ | | |

Food Recovery Logistics

These questions are to be completed collaboratively:

How often will food be recovered?

- As needed/On call
- Daily
- Weekly
- Other: _____

Food will be recovered on the following days and times:

Food will be recovered via:

- On-site pick-ups: the food recovery organization/service will travel to the school site, pick up the food, and transport it for distribution.
- Centralized donation: the food donor will transport the food to a centralized location for the food recovery organization to pick-up.
- Self-haul: the food donor will transport and deliver the food to the food recovery organization.