

Food 4 Health Clinic Pantry: Food Safety Guidelines

This document outlines the storage guidelines for Food 4 Health (F4H) boxes. Your compliance with these requirements helps ensure the safety of the food we distribute.

1. **Store F4H boxes in a clean, dry, and secure area.** This will help prevent the entry of bugs and rodents. Check the walls, ceiling, shelf connections, and around windows and doors.
2. **Store F4H boxes properly.** F4H boxes must be at least 6 inches off the floor, 4 inches away from the wall, and 18 inches from the ceiling.
3. **Store F4H boxes away from non-food items.** Never store non-food items, especially chemicals and cleaning supplies, above or mingled with F4H boxes. Designate an area that will be solely for F4H boxes.
4. **Store F4H boxes at safe temperatures.** Protect the boxes from extreme heat and humidity to extend the shelf life of all the contents. Assure the storage area temperature is between 50° and 70° Fahrenheit. Ideal humidity levels for non-perishable products are 50-60%. Ensure the space is well-ventilated.
5. **Do not re-package any F4H boxes.** Clients must take an entire box. Individual contents are not for redistribution.
6. **Check incoming F4H boxes to verify they are in good condition.** Please notify NTFB staff immediately if a box appears damaged, wet, or tampered with in any way.
7. **Utilize FIFO (first in first out).** Distribute boxes in the order in which they were received.
8. **Limit access to F4H boxes.** Assure access to F4H boxes is limited only to approved staff with knowledge of proper storage requirements. If possible, store boxes in a locked or protected space.

I have read and agree to comply with the above guidelines.

Health Partner Representative (Print)

Date

Health Partner Representative (Signature)