

County of Yolo

DEPARTMENT OF COMMUNITY SERVICES

Environmental Health Division

292 West Beamer Street, Woodland, CA 95695

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April Meneghetti, REHS

Director of Environmental Health

LIMITED SERVICE CHARITABLE FEEDING ORGANIZATION USER GUIDE INTRODUCTION

Assembly Bill (AB) 2178 for Limited Service Charitable Feeding Organizations (LSCFO) became law on January 1, 2019. This section is intended to provide context for what the law is and why it was created. A “soft” rollout is planned for 2019. Non-profit agencies are encouraged to contact their local environmental health departments for additional guidance.

Within the past few years, three state bills were enacted to reduce greenhouse gas emissions and encourage the donation of surplus food:

- Senate Bill 1383 was passed in 2016 and requires a 50 percent reduction in the level of statewide disposal of organic waste from the 2014 level. It also requires that not less than 20 percent of edible food that is currently disposed of is recovered for human consumption by 2025. By January 1, 2022, the state may begin enforcing this new law.
- Assembly Bill 1826 requires that by January 1, 2019, businesses that generate four cubic yards or more of commercial solid waste per week shall arrange for organic waste recycling services, including food donations.
- Assembly Bill 1219, more commonly known as the “California Good Samaritan Food Donation Act” (enacted in 2018) was created as a response to the above recycling laws. AB 1219 provides liability protection to persons or gleaners that donate food that is past the date on the label. It also encourages food facilities to donate food directly to end recipients for consumption.

In addition, there has been an increase in the number of food insecure people who may not know where their next meal is coming from. It became apparent after the passage of AB 1219 there was a significant lack of infrastructure to re-serve donated foods, as these locations were subject to a full environmental health permit.

Due to the foreseeable increases in donations of surplus food as a result of these laws, the California Conference of Directors of Environmental Health (CCDEH) and California Association of Environmental Health Administrators (CAEHA) developed AB 2178 with the support of Assemblymember Monique Limon’s office.

LSCFOs are charitable operations that provide small-scale/limited food preparation and serving, specifically to feed those in need.

Prior to the passage of AB 2178, laws for LSCFOs required that these organizations apply for a full environmental health permit, pay annual fees, and build their kitchens to the same standard as a restaurant commercial kitchen.

AB 2178 instead allows these organizations to register and abide by the best management practices (BMP) of their major food bank partner (if they have one) or that of their local environmental health department in lieu of an operating permit. The goal is to safely utilize the

existing infrastructure by limiting the type of food preparation and serving that can occur at a building that does not have a commercial kitchen but would be safe to prepare and serve the foods in a limited fashion. This can include a location that re-serves food donated from a grocery store, restaurant or other commercial kitchen. The LSCFO tier provides a reasonable set of guidelines that will allow more locations, without a commercial kitchen, to become registered feeding sites. As a result, we will see increased access to people who are food insecure. Some variations in implementation may occur by jurisdiction to address local needs, but significant effort has been made to ensure as much consistency as possible across the state.

Why is this important?

Environmental Health Departments are responsible for protecting the food supply throughout the state. This is done every day through education and inspections of businesses and organizations that prepare food. Whether the food is given away or sold to the public, everyone has the right to food that is prepared in a safe environment, free from adulteration and honestly presented. This basic premise applies to everybody regardless of your economic status. Protecting the food supply is a full-time job and great pride is taken to ensure the delivery of safe food throughout the state. Despite these efforts, foodborne illnesses continue to occur.

Foodborne Illness – The Basics

Foodborne illness is caused by consuming contaminated food or beverages. Some people are more susceptible to becoming violently ill than others due to their weakened immune systems. These people include infants/preschool children, the elderly, pregnant women and people with compromised immune systems such as people with HIV/AIDS, cancer and diabetes, patients undergoing chemotherapy and transplant patients.

The primary symptoms of foodborne illness are vomiting and diarrhea. These symptoms are usually in conjunction with, but not limited to, nausea, fever, chills, abdominal cramps, headache and fatigue. Some foods can cause severe allergic reactions such as numbness and tingling in the mouth or paralysis.

Recent estimates from the Centers for Disease Control and Prevention (CDC) show that as many as 48 million people in the United States get food poisoning every year from different sources of food, resulting in 3,000 deaths and requiring 128,000 hospitalizations. However, many cases of foodborne illness still go unreported which means local environmental health departments can't access important information in response to a potential outbreak.

The CDC identified the top 5 risk factors that contribute to foodborne illness outbreaks:

- 1) Improper hot/cold holding temperatures of potentially hazardous foods
- 2) Improper cooking temperatures
- 3) Contaminated utensils and equipment
- 4) Poor employee health and hygiene
- 5) Food from unsafe sources

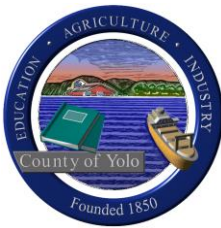
Bacteria can be found in the soil and air, on all surfaces, and on and within animal bodies. Only some bacteria are harmful, but those that cause foodborne illness can result in mild to severe illness, long term health consequence, or death. Examples include *Salmonella*, *E. coli*, and *Listeria*. If bacteria are given sufficient food, warmth, and moisture, they will multiply causing a toxin or pathogen to form on the food so it is important to properly handle potentially hazardous foods. Maintaining proper food temperatures will control the growth of bacteria and prevent foodborne illnesses.

Parasites live and reproduce within a host and are often excreted in the infected host's feces. Examples include *Giardia*, *Cryptosporidium*, and *Trichinella*. They may be naturally occurring on some foods or transferred from infected persons who do not properly wash their hands. They may be transmitted through consumption of contaminated food and water, or by putting anything into your mouth that has touched the stool (feces) of an infected person or animal.

Viruses can be transmitted directly (from person to person) or indirectly (when someone sneezes or coughs or from contaminated surfaces). Examples include *Norovirus* and *Hepatitis A*. They can live on human skin and then be passed onto food. Proper handwashing, wearing gloves and good personal hygiene can help minimize the presence of viruses that contaminate food.

What is being done?

Environmental Health Departments work to control these risk factors through the education and inspection of food operators. By following the Best Management Practices (BMP) for Limited Service Charitable Feeding Operations (LSCFO), food can be safely recovered, prepared and served to the public in more locations and can support various efforts to bring food to people who need it the most with a focus on food safety.



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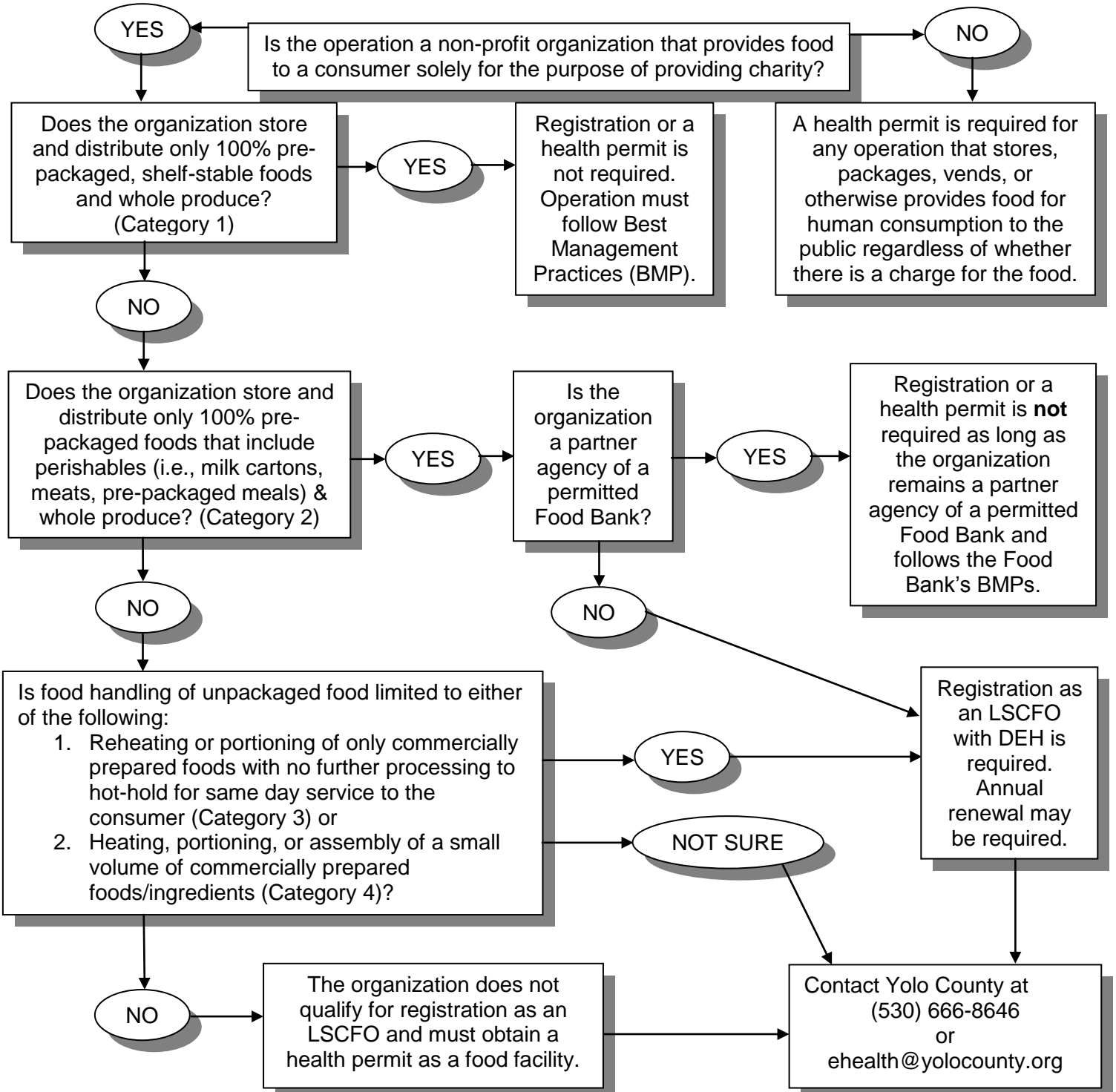
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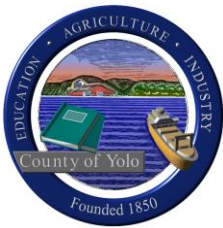
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LIMITED SERVICE CHARITABLE FEEDING OPERATION FLOW CHART

This flow chart may be used as a guide to help organizations determine if their food service operation requires a health permit, qualifies them for a Limited Service Charitable Feeding Organization (LSCFO) registration under AB 2178 or are exempt from either. If the organization has an existing Permit to Operate from the local health department, registration as an LSCFO is not required.





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LIMITED SERVICE CHARITABLE FEEDING OPERATION FREQUENTLY ASKED QUESTIONS

According to the California Association of Food Banks, one in eight Californians currently struggle with food insecurity and one in five children in California struggle with hunger. Assembly Bill 2178 was signed by the Governor and became effective January 1, 2019. This bill provides local enforcement agencies additional flexibility when working with charitable organizations that wish to feed the needy but do not have access to a full service, permitted commercial kitchen.

AB 2178 exempts a Limited Service Charitable Food Operation (LSCFO) from the definition of a food facility, as defined in the California Retail Food Code (CalCode). It does not include a temporary food facility or a nonprofit charitable temporary food facility. The operation is generally required to register with the local enforcement agency, with certain exceptions.

AB 2178 exempts the LSCFO from the requirements of CalCode except for specified general food safety sections and other requirements. The operation must comply with best management practices approved by the local enforcement agency. It allows for food distribution at an outdoor location for up to 4 hours per day.

Many Frequently Asked Questions (FAQ) are discussed in the LSCFO Best Management Practices (BMP) document. The BMP item number is referenced in parentheses at the end of the FAQ answer, if applicable.

1. What is an LSCFO?

An LSCFO is an operation for food service to a consumer solely for providing charity, that is conducted by a nonprofit charitable organization operating pursuant to Chapter 10.6 of the California Retail Food Code (CalCode) and whose food service is limited to any of the following functions:

1. Storage and distribution of whole, uncut produce or of prepackaged, non-potentially hazardous foods in their original manufacturer's packaging.
2. Heating, portioning, or assembly of a small volume of commercially prepared foods or ingredients that are not prepackaged.
3. Reheating or portioning of only commercially prepared foods with no further processing/for purposes of hot holding and no longer than same-day food service to the consumer.
4. Storage or distribution of commercially prepared and commercially packaged potentially hazardous cold or frozen foods for distribution to the consumer.

2. Does the law require that a health permit be obtained prior to a nonprofit charitable organization providing free food to the public?

It depends on the type of food preparation activities that the organization will conduct. See next page for a summary of the LSCFO categories and what activities may be conducted in each.

Food Operation	Examples	No Permit or Registration	Registration Required	Full Health Permit Required
<p>Store only shelf-stable packaged, nonperishable food that is in the original manufacturer's packaging, whole uncut produce, and doesn't require refrigeration. (Category 1)</p>	<ul style="list-style-type: none"> ▪ Canned or other packaged foods ▪ Whole, fresh fruit <p style="text-align: center;"><i>(basic food pantry)</i></p>	✓		
<p>Store commercially prepared and packaged potentially hazardous food for cold or frozen storage and Category 1 food above. (Category 2)</p>	<ul style="list-style-type: none"> ▪ Packaged frozen or refrigerated meats ▪ Eggs and dairy products ▪ Frozen ready-to-eat meals <p style="text-align: center;"><i>(food pantry with perishable and non-perishable foods)</i></p>	✓ (if operating under agreement with a permitted food bank)	✓	
<p>Reheat or portion commercially prepared foods with no further processing for same day food service. (Category 3)</p>	<p>Donated prepared food from a food facility that is maintained hot or cold for same day service</p>		✓	
<p>Heat, portion or assemble small volumes of commercially prepared foods or ingredients. (Category 4)</p>	<ul style="list-style-type: none"> ▪ No cooking from raw state ▪ Hot pasta or rice may be prepared with packaged sauce for immediate service ▪ Only hot or cold holding of prepared foods ▪ Minimal food assembly, such as sandwiches or salads ▪ Donated foods from a commercial facility ▪ Limited cutting/slicing for purposes of portioning may be allowed 		✓	
<p>Prepare foods which may require thawing, cooking, cooling and reheating/hot holding</p>	<p>Anything that is beyond what has been described above</p>			✓

3. Does a food pantry that distributes only prepackaged food have to register as an LSCFO?

It depends on what the food pantry does and how they operate.

- If the food pantry stores and distributes only prepackaged non-perishable foods and whole produce, registration is not required, regardless of whether or not they operate in conjunction with a food bank. (Category 1)
- If the food pantry stores or distributes commercially prepared and commercially packaged potentially hazardous cold or frozen foods, registration may be required. (Category 2)
 - If the food pantry works in conjunction with a food bank, registration is not required as long as the food pantry follows the food bank's BMPs.
 - If the food pantry does not work in conjunction with a food bank, registration is required.
- If the food pantry works in conjunction with a food bank but also prepares food (commercially precooked), as described in categories 3 and 4, registration is required.
 - Category 3: Reheating or portioning of only commercially prepared foods with no further processing, for purposes of hot holding and no longer than same-day food service to the consumer.
 - Category 4: Heating, portioning, or assembly of a small volume of commercially prepared foods or ingredients that are not prepackaged.
- If the food pantry cooks foods from scratch (i.e. soups, meat, poultry, eggs, etc.), whether working in conjunction with a food bank or not, they do not qualify for the LSCFO registration and a food facility permit may be required.

4. What should existing charitable feeding operations do under this new law?

The initial implementation will include education and outreach of the new law with an emphasis on food safety. Existing charitable feeding operations should consult with their local enforcement agency regarding current feeding guidelines and implementation schedule. The local enforcement agency can assist with determining the appropriate level of registration or permit for your specific operation.

5. What are the LSCFO registration requirements?

An LSCFO that is required to register must do so with the local enforcement agency prior to providing food service. Registration may include, but is not limited to, documentation as required by the local enforcement agency and may include payment of a fee. Some departments may be able to provide a reduced fee or a fee waiver upon request. The following information must be provided:

- Name, physical address, internet website, and telephone number of the nonprofit charitable organization conducting the LSCFO.
- Name and contact information of a site representative of the LSCFO.
- Operating days and hours of the LSCFO.

Contact your local enforcement agency to obtain specific registration requirements.

6. What are the benefits of registration?

An LSCFO registration will allow the organization to legally operate without meeting the full permit requirements of a food facility (restaurant, grocery store, etc.) Registration also allows the operation to receive and serve donated foods from restaurants and other commercial food establishments. Benefits include:

- Food facilities may be more confident in donating food to a registered operation with the understanding that food safety is a priority
 - See FAQ #16 regarding liability protections available under the California Good Samaritan Food Donation Act.
- Access to a comprehensive set of guidelines to help ensure food safety.
- Establishes the local enforcement agency as a resource for guidance and consultation on food safety.

7. What is required if an organization conducts, or would like to conduct, food service activities beyond what is allowed as an LSCFO, such as cooking raw meats or raw chicken or cooling cooked chicken to make a chicken salad?

If the organization does not qualify for an LSCFO registration, they may need a food facility permit. Contact the local enforcement agency to obtain registration and/or permit requirements. A site evaluation may be conducted to determine if upgrades are necessary for the kitchen.

8. Where can food be served or distributed?

Food can be distributed to the public from inside the LSCFO's building. The building may be a nonresidential structure that meets minimum structural and operational requirements as determined by the local enforcement agency.

Food distribution in an outdoor location (that is not in or adjacent to the registered location) is allowed for up to four hours per day. Other local governmental jurisdictions (planning department and/or community development agency, building department, fire department, police department, parks department, etc.) may have additional requirements for public areas. (BMP #35)

9. Is food safety training required?

The LSCFO must meet certain CalCode requirements, as specified, and follow the Best Management Practices (BMP) approved by the local enforcement agency in order to ensure food is handled safely and fit for human consumption. Food safety training through a Food Safety Manager Certificate or Food Handler Card program is not specifically required for LSCFOs, however BMPs require a sufficient level of food safety training and/or knowledge.

LSCFOs may opt to have at least one person obtain a Food Handler Card or Food Safety Manager Certification. Both training methods provide basic food safety information related to:

- Foodborne illness, including terms associated with foodborne illness, micro-organisms, hepatitis A, and toxins that can contaminate food and the illness that can be associated with contamination, definition and recognition of potentially hazardous foods, chemical, biological, and physical contamination of food, and the illnesses that can be associated with food contamination, and major contributing factors for foodborne illness.
- The relationship between time and temperature with respect to foodborne illness, including the relationship between time and temperature and micro-organisms during the various food handling, preparation, and serving states, and the type, calibration, and use of thermometers in monitoring food temperatures.
- The relationship between personal hygiene and food safety, including the association of hand contact, personal habits and behaviors, and food employee health to

foodborne illness, and the recognition of how policies, procedures, and management contribute to improved food safety practices.

- Methods of preventing food contamination in all stages of food handling, including terms associated with contamination and potential hazards prior to, during, and after delivery.
- Procedures for cleaning and sanitizing equipment and utensils.
- Problems and potential solutions associated with temperature control, preventing cross-contamination, housekeeping, and maintenance.

Contact the local enforcement agency to see what kind of training opportunities may be available. (BMP #24, 30)

10. Will an inspection of the LSCFO be conducted?

Generally, no routine inspections of the operation will be conducted. It is therefore very important to review and follow the best management practices, as approved by the local enforcement agency. However, an inspection may occur in response to a consumer complaint or a report of a suspected foodborne illness.

Some jurisdictions may require an initial site visit to determine eligibility and placement in the registration program.

11. What are some approved sources for food donations?

Donated food may be accepted from the following:

- Permitted food facilities including restaurants, grocery stores, bakeries, catering operations
- Permitted cottage food operators
- Permitted food processors and manufacturers
- Community food producers (whole produce and unrefrigerated shell eggs) operating per AB1990/234
- Permitted microenterprise home kitchen operations

Food may NOT be received from the following:

- Prepared food from unpermitted/unregistered home kitchen operations.
 - Note that canned foods or other commercially pre-packaged foods are allowed.
- Salvage operations (e.g., fire, flood, or other damaged food products)

Contact your local enforcement agency if you have any questions about allowable food sources. (BMP #5)

12. Are commercial equipment and commercial utensils required?

Equipment and utensils are not required to be commercial-grade. However, all equipment and utensils must be food-grade and be non-reactive to the food/beverages stored in them (e.g., acidic foods may leach copper from copper containers). They must be maintained clean and in good repair. (BMP #12, 17, 18, 20)

13. How should food be stored to protect it from potential contamination?

Food should be stored at least six inches off the floor (or on a pallet) in a clean, dry location that is free of vermin. Food may not be stored in restrooms or garages. Raw produce

should be stored below ready-to-eat foods to prevent accidental cross-contamination. (BMP #6, 9, 16)

14. Do food handlers have to wear hair nets?

Food handlers that serve or handle open food should restrain their hair to prevent food contamination. (BMP #26)

15. Can food that is past its marked “expiration date” or “best by” date still be used and/or distributed to the public?

Baby food and infant formula may not be used or distributed after the marked “Use By” date. Other foods may be used or distributed if they have been safely handled. (BMP#10)

For more information about food product dating, visit the United States Department of Food and Agriculture (USDA) Food Safety and Inspection Service (FSIS) website:

<https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/food-labeling/food-product-dating/food-product-dating>

16. What liability protection is available for receiving and/or distributing food?

California Good Samaritan Food Donation Act (AB 1219) provides protection from civil liability for foods donated from food facilities.

- The donation of nonperishable food that is fit for human consumption but that has exceeded the labeled shelf life date recommended by the manufacturer.
- The donation of perishable food that is fit for human consumption but that has exceeded the labeled shelf life date recommended by the manufacturer if the person that distributes the food to the end recipient makes a good faith evaluation that the food to be donated is wholesome.

Please seek legal assistance to determine how liability protection may apply to your operation. For more information on the law, visit the California Legislative Information website:

https://leginfo.legislature.ca.gov/faces/billCompareClient.xhtml?bill_id=201720180AB1219

(BMP#10)

17. Are Child and Adult Care Food Programs subject to AB 2178?

In general – no. Any program that is a license-exempt center covered by the California Department of Education (CDE) bulletin #[CDE MB CACFP-07-2016](#) is not required to register as an LSCFO for the meals being served under that program. If the program wishes to serve food above and beyond the CDE program they may be eligible to register as an LSCFO to serve food free of charge to those in need. Contact your local enforcement agency if you have any questions regarding your specific operation.



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LIMITED SERVICE CHARITABLE FOOD OPERATION (LSCFO) SURVEY

Facility Name: _____ Date: _____

Address, City: _____ Phone: _____

Organization: _____ Website: _____

Organization Address: _____

Mailing Address: _____

Facility Manager: _____ Kitchen Manager: _____

Email: _____ Email: _____

Phone: _____ Phone: _____

Year-Round Seasonal-dates: _____ LSCFO Registration #: _____

FOOD OPERATION

Days of service: Su M T W Th F Sa	Service: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Snack Times: _____
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# of meals served: _____ /day _____ /week	Food Safety Manager Certificate: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Food handlers: <input type="checkbox"/> Staff <input type="checkbox"/> Volunteers	Food Handler Card(s) for staff: <input type="checkbox"/> Yes <input type="checkbox"/> No
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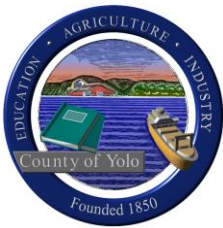
Food sources: Purchase Donations
 Food Bank Permitted facility Private individual (prepared food)

LSCFO: Pre-packaged non-potentially hazardous foods, whole produce
 Pre-packaged cold potentially hazardous foods
 Heat, portion, assemble commercially-prepared foods/ingredients
 Reheat, portion commercially prepared food with no further processing, for same day

Food prep: Boil (pasta, rice) Raw meat/poultry/seafood/eggs/pork (permit required)
 Cool Heat/Reheat Cut (fruit, vegetables) Assemble (PB&J, salad bag)
 None

Food service: Packaged Cook/warmer line Buffet Table (no hot/cold hold)
 Protection/sneeze guard

Food distribution: Onsite To permitted facility To unpermitted facility/location
 Offsite locations (structure or park, parking lot)



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LIMITED SERVICE CHARITABLE FEEDING OPERATION CHECKLIST OF BEST MANAGEMENT PRACTICES

The following best management practices (BMP) may apply to your operation. The Limited Service Charitable Feeding Operation (LSCFO) categories applicable for each BMP item are highlighted in yellow. By checking the "Complies" box you certify you meet these basic food safety requirements. Refer to the "Limited Service Charitable Feeding Operations Best Management Practices" document for additional details.

LSCFO Name: _____

Physical Address: _____ City: _____

Best Management Practices	LSCFO Category				Check if Complies
FOOD SAFETY					
1. Potentially hazardous foods (PHF) are maintained at approved temperatures for hot and cold holding.	1	2	3	4	
2. Food is properly reheated.	1	2	3	4	
3. Frozen foods are properly thawed.	1	2	3	4	
4. Raw produce is properly washed in potable water.	1	2	3	4	
5. Food is from approved sources, has been maintained safe, and is fit for human consumption.	1	2	3	4	
6. All foods are stored to protect them from contamination.	1	2	3	4	
7. Food is inspected upon delivery or receipt to ensure it is wholesome and in good condition.	1	2	3	4	
8. Food removed from its original packaging and stored in a working container must be food-grade and labeled.	1	2	3	4	
9. Food is protected from consumer contamination during service and is not re-served after being in the possession of a consumer.	1	2	3	4	
10. Food is stored with newer products behind older products and expiration dates are within acceptable limits.	1	2	3	4	
11. LSCFO is knowledgeable about the major food allergens.	1	2	3	4	

LSCFO Category Legend:

- 1 = Storage and distribution of whole, uncut produce or pre-packaged, non PHFs in their original manufacturer's packaging (grocery only, no perishable foods)
- 2 = Storage or distribution of commercially prepared and commercially packaged potentially hazardous cold or frozen foods (grocery only, including perishable foods)
- 3 = Reheat or portion commercially prepared foods with no further processing
- 4 = Heat, portion, or assemble a small volume of commercially prepared foods or ingredients that are not prepackaged

Best Management Practices (continued)	LSCFO Category				Check if Complies
EQUIPMENT AND UTENSILS					
12. All equipment and utensils that come in contact with food or beverages are food-grade quality, smooth, easily cleanable, and non-absorbent.	1	2	3	4	
13. Handwash facilities are maintained clean, unobstructed and accessible at all times.	1	2	3	4	
14. Accurate probe thermometers are available to measure food temperatures and are properly sanitized between uses.	1	2	3	4	
15. Refrigeration units are equipped with an accurate thermometer and proper temperatures are maintained.	1	2	3	4	
16. Food, equipment, and food-related supplies are properly stored.	1	2	3	4	
17. Equipment (i.e., utensils, tables, sinks, food containers, etc.) is clean and well maintained. Food contact surfaces are properly washed and sanitized.	1	2	3	4	
18. Equipment and utensils must be properly washed and sanitized	1	2	3	4	
19. Appropriate testing materials (test paper strips) are readily available to test sanitizing solutions/method.	1	2	3	4	
20. Utensils are protected from dirt and contamination during storage.	1	2	3	4	
WATER AND SEWAGE					
21. All kitchen and restroom sinks are in good repair and supplied with hot and cold water under pressure.	1	2	3	4	
22. All waste water is properly disposed of through either a sanitary sewer system or an approved septic system.	1	2	3	4	
23. Water used for handwashing, making ice, handling foods, and washing utensils meets safe drinking water standards and comes from an approved source (permitted well, city water supply, etc.)	1	2	3	4	
FOOD HANDLING WORKERS					
24. Food handlers are trained in proper handwashing procedures and they consistently wash their hands with soap and warm water to prevent food contamination.	1	2	3	4	
Best Management Practices (continued)	LSCFO				Check if

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- 4 = Heat, portion, or assemble a small volume of commercially prepared foods or ingredients that are not prepackaged

	Category				Complies
25. Food handlers are not working when ill or have exposed wounds/sores.	1	2	3	4	
26. The hygiene habits of food handlers will not provide an opportunity to contaminate food.	1	2	3	4	
27. Food handlers do not use tobacco or e-cigarettes or eat during food handling activities or when inside food handling areas.	1	2	3	4	
28. Pets and live animals are excluded from food storage, preparation and service area. Service animals may be allowed.	1	2	3	4	
29. A designated area for employees' and/or volunteers' clothing and personal effects is provided.	1	2	3	4	
30. Food handlers are aware of basic food safety measures, as they relate to their given duties.	1	2	3	4	
PEST CONTROL					
31. The physical facilities are maintained clean and free of vermin, including rodents (rats, mice), cockroaches, and flies.	1	2	3	4	
GENERAL SANITATION					
32. Floors, walls, and ceilings are clean, well maintained, and in good repair (fixed facility).	1	2	3	4	
33. Toilet facilities are clean, well maintained, and in good working order.	1	2	3	4	
34. Toilet facilities have dispensers for single use paper towels (or a heated-air hand drying device), soap dispenser and toilet tissues and are fully stocked.	1	2	3	4	
35. Outside trash bins are in good repair and the lids are kept closed when not in use.	1	2	3	4	
36. Hazardous substances (cleaning supplies) are properly labeled and stored below and away from food products.	1	2	3	4	
OFFSITE FOOD DISTRIBUTION					
37. Offsite food distribution will meet the requirements of all local jurisdictions.	1	2	3	4	
38. Food is protected from contamination.	1	2	3	4	
Best Management Practices (continued)	LSCFO Category				Check if Complies
39. Extra serving utensils are available or a temporary utensil	1	2	3	4	

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wash station will be set up at the offsite distribution location.				
40. A temporary handwash station is set up prior to handling unpackaged food at the offsite distribution location.	1	2	3	4
41. Toilet facilities located near the distribution site when distribution will occur for more than one hour.	1	2	3	4

CERTIFICATION STATEMENT: I declare to the best of my knowledge and belief that the description of use and information contained on this document is correct and true. I agree to conform to all conditions, food safety best management practices and directions submitted with this document and understand that adherence to this checklist does not preclude this operation from being required to obtain a health permit as per the California Retail Food Code Section 113789, 114380, and 114381.

Authorized Signature

Date

Print Name

-
- LSCFO Category Legend:**
- 1 = Storage and distribution of whole, uncut produce or pre-packaged, non PHFs in their original manufacturer's packaging (grocery only, no perishable foods)
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 - 3 = Reheat or portion commercially prepared foods with no further processing
 - 4 = Heat, portion, or assemble a small volume of commercially prepared foods or ingredients that are not prepackaged



County of Yolo

DEPARTMENT OF COMMUNITY SERVICES

Environmental Health Division

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Director of Environmental Health

LIMITED SERVICE CHARITABLE FEEDING OPERATION BEST MANAGEMENT PRACTICES

Relevant categories of Limited Service Charitable Feeding Organizations (LSCFO) are highlighted for each best management practice (BMP) item. See legend below.

FOOD SAFETY

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1. Potentially hazardous foods (PHF) are maintained at approved temperatures for hot and cold holding.

- PHFs (i.e., deli meats, dairy products, cooked meats, cooked rice, cooked vegetables, etc.) are perishable and must be kept at 41°F or below for cold holding or at 135°F or above for hot holding.
 - Exception – the following may be held at 45°F or below:
 - Pasteurized milk and pasteurized milk products in their original, sealed containers.
 - Raw shell eggs.
- PHFs that are being actively prepared may be removed from proper holding temperatures for a time frame not to exceed 2 hours.
- Transportation of PHF items should not exceed 30 minutes without proper temperature control (i.e., ice, refrigeration, etc.)
- PHFs not actively cold-held or hot-held (maintained cold or hot) during food service are dispensed within 4 hours after removal from temperature controls (such as refrigeration units, ovens, crock pots, etc.)
- PHFs out of temperature for up to 4 hours should be immediately served or destroyed.

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2. Food is properly reheated.

- PHFs that are reheated for hot holding shall be reheated so all parts of the food reach a temperature of 165°F for a minimum of 15 seconds within 2 hours.
- Food that is reheated to order for immediate consumption, and not for hot holding, may be reheated to any internal temperature.
- Ready-to-eat food taken from a commercially processed, hermetically sealed container must be reheated to at least 135°F prior to hot holding.

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3. Frozen foods are properly thawed.

- Food may be thawed in any of the following ways:
 - Under refrigeration that maintains the food at 41°F or below.

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- Submerged under running water that is 70°F or below (for less than two hours.)
- In a microwave oven immediately prior to preparation.
- As part of the cooking process.

4. Raw produce is properly washed in potable water.

- Raw produce has been washed prior to being combined with other ingredients, served or offered for human consumption in ready-to-eat form.
- All stickers should be removed from produce prior to washing.

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5. Food is from approved sources, has been maintained safe, and is fit for human consumption.

- Food or ice is from an approved source.
- Liquid, frozen, dry eggs and egg products are obtained pasteurized.
- Frozen milk products, such as ice cream, are pasteurized.
- Juice as well as fluid and dry milk products are pasteurized.
- Fish is commercially and legally caught or harvested.
- Molluscan shellfish are received from sources listed in the Interstate Certified Shellfish Shippers list.
- Game animals are from an approved source.
- Food prepared in a private home is not utilized or served.
 - Exception: food prepared by a permitted micro-enterprise home kitchen operator may donate food to LSCFOs.
 - Exception: non-PHF cottage foods (such as bread, cookies, popcorn, etc.) prepared by a registered or permitted cottage food operator.
 - Exception: whole fruits or vegetables or unrefrigerated shell eggs grown by a Community Food Producer following AB1990/AB234 / CalCode 114376 requirements.
- Invoices should be maintained on site to allow verification of source.

Note: Nonpotentially hazardous beverages and baked goods may be offered for sale, sold, or given away by a nonprofit charitable organization or an established club or organization that operates under the authorization of a school for fundraising purposes at community events.

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6. All foods are stored to protect them from contamination.

- Food is stored at least 6 inches above floor to protect from splash, dust, vermin or other forms of contamination or adulteration.
- Food storage area is clean, dry, and adequate for the amount of food being stored.
- Raw produce is stored below ready-to-eat foods in all cold holding units to prevent accidental cross contamination.

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Notes: (a) Pressurized beverage containers, cased food in waterproof containers such as bottles or cans, and milk containers in plastic crates may be stored on a floor that is clean and not exposed to moisture.

(b) Food in packages and working containers may be stored less than 6 inches above the floor if stored on dollies, pallets, racks, and skids designed to be moved by hand or by conveniently available hand trucks or fork lifts to facilitate cleaning.

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7. Food is inspected upon delivery or receipt to ensure it is wholesome and in good condition.

- Food is inspected to ensure it was received from approved sources and is in a wholesome condition.
- Packages must be in good condition and protect the food so it is not exposed to adulteration or potential contamination. Paper containers of food may not be soiled or water-damaged.
- PHFs should not show signs of spoilage or temperature abuse.
- Cold foods should be received at 45°F or below but must then be cooled within 4 hours of receipt to a temperature of 41°F or below.
- Hot foods should be received at 135°F or above.
- Unlabeled canned foods shall not be accepted.

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8. Food removed from its original packaging and stored in a working container must be food-grade and labeled.

- Reusable food containers must be food-grade.
- Working containers of food or ingredients removed from original packages are identified with the common name of the food (except food that can be easily recognized, such as pasta).

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9. Food is protected from consumer contamination during service and is not re-served after being in the possession of a consumer.

- When food is on a table for servers to dispense to the consumer, the food shall be covered and protected.
- After being served and in the possession of a consumer, food that is unused or returned by the consumer shall not be offered as food for human consumption.
 - Exception: containers of food may be transferred from person to person IF the food is dispensed so it is protected from contamination and the container is closed between uses (e.g., narrow-neck bottle of catsup) or is in an unopened original package and monitored (e.g., packaged crackers, sugar packets).

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10. Food is stored with newer products behind older products and expiration dates are within acceptable limits.

- Practice First In-First Out (FIFO): Rotate food stock when receiving food by placing new products behind existing stock of food.
- Store food based on “expiration date” or “best by” dates so products with earlier dates are stored in front of later dates.
- The California Good Samaritan Food Donation Act provides protection from civil liability for foods donated from food facilities.
 - The donation of nonperishable food that is fit for human consumption but that has exceeded the labeled shelf life date recommended by the manufacturer.
 - The donation of perishable food that is fit for human consumption but that has exceeded the labeled shelf life date recommended by the manufacturer if the person that distributes the food to the end recipient makes a good faith evaluation that the food is wholesome.
- Baby food and infant formula shall not be distributed after its “use by” date on its packaging.

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11. LSCFO is knowledgeable about the major food allergens.

- Be aware of foods identified as major food allergens: milk and dairy products, egg and egg products, fish, crustacean shellfish, tree nuts, wheat, peanuts, and soy.
- Recommend posting a general allergen warning for consumers that food being served may contain a major food allergen.

EQUIPMENT AND UTENSILS

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12. All equipment and utensils that come in contact with food or beverages are food-grade quality, smooth, easily cleanable, and non-absorbent.

- All new and replacement food-related and utensil-related equipment are certified by an ANSI accredited certification program, or if no standard exists, are approved by the local enforcement agency.
- Electrical equipment is UL listed.
- Soft wood and/or wood wicker may not be used as a food-contact surface. Hardwood cutting boards may be used.
- No enamel/ceramic/stoneware pots or pans, or lead-glazed containers may be used.
- Portable propane burners must be used appropriately.
- Clean-In-Place (CIP) equipment is self-draining or designed for effective cleaning and sanitizing.

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13. Handwash facilities are maintained clean, unobstructed and accessible at all times.

- Soap and paper towel dispensers (or heated-air hand drying device) are available and stocked.
- Handwash facilities shall not be used for purposes other than handwashing.

Note: For LSCFO's falling under Categories 1 or 2, hands are washed and/or sanitized using a handwash station or commercial-grade hand sanitizer.

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14. Accurate probe thermometers are available to measure food temperatures and are properly sanitized between uses.

- A metal probe thermometer suitable for measuring the temperature of food shall be readily available, and accessible by staff, on the premises where PHFs are held.
- The temperature measuring device with a suitable probe designed to measure the temperature of thin masses of food shall be provided to measure thin foods such as meat patties and fish filets.
- Thermometers should be easily readable and have a numerical scale in increments that are no greater than 2°F.
- Thermometers should be accurate to within plus or minus 2°F.
- Glass stem thermometers may not be used, unless they are candy thermometers encased in a shatterproof coating.
- Thermometers must be sanitized prior to use. Alcohol wipes, unscented chlorine bleach solution (100ppm), and quaternary ammonium solution (200ppm) are acceptable to use.

Note that temperatures of pre-packaged, refrigerated foods may be measured by placing a probe thermometer in between stacked, unopened packages or use of an infrared thermometer to measure surface temperatures.

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15. Refrigeration units are equipped with an accurate thermometer and proper temperatures are maintained.

- Refrigeration units must be maintained at proper temperatures:
 - Refrigerators maintain a temperature 41°F or below.
 - Freezers maintain food in a frozen state, typically 30°F or below.
- A readily visible thermometer is provided and placed in the warmest part of each refrigeration unit.
- A permanently affixed thermometer in cold holding equipment used for PHFs is readily visible.

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16. Food, equipment, and food-related supplies are properly stored.

- Food and equipment may not be stored in restrooms, garages, outdoor open and/or unenclosed sheds, or unenclosed areas.
- Food must be stored in a manner to prevent vermin access or cross contamination.
- Provide a separate area to store damaged, spoiled or recalled food that is intended to be returned or discarded.

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