

Weighing, packaging, and donating food at Gibbs House

1—Purpose

Describes how food should be weighed, stored, packaged, and prepared for donation.

2—Scope

Applies to all WMU Office for Sustainability personnel including Land Stewards and volunteers.

3—Responsibility

The Land Stewards are responsible for following the SOPs to properly weigh, store, package, and prepare food for donation. The team is responsible for training others on proper technique, providing necessary resources such as bins, baskets, bags, tools, scale, and making sure the preparation steps have been followed accordingly.

4—Materials

* Scale
* Light blue paper berry baskets, plastic bags, or other containers for the food
* Yellow plastic bins
* Other relevant Gibbs House SOPs
* The Harvest Record log
* The food you are planning on packaging and donating

5— Procedure for Food Preparation

1. Follow the Gibbs House SOP: Hand Washing before touching any of the materials or food.
2. Follow the SOP for Cleaning and Sanitizing Surfaces, Tools, and Equipment at Gibbs House. Make sure the top of the scale, the yellow bins, the table the food will be on, and any other tools that may be needed are all clean.
3. Follow the Gibbs House: S.O.P. Washing Produce to properly sanitize the food.

**6— Procedure for Packaging and Weighing food**

1. Place the food that you will be weighing on the sanitized table.
2. Turn on the scale. Make sure the weighing mode is in grams.
3. Place the basket that you will be storing the food on the scale and zero out the weight. Light blue paper berry baskets will have some weight to them, but plastic bags do not typically weigh enough to register on the scale. If you are using a plastic bag, you may skip this step.
4. Fill up the basket or other container with one crop type. Be careful to not overfill the container. If a single crop type does not fit in one container, a second container can be used.
5. Fill out the Harvest Record log. These should already be printed out in a binder. You should record the harvest date, location that the food was harvested from (e.g., food forest, east field, HH1, HH2), the crop type (e.g., raspberries, jalapenos, cherry tomatoes), the weight in grams, where the food is being distributed (i.e., invisible needs project (INP), fall event), and your initials. If a single crop type had to be put in more than one container, all the weights can be added together in one line.
6. If there are multiple types of food that need to be packaged and weighed, repeat steps 4 and 5.
7. Place light blue paper berry baskets inside the yellow plastic bins so multiple baskets can be easily moved around. Other storage containers like plastic bags could be carried separately or carried in another yellow bin.

**7— Procedure for Storing and Donating Food**

1. If there is not enough time to transport the harvested food, the food can be stored in the fridge for no longer than three days (over the weekend or overnight). Two to three yellow plastic bins can fit in the fridge inside the Gibbs House. Preferably, the food is delivered the same day it was harvested.
2. Carefully place all the food that is being donated in the back of the e-van or other vehicle being used. Lay yellow trays flay so to avoid food spilling out of containers. Drive food to INP or other destination.
3. Check to see if INP or other destination has the waivers needed for donating food.