



Recipient Organizations

SANDWICH SAFETY . . . *Know the Drill, Always Chill*

The purpose of this document is to establish safety standards for handling perishable food donated by The Sandwich Project.

Rules for Food Distribution

- Meat must be kept **below 40° F** (refrigerator temperature) at all times, including during purchase, delivery, preparation, transportation, and storage.
- Deli meat must never be in temperatures above 80° F.
- Properly stored sandwiches must be **consumed within three days** of the date on the TSP label.
- Deli sandwiches are intended for immediate consumption once delivered to individuals.
- Do not give more deli sandwiches than one can consume or refrigerate immediately.
- Do not serve sandwiches to anyone with **ANY food allergies** or anyone who is **pregnant**.
- TSP only donates food to non-profit organizations, not individuals.

Rules for Refrigeration

- Bacteria is hazardous to immune-compromised individuals, adults over 65, and children. Food **does not** have to look, smell, or taste bad to be spoiled. ***When in doubt, throw it out!***
- Use a **dedicated** and **clean** refrigerator.
- **Refrigerate deli sandwiches immediately** upon receipt. **Never overpack** refrigerators.
- It is critical to refrigerate deli sandwiches below 40° F.

Rules for Coolers

- Keep coolers clean using soap and warm water. Do not leave any water inside the cooler. Coolers used to store sandwiches must only be used for TSP sandwiches.
- **Never put warm sandwiches into a cooler!** Coolers and ice packs do not make sandwiches cold.
- **Coolers are for transit only.** Do not use coolers to store sandwiches.
- Never leave coolers in direct sunlight. Use ice packs.
- After pick-up, take sandwiches directly to your facility and refrigerate immediately.
- Pack coolers full. Unlike refrigerators, which require air to circulate, coolers **must not** have excess air.
- **Keep coolers closed at all times. Hot air is the enemy of safe food.**
- **Sandwiches must NEVER be donated to any other organization.** If another organization wants sandwiches, direct them to our email address: info@thesandwichproject.org.



Recipient Organizations

By signing this document:

I agree to comply with all TSP (The Sandwich Project) rules, policies, and procedures, as well as all applicable local, state, and federal laws, rules, regulations, and policies during transport, refrigeration, and distribution of sandwiches.

I agree that I have the authority to sign this agreement on behalf of the organization.

I agree that I and other members of the organization have read the attached documents entitled "Recipient Organizations," "Volunteers," and "Groups."

I agree that no one in my organization will donate, sell, or in any way share sandwiches or other TSP food with any other organization.

I agree that perishable food will immediately be refrigerated, stay under 40° at all times, and be used within three (3) days of the date on the label supplied by TSP.

I submit that I have the authority to accept the terms of this agreement on behalf of my organization.

Officer Name/Title: _____

Officer Signature: _____

Date: _____

Organization Name: _____

Organization EIN Number: _____

Sources: USDA, FDA, CDC

Website: thesandwichproject.org

Email: info@thesandwichproject.org