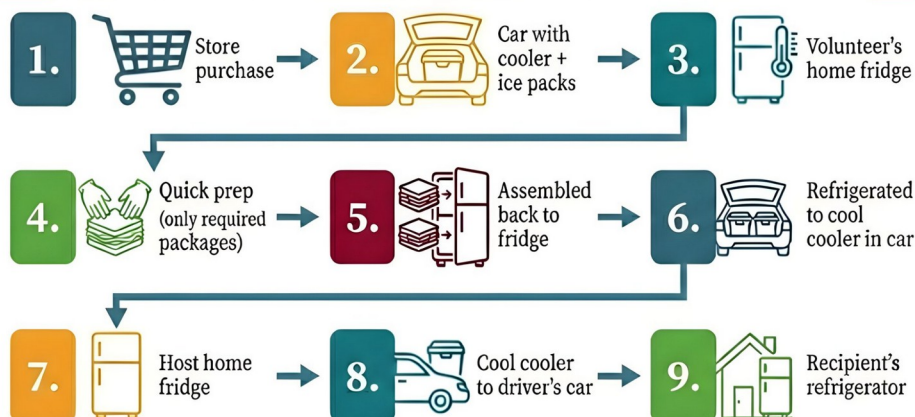


Everything you need to know before your sandwich-making event.

THE SANDWICH PROJECT • COLD CHAIN



BEFORE THE EVENT

- **Designate one adult for meat purchasing** – Pool money from families instead of each bringing their own meat.
- **Follow TSP's food safety guide** – The designated purchaser should read our guidelines before shopping.
- **Review this sheet** – Share with all volunteers before the event.

CENTRALIZED PURCHASING

- **Why one purchaser?** – Fewer hands on the cold chain means safer sandwiches for recipients who may be children, elderly, or immunocompromised.
- **Collect funds from families** – Use Venmo or similar so one adult handles all meat and cheese buying.
- **Buy pre-packaged meat only** – No deli-counter sliced meat. Choose the furthest expiration date (at least 7 days out).
- **Transport with coolers + ice packs** – Take a cooler to the store. Go directly home or to the event. Refrigerate immediately.

⚠ *The Two-Hour Rule: Deli meat can only be above 40°F for a total of 2 hours, including purchase, transport, prep, and delivery.*

FOOD SAFETY ESSENTIALS

- **Keep it cold** – Refrigerate on arrival. Take out only one package of meat and one of cheese at a time.
- **Gloves required** – Wear disposable gloves during all food handling.
- **Hair tied back** – Long hair must be pulled back or covered.
- **Handwashing** – Wash hands before gloving and after breaks.

⚠ *If food has been out more than 2 hours total, discard it. When in doubt, throw it out.*

WORKSPACE SETUP

- **Clean, flat surfaces** – Sanitize tables before and after.
- **Closed-toe shoes only** – No open-toed shoes or heels.
- **Separate stations** – Keep ingredients organized and accessible.

SANDWICH PORTIONING

- **Meat** – 3 oz (about 3 slices) per sandwich.
- **Cheese** – 2 slices per sandwich.
- **PB&J** – ~2 tbsp peanut butter + ~1 tbsp jelly per sandwich.
- **No condiments** – Do not add mayo, mustard, or other condiments.
- **No cutting** – Serve sandwiches whole – do not cut in half.

⚠ *Consistent portioning ensures every recipient gets a quality sandwich.*

PACKAGING & LABELING

- **Bag individually** – Each sandwich in its own bag, pressed to remove air.
- **Label every bag** – Include contents and the date made.
- **Allergen awareness** – Keep PB&J clearly separated from other types.

DELIVERY

- **Coolers keep cold, they don't make cold** – Never put warm sandwiches into a cooler.
- **Deliver same day** – Sandwiches should reach recipients the day they are made.
- **Coordinate with TSP** – Confirm drop-off location and time with your contact.

QUESTIONS?

Reach out to your TSP event contact or visit thesandwichproject.org