

The logo for Vandal Food Pantry features a semi-circular arch at the top with the text "SERVING OUR COMMUNITY" in a light grey font. Below the arch is a bright orange horizontal bar containing the word "VANDAL" in large, bold, black, sans-serif capital letters. This bar is flanked by two black, stylized shapes that resemble the ends of a ribbon or banner. Underneath the orange bar, the words "FOOD PANTRY" are written in a smaller, bold, black, sans-serif font. At the bottom of the logo, the words "OPERATIONAL GUIDELINES" are displayed in a large, bold, black, sans-serif font.

VANDAL FOOD PANTRY OPERATIONAL GUIDELINES

MISSION:

The Vandal Food Pantry (VFP) is a donation-based pantry that aims to serve those in our Vandal community who are facing short term food insecurities.

ACCEPTED ITEMS:

Staff will be informed of food and hygiene recalls and immediately dispose of any affected items.

NON-PERISHABLE ITEMS

Non-perishable items will be accepted if they fit the following criteria:

- Packaging is intact and readable
- Expiry dates are identifiable and within date guidelines in Appendix A
- Containers are not dented, compromised, or bulging
- Items are within original packaging-repacked items are **only** allowed from the Idaho Food Bank (IFB)
- No hand-made goods will be accepted

PERISHABLE ITEMS

Perishable items will be accepted if they fit the following criteria:

- No visible mold or rot on each food item
- Sourced from reliable sources outlined in the following section
- Show no signs of pest or other visible damage
- Can be stored safely with the existing equipment in the pantry
 - No frozen items can be accepted until a freezer is installed in the pantry
- Quantity and food type can reasonably be distributed to the community within shelf life
- No hand-made items will be accepted

HYGIENE PRODUCTS:

- All hygiene products must be in intact, original packaging
- Items must be sealed and unused
- Items must be within applicable expiry dates
- No hand-made items will be accepted

ACCEPTABLE SOURCES:

NON-PERISHABLES & HYGIENE ITEMS:

Non-Perishable and hygiene donations will be accepted by IFB delivery, orders from local food suppliers, campus donation boxes, food drives, or private donations. They will be sorted through to ensure the quality standards listed above and shelved in the pantry or the stock room. Private donations can come from local stores, organizations, chapter houses, University units and departments, and community members. Non-perishables and hygiene items can be accepted by delivery donations.

PERISHABLES:

Perishable donations will only be accepted from IFB deliveries, local stores, local food security organizations, campus dining services, and purchases directly from food suppliers. Perishables will not be accepted through individual donation or by donation boxes. Regardless of source, no hand-made items will be accepted.

FOOD STORAGE:

The Vandal Food Pantry will abide by food safety storage recommendations provided by the USDA Food Safety and Inspection Service. A practical guide is included below, comprehensive guidelines can be found here: [Safe Food Storage | Nutrition.gov](#)

All items will be stored securely in their respective storage shelving to prevent damage to the items and ensure safety for the patrons.

All items will be regularly checked for freshness and compliance with the IFB shelf-life guidelines in Appendix A.

NON-PERISHABLES & HYGIENE ITEMS:

- Food items will be securely stored on the shelving units off the ground in the pantry and storage spaces
- Extreme room temperatures will be avoided with central heating and the in-room air conditioning unit

PERISHABLES:

- Items in need of refrigeration will be stored securely in the refrigerator unit at or below 40 degrees F
- All cold food will be stored no longer than the recommendations outlined in Appendix B
- Perishables at room temperature will be stored on the pantry shelving units off of the ground, in clear view for freshness checks by staff
- Perishable items will not be stored in the storage room to promote patron usage and prevent food waste

DISPOSAL:

FOOD & HYGIENE DISPOSAL

- Contaminated or recalled items will immediately be disposed of to the specific standards recommended by the recall notice
- Food and hygiene items that are past the shelf-life guidelines provided in Appendix A will be offered to other local food security organizations with different guidelines
- Damaged or rotten food will be composted at the PCEI Nature Center near campus when applicable; a list of compostable food items can be found here: <https://www.epa.gov/recycle/composting-home>
- Food and hygiene items that cannot be offered to other organizations or composted will be disposed of into the solid waste stream on campus
- In the unlikely event of hazardous food waste, UI Environmental Health and Safety will be contacted

FOOD DISTRIBUTION:

VANDAL FOOD PANTRY SITE

Food and hygiene items will be distributed through an open-format pantry at the discretion of the patron. Patrons will be responsible for selecting items they need from the available stock, which will be maintained to the guidelines above. The pantry will be open to the public Monday-Friday, 9:00am-5:00pm, with periodic staffed hours.

MOBILE FOOD PANTRY

The Mobile Food Pantry is an event hosted by the Idaho Foodbank and the Vandal Food Pantry on the first Wednesday of each month. Patrons have boxes of variable food items loaded into their personal vehicles. VFP staff will provide brief visual inspections of the food provided by the Idaho Food Bank when applicable for quality control, but the food safety, storage and transportation standards are the responsibility of the Idaho Food Bank.

DOCUMENTATION:

VANDAL FOOD PANTRY STAFF

VFP Staff will conduct ongoing maintenance during each shift, but a Weekly Compliance Checklist will be filled out by VFP to ensure that the shelves and fridges have been cleared of expired food, the fridge temperature is 40 degrees F or below, and the pantry is clean and organized. These checklists will be initialed by the staff member who completed the compliance check and verified by the professional staff in charge of the Vandal Food Pantry.

IDAHO FOOD BANK STAFF

The Idaho Food Bank staff will conduct periodic visits to inspect the pantry to ensure the site is adhering the IFB guidelines. IFB staff will make suggestions for improvement that will be documented in emails and any violation will be documented with the professional staff in charge of the site.



Product Dating and Shelf-Life Guidelines

Product dating on food labels is provided by the manufacturer to indicate peak freshness and quality. Product dating was never intended to serve as an indicator of food safety. In fact, most foods, when kept in optimal storage conditions, are safe to consume and maintain an acceptable level of quality well past the label date. This document provides recommended guidelines for the review and interpretation of product dating on food labels and guidance on shelf life of a variety of products. It should not be used to evaluate the relative safety of the product.

Types of Dates as Seen on Packaged Food Products

<p>Expiration Date or Use-By Date for baby formula and baby food – DO NOT USE BEYOND THIS DATE</p>	<p>Federal regulations require a “use by” date on the product label of infant formula under FDA inspection. If used by that date, the formula must contain not less than the quantity of each nutrient as described on the label. Formula must maintain an acceptable quality to pass through an ordinary bottle nipple. If stored too long, formula can separate and clog the nipple. All baby formula and baby food with an expiration date should be discarded upon the expiration or use-by date.</p>
<p>Sell-By</p>	<p>Tells the store how long to display the product for sale.</p>
<p>Best if Used By (or before) for all Food Products INCLUDING Baby Food</p>	<p>Recommended for best flavor or quality. It is not a purchase or safety date.</p> <p>For baby food, if the manufacturer has identified a “best by” date – the food can be consumed beyond that date, based on the manufacturer’s recommendations. It does not need to be discarded by the date – follow product inspection guidelines for best quality.</p>
<p>Use-By</p>	<p>The last date recommended for the use of the product while at peak quality. The date has been determined by the manufacturer of the product.</p>
<p>Closed or Coded Dates</p>	<p>Packing numbers for use by the manufacturer.</p>

The Product Dating and Shelf-Life Guidelines should be used as a guidance to provide an approximation of shelf life after the code date. Always visibly inspect food products prior to use. Do not consume if:

- Container is leaking or staining
- Container or can is swollen
- Can is rusty and perforated, or nearly perforated Container is cracked or punctured
- Badly dented, crimped, or pinched edge or seam of can
- Food is exhibiting a foul odor or change of color
- Safety seals are missing or broken
- Lids are loose or missing
- Interior packaging of boxed item is torn or ripped
- Defects which provide evidence that the container has lost its hermetic seal: holes, fractures, punctures, product leakage, etc.
- Refer to the “Classification of Visible External Can Defects” as published by AOAC International in Cooperation with the Food and Drug Administration

Shelf Stable Food Items

Food items should be stored off the floor, either on a pallet or shelf. Storage area should be maintained clean, cool, and dry. Extremely hot (over 100°F) and cold (below 30°F) temperatures can damage canned goods and shorten shelf life. Stock should always be rotated using the First in First Out (FIFO) methodology.

Shelf Stable Food Items	Shelf Life After Code Date
Baby Food *Products marked with an Expiration Date should not be consumed beyond that date. <i>It is recommended If a baby food item has a specific expiration date, product should be destroyed. If the baby food item is marked with a Best By date, product can be consumed beyond the printed date depending on the recommendations of the manufacturer.</i>	
Cereal: dry mixes	Expiration date on package
Dry snacks, Puffs	Inspect for freshness beyond Best by Date
Food in jars, cans	Expiration date on package
Food in squeeze pouches	Expiration date on package
Formula	Expiration date on package
Juice	1 year
Canned Food	Shelf Life After Code Date
Beans	3 years
Fish: salmon, tuna, sardines, mackerel	3 years
Frosting, canned	10 months
High-acid foods <ul style="list-style-type: none"> ▪ Fruit (including applesauce, juices) ▪ Pickles, sauerkraut ▪ Baked beans w/mustard w/vinegar ▪ Tomatoes, tomato-based soups & sauces 	1 – 2 years
Low-acid foods <ul style="list-style-type: none"> ▪ Gravy, soups/broths that aren't tomato based ▪ Pasta, stew, cream sauces ▪ Vegetables (not tomatoes) 	2-3 years
Meat: beef, chicken, pork, turkey	2-3 years
Pie filling	3 years
Aseptically Packaged Products	Shelf Life After Code Date
UHT Milk	1 year
Broth: beef, chicken, or vegetable	3 years
Soup	3 years
Fruits	3 years
Vegetables	3 years
Condiments, Sauces, Syrups	Shelf Life After Code Date
Barbeque Sauce (bottled)	1 year
Frosting, canned	12-18 months
Gravy (dry mix envelopes)	2 years
Honey	2 years – remains safe after crystallization. To use, simply immerse closed container in hot (not boiling) water until honey liquefies.
Jams, jellies, preserves	18 months
Ketchup, cocktail, or chili sauce: jar, bottle, or packet	18 months
Mayonnaise: jar, bottle, or packet	3-6 months
Olives	18-24 months
Pickles	1 year canned 2 years, jarred – discard if inside of lid is rusty upon opening
Salad dressings; bottled	1 year
Salsa: bottled	12-18 months
Spaghetti sauce, canned	18 months
Spaghetti sauce, jarred	18 months

Syrup, chocolate	2 years
Syrup, corn	2 years
Syrup, pancake	2 years
Vinegar	2 years
Worcestershire sauce	2 years
Dry Goods	Shelf Life After Code Date
Baking mix, pancake	9 months
Baking mixes (brownie, cake, muffin, etc.)	12-18 months
Baking powder	18 months
Baking soda	Indefinite if kept dry
Beans, dried	1 year
Bouillon: beef or chicken	12-24 months
Bouillon: vegetable	12-24 months
Bread, commercially prepared (including rolls)	3-5 days at room temperature 3 months stored frozen <i>*Homemade breads may have shorter shelf life due to lack of preservatives</i>
Cakes, commercially prepared	2-4 days at room temperature Several months frozen
Candy (all, including chocolate)	9 months, caramel 18 months, chocolate 36 months, hard candy
Casserole Mix	9-12 months
Cereal, cold	1 year
Cereal, hot	1 year
Cookies	4 months
Cornmeal	1 year at room temp 2+ years frozen
Crackers	8 months Except graham crackers, 2 months
Flour, white (all purpose or self-rising)	6 months Keeps longer if refrigerated or frozen
Flour, whole wheat	6 months Keeps longer is refrigerated or frozen
Fruit, dried	6 months
Macaroni and Cheese, mix	9-12 months
Nuts, out of shell	6-12 months, bagged 12-24 months, canned
Nuts, in shell	6-12 months
Oatmeal	12 months
Oil, olive, vegetable, salad	6 months
Pasta, dry (egg noodles)	2-3 years
Pasta, dry (no egg)	2-3 years
Peanut Butter	18 months
Popcorn, kernels	2 years
Popcorn, commercially popped and bagged	2-3 months
Popcorn, microwave packets	1 year
Potato chips	2 months
Potatoes, mashed, instant flakes	1 year
Pretzels	6-8 months
Pudding, prepared/shelf stable	1 week
Rice, brown	1 year
Rice, white	2 years
Rice-based mixes	6 months
Shortening, vegetable	8-12 months
Spices	Up to 4 years, whole spices Up to 2 years, ground spices

	Spices lose their flavor over time but remain safe to use indefinitely
Stuffing mix	9-12 months
Sugar, brown (light or dark)	18 months
Sugar, confectioners	18 months
Sugar, white	2+ years
Sugar substitute	2 years
Toaster pastries	6 months, fruit 9 months, no fruit
Tortillas	3 months, shelf, or refrigerator 6 months, freezer Do not use if they develop mold or harden
Shelf Stable Beverages	Shelf Life After Code Date
Cocoa Mixes	36 months
Coffee creamer, liquid shelf stable	9-12 months
Coffee creamer, powdered	2 years
Coffee, ground	2 years
Coffee, instant	1-2 years
Coffee, whole bean	1 year, vacuum packed
Instant breakfast	6 months
Juice, bottle, shelf stable	9 months
Juice, box	4-6 months
Juice, canned	18 months
Juice concentrate, shelf stable	1 – 3 years
Milk, evaporated	1 year
Milk, non-fat dry	1 year
Milk, shelf stable UHT	6 months
Milk, sweetened condensed	1 year
Nutritional aid supplements (Boost, Ensure, etc.)	1 year
Rice milk, shelf stable	6 months
Carbonated beverages (soda/seltzer water)	3 months, bottles (all)
Soy milk, shelf stable	6 months
Tea, bagged	18 months
Tea, instant	3 years
Tea, loose leaf	2 years
Water	Indefinite
Water, flavored	Indefinite

Refrigerated Food Items

Perishable food items must be stored at 41°F or below until distribution. Leave proper space in refrigeration unit for air circulation. Stock should always be rotated using the First in First Out (FIFO) methodology.

Dairy and Cooler Items	Refrigerated (40°F or below)	Frozen (0°F or below)
Alternative milk beverage, soy, rice, nut	7 days	Not recommended
Butter	2-3 months	1 year
Buttermilk	14 days	Freezes poorly
Cheese trays	2 weeks	Do not freeze
Cheese, Cottage	14 days	Freezes poorly
Cheese, Cream	14 days	Freezes poorly
Cheese, Deli sliced	3-4 weeks	6-8 months
Cheese, hard	6 months	6-8 months
Cheese, soft	1-2 weeks	6 months
Cheese, processed sliced, shredded, string	3-4 weeks	6 months
Cheese, ricotta	7 days	Freezes poorly
Coffee creamer, dairy	3 weeks	Follow label instructions

Cream, Half & Half	5 days	4 months, use for cooking
Cream, Heavy	10 days	3-4 months, use for cooking
Cream, Light	1 week	3-4 months, use for cooking
Crust, pie, or pizza ready to bake	Sell-by date	2 months
Deli or Lunch Meat, Retail Packed Only	90 Days	1 – 2 months
Dips, made with sour cream	2 weeks	Do not freeze
Dough, biscuit	2 days	Do not freeze
Dough, bread, or pizza	2 days	Do not freeze
Dough, cookie	7 days	2-3 months
Egg Nog	5 days	6 months
Eggs, hardboiled	1 week	Do not freeze
Eggs, in shell	4-5 weeks	Do not freeze
Eggs, pasteurized carton egg substitute	10 days	1 year
Eggs, pasteurized carton real eggs, unopened	10 days	1 year
Eggs, whites, or yolks	2-4 days	12 months
Juice, purchased refrigerated	3 weeks	8-12 months
Margarine	6 months	12 months
Milk	5 days	Can be frozen
Pasta, fresh	1-2 days	2 months
Pico de gallo	3 days	Do not freeze
Pudding, purchased refrigerated	3 days	Do not freeze
Salad greens, mixed greens, spinach leaves	14-18 days unopened	Do not freeze
Salad dressing, refrigerated	3 months	Do not freeze
Salsa, fresh	3 days	Do not freeze
Sauces, fresh – pesto, alfredo	7 days	Freezing not recommended
Sprouts	Expiration Date	Do not freeze
Sour cream	14 days	Freezes poorly
Tofu	1 week	5 months
Whipped Cream, aerosol	3-4 weeks	Do not freeze
Whipped topping, aerosol	3 months	Do not freeze
Whipped topping, non-dairy tub	2 weeks	14 months
Yogurt	10-14 days	1-2 months

Produce – Cut Varieties

Shelf-life for fresh cut varies depending on the commodity and product. Proper storage temperatures for cut produce must be met at $\leq 41^{\circ}\text{F}$.

Cut Produce Cooler Items	Refrigerated ($\leq 40^{\circ}\text{F}$)
Apples, wedged	10 – 14 days
Berries, blueberries, raspberries, blackberries	2 – 9 days
Broccoli, florets, stems	10 – 14 days
Cabbage, shredded	10 – 14 days
Carrots, baby	Over 21 days
Carrots, sticks	10 – 14 days
Cauliflower, florets	10 – 14 days
Celery, sticks	10 – 14 days
Citrus, segmented	2 – 9 days
Cucumbers, sliced	4 – 9 days
Garlic, peeled	Over 21 days
Grapes	2 – 9 days
Jicama, sticks	4 – 9 days
Kiwi, sliced	2 – 9 days
Lettuce, whole heads	10 – 14 days
Lettuce salads, whole leaves, small leaf mixes	14 – 18 days
Mango, cubed sliced	2 – 9 days
Melon, cubed, sliced	2 – 9 days

Mushrooms, sliced	4 – 9 days
Onions, sweet, red, yellow, peeled	Over 21 days
Peaches, sliced	2 – 9 days
Pears, sliced	2 – 9 days
Peppers, diced, sliced	4 – 9 days
Pineapple, chunk, diced, sliced	10 – 14 days
Pomegranate, arils	10 – 14 days
Potatoes, peeled	14 – 18 days
Root mixtures	14 – 18 days
Spinach, leaves	14 – 18 days
Squash, cubed, sliced	4 – 9 days
Strawberries, sliced	2 – 9 days
Tomatoes, diced	4 – 9 days
Zucchini, cubed, sliced	4 – 9 days

Frozen Food

Once a perishable item is frozen, it doesn't matter if the date expires – foods kept frozen are safe indefinitely, though the quality slowly deteriorates over time. Frozen foods should be stored at 0°F or below to maintain proper shelf life and overall quality.

Items Purchased Frozen	Frozen (0°F or below)
Bread, Bagels	3 months
Chicken, nuggets/patties	2 months
Desserts, frozen baked goods	3-4 months
Desserts, frozen cream pies	1-2 months
Dinners: pies, casseroles, shrimp, ham, pork, or sausage	3-4 months
Dinners: beef, turkey, chicken, or fish	6 months
Dough, bread	1 month; longer storage inactivates yeast, weakens gluten
Dough, cookie	3 months
Pasteurized eggs in cartons	1 year, purchased frozen, unopened, never thawed
Fish, breaded	4-6 months
Ice Pops	6 months
Fruit, frozen	4 months
Ice Cream	2-4 months
Juice concentrate	2 years
Soy meat substitutes	12-18 months
Vegetables	8 months
Waffles, pancakes	2 months
Whipped topping, non-dairy tub	6 months

Meat, Poultry, Wild Game & Fish

Meat, poultry, and fish distributed through The Idaho Foodbank and partner agencies should be completely frozen and stored at 0°F or below. Once such products are thawed, they should be prepared and eaten directly.

Meats, Fresh	Refrigerated (40°F or below)	Frozen (0°F or below)
Fatty fish (salmon, mackerel, perch, bluefish)	2 days	3-6 months
Lean fish (cod, flounder, sole, haddock, pollock)	2 days	12 months
Shrimp, raw	2 days	9 months
Crab, canned	6 months unopened; 5-7 days opened	Do not freeze

Crab, legs	3-5 days	9-12 months
Oysters, shucked	1-2 days	3-4 months
Lobster Tails, raw	4-5 days	6-9 months
Scallops, raw	1-2 days	3-6 months
Fish/Seafood, Cooked		
Fatty fish (salmon, mackerel, perch, bluefish)	5-7 days	3-6 months
Lean fish (cod, flounder, sole, haddock, pollock)	5-7 days	3-6 months
Shrimp and other Shellfish	5-7 days	3-6 months
Meats, Raw		
Beef Roasts	3-5 days	1 year
Beef Steaks	3-5 days	1 year
Pork Roasts	3-5 days	1 year
Pork Chops	3-5 days	1 year
Lamb Roasts	3-5 days	1 year
Lamb steaks/Chops	3-5 days	1 year
Poultry: Chicken or Turkey, whole	2 days	1 year
Ground Meats (beef, pork, lamb, or poultry)	2 days	9-12 months
Meats, Processed		
Bacon, unopened	2 weeks	6 months
Bacon, opened	1 week	2 months
Chicken, fried	4 days	4 months
Ham, unopened	2 weeks	1 year
Ham, opened	1 week	1-2 months
Hot Dogs, unopened	2 weeks	9 months
Luncheon Meats, deli sliced or opened	3-5 days	6 months
Luncheon Meats, unopened commercial package	2 weeks	1-2 months
Pepperoni, salami	1 month	6 months
Sausage, raw	2 days	6 months
Sausage, smokes links or patties	1 week	9 months
Wild Game		
Venison, Elk	3-5 days	3-4 months
Rabbit, Squirrel	1-2 days	6 months
Wild duck, pheasant, goose (whole)	1-2 days	6 months

Prepared Foods / Deli Foods

Prepared Items/Deli Foods	Refrigerated (41°F or below)	Frozen (0°F or below)
Chicken, Roasted or Fried	3-4 days	4-6 months
Deli Meat, retail packaged	Date on package	90 days
Guacamole	5-7 days	6 months
Hummus, Pasteurized	3 months	Do Not Freeze
Hummus, with Preservatives	2 months	Do Not Freeze
Hummus, traditional, no preservatives, not pasteurized	7 days	Do Not Freeze
Main dishes, meals	3-4 days	2-3 months
Meats in gravy or broth (including meat pies)	1-2 days	6 months
Pasta, fresh	1 week	1 month
Salads, prepared (macaroni, egg, potato, chicken, tuna, etc.)	3-5 days	Do Not Freeze
Sandwiches, Grab & Go, Retail packaged	2 days	Do Not Freeze
Sauces, Egg-Based (Hollandaise, etc.)	10 days	Do Not Freeze
Side dishes, cooked vegetables	3-4 days	1-2 months
Side dishes, potato-based (not salad)	3-4 days	1-2 months
Side dishes, rice	3-4 days	1-2 months
Soups, Stews	2-3 days	4-6 months

Guidelines for the Storage of Fresh Produce

- Most fruits and vegetables have the best quality when kept refrigerated. There are, however, some exceptions.
- All cut produce should be stored at 40°F or below. Too cold and it could cause damage. Fresh cut fruit has a shelf life of 2 – 9 days, depending on the commodity and product. Assuming proper storage temperatures, the most perishable fresh-cut items with a shelf life of only 2 to 9 days are strawberry slices, melon chunks, mango cubes, citrus segments, sliced kiwi, peaches or pears, and grape berries.
- Bananas should not be refrigerated, which will cause banana skin to blacken – but the fruit will not ripen. Bananas create their own CO₂ and will ripen faster if kept in a sealed bag. They can be frozen for use in smoothies and baked goods.
- Very fresh apples, mangoes and stone fruits can be stored at room temperature, but these items should be refrigerated as they ripen.
- Hardy vegetables such as onions, potatoes, sweet potatoes, winter squash and garlic can be stored in cool, dark places outside of the cooler. Potatoes should not be exposed to direct sunlight.
- When deciding how to store produce, use how the produce department in the grocery store is set up.

Sources

1. “Shelf Life of Food Bank Products.” 2012. Greater Pittsburgh Community Food Bank
2. “Food Product Dating.” December 2016. USDA Food Safety and Inspection Service.
3. “Bottled Water Storage.” International Bottled Water Association www.bottledwater.org
4. “Food Storage;” No. EC446; Albrecht, Julie A.; University of Nebraska.
5. “Safe Home Food Storage;” Van Laanen, Peggy; Texas A&M Extension Service; B-5031; May 1999.
6. “The Food Keeper – A Consumer Guide to Food Quality & Safe Handling.” Food Marketing Institute.
7. “Classification of Visible External Can Defects.” AOAC International in Cooperation with the Food and Drug Administration.
8. The Produce Blue Book. [https://www.producebluebook.com/wp-content/uploads/KYC/Fresh-Cut-
Produce.pdf](https://www.producebluebook.com/wp-content/uploads/KYC/Fresh-Cut-Produce.pdf)
9. University of California Postharvest Center; <http://postharvest.ucdavis.edu/>;
http://postharvest.ucdavis.edu/Commodity_Resources/Fact_Sheets/

Food Safety Resources

www.foodsafety.gov

<https://www.fns.usda.gov/food-safety/food-safety-resources>

<http://www.fightbac.org/free-resources/>

<https://www.statefoodsafety.com/Resources>

<https://www.fda.gov/Food/ResourcesForYou/HealthCareProfessionals/default.htm>

<https://www.fmi.org/food-safety/food-safety-resources>



Cold Food Storage Chart

Food	Type	Refrigerator (40 °F or below)	Freezer (0 °F or below)
Salad	Egg, chicken, ham, tuna, and macaroni salads	3 to 4 days	Does not freeze well
Hot dogs	Opened package	1 week	1 to 2 months
	Unopened package	2 weeks	1 to 2 months
Luncheon meat	Opened package or deli sliced	3 to 5 days	1 to 2 months
	Unopened package	2 weeks	1 to 2 months
Bacon and sausage	Bacon	1 week	1 month
	Sausage, raw, from chicken, turkey, pork, or beef	1 to 2 days	1 to 2 months
	Sausage, fully cooked, from chicken, turkey, pork, or beef	1 week	1 to 2 months
	Sausage, purchased frozen	After cooking, 3-4 days	1-2 months from date of purchase
Hamburger, ground meats and ground poultry	Hamburger, ground beef, turkey, chicken, other poultry, veal, pork, lamb, and mixtures of them	1 to 2 days	3 to 4 months
Fresh beef, veal, lamb, and pork	Steaks	3 to 5 days	4 to 12 months
	Chops	3 to 5 days	4 to 12 months
	Roasts	3 to 5 days	4 to 12 months
Ham	Fresh, uncured, uncooked	3 to 5 days	6 months
	Fresh, uncured, cooked	3 to 4 days	3 to 4 months

Food	Type	Refrigerator (40 °F or below)	Freezer (0 °F or below)
	Cured, cook-before-eating, uncooked	5 to 7 days or "use by" date	3 to 4 months
	Fully-cooked, vacuum-sealed at plant, unopened	2 weeks or "use by" date	1 to 2 months
	Cooked, store-wrapped, whole	1 week	1 to 2 months
	Cooked, store-wrapped, slices, half, or spiral cut	3 to 5 days	1 to 2 months
	Country ham, cooked	1 week	1 month
	Canned, labeled "Keep Refrigerated," unopened	6 to 9 months	Do not freeze
	Canned, shelf-stable, opened Note: An unopened, shelf-stable, canned ham can be stored at room temperature for 2 years.	3 to 4 days	1 to 2 months
	Prosciutto, Parma or Serrano ham, dry Italian or Spanish type, cut	2 to 3 months	1 month
Fresh poultry	Chicken or turkey, whole	1 to 2 days	1 year
	Chicken or turkey, pieces	1 to 2 days	9 months
Fin Fish	Fatty Fish (bluefish, catfish, mackerel, mullet, salmon, tuna, etc.)	1 - 3 Days	2 - 3 Months
	Lean Fish (cod, flounder, haddock, halibut, sole, etc.)		6 - 8 Months
	Lean Fish (pollock,		4 - 8 Months

Food	Type	Refrigerator (40 °F or below)	Freezer (0 °F or below)
	ocean perch, rockfish, sea trout.)		
Shellfish	Fresh Crab Meat	2 - 4 Days	2 - 4 Months
	Fresh Lobster	2 - 4 Days	2 - 4 Months
	Live Crab, Lobster	1 day .	Not recommended
	Live Clams, Mussels, Oysters, and Scallops	5 - 10 Days	Not recommended
	Shrimp, Crayfish	3 - 5 Days	6 - 18 Months
	Shucked Clams, Mussels, Oysters, and Scallops	3 - 10 Days	3 - 4 Months
	Squid	1 - 3 Days	6 - 18 Months
Eggs	Raw eggs in shell	3 to 5 weeks	Do not freeze in shell. Beat yolks and whites together, then freeze.
	Raw egg whites and yolks Note: Yolks do not freeze well	2 to 4 days	12 months
	Raw egg accidentally frozen in shell Note: Toss any frozen eggs with a broken shell	Use immediately after thawing	Keep frozen, then refrigerate to thaw
	Hard-cooked eggs	1 week	Do not freeze
	Egg substitutes, liquid, unopened	1 week	Do not freeze
	Egg substitutes, liquid, opened	3 days	Do not freeze
	Egg substitutes, frozen, unopened	After thawing, 1 week or refer to "use by" date	12 months
	Egg substitutes, frozen, opened	After thawing, 3 to 4 days or refer to "use	Do not freeze

Food	Type	Refrigerator (40 °F or below)	Freezer (0 °F or below)
		by" date	
	Casseroles with eggs	After baking, 3 to 4 days	After baking, 2 to 3 months
	Eggnog, commercial	3 to 5 days	6 months
	Eggnog, homemade	2 to 4 days	Do not freeze
	Pies: Pumpkin or pecan	After baking, 3 to 4 days	After baking, 1 to 2 months
	Pies: Custard and chiffon	After baking, 3 to 4 days	Do not freeze
	Quiche with filling	After baking, 3 to 5 days	After baking, 2 to 3 months
Soups and stews	Vegetable or meat added	3 to 4 days	2 to 3 months
Leftovers	Cooked meat or poultry	3 to 4 days	2 to 6 months
	Chicken nuggets or patties	3 to 4 days	1 to 3 months
	Pizza	3 to 4 days	1 to 2 months

Date Last Reviewed September 20, 2021

APPENDIX C: EPA COMPOSTING GUIDELINES

What You Can Compost at Home	What to Avoid Composting at Home
Nitrogen-Rich Material (“Greens”)	Meat, fish and bones
Food and vegetable scraps	Cheese and dairy products
Most grass clippings and yard trim	Pet waste and cat litter
Coffee grounds and paper filters	Produce stickers
Paper tea bags (no staples)	Fats, oils and greases
Eggshells (crushed)	Glossy paper
	Treated or painted wood
Carbon-Rich Materials (“Browns”)	Aggressive weeds/weeds with seeds
Dry leaves	Diseased and pest-infested plants
Plant stalks and twigs	Compostable food service ware and compostable bags*
Shredded paper (non-glossy, not colored) and shredded brown bags	Cooked food (small amounts are fine)
Shredded cardboard (no wax coating, tape, or glue)	Herbicide treated plants
Untreated wood chips	Dryer lint

Composting applies to perishable items in need of disposal, but canned goods can be composted on a case-by-case basis.

Items must be free of plastic packaging, stickers, or other non-organic elements. Compostable items will be collected from the shelves when they expire and brought to the composting facility the same day to eliminate potential hazards of storing rotten food items.

Staff are encouraged to wear gloves and other appropriate PPE when handling rotten food items. Any food item that appears to pose a hazard should be reported immediately to the professional staff member in charge of the Vandal Food Pantry, who will contact the University Environmental Health and Safety Office for guidance on proper disposal. Contaminated or recalled items CANNOT be composted and should be disposed of according to the standards on the recall notice.

WEEKLY COMPLIANCE CHECKLIST

1. Shelves and fridges should be checked for expired food that is disposed of according to the VFP Guidelines.
2. Fridge thermometers must be checked to ensure a temperature of 40 degrees F or below
3. Pantry should be clean and organized; the floor must free of boxes, debris, or garbage.

Please check each box as you perform tasks and initial when complete.

Date	Shelves Checked	Fridge Checked	Temperature Checked	Pantry Cleaned	Initials



APPENDIX E: UI RISK POSITION

UI Risk position on food sales handling, storage, distribution, or sale

UI Risk position on food handling, storage, distribution, or sale of food by any UI programs, colleges, divisions, and all student groups: UI Risk advises against risks arising from handling, storage, distribution or sale of food. UI Risk recommends that the University of Idaho use a RISK TRANSFER for risks arising from the handling, storage, distribution, sale of food. The University of Idaho currently uses a risk transfer method with food served by Chartwells, and at all sponsored university events (both at the Moscow campus and at all other University of Idaho locations). The risk transfer consists of an agreement that the food provider will indemnify the University of Idaho and requires a certificate evidencing coverage for food borne illness (in addition to other relevant lines of coverage). UI Risk recommends the transfer of food risk for the following reasons:

- Food related claims are not frequent, but can be very severe (please see attached Food Borne illness – risks and solutions)
- Severe claims could impact the ability of the State of Idaho to retain its current \$ 500,000 cap (not limit) – Idaho Tort Claim Act
- Financial gain to UI programs, colleges, divisions, and all student groups from food sales is very low in relation to potential loss (cost v. benefit)
- Reputational risk is adversely affected by claims resulting in severe medical issues
- State Board and university procedures for most food events currently require a risk transfer
- Other program activities, with less severe risk potential, generally exist

Loss control for food sales without risk transfer

Please note that UI Risk would NOT be the appropriate office to control or monitor food safety compliance, for a number of reasons, including risk consultant for university as a corporation; not subject matter expert in food safety; liaison between State Risk and UI. If the University of Idaho decides to permit direct food sales without a risk transfer, University of Idaho should consider requiring compliance with recognized loss controls, including but not limited to:

USDA websites include but are not limited to: <https://www.fsis.usda.gov/wps/portal/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling>
https://www.fsis.usda.gov/wps/portal/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling/cooking-for-groups-a-volunteers-guide-to-food-safety/ct_index1
<https://www.fsis.usda.gov/wps/portal/food-safety-education/get-answers/food-safety-fact-sheets>

Please note these websites regarding the practices of other universities, sent from Jeff Dodge (Assoc Dean, Law):

University of Massachusetts Amherst: https://ehs.umass.edu/sites/default/files/BAKESALE_FactSheet_2018_0.pdf

Allegheny: <https://sites.allegheny.edu/studentinvolvement/bake-sale-guidelines/>

Five Colleges: https://www.fivecolleges.edu/riskmgmt/studentrisk/food_policies/bakesale

University of Minnesota Duluth: <http://d.umn.edu/environmental-health-safety-office/safety/food-events/bake-sale>

Skidmore: <https://www.skidmore.edu/leadership/event-planning/catering.php>

FOOD BORNE ILLNESS – RISKS AND SOLUTIONS

What is the risk of a food borne illness claim?

From the standpoint of a single caterer or restaurant or bar location, food borne claims are not frequent.

However, the effects of a food borne loss can be severe, depending on the extent of illness involved, and the number of people involved in a food borne incident.

According to the CDC, about 1 in 6 people are contaminated annually (including those who experience food borne illness within their home). According to the CDC, annual numbers include:

- 48 million people affected
- 128,000 hospitalized
- 3,000 die

The size of a food borne illness loss will be affected by hospital and medical costs, lost production, pain and suffering experienced. According to Ohio State University, the average cost of a food borne illness case is \$1,626 per person.

USDA provides information on the range of medical costs per source of illness:

<https://www.ers.usda.gov/data-products/cost-estimates-of-foodborne-illnesses/>

For example, figures for e-coli show that the average cost of treatment without hospitalization is \$142.

However, if hospitalized (3% of cases), the average costs range between a low of \$9,743 to a high of \$8,713,339.

But I bought product liability. Doesn't that cover my business for food borne illness?

The standard Insurance Services Office (ISO) Commercial Liability form (with Product Liability) excludes food borne illness and contamination coverage.

Some insurance companies offer an endorsement that “buys back” this coverage. The frequently used Businessowners type of policy offers endorsements for some businesses. In other cases, businesses must purchase a “stand alone” policy.

Learn more about food borne illness coverage issues from an article in Food Safety Magazine (2013):

<http://www.foodsafetymagazine.com/magazine-archive1/aprilmay-2013/maximizing-insurance-coverage-for-food-contamination-claims>

Continued

What is “food borne illness and contamination coverage”?

Food borne illness and contamination can provide limited to broad coverage for the risk of loss arising from food borne illness and contamination of food. Coverage for recall can be included. Depending on the premium charged and underwriting of your business, coverage may include:

- Pre-incident expenses: Costs to analyze if a loss has occurred (i.e., product testing, consultants)
- Recall costs: Expenses related to recall of a product
- Rehabilitation expense: Re-establishment of pre-loss position
- Adverse Publicity: Expenses to counter adverse publicity
- Extortion Costs: Related to threats of malicious tampering
- Consultant fees: Expenses incurred in seeking advice
- Revenue loss: business interruption costs associated with drop in trade
- Crisis management: Assistance with immediate response

Strong food safety practices (“loss control”) in storing, preparing, and serving food, food service businesses will prevent and mitigate many food borne illness and contamination losses. By purchasing food borne illness and contamination coverage, businesses can transfer the risk of severe financial loss to an insurance company, as well as get professional help in managing a crisis. Insurance can help food hospitality businesses financially survive a catastrophic loss.

Who can I talk to about “food borne illness and contamination coverage”?

Consult your insurance agent / broker with additional questions about your current coverage and its ability to withstand a food borne illness and contamination loss