



## **Site Self-Assessment**

The items listed below represent the major areas evaluated during a pre-operational and/or annual site visit. This checklist is designed to assist an organization in evaluating their program and facilities to ensure that they are meeting the standards and requirements of the SLO Food Bank and our affiliated organizations. Any unchecked items may be considered a violation during a site visit and should be corrected preemptively.

### **Program Integrity**

- Organization has been determined by the IRS to be a 501(c)(3) Public Charity
- At least 50% of program clients are needy, ill, or infants
- Clients receive food at no cost, monetary or otherwise
- Clients are not asked or required to participate in or attend any religious or political services in exchange for food
- Clients are not excluded based on race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge, veteran status, or as otherwise prohibited under the current USDA nondiscrimination statement.
- Maintenance of program participation records (rates and age demographics) for 1 year
- Maintenance of SLO Food Bank invoices for at least 1 year
  - Storage of invoices within PWW/Primarius electronically satisfies this requirement

### **General Facilities and Operations**

- Walls, ceilings, and floors are clean and well-maintained
- All windows are able to be sealed and closed
- Plumbing is operational and in good working order (i.e. no leaks or slow-moving drains)
- Floors under tables and racks are clean and clear of debris
- All garbage cans are regularly cleaned and have lids
- Outside garbage receptacles are clean, well-maintained, and not overfilled
- Cleaning equipment is clean and well-maintained
- All brooms and mops are stored off the ground
- Food storage and/or preparation areas have easy access to a restroom
- Restrooms are clean, well-maintained, and stocked with soap, running hot water, and single-use towels
- Each restroom has a designated trash can



- Each restroom has a handwashing sign or poster present instructing employees and volunteers to wash hands before returning to work
- Facility is free from signs of rodents, insects, and other pests
- Facility is regularly inspected for pests and treated accordingly if evidence found
- Smoking is not permitted in food storage or preparation areas

**Food Transportation**

- Temperatures of all dairy, prepared, and potentially hazardous foods must remain below 41°F during transportation using active (refrigerated vehicle) or passive (thermal blankets or coolers with cold packs) cooling methods
- All frozen foods must remain frozen during transportation
- All hot foods must remain above 135°F during transportation
- Vehicles must be maintained in a sanitary condition
- Vehicle is clean, tidy, and free of debris.
- There are no animals present in the vehicle during food deliveries
- No smoking or signs of smoking are present in food transportation vehicle

**Food Storage Facilities**

- Food storage area is secure (locked or limited access)
- Food on-site is free of contamination, adulteration, and spoilage
- Food is protected from dirt, over-head leakage, and other forms of contamination
- All food is stored at least 6” off the ground, including within walk-in freezers and refrigerators
- Food storage containers are non-toxic and have fitted covers and labels
- All shelving must be clean and free of dirt and food accumulation
- The area behind, under, around, and above food storage areas must be clean and free of debris
- All hazardous substances (cleaning supplies) are clearly labeled and stored away from food products
- No raw meats are stored above ready-to-eat foods or produce
- Raw foods are stored separately from cooked foods
- Food is stored and distributed under a “First to Expire, First Out” system
- All refrigerators and freezers have a thermometer located inside each unit or as an integral part of the unit (i.e. external dial) that is easily read and accurate within 2°F
- All refrigerators must maintain an internal temperature of 40°F or lower
- All freezers must maintain an internal temperature of 0°F or lower



**Program Specific: Residential Site**

- Program coordinator has a current ServSafe® Food Handler Card which is publicly displayed
- Food storage and preparation facilities are located separately from all bedrooms and bathrooms
- A regular cleaning schedule is in place for all food storage and preparation areas
- All dishes and utensils are clean and sanitary and stored in a way to prevent contamination
- Food preparation materials, including utensils, are in good condition
- All hood and exhaust systems are clean, well-maintained, and free of grease
- Personal and communal food is appropriately labeled and segregated
- All food preparation surfaces and equipment (stoves, ovens, microwaves, etc.) are clean and free of food debris
- Liquid soap and hot water is readily available at the kitchen sink
- A clean towel and/or single-use paper towels are available to dry hands

**Program Specific: Basic Food Pantry**

- Pantry manager and/or program coordinator has a current ServSafe® Food Handler Card which is publicly displayed
- The pantry and/or distribution hours/days are predictable and regular
- The pantry may only distribute raw, whole produce and shelf-stable items in the manufacturer's original packaging
- The pantry does not repackage any foods intended for human consumption
- Volunteers and employees must be wearing gloves while handling raw produce

**Program Specific: Expanded Food Pantry**

- Pantry manager and/or program coordinator has a current ServSafe® Food Handler Card which is publicly displayed
- The pantry and/or distribution hours/days are predictable and regular
- The pantry may distribute raw, whole produce, shelf-stable items, prepared foods, and potentially hazardous foods in the manufacturer's original packaging
- The pantry does not repackage any foods intended for human consumption
- Volunteers and employees must be wearing gloves while handling raw produce and potentially hazardous foods

**Program Specific: Meal Site**

- Meal site leader or kitchen manager has a current ServSafe® Food Protection Manager certificate which is available for viewing at the meal site
- Volunteers and employees have current ServSafe® Food Handler Cards on file at the meal site



- A current food facility certificate from the SLO County Environmental Health Department must be displayed
  - o In the case that food is prepared off-site in a non-commercial kitchen (e.g. private homes), special permission must be given by SLO County Environmental Health Department
- Volunteers and employees must be wearing gloves while preparing or handling food
- Volunteers and employees have hair confined, have no open sores, are not sick, and are wearing clean outer garments
- The meal hours/days are predictable and regular
- All sinks are fully operable with hot and cold water
- Grease traps are clean and free from residue
- All cooking equipment is clean and well-maintained
- All food contact surfaces are washed and sanitized
- Tongs, ladles, or other implements are used for handling and serving food products and protected from cross-contamination when not in immediate use
- Serving tables are cleaned and sanitized before and after the meal service
- Utensils, plates, and bowls are clean and sanitary
- Multiservice utensils are cleaned by hand in a two- or three-compartment sink or a commercial dishwasher with appropriate sanitation cycles.
- Potentially hazardous foods (meats, cut vegetables, prepared foods) are below 41°F or above 139°F
- Frozen foods are defrosted in the refrigerator, the microwave, or under running water
- Thermometers are available on-site to verify temperatures of potentially hazardous foods as needed
- All food containers are labeled with contents and date of expiration or preparation

### **Program Specific: Home Delivery or Direct Distribution**

- Please see general Food Transportation checklist above. Agency must follow those guidelines for safe transport of food in addition to the following.
- No raw meats or other potentially hazardous foods are stored above ready-to-eat foods or produce during vehicle transport or at direct distribution.
- Thermometers are available in vehicle and/or at distribution site to monitor TCS foods.
- Delivery drivers notify clients or attempt to notify clients of the food delivery (ring the doorbell, knock, etc.).
- If clients do not indicate that they are home, *only* shelf stable food is left. TCS food is not left when a client is unavailable for delivery.
- Any TCS food that is outside of active refrigeration for greater than 4 hours is disposed of.
- If agency also had food storage site for leftover food after home deliveries/direct distribution, agency should follow guidelines for Basic or Expanded Food Pantry section.



- Hand antiseptics (hand sanitizer) is available in vehicle or at direct distribution site for volunteer and staff use while distributing food.
- Gloves are available for staff and volunteers to use while handling produce.
- If the vehicle has an attached open-air trailer to transport food, it is ensured there is adequate and proper covering of food including but not limited to tarps, storage bins, etc.

### **SLO Food Bank-Affiliated Programs**

#### ***No-Cook Bags for the Homeless***

- Organization has a current application on file for no-cook bag distributions
- Distribution is done according to the guidelines of the program and to qualified recipients

#### ***Agency Direct Rescue (AKA Grocery Rescue)***

- Organization has a participation form on file for grocery rescue activities
- Collections from Feeding America affiliate grocery stores are declared and reported to the SLO Food Bank in a timely manner

#### ***TEFAP/USDA Bulk and Congregate Meal Sites***

- Organization has current TEFAP Site Agreement on file
- Organization is abiding by all TEFAP requirements for specific site type
- Required documents are visible and available to clients (and most current versions of documents are being used)
  - Justice For All Poster
  - TEFAP Income Guidelines
  - Written Notice of Beneficiary Rights (religious organizations only)
  - Beneficiary Referral Request (religious organizations only)
- Organization is up-to-date on paperwork submission for TEFAP distributions
  - EFA-7 Sign-In Sheet(s)
  - Distribution Report(s)
  - Alternate Pick-Up Forms
- Site is serving at the stated location, date, and time provided to the SLO Food Bank
- Site has no more than one month's worth of food inventory on hand
- Site is using a temperature log to record temperatures for coolers/freezers used to store food
- Site has system for assisting non-English speaking clients
- Site volunteers are current on Civil Rights Training
  - Site volunteers are up-to-date on Civil Rights Level 1 Training
  - Site leaders are up-to-date on Civil Rights Level 2 Training