



Rewriting Bulk Food Product- Standard Operating Procedure

I. PURPOSE

The purpose of this procedure is to ensure that members safely process food for bulk repack into package sizes suitable for clients. This procedure shall apply to foods which are shelf stable and those which require temperature control for safety. Check with your County health department for licensing requirements prior to the repack of all regulated foods (meat, poultry, fish, etc.). As of 10/1/13 the City and County of Denver requires a license for certain non-profits repacking potentially hazardous products. For more information visit www.denver.gov and look for the Environmental Health page and the Nonprofit Food Operations section, or call 720-865-5390. Other Counties may have similar requirements so contact your County for more information.

II. SCOPE

This procedure shall apply to all FBR Member Agencies engaging in bulk repack.

Note: For Food Pantries distributing TEFAP product, the Agreement between FBR and the Recipient Agency prohibits repacking TEFAP product. The Agreement states:

"Agree to never repackage TEFAP products for distribution, e.g. thawing and breaking down frozen meat, opening and portioning contents of cans or jar, etc."

Soup Kitchens receiving TEFAP product for preparing and serving meals may open, thaw, or break down TEFAP product as part of their normal operations.

III. PROCEDURE

a. Facility

- Clean and sanitize your clean room prior to repack. Repeat this process between all product changeovers, once every 8 hours for shelf stable foods, and once every 4 hours for foods requiring temperature control.
- Ensure that the temperature of the room is suitable for the food being repacked.
- Hand wash stations must be operational and stocked.

b. Equipment

- Ensure that all equipment used in bulk repack is suitable for the processing of food.
- Prior to use, clean and sanitize all equipment used for the bulk repack of food.
- Store all cleaned and sanitized equipment in a manner which prevents the contamination of food.

c. Personnel

- Make sure all personnel comply with food safety requirements: Hair restraints, gloves, clean uniforms/aprons, no jewelry, abstain from eating, drinking, chewing gum, etc.
- Make sure that only personnel involved in bulk repack are in the clean room: Control traffic through the clean room.
- Make sure that personnel who are ill and possibly contagious do not work in the clean room.

d. Materials

• Food

- All food must be handled in a manner that prevents contamination.
- Cold foods need to be maintained at a safe temperature throughout the process and documented accordingly.
- Repack only one food in the clean room at a time, to prevent cross-contamination.

• Packaging

- Ensure that all packaging is acceptable for food applications (food grade).
- Packaging which has direct contact with food must be certified for this application.

- Labels

Label repacked product as follows:

- The common or usual name of the product;
- The name and place of business of the manufacturer, packer, or distributor;
- The net quantity of the contents; and
- The common or usual name of each ingredient, listed in descending order of prominence.

Note: making copies of the original packaging to include on the repacked food will satisfy most of the above requirements.

In addition, a manufacturing or expiration date is helpful in the case of recall, but not required.

Maintain a permanent record of all food repacked, which should include: a sample of the label from both the bulk product and the repacked food, number of units packed, weight of food repacked, etc.

- Waste

- Waste must be stored and handled in a manner that prevents the contamination of food.
- Carefully control the flow and location of waste materials in the clean room to prevent the contamination of food.

IV. MONITORING

Given the critical nature of this process, continuous supervision of this activity by Agency staff or Lead volunteer must occur. Agency may be subject to monitoring by FBR staff.

V. FOOD SAFETY PROGRAMS

The following food safety programs must be adhered to in order to ensure safe handling of food during the bulk repack process:

- a. Personnel Practices
- b. Integrated Pest Management

- c. Cleaning
- d. Chemical Control
- e. Allergen Control
- f. Food Safety Training Course
- g. Recall

In addition, other food safety programs may also apply.

All personnel involved in bulk repack need to be trained and fully aware of the requirements of these programs, in order to protect the safety of the food being repacked. FBR provides a free online food safety training course that is offered on the Member News Page of the website www.foodbankrockies.org.

Note: It is prohibited to thaw frozen product at room temperature for repackaging. Refer to the online Food Safety Training course for instruction on how to properly thaw frozen product.

VI. VERIFICATION and RECORDKEEPING

- a. Document all bulk repack activities to ensure the ability to trace and recall food materials, should it become necessary.
- b. Temperature/Time records must also be maintained when Temperature Controlled (refrigerated/frozen) foods are being repacked.

Sources: Feeding America Bulk Repack SOP as of 1/25/10