



**FareShare**

Cymru  
South Wales

# SURPLUS FOOD DISTRIBUTION GUIDE

NOVEMBER 2020

# Why you might have surplus food?

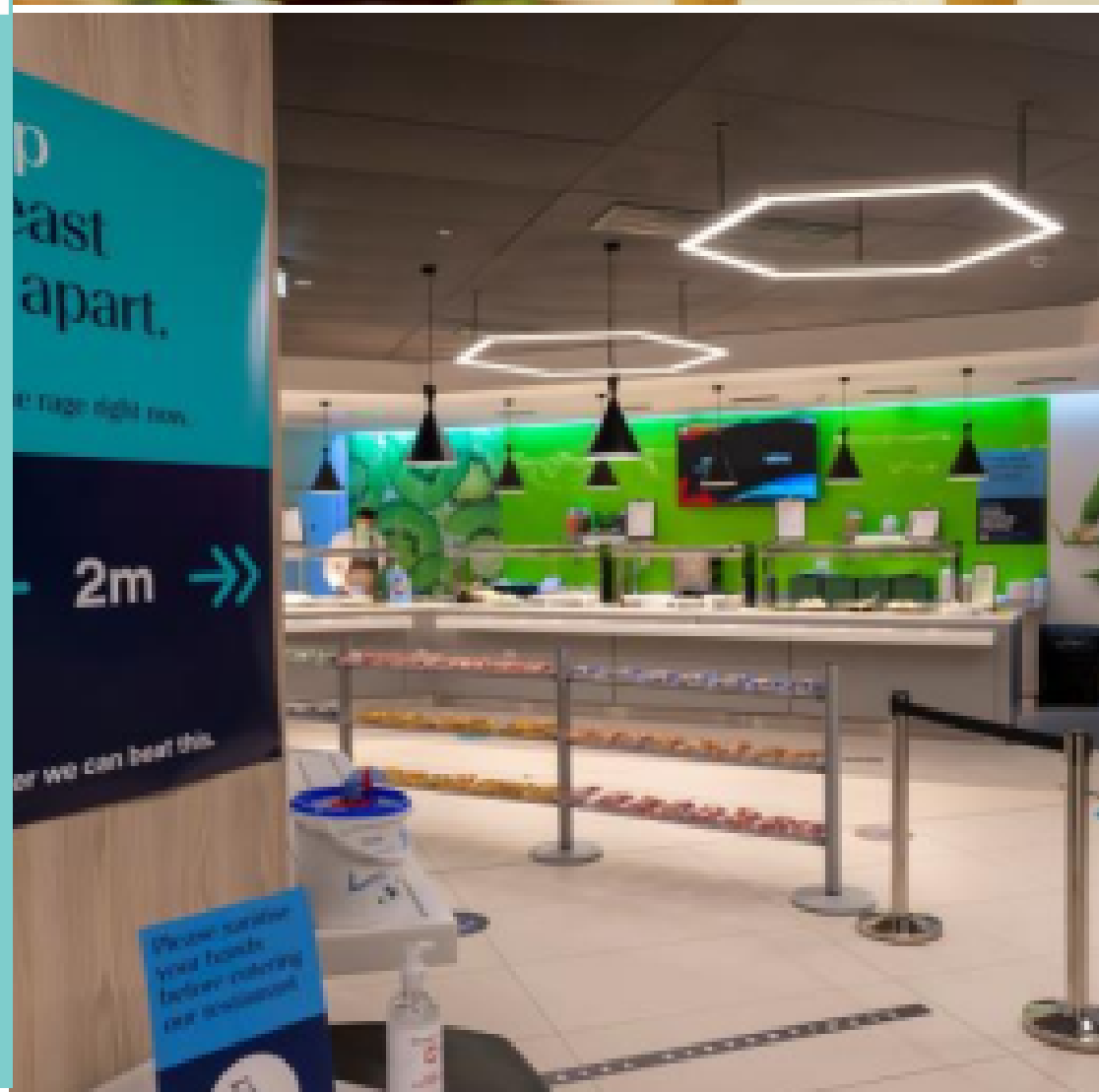
**In normal circumstances**



**Typical reasons include:**

- Short-dated food expiring
- Seasonal stock
- Lines no longer being retailed
- Packaging damage
- Incorrect ordering or forecasting

**In emergency situations**



**In an emergency situation (e.g. during a pandemic), you may end up with surplus food due to:**

- Catering for an unpredictable number of covers
- Your unit needs to close at short notice

# What surplus food can I donate?

You can donate any of the following food categories to charity - As long as they are **PACKAGED, SEALED AND LABELLED.**



✓ Packaged ambient food (including pasta, rice, cereals, herbs, spices, condiments, tins, crisps, chocolates, sweets, drinks)



✓ Fruit and vegetables (packaged or loose)



✓ Pre-packed chilled food (including sandwiches, salads, yogurts, fruit pots, ready meals, pasties, drinks)



✓ Packaged frozen food (including chilled food that has been blast frozen)



✓ Bakery items (including pastries, muffins, cookies and cakes. If baked in store, all donations must be accompanied with an allergen datasheet)



✓ Food that has expired its 'best before' date (but is of suitable condition to be safely consumed)

Manufacturers extension letter may be required

# What surplus food should I NOT donate?

The following food categories should not be donated to any charities as they can present food safety and allergen risks.



Food that has expired its 'use by' date



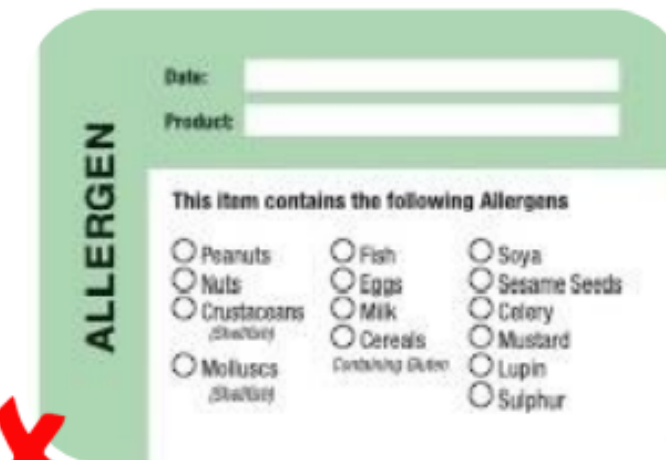
Food that has been warmed, prepared or cooked on site



Salad bar items



Hot counter items



Any food items without allergens clearly shown on a label or datasheet



Cold food left at ambient temperature for more than 4 hours

# How to **safely** donate surplus food?

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For full details on the ways we adhere to food safety guidelines, see the FareShare national website

- Food must be stored at the correct temperatures before collection:
  - Chilled: +1°C to + 5°C
  - Frozen: -18°C to -23°C
  - Ambient: Keep in cool, dry and well-ventilated conditions (no specific temperature range)
- Keep directly purchased food in its original packaging
- Raw and ready to eat foods should be stored separately in a clean receptacle, clearly marked for food donation
- Food can have passed its 'best before' date (quality indicator), but is of suitable condition to be safely consumed, providing a manufacturers ext letter is supplied
- Food must not have expired its 'use by' date (food safety indicator)
- Allergen information must be provided eg: allergen label or recipe sheet



# How to donate surplus food

- 1 Email your food offer to [welshfood@fareshare.cymru](mailto:welshfood@fareshare.cymru) or contact Chloe Rossi 07773 618174
- 2 FareShare Cymru will confirm your offer and arrange collection or delivery
- 3 FareShare Cymru will keep you updated as to how your food has benefited our charity members