

## Kwik Trip, Inc. Food Donation Protocol

### Outside Recipient of Food Donation



#### *Approval:*

- Review of facility's (Food Pantry, etc.) written food handling standard operating procedures by Kwik Trip, Inc.'s Food Safety & Quality Assurance Department (FS/QA) is required.
- Facility must sign off on an indemnification document provided by Kwik Trip, Inc. (see Appendix A attached).

#### *Handling:*

- Transportation – Driver will pick up product set aside by our retail team in designated totes from each Kwik Trip, Inc. Retail donation site. Tote will be properly labeled / clearly marked with "Food Bank Project".
- Temperature control – The majority of products will be maintained in the freezers. Facility will document that all necessary food product maintains required temperature (refrigeration at 41 degrees F or below and frozen at 0 degrees F or below) during transportation and storage at the facility until the time the food product is either distributed or discarded.
  - Recipients picking up refrigerated or frozen items such as meat, produce, dairy, and deli items are required to refrigerate these items during transport and storage. Approved devices include temperature-controlled coolers, thermal blankets, or active temperature devices (i.e. refrigerated truck/unit). Recipient of food donations is responsible for acquiring and maintaining these devices.
- Rotation/shelf life upon receipt – Food product will not be held at the receiving facility for longer than 2 days from receipt or from the marked expiration date.
- **SPECIAL NOTE FOR DAIRY** – Milk and yogurt products will not be held at the receiving facility for longer than 4 days from receipt or from the marked expiration date.
- **SPECIAL NOTE FOR SHELL EGGS** – Cartons containing broken shell eggs may not be donated. Any product that has been in contact with broken eggs may not be donated. Cartons of shell eggs in good condition may be donated as long as they are individually wrapped in a bag and placed on the bottom of the refrigerated tote, below all other ready-to-eat products.  
**Exception: MN stores are not able to donate shell eggs.**
- Driver / Recipient is responsible to verify items for donation and ensure items are on the Kwik Trip, Inc. list for donation. If there is a discrepancy the Driver / Recipient is responsible to contact the Kwik Trip, Inc. Store Leader to identify the issue.

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#### **OUR MISSION**

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***Review:***

- Facilities are subject to a review and verification of documentation that the facility's standard operating procedures are being followed for all Kwik Trip, Inc. food products.
- Periodic (minimum of every 3 years) on-site verification visits to the facility by FS/QA member(s):
  - Making sure that records reflect reality
  - Calibration checks of temperature devices
  - Demonstration of staff knowledge of safe food handling
  - Observation of on-site sanitation (hand washing, gloves, etc.)

**Kwik Trip, Inc. Facility Providing Food Donation*****Storage of Product:***

- Each facility must have designated locations to store product that is clearly marked "Food Bank Project", so that product is not mistakenly re-stocked once pulled for pick-up.
- Food products must be stored in appropriate conditions – in a designated/labeled tote, under temperature control, 6" off the floor and above or away from any chemical/toxic items, etc.
- The product being donated must be accounted for by management as "waste." This process must be communicated to all employees so that the product is handled properly and maintains required temperature.
- All product donated must have a DONATE sticker or must have the UPC barcode "marked" (lined through with a marker) prior to going into designated tote.
- All products are pulled according to Kwik Trip, Inc.'s current program. Once pulled and accounted for (waste) the product should be moved to its appropriate bin.  
**NOTE:** Non-food items being donated must be stored separately from edible food products.

***Documentation:***

- All products set aside for donation will be entered into "Waste" as our current process dictates; there are no changes to the documentation of these products.
- Fully intact original cans must have labels that are legible and contain, at minimum, the following information:
  - Name of Product
  - Ingredients
  - Net Weight
  - Distributor

***Quality:*****Non-acceptable donations:**

- Product that has any visible rotting or mold.
- Any food product that does not look appetizing or has lost quality presentation.
- Canned/Non-Perishable foods with punctures, bulges or serious damage (leakage).
- Product with damaged packaging resulting in the loss of sanitary barrier protection.
- Product with severe freezer burn.
- Cartons containing broken shell eggs.

## Product for Donation

Products listed below will be handled the same way for the store, still documenting all expired product as waste per Kwik Trip, Inc.’s protocol.

- All items removed from sales floor or appropriate displays should be stored in appropriate location for pick-up by a Food Bank Agency.
- All product donated must have a DONATE sticker or the UPC “marked” (lined through with a marker) prior to being placed in designated tote.
- Place product in a bag once product has been removed from inventory. This is especially important to prevent cross contamination from raw shell eggs and raw fresh meat items.
- Food products must be stored in appropriate conditions – in a designated/labeled tote, under temperature control, 6” off the floor and above or away from any chemical/toxic items, etc.

### **FREEZER**

- Novelty Case Product
- All Freezer Items
- All Packaged Bakery including Glazers
- Bagels/Muffins - (After its lifecycle)
- Breakfast Door Product
- Zero Zone Case Product
  - Fresh Meat - (Wrap in bag)
  - Ready-to-eat (RTE) Meat Products
  - Side dishes/Salads
- Bread, Buns & Tortillas
- Take Home Meals
- Fried Chicken
- Fresh Case Subs and Sandwiches, except Tuna/Chicken Salad/Egg Salad which need to remain refrigerated
- Cheese Mountain Pizza (Pizza Merchandiser)

### **COOLER**

- Shell Eggs (wrap in bag)  
**Exception: MN stores are not able to donate shell eggs**
- Fruit – (Apples/Oranges/Pears)
- Fresh Case Products
  - Salads
  - Yogurt and Parfaits
  - Beef Sticks
  - Cheese Planks
  - Pudding and Jell-O
  - Sandwiches: Chicken Salad, Tuna Salad, and Egg Salad
- Beverages from Kwik Trip’s Warehouse **(No DSD Items)**
  - Water & Juice
  - All Milk
  - Faygo Beverages

### **ROOM TEMPERATURE**

- Chips and Salty Snacks  
**(No Frito Lay Product)**
- All Dry Good Product
- Spotted Bananas

### **DO NOT DONATE**

- Hot Spot Product
- Roller Grill Product
- Condiment Cooler Product
- Unpackaged Bakery (Singles from bakery case)
- All DSD Vendor Items
- Only MN stores are not able to donate shell eggs

### **SPECIAL NOTES:**

- **RAW SHELL EGGS:** Wrap cartons in bags / place on bottom of donation tote in cooler. Do not donate cartons with broken eggs.
- **WHOLE FRUIT:** Visually inspect all fruit. Lower quality (bruises, scars, soft skin due to aging, etc.) that is not eligible for Kwik Trip to sell may be donated. Do not donate if there are significant defects (major damage, mold, signs of pests, etc.).

**- APPENDIX A -  
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ Food Pantry (“Recipient”) in consideration for receiving prepared food through donations from Kwik Trip, Inc. (“Kwik Trip”), the recipient acknowledges its awareness of the Bill Emerson Good Samaritan Laws (“Good Samaritan Laws”). Recipient hereby releases Kwik Trip and its affiliated entities and the officers and employees, agents and members of each of them from any liability, loss, damage or claim of any kind, whether at law or in equity, resulting from, or based upon the condition or quality of any item of donated food. Recipient agrees to indemnify and hold harmless Kwik Trip and its affiliated entities and the officers and employees, agents and members of each of them from and against any liability, damage, loss claim, or cause of action, whether at law or in equity, arising out of an act of Recipient, it’s agents, employees, maintenance, transportation, use or distribution of any item of food received from or through Kwik Trip and claim arising from participation.

I represent and warrant that Recipient is a bona fide charitable or nonprofit organization (exempt from Federal or State taxation), validly organized in the State of \_\_\_\_\_, for the sole purpose of receiving and distributing free of charge, donation perishable food items to needy individuals.

I agree that \_\_\_\_\_ Food Pantry will never prosecute or in any way aid in the prosecution of any demand, claim or suit against Kwik Trip and its affiliated entities and the officers and employees of each of them and any agency or employee acting officially or otherwise, for the loss, damage or injury to clients that may occur from their negligence.

DONOR: KWIK TRIP, INC.

RECIPIENT: \_\_\_\_\_ FOOD PANTRY

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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As a donor agency, Kwik Trip agrees to:

1. Examine the overall condition of the items under consideration and discard anything that is possibly unsafe to eat.
2. Follow temperature guidelines.
3. Examine packaging for tears, holes, dents and broken seals.
4. Check expiration dates.
5. Label and date all containers so that their contents can be identified and used or destroyed within a safe period of time.
6. Keep donated food products separate to avoid cross contamination.
7. Discard any food items that have been handled by anyone except trained food service staff.
8. At the time of food donation transfer, Kwik Trip is to record the food being donated as waste in our current program.

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