

Food Rescue Program - Mid-Year Update

5/17/18

Greetings Store Leaders,

We are pleased to announce that since the beginning of the 2017-18 fiscal year, Kwik Trip, Inc. retail stores have donated 962,214 pounds of food to our food bank partners!

Nearly 1 in 6 individuals in our communities are affected by hunger each day. Hunger is a reality in many people's lives, and especially during the summer. During this time, children who would normally receive breakfast and lunch at school are faced with the challenge of getting enough nutrition each day at home.

With that in mind, we have decided to expand our list of donation-approved products. These products, along with handling instructions, are found on the back side of this letter. Please share this information with your team. We will continue to review and expand our program and keep you informed of any changes.

Through our mission at Kwik Trip, Inc. and our involvement in this program, we can truly make a difference in people's lives! Thank you for your dedication to the Food Rescue Program and for your continued effort in helping to provide hunger relief in our communities.

Questions regarding Kwik Trip, Inc.'s Food Rescue Program may be directed to a member of the Food Safety & Quality Assurance Department.

Thank you,



Marty Putz

Director of Food Safety & Quality Assurance

Expanded Product Donation List with Handling Instructions

Product to Donate	Handling Requirements
Raw Shell Eggs (Exception: MN stores may not donate shell eggs.)	Extra caution needs to be taken when handling shell eggs to prevent cross-contamination with ready-to-eat items. Individually wrap egg cartons (all shell eggs in tact / no breakage) in plastic bags and placed on the bottom of the donation tote in the cooler <u>under</u> all other ready-to-eat foods. Cartons containing broken eggs or any product that came in contact with broken eggs may not be donated.
Egg Salad Sandwich (FC)	Store in donation bin with other refrigerated ready-to-eat items. Follow rotation upon receipt shelf life standards.
Chicken Salad Sandwich (FC)	
Tuna Salad Sandwich (FC)	
Yogurt (FC)	Store in donation bin with other refrigerated ready-to-eat items. Follow rotation upon receipt shelf life standards for DAIRY.
Yogurt Parfaits (FC)	
Salads (FC)	
Whole Fruit (Bagged/Each)	Visually inspect fruit - Whole fruit of lower quality (bruises, scars, soft skin due to aging, etc.) that is not eligible to sell may be donated. Whole fruit (apples, oranges, pears, etc.) that will be donated should be stored in donation bin with other refrigerated ready-to-eat items. Do not donate whole fruit if there are significant defects such as rotting, major damage, mold growth, detectable signs of pests, etc.
Glazers (Boxed)	Immediately place in freezer, just as you do with other packaged bakery donations.

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.

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

Once recorded as waste, store in freezer:

- 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
- Flour Tortillas
- 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
- Bananas
 - 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.).