

SANDWICH SAFETY

Know the Drill, Always Chill

TWO-HOUR RULE: Except for two **total** hours, deli meat must be **always** kept at or below 40° F (refrigerator temperature), **The two-hour period is cumulative** and includes **all** the time the food has been above 40° F, including during purchase, delivery, preparation, and transportation. This is called the Two-Hour Rule. Deli meat **must never** be in temperatures above 80° F. Once bacteria start to grow, it can double every 20 minutes. Sources: USDA, FDA, CDC

Purpose of this Document

A major goal of The Sandwich Project is to educate our community, volunteers, and recipients about food insecurity in the Atlanta area.

The purpose of this document is to establish standards for The Sandwich Project in food safety and handling.

Reminders

- For Wednesday collections, remind your volunteers **not** to make sandwiches before Tuesday evening and preferably on Wednesday.
- Keep supplies in coolers during transport from grocery and when transporting sandwiches on Thursday.
- Remind sandwich makers to deliver their sandwiches to your home in cooler bags with ice packs.

- **Ask drivers for feedback** about any conditions at recipient organizations that appear unsafe or unclean, lack adequate refrigeration, or if food is not immediately put into the refrigerator. Drivers are our eyes and ears!

Rules for Food Distribution and Consumption

- The Sandwich Project **delivers and serves food only to non-profit organizations**. This means we may not hand out sandwiches to individuals. The laws protect us as long as we are giving to non-profit organizations. We may give packaged food, such as protein or cereal bars to individuals.
- Anyone who drives vehicles for food delivery to recipients must sign our Vehicle Release Form. The document can be found on our Google Drive. Hosts are responsible for getting a signed document from drivers.
- Use the **correct** labels on all loaves of sandwiches. Make sure that volunteers **do not** make any changes to labels. Use only TSP issued labels.
- Sandwiches must be consumed within two days of receipt by the non-profit organization.

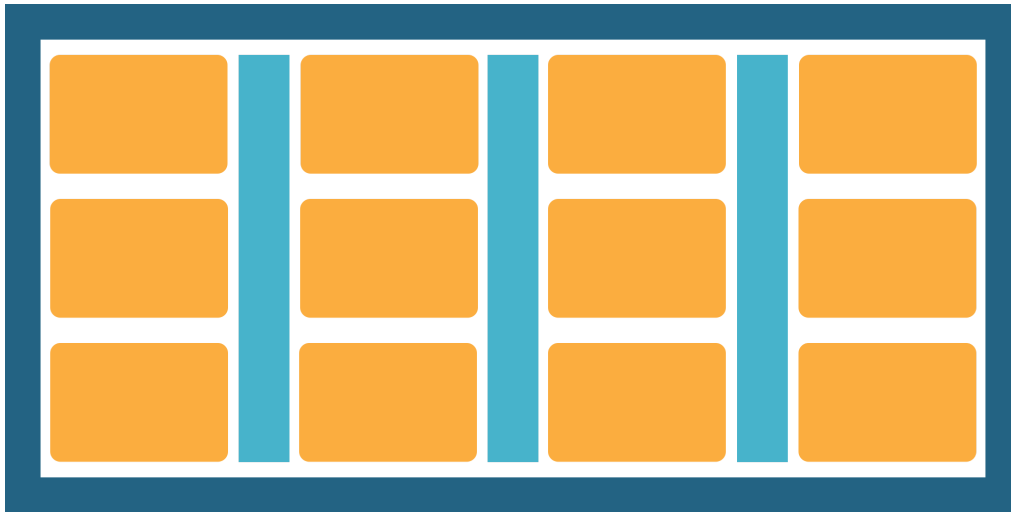
Rules for Refrigerators

- Keep your **dedicated** refrigerator(s) **clean**.
- Keep refrigerator doors **closed**. The temperature drops very **quickly** when open!
- **Do not overfill** your refrigerator. Allow cold air to circulate around refrigerated foods to keep them properly chilled. **Air must circulate**.

Rules for Coolers

- Keep coolers **clean**. Clean right after use with soap and warm water. Let the coolers sit out until fully dry. Do not leave **any** water inside. Coolers used to deliver sandwiches to non-profit organizations must only be used for TSP sandwiches.
- You **must never** put warm sandwiches into a cooler! Coolers and ice packs do not **make sandwiches cold**. If you need more storage space for sandwiches, use your freezer.
- Only TSP coolers must be used for transit to non-profit organizations and the contents kept at or below 40° F. The Sandwich Project will provide you with thermometers. If you drive sandwiches, go directly to your drop-off location, and make sure that your sandwiches are put into a refrigerator.
- If it is necessary to use coolers when volunteers drop-off food at your home, the sandwiches must stay in the cooler for no more than 5-10 minutes before you refrigerate them. It is important for volunteers to text or call you **before** they put the sandwiches in the cooler. If the temperature outside reaches 80° F coolers must **not** be used for storage of sandwiches at all. Instead, set your collection hours for times you will be home. Using a remote garage opener is ideal if you cannot meet someone at the door.
- Always keep coolers closed and in a shaded area. When using velcro sealed coolers make sure they are tightly closed. Hot air is the enemy of safe food.
- Pack coolers full (unlike refrigerators that need air to circulate, coolers should not have excess air).
- If you will be transporting sandwiches, please keep coolers in your back seat to benefit from additional air flow in the car. Car trunks can get very hot.

- The best way to use ice packs in coolers is to **maximize contact** between sandwiches and ice packs. **Here is an example:**



Add ice packs/sheets above the sandwiches before closing the cooler.



References

[USDA: Safe Handling of Take-Out Foods](#)

[FDA: Are You Storing Food Safely?](#)

Additional Information

Website: thesandwichproject.org

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