

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

The purpose of this document is to establish safety standards for the handling of food donated by The Sandwich Project (TSP) to recipient organizations.

Rules for Food Distribution

- TSP delivers and serves food **only** to non-profit organizations.
- **Deli sandwiches are intended for immediate consumption once delivered to individuals. Do not** give individuals more than they can consume or refrigerate right away. Properly stored sandwiches must be **consumed** within two days of receipt by your organization.
- Do not serve food donated by TSP to anyone who has **any food allergies**.
- Do not serve deli sandwiches to anyone who is **pregnant**.

Rules for Refrigeration

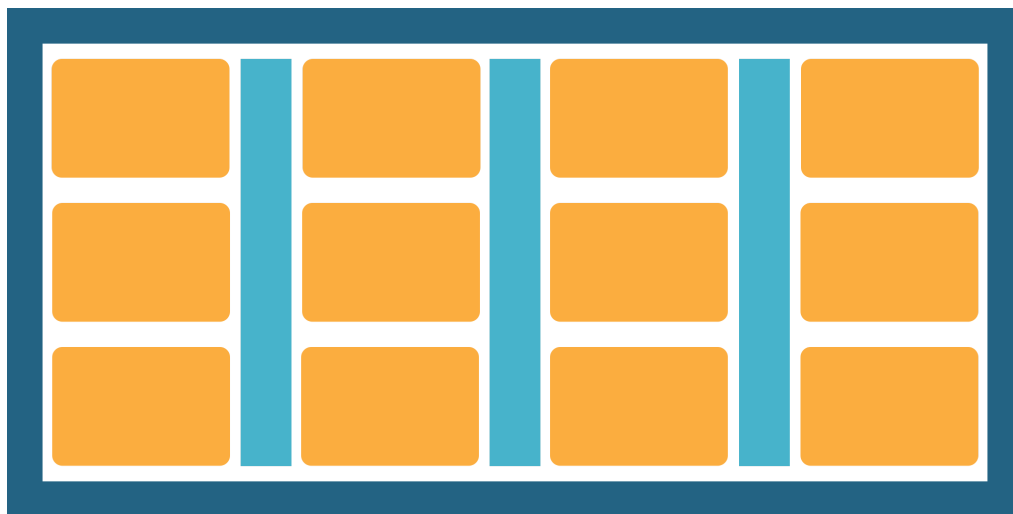
Perishable food can make you very sick **even if it does not look, smell, or taste spoiled**. Bacteria are especially **dangerous to people that are immune compromised, adults over 65, or children**. **When in doubt, throw it out!**

- Use a dedicated refrigerator. Keep your refrigerator **clean**.
- Food must be refrigerated **immediately** upon receipt. **Never** overpack refrigerators. Cold air must circulate around refrigerated food to keep it properly chilled.
- It is critical to refrigerate deli sandwiches at or below 40° F.

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 store sandwiches 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.
- Coolers are for transit and immediate distribution of sandwiches. **Do not** use coolers to store sandwiches. Coolers should **never** be left in direct sunlight.
- If your organization picks up food from a TSP host, you must bring your own coolers and ice packs. Coolers used for transit must be kept at or below 40° F. The Sandwich Project will provide thermometers upon request. After pick-up, **take sandwiches directly to your facility and refrigerate immediately**.

- Pack coolers **full**. Unlike refrigerators which require that air circulates, coolers **must not** have excess air. Keep coolers closed at all times. Hot air is the enemy of safe food.
- When it is above 80° F outside, do not use coolers (except for transport), use only refrigerators.
- 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



Recipient Organizations

Website: thesandwichproject.org

Email: info@thesandwichproject.org

By signing this document:

You agree that you will comply with all TSP rules, policies, and procedures, and with all applicable local, state, and federal laws, rules, regulations, and policies during transport, refrigeration, and distribution of sandwiches.

You agree that once you take possession of TSP sandwiches and other food, your organization accepts full responsibility for complying with all local, state, and federal laws.

Name

Title

Organization Name

EIN Number