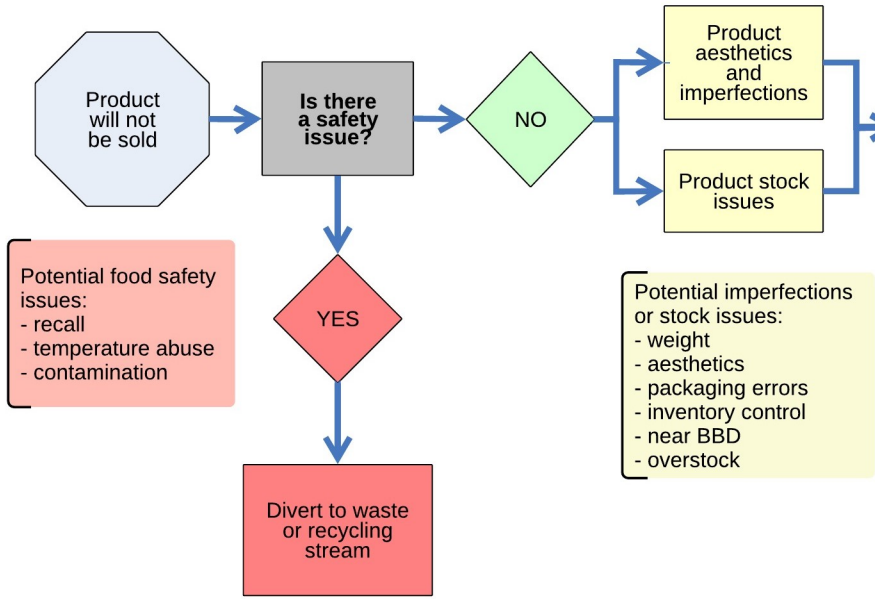
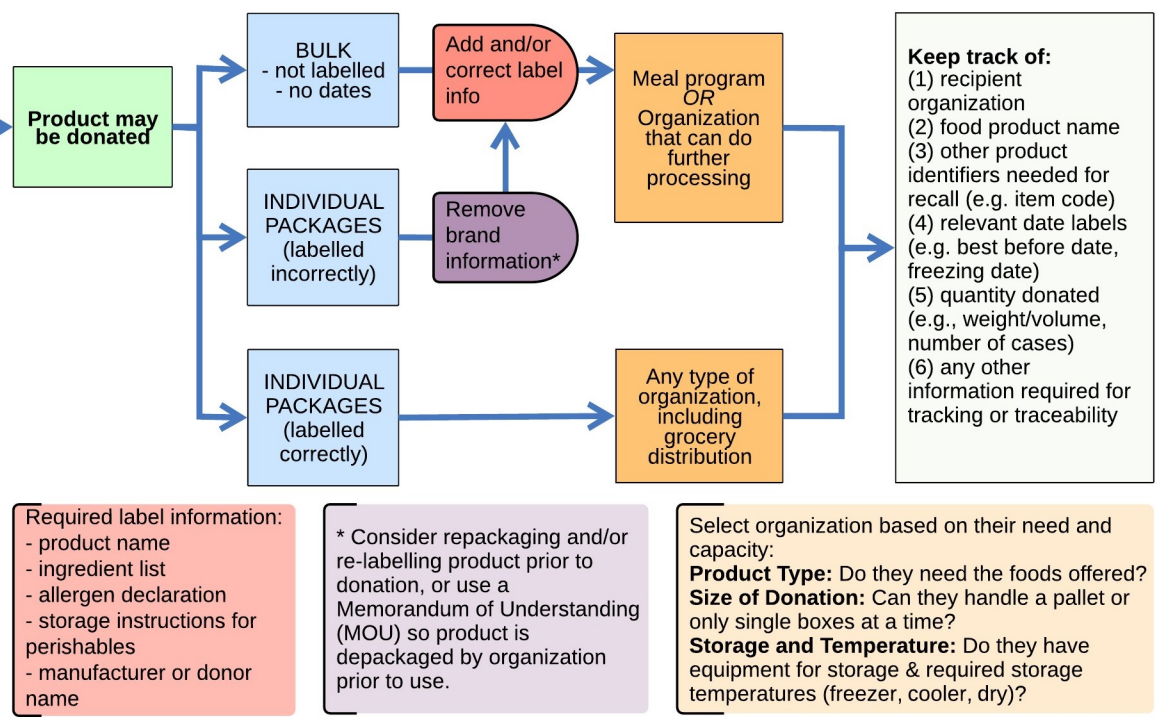


### Step 1 – Determine if product is donatable



### Step 2 – Identify an organization to offer the donation



### Step 3 – Keep records

- Keep track of:**
- (1) recipient organization
  - (2) food product name
  - (3) other product identifiers needed for recall (e.g. item code)
  - (4) relevant date labels (e.g. best before date, freezing date)
  - (5) quantity donated (e.g., weight/volume, number of cases)
  - (6) any other information required for tracking or traceability