

Food Recovery Agreement

The Food Recovery Agreement outlines the terms, conditions, and expectations between the following organizations to execute an Edible Food Recovery partnership:

_____ (the "Donor" or "Food Generator") and _____ (the "Food Recovery Organization")

Donor name:
Donor address:
Donor phone:
Donor email:
Donor Point of Contact:

Food Recovery Organization name:
Food Recovery Organization address:
Food Recovery Organization phone:
Food Recovery Organization email:
Food Recovery Organization Point of Contact:

_____ and _____ agree to establish and follow guidelines regarding the donation category, quality, volume, safety, and pickup schedule. Both parties agree to notify each other in advance if the pickup schedule is impacted due to delays, lack of product or staff availability, holiday and/or miscellaneous closures, etc.

1. The Donor agrees to do the following:

- a) Make edible food available for pickup ____ per week
- b) Types of food the food recovery organization has consented to receive from your business:

- c) Review donation guidelines with staff and provide only donations not precluded under guidelines.
- d) Prepare donations before the pickup window begins.
- e) Stage donations in food grade containers in accessible, food safe areas before the pickup window begins.
- f) Maintain proper food safety, temperature, and storage conditions to maintain integrity of the food before and during the collection/delivery.
- g) Acknowledge and begin assisting Food Recovery Organization within 20 minutes of its arrival within the pickup window.

2. Food Recovery Organization agrees to do the following:

- a) Ensure Food Recovery Organization staff and volunteer(s), picking up donations are trained in safe food handling.
- b) Maintain the prearranged schedule and arrive within the pickup window.
- c) Wear easily recognizable clothing and/or identification.
- d) Use active or passive (thermal blankets and/or coolers) temperature control while transporting perishable donations.
- e) Provide donation acknowledgement at pickup.
- f) Record all donations received in pounds (lbs).

- g) Provide donation volume summaries monthly or upon request
- h) Communicate to the Donor of any changes to the general guidelines in a timely manner.

Either party may decline to accept or offer donations, which do not fit the terms of the agreement. If the terms of the agreement are violated, either party may reevaluate or end the partnership.

As a donation partner in the Edible Food Recovery program, the Donor named agrees to the responsibilities outlined above.

Signature (Donor Representative)

Signature (Food Recovery Organization Representative)

Print Name / Title

Print Name / Title

Date

Date