

## **PROCEDURES TO BE ADOPTED FOR RESTAURANTS/CATERING SERVICES/EVENTS**

This list is simply indicative: those engaged know their products and whether they can be safely donated better than anyone else.

An item on the list, even though it is on the list, may not be appropriate for donating for a variety of reasons.

The donor is the one who knows best what should in fact be donated.

### **1. IDENTIFICATION**

- Donation of food products coming from catering services/events.
- Occasional collections - Collection in which, as a result of events or other occasional situations, the donating agency needs to inform the institution that there are additional quantities of foods for donation.

### **2. PURPOSE**

- Maintain a permanent programme of combating the wastage of foods that are still appropriate for human consumption, directing them to Social Agencies or whoever needs them;
- Place surplus food products which are still of sufficient quality and wholesomeness to be consumed, at the disposal of the Agencies;
- Encourage and promote voluntary action as a means of participation in food waste reduction and community development;
- Achieve the best possible guarantee of quality and wholesomeness of a food products in each phase of the process of production, storage, packaging and labelling to the point of its donation in compliance with legal requirements, namely the HACCP system.

### **3. SELECTION OF PRODUCTS FOR DONATION**

- As a rule, all foods that have remained in the kitchen may be made use of, provided that they have not been exposed to possible contamination.
- In the case of foods that have been placed on tables and are in direct contact with the public, the following precautions must be taken:
  - Foods collected from buffets should be consumed at the next meal; it is a good practice not to exceed 12 hours after its collection (it is recommended that food from lunch should be consumed at dinner in the same day, if the food it's from dinner it is recommended that it should be consumed during lunch the following day);
  - In the case of foods displayed while hot, the temperature of the bain-marie must ensure that the foods are at temperatures of 70°C or above;



- In the case of foods displayed while cold, it must be guaranteed that they have been maintained at a temperature of 5° or less;
- In these last two cases, the period of display must not be greater than 3 hours or an alternative period of time which has been validated through an HACCP study by the company responsible for the catering service; if the catering service cannot ensure the maintenance of the display temperatures defined (for foods that require controlled temperatures, either hot or cold) the display period of these foods must be shorter:
- After the period of display, the food should be taken immediately to the kitchen where it must be packed in order to be protected from any contamination, and stored in cold conditions;
- These foods must not be delivered to users for consumption at home, they must be consumed at the receiving institution itself, as a means of guaranteeing its consumption within a maximum of 12 hours after its collection.

**FOOD PRODUCTS WHICH MUST NOT BE COLLECTED FOR DONATION, GIVEN THEIR GREATER HEALTH RISKS:**

- Foods which include raw or undercooked ingredients (e.g. sushi);
- Foods prepared or made from eggs whose cooking temperature don not reach 70–75°C (e.g. scrambled eggs, omelettes, fried eggs, poached eggs, desserts made with raw eggs);
- Seafoods.

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**4. COLLECTION POINT**

- Declaration of responsibility by the restaurant/catering service guarantying D the production of the cooked dishes and desserts in compliance with the legal requirements;
- Licence of the establishment where the service or event takes place, in compliance with legislation in force;
- Food safety procedures based on the HACCP principles, and respective flexibility, are created, implemented and abided by, in compliance with the provisions of Regulation (EC) nº852/2004, of 29 of April, concerning the rules for food hygiene, and its amendments.

**5. TRANSPORT**

See DARIACORDAR list of procedures.

**6. RESPONSIBILITIES of the Receiving Agency**

**REHEATING:**

- See DARIACORDAR list of Procedures
- Do not reheat foods more than once;



**DISTRIBUTION: ONLY FOR CONSUMPTION IN THE RECEIVING AGENCY:**

- Serve the meals immediately after reheating or place in bain-marie (temperature-regulated so that the water reaches around 90°C; ensure that the food container is in contact with the water in the bain-marie).
- The foods placed in bains-marie or displayed must be covered with lids or protected to prevent contamination from outside.
- Reject foods that have been displayed but not consumed (no foods that have been reheated but not consumed can be made use of).
- Keep cold desserts in refrigeration until they are to be consumed.