

A. PROCEDURES FOR FOOD DONATED BY LARGE ESTABLISHMENTS			
TYPE OF FOOD PRODUCT	PROCEDURES TO FOLLOW		
	COLLECTION POINT	TRANSPORT	RECEIVING CHARITY
<p>1). Non pre-packed, cooked dishes and desserts</p>	<ul style="list-style-type: none"> – Supplier’s statement of responsibility that the preparation of the cooked dishes and desserts has been in accordance with legal requirements: <ul style="list-style-type: none"> • Prepared in an establishment properly licensed for the purpose; • Food safety procedures implemented, created and maintained, based on HACCP principles with the respective flexibility, as laid down in Regulation (EC) 852/2004, of 29 April, concerning food hygiene rules. 	<ul style="list-style-type: none"> – Transport of cooked dishes and desserts in tightly closed, insulated containers. – Ensure that the food temperature remains constant (recommends: temperature loss of no more than 1° per hour). – The vehicles must have a closed goods compartment and be clean and in good repair. – Ensure that the vehicles only carry only food, where this would otherwise result in contamination. 	<ul style="list-style-type: none"> – RECEPTION <ul style="list-style-type: none"> – Ensure that food has no direct contact with the pavement, and that the reception facilities and personnel are in a good state of hygiene. – Ensure the existence of a temperature control plan, to ensure the safety of products on the premises (see Table 1). – Ensure the storage capacity for the products (each charity should evaluate their storage capacity). – CONSERVATION <ul style="list-style-type: none"> – Ensure older products are placed ahead of the more recent (stock rotation rule - "first in, first out", respecting the expiry date printed on the label). – Ensure the maintenance of the temperature of the food: <ul style="list-style-type: none"> • Hot dishes – in a bain-marie or oven. • Cold dishes – in a refrigerator. – Avoid that cooked dishes are frozen.



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1). Non pre-packed, cooked dishes and desserts			<ul style="list-style-type: none"> – REHEAT – Ensure reheating conditions in Table 1. – Do not reheat food more than once. <ul style="list-style-type: none"> – DISTRIBUTION <p><u>Serving at the charity</u></p> <ul style="list-style-type: none"> – Serve immediately after reheating meals or put in a bain-marie (set at a water temperature of about 90°C; ensure that the tray with the food touches the water.). – Foods placed in a bain-marie or exposed should be covered with lids or protected to avoid outside contamination. – Discard food that has been exposed and not consumed. – Keep cold desserts refrigerated until consumed. <p><u>Dishes reheated and delivered to users for consumption at home.</u></p>
			<p>Inform users that the food has been reheated and should be consumed as soon as possible and must not be cooled or reheated again.</p>

Table 1: Stages in food handling and Safe Recommended Temperatures



Phase of food handling	When to check the temperature	Recommended safe temperatures
RECEPTION	Where food is delivered.	<ul style="list-style-type: none"> – HOT COOKED MEALS - Minimum temperature in the middle of the food, above 65°C.7
CONSERVATION	<p>Refrigerated foods - check the equipment minimum once a day.</p> <p>Hot foods - check the food temperature during conservation in bain-marie or oven, at least at the beginning and end.</p>	<ul style="list-style-type: none"> – COLD COOKED MEALS - minimum temperature at the middle of the food, below 5°C. – REFRIGERATED DESSERTS – minimum temperature below 5°C. – FROZEN DESSERTS - minimum temperature at or below -18°C.
REHEAT	Always when reheating food.	Minimum temperature in the middle of the food 70°C for 2 minutes.
EXPOSED FOOD	<p>Hot food - check the food temperature during the exposure period, at least at the beginning and the middle of the exposure period (Check the temperature of the bain-marie. The water temperature should be about 90°C. Ensure that the tray with the food touches the water. Avoid exposure for more than 2 hours.</p> <p>Cold food - check the temperature of the cooling unit at least 2 times a day (at the beginning and end of the day).</p>	<ul style="list-style-type: none"> – HOT COOKED MEALS - Minimum temperature in the middle of the food, above 65°C. – COLD COOKED MEALS - minimum temperature in the middle of the food below 5°C. – REFRIGERATED DESSERTS - minimum temperature below 5 ° C. – FROZEN DESSERTS - minimum temperature at or below -18 ° C.

Note: Table 1 shows the temperatures generally accepted in good practice with the recommended time period required, where appropriate.



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Directorate-General for Food and Veterinary (DGAV)

B . PROCEDURES FOR FOOD DONATED BY LARGE ESTABLISHMENTS			
TYPE OF FOOD PRODUCT	PROCEDURES TO FOLLOW		
	COLLECTION POINT	TRANSPORT	RECEIVING CHARITY
2) . Pre-Packed Food products	<ul style="list-style-type: none"> – Supplier’s statement of responsibility that the products are donated from establishments that meet the general food hygiene requirements laid down in Regulation (EC) 852/2004 and the specific provisions of Regulation(EC) 853/2004, and that the products are properly packaged, labelled and within their dates for safe consumption. 	<ul style="list-style-type: none"> – Ensure that the temperature of foods that require special storage conditions remains constant. – The vehicles must have a closed goods compartment and be clean and in good repair. – Ensure that the vehicles carry only food, where this would otherwise result in contamination. 	<ul style="list-style-type: none"> – RECEPTION – Ensure that food does not come into direct contact with the pavement, and that the reception facilities and personnel are in a good state of hygiene. – Ensure the existence of a plan to control temperatures (check the food with special storage conditions). – Ensure the storage capacity for the products (each charity should evaluate their storage capacity). – CONSERVATION – Ensure older products are placed ahead of the more recent (stock rotation rule - "first in, first out", respecting the expiry date printed on the label). – Ensure the maintenance of the temperature of the food. – DISTRIBUTION – Inform users that the food has been reheated and should be consumed immediately and must not be cooled or reheated again.



C. PROCEDURES FOR FOOD FROM CATERERS AND EVENTS				
TYPE OF FOOD PRODUCT	PRODUCTS WHICH ARE DISCOURAGED OR PROHIBITED	PROCEDURES TO FOLLOW		
		COLLECTION POINT	TRANSPORT	RECEIVING CHARITY
Non pre-packed, cooked dishes and desserts	<p>As a rule, all foods that have been exposed and were in direct contact with the public, should not be reused, i.e. food can only be donated that has not left the kitchen. (Note: 'exposed' means it has been in direct contact with users).</p> <p>In addition, some foods should not be donated, as they are hazardous in terms of health safety:</p> <ul style="list-style-type: none"> – Foods which contain raw or undercooked ingredients. – Shellfish 	<ul style="list-style-type: none"> – Statement of responsibility of the establishment guaranteeing the preparation of the cooked dishes and desserts was in accordance with legal requirements; – License of the establishment where the event is taking place, according to current legislation; – The food safety procedures implemented, created and maintained are based on HACCP principles, as laid down in Regulation (EC) 852/2004, of 29 April, concerning food hygiene rules. 	<ul style="list-style-type: none"> – Procedures are as in Table A. 	<ul style="list-style-type: none"> – Procedures are as in Table A.

