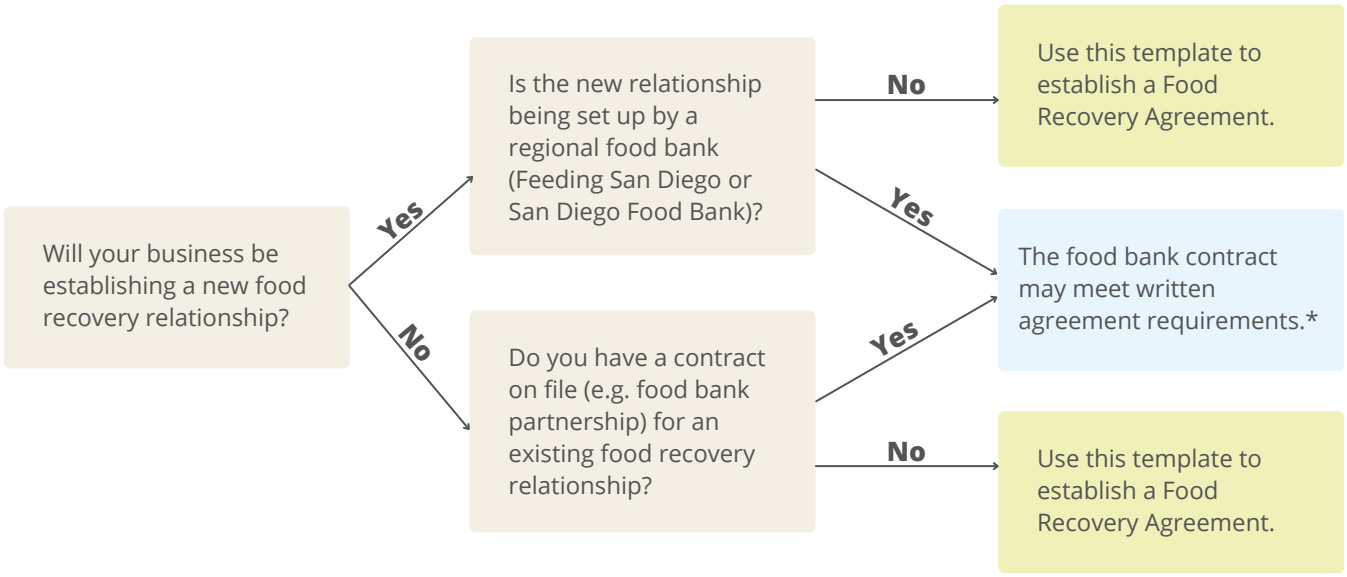
Food Recovery Agreement Template

SB 1383 regulation requires Tier 1 and Tier 2 Generators to hold a written agreement with food recovery organizations and/or services that will be recovering their excess edible food. This document is a food recovery agreement template to help businesses fulfill this requirement.

As a Tier 1 or Tier 2 Generator, does my business need to fill out this template?



*If a food donor has a relationship (corporate or otherwise) with a regional food bank, and that food bank has direct contracts with food recovery agencies, these existing contracts are sufficient to meet the conditions and requirements of Section 18991.3 of SB 1383 regulation. **The food donor will be required to obtain and maintain a copy of this contract to be in compliance with the recordkeeping requirements outlined in Section 18991.4 of the regulation.**

How should my business use this template?

After reading and signing the acknowledgements below, complete the worksheet on the back side of this document. There are two columns – one for the food donor to fill out, and the other is to be completed by the food recovery organization or service that will be recovering the donated food.

Acknowledgments and Signatures

- **Documentation and Recordkeeping:** A physical, hard copy of this completed form must be kept on-site to be in compliance with the recordkeeping requirements outlined in Section 18991.4 of SB 1383 regulation.
- **Food Safety:** All food recovery activities will be executed in compliance with all federal, State, and local regulations for safe food handling.
- **Donation Dumping:** The food donor identified in this agreement certifies that they will not knowingly provide unusable or inedible food, force food recovery after capacity has been reached, or intentionally deliver food outside of the agreed upon food recovery windows ("donation dumping").

Food Donor Signatory *Date*

Food Recovery Organization Signatory *Date*

Food Recovery Agreement Template

This table is to be completed by both the Food Donor and Food Recovery Organization in their respective sections.

Contact Information

	Food Donor	Food Recovery Organization
Organization Name		
Primary Contact		
Hours of Operation		

Indicate the estimated quantity (in pounds) **per week** your organization could donate/recover. If you cannot donate/recover a certain food type, please enter '0'

Types and Quantities of Food (per week)

Non-perishable (Shelf stable packaged food)		
Perishable (E.g. fresh produce, dairy, meat, etc.)		
Prepared (Hot, cold, or frozen prepared food)		
Other _____ _____		

Food Recovery Logistics

These questions are to be completed collaboratively.

How often will food be recovered?

- ☐ As Needed/On Call
- ☐ Daily
- ☐ Weekly
- ☐ Other: _____

Food will be recovered via:

- ☐ On-site pick-ups: the food recovery organization/service will travel to the food donor site, pick-up the food, and transport it back for distribution.
- ☐ Self-haul: the food donor will transport and deliver the food to our organization

Food will be recovered on the following days and times:

Tip: Use the hours of operation in the table above to determine a schedule.

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This table is to be completed by both the Food Donor and Food Recovery Organization in their respective sections.

		Food Donor	Food Recovery Organization
Contact Information	**Organization Name**		
	Address		
	Primary Contact		
	Hours of Operation		

Indicate the estimated quantity (in pounds) **per week** your organization could donate/recover. If you cannot donate/recover a certain food type, please enter '0'

Types and Quantities of Food (per week)	**Non-perishable** (Shelf stable packaged food)		
	Perishable (E.g. fresh produce, dairy, meat, etc.)		
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