

Food Donations

Donating food is a valuable way to reduce waste and support communities. However, food safety is essential to protect those who receive donated food. Food law sets clear rules to ensure donated food is safe.

This section covers food donation requirements which must be addressed by every food business donating food (food donor) and every food business receiving food donations (food donation receiver). You should be aware that donating or receiving food may introduce additional food handling activities which could affect other parts of your business operations. These may include, for example, freezing food, defrosting food donations, storing food donations, cooking or managing food allergens.

Note: This section should be used alongside the rest of the Safe Catering Pack. It does not replace the need to complete other relevant sections of the pack. Refer to those sections where appropriate.

Food Donor

A food donor (referred to as the donor) is a food manufacturer, wholesaler, caterer, retailer or other type of food business that donates food to a charity or similar organisation. Food businesses can redistribute or donate surplus food to charities as long as the food is in an acceptable condition, safe to eat and correctly labelled.

If donating food introduces a new step to your usual food handling activities (for example chilling cooked food specifically for donation), this must be included in your Safe Catering Pack and risk assessed using the relevant sections such as 'Additional Steps' in Section 3.

Note: If you donate food to other food businesses, you should seek advice from your local Environmental Health Officer as additional legal requirements may apply. For example, donating foods of animal origin to other food businesses may require approval from your local district council.

Food Donation Receiver

A food donation receiver, (referred to as the receiver) is a food business such as a charity or other non-profit food business that receives food donations.

As a receiver of food donations, you must assure yourself that the food you are receiving is safe to eat.

Examples of food

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Donor checklist

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
Food is not safe to eat/use.	Make sure donated food is within its use-by date and shows no signs of spoilage or other conditions that could make the food unsafe. ☐ I do this	Check the use-by date and inspect food for signs of spoilage (look, smell, feel). ☐ I do this	Do not donate food that is past its use-by date or shows signs that it may be unsafe.
	Make sure donated food has a durability date where applicable (see advice on 'Use-by/best-before dates' on page 20 of this supplement). ☐ I do this	Check that donated food is clearly marked with a use-by or best-before date where required. ☐ I do this	Do not donate food that should carry a use-by date if this information is missing, unclear or incorrect. Where possible correct the labelling before donation.
	If donating food past its best-before date, ensure it remains safe and of acceptable quality. The food must be free from signs of spoilage (mould, odour etc) and fit for consumption. Ensure packaging and labelling are intact. ☐ I do this	Check food for signs of spoilage (look, smell, feel). ☐ I do this	Do not donate food with signs of spoilage.

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
	Make sure donations are clean and free from damage that could make the food unsafe (for example, swollen packs or badly dented cans, seals on jars that aren't intact, broken jars etc). ☐ I do this Avoid donating food which has been previously reheated. ☐ I do this	Check packaging for damage/condition that could compromise food safety. ☐ I do this Confirm whether food has been previously reheated. ☐ I do this	Do not donate food if damaged or dirty packaging compromises food safety. Where food has been previously reheated, it should not normally be donated. Use the food immediately where safe to do so, or dispose of it if it cannot be used safely.
Growth of food poisoning bacteria in chilled or frozen food.	Chilled food intended for donation must be kept below 8°C. ☐ I do this	Measure the temperature of the food by: - taking the temperature of a 'dummy' food (e.g. pre-packed jelly or water). - measuring core or surface temperatures of food in fridge/freezer. (Sanitise the probe before and after use.) ☐ I do this (Record on SC2, Section 5)	If the temperature of chilled food is recorded above 8°C, then: - decide if food is safe to use or if it should be rejected. This will depend on the time and temperature the food has spent above 8°C. Seek advice from your Environmental Health Officer if necessary. - check and adjust refrigeration equipment as required, re-check temperature and record.

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
	Frozen food intended for donation should be stored at or below -18°C. ☐ I do this	Measure the air temperature by: - placing a temperature probe inside the chill unit. ☐ I do this - looking at the temperature on the display gauge (cross-check periodically using a temperature probe). ☐ I do this (Record on SC2, Section 5) Check frozen food shows no signs of defrosting. ☐ I do this Observe staff practices. ☐ I do this	Any frozen food intended to be donated in a frozen state that show signs of defrosting must not be donated as frozen food. Provide additional supervision, training, and/or retraining for staff.
Growth of food poisoning bacteria and/or loss of traceability or incorrect food information after freezing.* *See further advice on freezing food for food donation in 'Advice on Food Donation' on page 20 of this supplement.	Store frozen food intended for donation in frozen storage. ☐ I do this	Check that your freezer is operating at a temperature of at least -18°C by: Measuring the air temperature: placing a temperature probe inside the unit. ☐ I do this	If frozen food shows signs of defrosting, do not refreeze. Use immediately if safe or dispose of it.* *Refer to Section 3, page 14, for advice on frozen storage.

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
	Freeze chilled or ambient food intended to be donated frozen as quickly as possible to -18°C. * Refer to Section 3, pages 45–48, for advice on 'Cooling and Freezing' ☐ I do this	looking at the temperature on the display gauge (cross-check periodically using a temperature probe). ☐ I do this	
	Record date of freezing on the label or by other means. ☐ I do this	measuring surface temperatures of food in fridge/freezer. ☐ I do this Check that: - the date of freezing is recorded; and - any food frozen from chilled has clear and accurate information for the frozen product (for example, storage or use instructions still make sense). ☐ I do this	If the freezing date is missing, unclear, or the information is no longer correct: - do not donate or supply the food; - update the label or identification so it is clear and accurate; or - dispose of the food if this cannot be done safely.

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
	Where pre-packed chilled food is frozen, ensure the labelling continues to provide clear and accurate information for the frozen product. For example, the original use-by date or instructions for use may no longer be applicable once the food has been frozen. ☐ I do this		
	Where necessary, amend the instructions to reflect safe handling, for example by specifying defrosting conditions and a time limit for use after defrosting (e.g. 'defrost under refrigeration and use within X hours'). ☐ I do this		Dispose of unsafe food. Provide additional supervision, training, and/or retraining for staff.
	Do not freeze food past its use-by date. ☐ I do this	Confirm food was not frozen past its use-by date. ☐ I do this	
	Do not freeze food that has been previously frozen. ☐ I do this	Confirm food has not been previously frozen. ☐ I do this Observe staff practices. ☐ I do this	

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
Unsuitable transport conditions causing the food to become unsafe.* *Refer to and complete the 'Transport and Distribution' step in Section 3, page 57.	Make sure the delivery vehicle is clean. ☐ I do this Make sure food donations are packed to maintain safe temperature or use a temperature-controlled vehicle. ☐ I do this Make sure food has been packed in a way which keeps raw and ready-to-eat food separated to avoid cross-contamination. ☐ I do this Make sure food is protected during transportation using clean food grade containers/packaging. ☐ I do this	Check the delivery vehicle is clean. ☐ I do this Check food temperatures following transportation. ☐ I do this Check that raw and ready-to-eat food remain separated. ☐ I do this Check packaging/containers for signs of damage or contamination. ☐ I do this	Use clean and appropriate transport for donations. Dispose of unsafe food and follow temperature guidance in this Safe Catering Pack. Provide additional supervision/training and/or retraining of staff.

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
Allergen cross-contamination in pre-packed food.* *Refer to Section 3, page 73, for 'Advice on Food Allergies'. Seek advice from your Environmental Health Officer if necessary.	Make sure that food containing allergens is transported in a way that prevents allergen cross-contamination of other food. ☐ I do this	Check condition of packaging and food for signs of damage or leakage of products containing allergens. ☐ I do this Check that food containing allergenic ingredients is stored/transported in such a way as to prevent cross-contamination of other food without those allergens. ☐ I do this Observe staff allergen handling practices. ☐ I do this	If a food has been contaminated with an allergen or the allergen status is unknown, assess whether the allergen information can be safely and accurately provided to the food donation receiver (in the required format). Where this cannot be guaranteed, the food must be considered unsafe for allergic consumers and should not be donated. Seek advice from your Environmental Health Officer if necessary. Provide additional supervision/training and/or retraining of staff.

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
Allergen cross-contamination in loose food.* *Refer to Section 3, page 73, for 'Advice on Food Allergies'. Seek advice from your Environmental Health Officer if necessary.	Make sure loose food containing allergens is stored/transported in a way that minimises the risk of cross-contamination. ☐ I do this Make sure information has been provided by the donor about what allergens are present in the donated food. ☐ I do this	Check that food containing the allergenic ingredients are stored/transported in such a way as to prevent cross-contamination of other food without those allergens. ☐ I do this Check packaging and the condition of food for signs of damage or leakage of allergens. ☐ I do this Observe staff allergen handling practices. ☐ I do this	If a food has been contaminated with an allergen or the allergen status is unknown, assess whether the allergen information can be safely and accurately provided to the food donation receiver (in the required format). Where this cannot be guaranteed, the food must be considered unsafe for allergic consumers and should not be donated. Seek advice from your Environmental Health Officer if necessary. Provide additional supervision/training and/or retraining of staff.
Loss of traceability.	Make sure records are in place to trace food that is donated one-step-forward and one-step-back.* ☐ I do this *See further advice on 'Traceability' in Section 3, pages 7 and 60.	Monitor and review traceability records ☐ I do this Ensure staff keep/complete records accurately. ☐ I do this	Provide additional supervision/training and/or retraining of staff.

Examples of food

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Donation receiver checklist

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
Food is not safe to eat/use.	Receive donations from a reputable donor and maintain a list of donors (see 'Suppliers list' in Section 3, page 9). ☐ I do this	Check donations have come from a reputable donor and are registered with their local council. * *While low risk items like unopened tins or dried goods may be accepted from the public, higher risk food that requires refrigeration (e.g., cooked or prepared meals) should only be accepted from donors registered with their local district council. Seek advice from your Environmental Health Officer if necessary. ☐ I do this	Do not accept food from non-reputable or unregistered donors. Reject food donations if you believe the food is unsafe or spoiled and review the issue with the donor.
	Check all food is within its use-by date and don't accept food past its use-by date. ☐ I do this	Check use-by dates. ☐ I do this	Do not accept food donations which are past their use-by date. Food that has been frozen before its use-by date may be accepted but only if it is clearly labelled with the date of freezing.

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
	If receiving food past its best-before date, ensure it remains safe and of acceptable quality. The food must be free from signs of spoilage (mould, odour etc) and fit for consumption. Ensure packaging and labelling are intact. ☐ I do this Do not accept food with no use-by date or best-before date (excluding fresh fruit and vegetables, vinegar, cooking salt, solid sugar (and sugar confectionary), and products normally consumed with 24 hours of being made e.g. baked goods. Seek advice from your Environmental Health Officer if necessary. ☐ I do this Make sure donations are clean and free from damage that could make the food unsafe (for example, punctured packaging, swollen packs or badly dented cans) and that seals are intact and unbroken on bottles and jars. ☐ I do this	Inspect food for signs of spoilage (look, smell, feel) e.g. visual signs of spoilage (mould) and odour. ☐ I do this Check for durability dates where applicable. ☐ I do this Check packaging/containers for signs of damage or contamination that could make the food unsafe. ☐ I do this	Do not accept food where packaging damage, lack of protection or contamination could make the food unsafe, including food that is visibly contaminated or leaking. Provide additional supervision, training, and/or retraining for staff involved in food donation receipt activities.

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
Growth of food poisoning bacteria in cold food due to inadequate temperature control, or unsuitable transport conditions, causing the food to become unsafe.* (Refer to and complete the 'Purchase, Delivery/ Receipt, Collection' step in Section 3, page 5. For 'Storage' and other relevant steps, ensure you have completed the relevant parts of the Safe Catering Pack in Section 3).	Before you accept food make sure you have adequate space to store it at the correct temperature. ☐ I do this Make sure donated chilled ready-to-eat food is delivered below 8°C and placed in cold storage immediately. ☐ I do this Make sure frozen food is delivered fully frozen and placed in frozen storage immediately to maintain a temperature of at least -18°C. ☐ I do this Make sure the delivery vehicle is clean. ☐ I do this Make sure food has been packed in a way which keeps raw and ready-to-eat food separated to avoid cross-contamination. ☐ I do this	Check you have sufficient space to store food safely. ☐ I do this Check temperature of chilled food. ☐ I do this (Record on SC1, Section 5) Check frozen food is not defrosting. ☐ I do this (Record on SC1, Section 5) Check the delivery vehicle is clean. ☐ I do this Check raw and ready-to-eat food have been kept separate. ☐ I do this	Do not accept food unless you have sufficient space to store it safely. Do not accept chilled food if the temperature is greater than 8 °C. Do not refreeze food intended to be donated frozen if it shows signs of thawing, or use immediately if safe and below 8°C. Do not accept food donations if you think they are unsafe and review with supplier. Do not accept food that may be unsafe due to unsuitable transport conditions.

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
	Make sure food has been protected during transportation using clean food grade containers/packaging. ☐ I do this Make sure deliveries are received while the premises is open and by a trained member of staff. ☐ I do this	Check packaging/containers for dirt, damage or contamination. ☐ I do this Confirm food was accepted by staff while the premises was open. ☐ I do this	Do not accept food that has been left outside or unattended. Provide additional supervision, training, and/or retraining for staff carrying out food donation receipt activities.
Allergen cross-contamination in pre-packed food.* *Refer to Section 3, page 73, for 'Advice on Food Allergies'. Seek advice from your Environmental Health Officer if necessary.	Make sure pre-packed food is intact, not damaged or leaking, and does not pose a risk of allergen cross-contamination. ☐ I do this	Check packaging and containers for signs of damage or leakage of allergenic food. ☐ I do this Check that food has been transported in a way which prevents allergen cross-contamination with other food. ☐ I do this	If a food has been contaminated with an allergen or the allergen status is unknown, assess whether accurate allergen information can be safely and correctly provided (in the required format). If this cannot be guaranteed, the food is unsafe for allergic consumers and should not be accepted. Seek advice from your Environmental Health Officer if necessary.

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
		Observe staff allergen handling practices. ☐ I do this	Discuss allergen controls and information with the donor. Provide additional supervision/training and/or retraining of staff.
Allergen cross-contamination in loose food.* *Refer to Section 3, page 73, for 'Advice on Food Allergies'. Seek advice from your Environmental Health Officer if necessary.	Inspect loose donations for allergen cross-contamination. ☐ I do this Make sure information has been provided by the donor about what allergens are present in the donated food. ☐ I do this	Carry out checks of loose food donations for possible contamination. ☐ I do this Check that the allergen information provided with the loose food is correct. ☐ I do this Instruct and monitor staff to make sure they understand how to check allergen information and inform them of the dangers of incorrectly declared allergens to consumers. ☐ I do this	If a food has been contaminated with an allergen or the allergen status is unknown, assess whether accurate allergen information can be safely and correctly provided (in the required format). If this cannot be guaranteed, the food is unsafe for allergic consumers and should not be accepted. Seek advice from your Environmental Health Officer if necessary. Discuss allergen controls and information with the donor. Provide additional supervision/training and/or retraining of staff.

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
Loss of traceability.	Make sure records are in place to trace food that is donated one-step-back to the supplier.* *See further advice on 'Traceability' in Section 3, pages 7 and 60. ☐ I do this Keep all invoices or delivery dockets of food received. ☐ I do this Record dates, quantities and supplier details for all food donations. ☐ I do this Ensure food of animal origin (for example, meat, fish, dairy) includes required reference or batch codes. ☐ I do this	Monitor and review traceability records. ☐ I do this Instruct staff to keep all delivery documentation. ☐ I do this Instruct staff to keep up-to-date and accurate records. ☐ I do this Check that food of animal origin is accompanied by the relevant reference or batch information. Check labels or accompanying documentation to confirm the information is present and legible. ☐ I do this	Do not accept donations which are missing traceability details. Provide additional supervision/training and/or retraining of staff. Where reference of batch information is missing or unclear, request the correct details from the donor. Do not accept or use food of animal origin where required traceability information cannot be confirmed. Review donation acceptance procedures with staff. Provide additional supervision/training and/or retraining of staff.

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
Growth of food poisoning bacteria and/or loss of traceability or incorrect food information when freezing donated food.* *See further advice on freezing food in 'Advice on Food Donation' on page 20 of this supplement.	Only freeze donated food that is suitable for freezing and in an acceptable condition at the time of receipt. ☐ I do this	Carry out visual checks on receipt of donated food. ☐ I do this	Do not freeze food that is unsuitable for freezing. Use immediately or dispose of the food if not safe.
	Freeze donated chilled food as soon as possible after receipt. ☐ I do this	Check that donated chilled food is frozen as soon as possible after receipt. ☐ I do this	
	Do not freeze donated food that is past its use-by date. ☐ I do this	Check date marking on donated food before freezing. ☐ I do this	Dispose of food which has been frozen after the use-by date.
	Do not freeze donated food that has been previously frozen and defrosted. ☐ I do this	Check information provided by the donor and food labelling. ☐ I do this	Dispose of any frozen food that may be unsafe.
	Ensure food is frozen as quickly as possible to a temperature of at least -18°C. ☐ I do this	Check freezer temperature using the display gauge and cross-check periodically with a temperature probe. ☐ I do this	Review donation freezing procedures with staff.

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring Verification)	What if it's not right? (Corrective Action)
	Clearly label food with the date of freezing (do not remove the original label/durability date). I do this Ensure storage, defrosting and use instructions still make sense once the food is frozen. Where necessary, amend the instructions to reflect safe handling, for example by specifying defrosting conditions and a time limit for use after defrosting (e.g. 'defrost under refrigeration and use within X hours'). I do this	Check labels are clear and accurate and remain attached to the food. I do this	Provide additional supervision/training and/or retraining of staff.

Advice on Donations

Introduction

A food business is defined in food law as any undertaking, whether for profit or not and whether public or private, that carries out activities related to any stage of production, processing and distribution of food. This means that any business donating food, and any business or organisation receiving donated food, is considered a food business under food law.

Both the donor and the receiver must follow the same food safety rules to make sure the food is safe to eat and handled properly.

For example, where a restaurant donates leftover meals to a charity, the restaurant must ensure the food has been prepared, stored, and transported safely. Similarly, the charity receiving the food must store, handle and serve it in a way that keeps it safe for people to eat. Both parties share responsibility for preventing harm to those who eat the food.

Food donations are subject to the same legal requirements as food that is sold. Donated food must be safe to eat and kept under suitable storage conditions at all times. All food businesses, whether they donate food or receive donated food, must make themselves aware of their legal responsibilities under food legislation.

Food donors and receivers should take steps to ensure that food donations come from trusted and reputable suppliers. Donors and receivers should agree which foods are suitable or not suitable for donation, and must also ensure they have adequate storage capacity and facilities to handle food donations safely.

Food donations should undergo the same checks as purchased food, including goods-inwards checks, labelling checks and temperature checks. Checks on food donations should be recorded on the relevant Safe Catering Pack records.

Types of Food Donations

If you are donating food or receiving food donations, whether its seasonal or occasionally, you should make your local Environmental Health Officer aware.

In the table below are examples of types of food that can be donated and examples of food that should not be donated, as it may affect shelf life and safety.

Types of food donations	Safe to donate	Not safe to donate
Unsold bread and cakes	✓	
Dried, canned food in an acceptable condition	✓	
Whole fresh fruit and vegetables	✓	
Food in original, intact packaging	✓	
Refrigerated food that has been maintained at 0–8 °C (and that is within its 'use-by' date)	✓	
Frozen food that has been maintained at or below –18 °C	✓	
Portions of food prepared by a food business that has not been served to customers	✓	
Spoiled or rotten food		✗
Unlabelled food		✗
Food with damaged packaging or broken packaging		✗
Tinned food that has been dented, damaged or rusted		✗
Cooked rice		✗
Food that has been reheated		✗
Food that has been defrosted and refrozen		✗
Precut fruit and vegetables that are unpackaged		✗
Hot food*		✗

*It is not recommended to donate hot food due to the difficulty of maintaining hot food temperature at or above 63 °C during transport to the recipient business/organisation.

Hot held food may be chilled or frozen for donation provided it has not been reheated, has been cooled as quickly as possible, and placed in the fridge within two hours of cooling. Refer to Section 3 ("Cooling") for further guidance.

Where food of animal origin is donated to other food businesses, additional legal requirements may apply. You should seek advice from your local Environmental Health Officer to confirm whether your activity is permitted or requires approval.

Freezing

If you are freezing or defrosting food, you must follow the safe practices outlined in Section 3 of this guide and comply with manufacturer's instructions.

Food intended for donation may be frozen. However, practices such as freezing meat, fish, or food close to its use-by date can present food safety risks and, for products of animal origin, may be subject to additional legal requirements. If you are unsure whether freezing a particular food is appropriate or legally permitted, seek advice from your local Environmental Health Officer.

Do not freeze food after its use-by date. Freezing food on the use-by date does not extend its safe shelf life once the food is defrosted. Where food is frozen close to its use-by date and later defrosted, there is risk that it could be eaten past the intended safe shelf life, which could compromise food safety.

When freezing food intended for donation, the following requirements must be met:

- The food is suitable for freezing
- The food is in an acceptable condition at the time of freezing.
- Freeze the food as soon as possible after preparation or delivery.
- Provide clear instructions for storage, defrosting and use that are appropriate for the frozen product (e.g. thaw under refrigeration and use within a specified time).
- The product is clearly labelled with the date of freezing and the original use-by or best-before date. Where possible, the original label should be kept.
- Where food is frozen, relabelling may be required, as the nature of the product has changed. For example, the original use-by date or instructions for use may no longer be applicable to the frozen product.
- The food has not been previously frozen.

Use-By/Best-Before Dates

Foods that are highly perishable from a microbiological point of view must carry a use by date. This is the date up to which the food may be safely consumed, cooked or processed if stored correctly. It is illegal to donate food past its use by date. Examples include yoghurt, fresh meat, cheese, hummus and cream.

A best before date is used for foods where the issue relates to quality rather than safety. It indicates how long a food will retain its expected characteristics such as taste, aroma or texture when stored properly. It is legal to donate food after its best before date, provided it is safe, sound and of acceptable quality (not deteriorated in a way that affects its safety, composition or fitness for consumption). Examples include chocolate, tinned goods, cereals, jams, frozen vegetables and pasta.

Food may be donated past its best before date as long as it is safe and in acceptable condition. This does not apply to eggs, which must be used within their minimum durability date.

Donation Traceability

All food donated or received must follow the same traceability requirements set out in Section 3 of this pack (pages 7 and 60).

Catering businesses and charities providing food directly to consumers must operate a one step back traceability system. It is not necessary to record individual consumers to whom food is provided. However, where donation involves food being donated to other food businesses, the traceability records must reflect this.

The donating business must record the following information:

- the name and address of the recipient;
- identification or description of the products donated; and
- the date the food was delivered or collected.

All donations received should be recorded on SC1 (Section 5).

The following traceability information must accompany all donated food:

- the name and address of the donating food business;
- an accurate description of the product; and
- the date of delivery.

For foods of animal origin (e.g. meat, fish, eggs), additional traceability information is required, including:

- the volume or quantity of food; and
- a lot or batch identification number.

Food containing both products of plant origin and processed foods of animal origin (e.g. pepperoni pizza or ham and spinach quiche) are excluded from this requirement.

Note: Many charities ask the donating business to assist them with their one-step-back system by providing information about the food donations (e.g. by way of receipt or docket). While there is no obligation to do so, many assist receivers in this way.