*[Donor]* **Name**  *[Food Recovery Organization]* **Name**

Address, City, State Zip Address, City, State Zip

Phone / email Phone / email

*[Donor]*and *[Food Recovery Organization]*agree to establish and follow understandings regarding the donation type, volume, and pick-up schedule for donor locations. Both parties agree to make best efforts in advance if the pick-up schedule is impacted. 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 re-evaluate or end the partnership.

1. *[Donor]* **also agrees to do the following:**
	1. Review *[Food Recovery Organization]* Donation Guidelines with staff and provide only donations not precluded under General Guidelines.
	2. Will not knowingly provide unusable or unsuitable food, force or attempt to force donation after capacity has been reached, or intentionally provide food ready for delivery outside of the specified pick-up window to *[Food Recovery Organization].*Donation dumping will be reported to local jurisdiction.
	3. Scan out or remove donations from its inventory system if applicable before the pick-up window begins.
	4. Stage donations in food grade containers in accessible, food safe areas before the pick-up window begins.
	5. Assign staff member(s) to coordinate *[Food Recovery Organization]*arrival and arrange gathering of donations into one conveniently accessible loading area.
	6. In the event of a food recall, will notify *[Food Recovery Organization]*of the specifics of the recall.  All food advisories, warnings, and recalls, including voluntary recalls, must be handled in compliance with all issued local, State, and federal instructions.
2. *[Food Recovery Organization]* **also agrees to do the following:**
3. Ensure *[Food Recovery Organization]*staff and/or volunteer(s) picking up donations are trained in safe food handling.
4. Maintain the prearranged schedule and arrive within the pick-up window whenever possible. Holiday schedules may impact normally scheduled pick-up days.
5. Wear easily recognizable clothing and/or identification.
6. Use active or passive (thermal blankets and/or coolers) temperature control while transporting perishable donations more than 30 minutes from pick-up location.
7. Provide donation acknowledgement at pick-up.
8. Weigh and record all donations received.
9. Provide donation volume summaries, by date, food type, and total pounds per month.
10. Communicate any changes to Donation Guidelines in a timely manner.
11. Will promptly notify *[Donor]*of any claim of liability related to food provided by *[Donor]*or any report of illness related to, or possibly related to, food provided by *[Donor]*.

As partners in the Organics Waste Reduction Program, *[Donor]*and *[Food Recovery Organization]*agree to the responsibilities outlined above.

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 Signature / Date *[Donor]* Signature / Date *[Food Recovery Organization]*

Print Name­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        Print Name ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_