



Distribution Partner Food Storage Requirements

1. **Store food in a secure room, preventing the entry of bugs and rodents.** Check the walls, ceiling, shelf connections, and around windows and doors. Seal all gaps, holes, and cracks install a strip on the bottom of the pantry door to seal out bugs and rodents.
2. **Store all food on non-porous, easily sanitized surfaces.** Food may not be stored on bare wood, rusty metal, or shelf liner. Paint shelves with light colored, oil-based enamel paint. Re-painting may be needed once a year, depending on how much your pantry is used. The paint seals the wood or metal, and makes it easier to wash off during weekly cleaning.
3. **Store food properly.** Do not re-package **any** products. All EFB food boxes are pre-packaged to be used as supplied. Food should be stored on shelves. The bottom shelf or platform should be 6" off the floor, and food product may not be stored closer than 4" to the wall or 2' from the ceiling.
4. **Store non-food items separately from food.** Never store non-food items above or mingled with food products. Some common non-food items are hazardous.
5. **Keep pantry clean.** All food storage areas should be checked and cleaned every time the pantry is used. Floors and shelving can be sanitized with a solution of one teaspoon of bleach combined with a quart of water. Use pest control materials that are safe to use around food.
6. **Store non-perishables at safe temperatures.** Food should be protected from extreme heat and humidity. Proper ventilation is between 75° and 80° Fahrenheit, which is the ideal range for non-perishable products.
7. **Food and other products from EFB are for the clients of the approved program only.** The pantry, food storage area containing products from EFB is to be kept locked and separated from all other agencies and programs.

NOTE: IT IS THE POLICY OF ETERNAL FOOD BANK THAT ALL FOOD BOXES BE KEPT INTACT AND UNOPENED PRIOR TO HANDING OUT TO CLIENTS.

Thank you for your cooperation.