



How to Safely Recover Food:

Local Education Agencies

Following these practices can help you safely recover your surplus food, in compliance with Senate Bill 1383 and local ordinances. Items marked with a ★ are necessary to comply with these laws (if you are a local education agency with an onsite food facility or a private school with a cafeteria $\geq 5,000$ sq ft or 250+ seats).

Stop waste from the start!

- Conduct a food waste audit. Save money and be eco-smart by producing only the amount of food needed to serve students based on past history, as deemed nutritionally balanced by the facility's registered nutritionist.
- Set up a [Food Share Table](#) where students and staff may return unwanted, unbitten, unopened items for others to take if they would like more food than what was provided. Consider offering second servings (when available and allowable) to allow for increased consumption and to prevent surplus.
- Educate students and staff about plate waste prevention and donation (e.g. with posters or trainings) and involve them in donation and waste reduction efforts.

Plan Your Food Recovery Logistics

- ★ Contract with a Food Recovery Organization (FRO). Please see the ['List of Edible Food Recovery Organizations'](#) on the City of Laguna Beach website for a listing of available organizations.
- ★ Work with your FRO to set a schedule that meets your storage space and operational needs while maximizing the freshness and amount of edible food for quick redistribution. Notify FRO in advance if you expect to have more surplus than usual, so they can prepare accordingly.
- ★ Under the right circumstances, you may be able to work with 501(c)(3) organizations that already operate at your sites to receive and redistribute surplus food onsite. The organization would need to hold the necessary permits. Please contact your local health department for more information.
- Establish a dedicated area (in compliance with [CalCode](#)) for storing and labeling (with date and contents) food designated for donation.
- ★ Be ready for inspections, if necessary.
- ★ You must recover the maximum amount of edible surplus food.

Secure Necessary Equipment

- Food-safe containers or transport bags*
- Dedicated refrigerator/freezer space
- Labeling and recordkeeping supplies
- Food Share Table components
- Food thermometers
- Scale, if you are tracking the weight of donated foods (some FROs will track and/or weigh for you)

*Check the packaging preferences of your FRO partner. Ideally, find an FRO that will work with reusable containers. Reusable containers can be a significant cost-saver and are better for the environment.

Determine What to Donate and Ensure Food Safety

- Follow standard safety and food handling protocol per [CalCode](#) for all food in your possession, whether it's intended for sale or recovery.
- Package donations in sanitary, food-grade containers or bags. Do not mix different foods in the same container or bag.
- Label containers with type of food and date prepared/stored.
- Donate food nearest its expiration date first.

For specific questions about food safety, contact the Orange County Environmental Health Division:

Phone: 714-433-6000 Email: ehealth@ochca.com

Confirm your FRO's specific donation policies. You may also use the information below as a rough guide, always deferring to food safety regulations in CalCode:

Potentially Donatable Foods	Foods that Cannot Be Donated
<ul style="list-style-type: none">● Unsold and unserved produce, dairy, meats held at safe temperatures● Fresh foods or foods frozen on or before the date on the package● Unopened canned/dry-packaged food, securely sealed and dated appropriately, with labeling intact● Food near quality expiration dates● Lightly bruised or soft produce● Non-labeled food products with date and contents recorded● Pre-packaged meals sealed appropriately with date and content labels● Surplus, unserved prepared foods kept at safe temperatures or cooled down (per CalCode protocol), and labeled with date and contents	<ul style="list-style-type: none">● Contaminated: bad odor, discoloration, moldy and/or bulging packaging● If packaging is torn, has holes, dents, or broken seals● Food not in its original packaging and missing ingredient label and/or a date● Foods previously served to consumer● Perishable foods that were not held at safe temperatures● Medications, nutritional supplements, infant formula, and alcohol

Keep Records and Report

- ★ You must keep the following records onsite:
 - Pounds of food recovered each month
 - Copy of your contract with each FRO
 - List of food types being recovered
 - Frequency, schedule, and agreement of pickup/delivery.



Scan the QR to report the required information listed above to the City of Laguna Beach, Public Works & Utilities Department.

This flyer was designed to support local efforts in food recovery and SB 1383 compliance, not supersede them.

Please check with your local Environmental Health Department and SB 1383 compliance officers about specific local rules and regulations.