

Food Donation Tracking Log

This log should be filled out completely, kept with the food items, and retained for three months.

Perishable food item	Quantity	Date prepped	Food placed in vehicle		Delivery - When food is received (choose A or B):			
			Time	Temp	Option A -		Option B -	
					<ul style="list-style-type: none"> • Cold food is 41°F or below. • Hot food is 135°F or above. 		<ul style="list-style-type: none"> • The food is between 41°F and 135°F. • The food left the donating business less than two hours ago. <p>Serve food immediately and discard within two hours.</p>	
Time	Temp	Time	Temp	Time	Temp	Time	Temp	

Food prepared by:	Food transported by:	Food received by:
Business	Organization	Organization
License #		License #
Address	Address	Address
Phone	Phone	Phone
Name (print)	Name (print)	Name (print)
Delivery start time	Maintained proper temperature: Y or N	Delivery end time
I acknowledge that the time and temperature for the food items listed above are correct.		
Signature	Signature	Signature



For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000 or health@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500