

**ENABLED MEMBER TEMPERATURE & WEIGHT LOG**

MEMBER NAME: \_\_\_\_\_ MEMBER ID: \_\_\_\_\_  
 DONOR NAME: \_\_\_\_\_ DATE OF PICKUP: \_\_\_\_\_  
 DONOR LOCATION: \_\_\_\_\_

| <b>TEMPERATURES REQUIRED</b>                                  | AT PICKUP LOCATION | AT MEMBER PANTRY | TEMP TAKEN BY: |
|---|--------------------|------------------|----------------|
| FROZEN PRODUCT (E.G. MEAT, SEAFOOD, OR MIXED)                 |                    |                  |                |
| COOLER PRODUCT (E.G. DAIRY DEPT, CUT PRODUCE, PREPARED FOODS) |                    |                  |                |

| <b>WEIGHT REQUIRED IN POUNDS -<br/>RECORD IN MEALCONNECT</b> | PRODUCE | DAIRY   | BREAD &<br>BAKERY | NONFOOD | SODA &<br>SUGAR<br>SWEETENED<br>BEVERAGES | ASSORTED<br>SHELF<br>STABLE | ASSORTED<br>FROZEN | MEAT/FISH/<br>POULTRY | PREPARED<br>MEALS |
|--|---------|---------|-------------------|---------|---|-----------------------------|--------------------|-----------------------|-------------------|
|  | HPRO040 | HDAI060 | HDOU040           | SAL840  | SAL340                                    | HSAL140                     | HSAL350            | HDMFP200              | HDMES200          |
|  |         |         |                   |         |   |                             |                    |                       |                   |
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| <b>TOTALS BY CATEGORY:</b>                                   |         |         |                   |         |   |                             |                    |                       |                   |

RECORDED & SUBMITTED BY (PRINT): \_\_\_\_\_

**INSTRUCTIONS AT PICKUP:**

1. Donations should never be left outside. Tell donor and Foodlink about significant quantities of rejected product due to conditions at time of pickup.
2. Take product temperatures. Use an infrared thermometer or place a stick thermometer probe between two packages.
3. Do not insert the thermometer probe into the product.
4. Cooler product: should be stored at 41°F. Take the temperature of several different types of cooler products to verify the temperature. If the cooler items are temping above 45°F, do not accept donation.
5. Freezer product: should be stored at or below 0°F. If the frozen items are not frozen solid and/or are temping more than 5 - 10°F, do not accept donation.

**INSTRUCTIONS AT MEMBER PANTRY:**

1. Cooler product: should be below 45°F. If it has risen to 70°F or higher, it should be discarded. If it is higher than 45°F but lower than 70°F, and your travel time was less than two hours, keep the product and put it directly into cooler/refrigerator storage.
2. Frozen product: should still be frozen solid and at or close to 0°F. If it has risen above 10°F and your travel time was longer than two hours, or the product is no longer frozen solid, it should be discarded. If it has risen above 10°F, the product is still frozen solid, and your travel time was less than two hours, keep the product and put it directly into freezer storage.
3. Keep records for 2 years.