

**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 -	
					Time	Temp	Time	Temp
					<ul style="list-style-type: none"> <li>• Cold food is 41°F or below.</li> <li>• Hot food is 135°F or above.</li> </ul>	<ul style="list-style-type: none"> <li>• The food is between 41°F and 135°F.</li> <li>• The food left the donating business less than two hours ago.</li> </ul>		

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
<b>I acknowledge that the time and temperature for the food items listed above are correct.</b>		
Signature	Signature	Signature



For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000 or [health@minneapolismn.gov](mailto: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