

REPACKING GUIDELINES

For Repacking Bulk Food

1. Repacking must be done in a licensed kitchen environment. There must be someone present with a Food Handler's Permit at all times.
2. Everyone repacking product should wash their hands and wear gloves.
3. If you touch your hair, face, the floor, the trash can, doorknobs, or any non-food surface, change your gloves.
4. Bandage all wounds. Anyone with an infected wound should not be allowed to repack food.
5. Make sure you feel well. Anyone who has had nausea, diarrhea, or a temperature higher than normal in the last 24 hours cannot handle food. Do not work with food if you currently are sneezing, coughing, or have a runny nose.
6. Keep hair tied up and out of the way. Everyone involved in repacking should be wearing a hat or hairnet.
7. Make sure your clothing is clean and won't get in the food. If available, wear a clean apron over your clothes.
8. **ONLY** use food safe packaging. This should be food-grade materials like plastic bags, containers, or jars. All repack packaging should be sanitized and new (hasn't previously held something else).
9. **ALWAYS** sanitize your workspace and tools before you begin. Surfaces should be sanitized with a solution of 1 part bleach to 10 parts water. You must use clean tools to transfer product (scoops, spoons, tongs, etc.) **NOT** your hands.
10. **NEVER** smoke, eat, or drink while you are repacking food. No one should be smoking, eating, or drinking near the repack activity while it is happening.
11. **ALWAYS** label repacked product. The easiest way to do this is to copy the original product label. Any label for repacked product **MUST** have:
 - A. Common name of the product
 - B. Ingredients list
 - C. Expiration date
 - D. Packing date

REMEMBER: Agencies distributing TEFAP or TMP commodity product are prohibited from repacking this product. Normal meal program food preparation activity is exempt from this rule.

When repacking food, always remember: **Materials and Management**. Only use food-grade materials in packaging and tools and manage food-handling activities carefully to prevent cross-contamination.

When Repacking Frozen Product

- Never thaw frozen food at room temperature.
- Repack in a temperature-controlled space that can be kept cool.
- Repack product as quickly as possible. Never leave frozen product out for longer than necessary.
- Immediately re-freeze repacked product.
- Regularly check the temperature of food to ensure it stays in a safe range.

When Repacking Refrigerated Product

- Never repack Potentially Hazardous Foods: meat, cheese, cooked grains, precooked foods, cut or sliced fruits or vegetables.
- Repack in a temperature-controlled space that can be kept cool.
- Repack product quickly. Never leave refrigerated product out for longer than necessary.
- Immediately refrigerate repacked product.
- Regularly check the temperature of food to ensure it stays in a safe range.

When Repacking Dry Product

- Work in small batches that are easy to finish. Don't leave open food out for extended periods of time.
- Keep the work space at room temperature.
- Only repack one product at a time. Sanitize your tools and work space in between products.
- Keep a record of all repacked food. This is important in the event of a recall.
- Some dry products, like flour, cannot be repacked without specific ventilation requirements.