



Simple Operating Methods for recording by weight & time frames maintained at Bangalore Food Bank for all food distribution operations

1. All the food is received directly in a warehouse at Dodballapur for Bangalore Food Bank.
2. The warehouse where it is received is a Leeds Approved facility belonging to Griffith Food's IME. Griffith Food's is a leading food-innovation and spice and marinade developer in the US, that has existed for over 100 years and 13 years in Bengaluru.
3. All food safety measures are strictly adhered to as per FSSAI standards. This helps avoid food contamination of any kind.
4. This is the reason Bangalore Food Bank accepts only dry food grain provision that are shelf stable and non-perishable.

For dry food provisions donated:

1. Once the food grains and provisions are received, they are checked for any food spoilage or weevil contamination by the warehouse staff.
2. The donor agency receives a receipt for the goods.
3. The donated provisions are sorted as per distribution lists made by the BFB, in consultation with the donor's request.
4. The donated provision is distributed within 3 working days to the feeding partner NGOs.
5. The receiving beneficiary agency accepts the provisions, signs and stamps a receipt of grains on an 'Outward Receipt Form'.

For dry food provisions donated:

6. This is an acknowledgement of the goods with quantities clearly mentioned for each product.
7. They also accept and acknowledge that the received grains are in good condition and fit for cooking and consumption.
8. Further responsibility and liability depends on the storage at the NGO premise and the time to 'use by', by the receiving NGO beneficiary.
9. Once the 'Outward Receipt Forms' are duly signed and received back at the warehouse, the details of records are shared with the donor via soft copies.
10. All hard copies of the receipts are in the possession of the Bangalore Food Bank, for recording and documentation proof purposes.
11. In case for any reason the grains do not get collected by one of the receiving partners, the grains and surrounding area in the warehouse, are given the necessary treatment to avoid weevil infiltration according to food safety regulations.

Fresh produce collected from food retail outlets daily via virtual food collection by the Bangalore Food Bank.

1. Bangalore Food Bank has a project 'Save the environment and feed the hungry instead'.
2. For this program, Bangalore Food Bank follows the new world processes as followed by food retails and food corporate giants all over the world, according to guidelines laid down by the Global Food Banking Network in USA and its partner agencies and in UK by Fare Share. These are followed by food banks as part of operations that are 'virtual' in transaction.
3. The food bank appeals to the fresh food outlet to donate fresh produce which includes vegetables and fruits that will get 'dumped' by the food outlet because of time it has spent already on the retail shelves.
4. They usually have just only lost their visual appeal and the expected 'fresh' look, but customers may not choose to purchase the product now and it is now termed 'un-sellable'. However, this product though unsellable, is not unsafe to consume.
5. Food corporates dealing in fresh produce chose to dump this with the local government food dump institutions.
6. Food banks appeal for this 'dump' to be donated to those who feed the hungry and needy.
7. After permissions are sought and accepted by the food bank and the donating food retail outlet / corporate, the beneficiary NGO is asked to receive, collect, sort and accept the food produce themselves.
8. Thus, the NGO beneficiary takes full responsibility and liability for all that it collects and receives

9. Liability is with the receiving beneficiary. Chances of food spoilage or food poisoning are practically low with raw fresh produce. Probability of food poisoning can happen with cooked food not uncooked food, which is safely stored.
10. The NGO will collect the produce as many times and at the convenience of the donating food retail agency. The receiving beneficiaries at present receive produce daily.
11. The food donor agency records the quantity in kilos, or as per their own chosen measures.
12. The receiving beneficiary records this receipt, daily, and this information is daily submitted to Bangalore Food Bank.
13. BFB maintains records and submits reports to the donor agency as per monthly or quarterly or yearly reporting of Kilograms received.
14. The produce received does not enter the Bangalore Food Bank. It is received directly at each time by the beneficiary donor herself or himself on behalf of the receiving agency.
15. The time spent in sorting and collection is less than 20 mins to avoid any inconvenience to the food retail agency during their time of business.
16. The receiving beneficiary will collect the produce in their own bags or containers.
17. Bangalore Food Bank is monitoring and keeping records through a virtual food banking process.
18. In this manner food banks serve the dual purpose of feeding the hungry and reducing dumping at landfills, thereby reducing carbon footprints on the environment and hopefully making the world a better place to live.
19. We call it partnering in a mutually beneficial relationship and creating a 'SHARED VALUE'. It is a 'WIN-WIN' situation for all partners.

FLOWCHART (DRY FOOD)

- Provisions received at warehouse.
- Quality check carried out.
- Receipt of goods provided.
- Sorted as per distribution list.
- Distributed within 3 days to NGOs.
- 'Outward Receipt Form' stamped by NGO.
- Details of records shared with donor.

FLOWCHART (FRESH PRODUCE)

- Consumable yet 'unsellable' food requested at fresh food outlet.
- Beneficiary NGO takes responsibility.
- Produce is received, collected and sorted.
- Process repeated daily.
- BFB virtually monitors the process and maintains records.