

Site Information Needs

1. Organizational
 - a. Official name of organization
 - b. Common name of organization
 - c. Type of organization (church/corporation/association)
 - d. Sponsoring organization
 - i. Letter
 - ii. MOU
 - iii. Insurance, etc.
 - iv. Board or sponsor contact
 - e. Mailing address, phone, email & contact
 - f. Physical address, phone, email & contact
2. Compliance
 - a. Date of last corporation annual report with Secretary of State (if applicable)
 - b. Date of last Charitable Solicitations Report with Secretary of State (if applicable)
 - c. Date of last IRS filing (type), if applicable
 - d. Date of last local Department of Health filing, if applicable
 - e. Current certificate of insurance
 - f. Current with reporting to us?
3. Source of funding/food:
 - a. EFAP
 - b. TEFAP
 - c. CSFP
 - d. EFSP
 - e. Feeding America (Food Lifeline/Second Harvest of the Inland Northwest/Oregon Food Bank)
 - f. Northwest Harvest
 - g. Local government
 - h. United Way
 - i. Other local organizations and individuals
4. Working Capacity (1,200 lbs. = 1 pallet)
 - a. Refrigerated
 - b. Frozen
 - c. Nonperishable
5. Maximum Capacity (1,200 lbs. = 1 pallet)
 - a. Refrigerated
 - b. Frozen
 - c. Nonperishable
6. Repacking/Processing
 - a. None
 - b. Repack bulk dry product (beans, rice, oatmeal, etc.)
 - c. Repack/sort bulk produce
 - d. Repack/sort frozen or refrigerated items
 - e. Prepare meals/food items (salads/sandwiches, etc.)
7. Food safety
 - a. Person(s) in charge
 - b. Temperature maintenance for storage
 - i. Frozen for frozen items
 - ii. 41 F or lower for PHF foods

- iii. Food not stored without temperature control
 - c. Temperature maintenance for distribution
 - d. Temperature logs
 - e. Training
 - i. Supervisors
 - ii. Non-supervisory volunteers
 - f. Inspection of items upon receipt and prior to distribution for safety
 - g. Safety equipment and supplies
 - h. Segregation of food and cleaning supplies
 - i. Pest inspection and control
8. Facilities
- a. Is the building of suitable construction and generally in good physical repair?
 - b. Are food products and processing areas protected against contamination from breakage of light bulbs and other glass fixtures?
 - c. Are floors, walls and ceiling constructed of easily cleanable materials?
 - d. Is interior lighting sufficient to allow adequate inspection and cleaning of premises?
 - e. Are facilities clean?
 - f. Is cleaning of facilities done in such a manner as to avoid contamination of food products?
 - g. Are windows screened? And are doors and loading doors kept closed when not in use?
 - h. Are outside premises free from spillage, trash, brush, etc., that may attract or harbor rodents or other pests?
 - i. Is refuse/garbage properly stored and protected from insects, rodents and other pests and disposed of in an adequate manner?
9. Operational
- a. Optimum food (more/less/same)
 - b. Days/hours of distributions
 - c. Restrictions on service
 - d. Constraints
 - e. Breakthrough ideas
 - f. Requests from us
 - g. Suggestions to us