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