Bread/Bakery Repacking Guide

REGIONAL FOOD BANK

For a food pantry to repack bulk bread and/or bakery products into smaller household size packages, the facility must have the following:

A Packing Area That:		
Is well lit	Yes	No*
Is free of food pantry traffic	Yes	No*
Is free of insects or rodents	Yes	No*
Has an acceptable indoor work surface	Yes	No*
(An acceptable work surface is indoors and made of a hard and solid material such as stainless steel. Wood is not allowed. The surface must not absorb liquid, and must be smooth and without cracks, pitting, open seams, rust or corrosion.)		
Work surface appears clean or easily cleaned	Yes	No*
Has a hand wash sink onsite (An adjacent restroom sink can be used)	Yes	No*
Hand wash sink has:		
Soap	Yes	No*
Hot and cold running water	Yes	No*
Paper towels or air hand dryer	Yes	No*
Hand Wash Sign stating: "Wash hands when dirty, after using the toilet, before packing or preparing food."	Yes	No*
Onsite workers trained in food safety within the past 5 years.	Yes	No*

**Any 'No' answer must be resolved prior to packing bakery products in this facility.*

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EQUIPMENT NEEDED

For repacking bread, rolls, bagels, muffins, and other baked goods:

- Disposable plastic gloves, tongs, deli paper, or produce bags (to avoid bare-hand contact)
- Hat, hair net, or other hair restraint
- Clean food-safe plastic bags (such as produce bags)
- A clean storage area at least 6 inches off the floor for repacked items

For cleaning and sanitizing the work table or counter:

- Small bucket
- Liquid soap
- Plain, unscented chlorine bleach
- Concentration test strips
- Paper towels
- Spray bottle (optional)

PROCEDURE: HOW TO REPACK

1. ***Clean and sanitize*** the work table/counter (see instructions below).
2. ***Set up your area***: baked goods to be repacked, clean food bags, gloves/barriers, and a container for finished products. Arrange so that only food and clean bags are touched with gloved hands or a barrier.
3. ***Wash hands thoroughly*** (see handwashing instructions). Put on gloves or use another barrier (tongs, deli paper, or produce bag).
4. ***Repack food safely***. Replace gloves or barriers if they tear, get dirty, or after using the restroom.
5. ***Do not repack food if you are sick*** with vomiting, diarrhea, fever, coughing, or sneezing.

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HOW TO CLEAN & SANITIZE WORK TABLE OR COUNTER

(Note: Lysol/Clorox wipes are not a safe substitute.)

1. **Wash**: Fill a small bucket with hot water and liquid soap. Wipe the surface with paper towels.
2. **Rinse**: Empty the bucket, refill with clean hot water, and rinse the surface to remove soap.
3. **Sanitize**:
    - Mix bleach solution: add 1 capful plain, unscented bleach to 16 oz (2 cups) lukewarm water in a spray bottle or clean bucket.
    - Use test strips to confirm a concentration of 100 ppm.
    - Spray or wipe the surface with the solution.
    - Let air dry.
4. **Dispose**: Discard bleach solution at the end of each day. Always prepare a fresh batch daily.
5. **Label**: All buckets and spray bottles must be clearly marked “Bleach.”

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