

GUIDELINES FOR THE FREE DISTRIBUTION OF FOOD IN PUBLIC INSTITUTIONS

A guide to implementing minimum requirements in public facilities in Berlin

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INTRODUCTION

Avoiding food waste is important for ecological, economic and ethical reasons. Our food contains precious resources such as agricultural land, water, energy, human labor and raw materials. If edible food is thrown away, these resources are also wasted. The aim of the National Strategy to Prevent Food Waste is to halve per-capita food waste in Germany at the retail and consumer levels by 2030, and to reduce food waste along the production and supply chain.

Public refrigerators create opportunities to redistribute surplus food instead of throwing it away. This neighborly sharing of food promotes the responsible use of our food and, at the same time, creates awareness of the problem in society. However, the implementation and supervision require responsible persons or institutions to carry out hygiene measures and assume supervision and liability. Public institutions such as libraries, community centers or multi-generational houses as well as other social institutions are places of interaction, and, therefore, suitable locations for public refrigerators. At best, they can integrate care and supervision into their daily work.

With this in mind, a hygiene concept for the legally compliant sharing of donated food in public refrigerators was developed in 2020 as part of the "Berlin is(s)t klimafreundlich" campaign by Verbraucherzentrale Berlin e.V. in cooperation with the food inspection authority of Berlin-Pankow and other stakeholders. This allows edible food to be shared among neighbors — in line with a high level of protection for consumers — and thus counteracts food waste.

This guide was created for the Berlin-wide implementation of the concept for the distribution of surplus food in the form of so-called "community fridges" in public facilities, in accordance with the minimum requirements of the Berlin Senate Department for Justice and Consumer Protection (2016) and contains practical work instructions and essential documents. It does not replace applicable law, but provides an overview of the legal requirements and their best possible implementation. It serves as an aid for responsible persons in public and private institutions to set up and manage a public refrigerator in accordance with the applicable minimum requirements. Individual local adaptations can be made after consulting the responsible local food inspection authorities and veterinary offices in the district. If you have specific questions, please contact the responsible authority in your district or the Verbraucherzentrale Berlin e.V.

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1. PUBLIC REFRIGERATORS

Food can be shared between people by use of a public refrigerator. The basic principle is to prevent food waste and offer a way to make surplus food available to other people instead of throwing away food that is still edible. This means that everyone can hand in food and take it out free of charge. To make it easier for you and your organization to set up a so-called "community fridge", and to support you in the legally compliant implementation, all points are listed below step by step. All the documentation lists and other helpful documents can be found in the appendix or on the website of the Verbraucherzentrale Berlin.



Figure 1: A community fridge

A community fridge should also be a contact point for food savers from *foodsharing* (see info box); it is important to get in touch with the local foodsharing group. You can find contact addresses for your respective district at: <https://foodsharing.de/?page=content&sub=communitiesGermany>

foodsharing initiative

foodsharing is an initiative that promotes responsible use of resources and a sustainable food system. The primary goal is to end food waste. The <https://foodsharing.de> website serves as an organizational platform for registered users. The active members (so-called food savers) receive a *foodsharing* ID card and an identification number (ID) and use the website to sign up for shifts at cooperating grocery stores, to collect remaining food via the website. The "saving" of the food takes place on a voluntary basis and completely free of charge. The rescued food is then distributed in private homes or taken to drop-off points such as public refrigerators. The idea of the so-called "Fairteiler" (publicly accessible rooms, fridges, cupboards or similar places for the free distribution of donated food) comes from *foodsharing*.

2. RESPONSIBILITY AND LIABILITY

TO-DO

Designate a responsible contact person internally who is responsible for ensuring compliance with the requirements and clarify the liability situation of staff.

The facility (or the responsible body) is the operator of the community fridge and is responsible for the food safety of the donated food. In the event of damage, liability must



Figure 2: Team meeting

be assumed in the event of a breach of the duty of care. With the compliance measures mentioned in these guidelines (inspection, cleaning, etc.), you are fulfilling all your obligations as an operator. The risk of a health hazard for consumers is therefore low. Good communication with the food inspection authority is also a good basis for creating a constructive culture and avoiding sanctions.

The implemented tasks should be done by a team of several staff members (permanent staff and auxiliary staff) of the facility and, if necessary, volunteers. One person should take over the distribution of

tasks on site and coordinate compliance with all regulations. First, clarify internally whether the activities in connection with the community fridge are to be carried out within your working activities and whether you are covered by public liability insurance.

❖ *The willful distribution of (partially) spoiled food is punishable as a criminal offense. Overlooking obvious defects is also considered gross negligence.*

Chapters 2 to 6 relate to the construction and installation of a community fridge. A clear checklist for all important points in this regard can also be found in Appendix VI.

3. EQUIPMENT

TO-DO

Set up a refrigerator and a shelf/cupboard with food-safe boxes.

You must set up suitable storage facilities for passing on donated food:

- a refrigerator (e.g. with a glass door) for chilled goods
- a cupboard/shelf for dry goods (e.g. pasta), fruit, vegetables and baked goods

Both should be easy to clean. The power supply for the refrigerator should be provided by the facility itself. Depending on the refrigerator model, electricity consumption can be between approx. 200 and 1000 kWh/a.

The following items are also required:

- Food-safe crates/boxes
Food-safe crates/boxes in various sizes are required to store the food on the shelf or in the fridge and to make optimum use of the space. Make sure that the crates/boxes are easily visible from the outside (e.g. transparent).

❖ You can tell whether the crates are food-safe by the glass-fork symbol.



Figure 3: Glass-fork symbol

- Refrigerator thermometer
To check the refrigerator temperature, a suitable thermometer must be hung in the refrigerator.
- Tongs
To prevent consumers from touching loose bread rolls and baked goods, you should provide gripping tongs (as in the self-service counter in the supermarket). These should be attached to the shelf/cupboard with a sufficiently long strap to prevent theft.

4. PERMANENT SUPERVISION

TO-DO

Place the refrigerator and the shelf/cupboard in a protected location and organize permanent supervision.



Figure 4: Community fridge in a public library

The community fridge must be located in a protected business premises under constant supervision. This means that the community fridge should be within sight of staff of the facility. If you are unable to ensure constant supervision despite the facility being open, the community fridge must be locked during this time. Due to the required duty of supervision, the pick-up times for consumers should be based on the opening hours of the facility.

- ❖ *Supervision can also be carried out by other staff present or by volunteers (e.g. security staff etc.). A trained person must then be called to the community fridge to accept donated food (see point 5. Instructions).*

5. INSTRUCTION OF THE SUPPORT TEAM

TO-DO

Put together a team that can receive food on site. Each team member needs to take part in two training courses.

The donated food must be checked by staff or volunteers before being passed on to others. People who take on this task must be trained in hygiene law and therefore take part in two training courses before starting their work:

1. Hygiene/HACCP training in accordance with Section 4 of the Food Hygiene Ordinance (LMHV)

The training video is available on the Verbraucherzentrale Berlin website. Watch the training video and then complete the corresponding quiz on the website. Once you have successfully completed the training, you can download and print out a certificate of attendance. This must then be signed by the trained person (see Fig. 5).

Link: www.vz-blh.de/hygiene-schulung

❖ This training must be repeated annually. The corresponding documentation is provided on the second page of the personal certificate of attendance (table) with the member of staff's signature.



Figure 5: Confirmation of training participation

2. Instruction according to § 43 Infection Protection Act (IfSG) (formerly "Red Card")

The IfSG initial instruction (formerly "Red Card") can be obtained from the responsible health authority (depending on the district of the facility). Book an appointment online for each individual person to be trained, or request a group session (10 or more people). You will receive a certificate on site.

Link: <https://service.berlin.de/dienstleistung/324295/>

❖ The initial training at the public health department costs €20 once. However, there is the option of free instruction for volunteers (so-called "white card"). Please contact the relevant health authority directly (see link above).

Refreshing the IfSG certification

Persons who already have a "red card" from previous employment relationships that are no longer up to date can carry out a one-off refresher course with the Metro online program, and download and sign a certificate here.

Link: <https://www.metro.de/wissen/etraining/haccp>

❖ *Refresher training in infection protection is required by law every two years. This obligation is already fulfilled by the annual refresher hygiene training (under 1.). However, the confirmation must also be documented on the IfSG certificate with the signature of the member of staff and employer (or authorized person, e.g. management).*

The certificates of instruction (confirmation of participation in hygiene/HACCP training and IfSG certificate) should be filed together and must be presented upon request in the event of an inspection by the food inspection authority.

❖ *During opening hours, a trained person should always be present in the facility to accept food. Supervision can be carried out by untrained persons (see 3. Permanent supervision).*

Integration and safeguarding of food savers

Food savers can be included in the support team at the community fridge. They must also complete the two training courses and present the certificates of attendance to the person responsible. They can then carry out the food inspection and documentation themselves.

If the minimum requirements listed here are met, registered food savers are also covered by the general volunteer insurance for initiatives, groups and projects in Berlin (https://www.berlin.de/buergeraktiv/informieren/versicherung/2210-flyer-versicherung_ehrenamt_sensoz_bf2.pdf). Further information can be found here: <https://www.berlin.de/buergeraktiv/informieren/versicherung/> In the event of a claim, please contact the Senate Department for Integration, Labor and Social Affairs, Department of Social Affairs, III A 3.3 (post@senias.berlin.de) directly.

❖ *Food savers can also be registered directly as volunteers of the institution with a volunteer contract, in order to receive direct insurance coverage from the institution.*

6. REGISTRATION WITH THE FOOD INSPECTION AUTHORITY

TO-DO

Send an email to the responsible food inspection authority in your district. Name a responsible contact person and a representative.

The community fridge must be registered with the food inspection authority of the respective district. You can register by email. Contact addresses can be found under the following link: <https://service.berlin.de/veterinaer-lebensmittelaufsichtsaeemter/>



Figure 6: Overview of all veterinary and food inspection offices

To do this, inform the food inspection authority informally that you operate a public refrigerator (community fridge) in accordance with the hygiene guidelines of the Verbraucherzentrale Berlin e.V. and who the responsible contact person is in your facility. In the event of the absence of the responsible person, a deputy must also be named. The food supervisory authority will contact you if there are any queries. A visit and consultation appointment to exchange ideas and get

to know each other is recommended in the first few months. After registration, an unannounced inspection is possible at any time.

❖❖❖ *If your establishment is already registered with the food inspection authority (e.g. neighborhood café, etc.), the community fridge must be registered as a supplementary activity.*

7. PERMISSIBLE AND PROHIBITED FOOD

TO-DO

Please note which foods are permitted or prohibited for distribution.

In order to avoid health hazards, highly microbiologically sensitive foods are excluded from distribution in a community fridge. The following overview lists the suitable and unsuitable foods.

Suitable:

- Fruit and vegetables
- Bread and bread rolls
- Dry goods (pasta, flour, etc.)
- Preserved goods (cans, preserving jars)
- Non-alcoholic drinks



Figure 7: Tomatoes in a community fridge

Suitable with restrictions:

- Chilled food with the indication for a storage temperature of up to +7°C, may only be passed on if the cold chain is maintained
 - e.g. packaged dairy products
 - e.g. shrink-wrapped sausage products
- Microbiologically sensitive industrially produced foods must be checked particularly thoroughly before being passed on
 - Baked goods with fillings that have not been heated through, such as cream cakes, cakes with filling
 - (Delicatessen) salads
- Preserved products from private individuals (e.g. jams, pesto, etc.) must have a complete list of ingredients (unsorted) and a date of manufacture on the packaging



Figure 8: The cold chain must be maintained for dairy products

Not suitable:

- Food with an expired use-by date
- Raw meat and sausage products (e.g. pork fat, minced meat)
- Raw fish
- Raw eggs
- Opened packaging/bottles
- Sandwiches (with the exception of products in their original packaging, including list of ingredients and expiry date)
- Prepared (home-cooked) food from private individuals
- Prepared food that was offered in such a way that customers could have direct contact with the food (e.g. buffet)
- Foraged mushrooms
- Alcohol (also in the form of chocolates etc.)



Figure 9: Raw meat must not be passed on

Best-before date may be exceeded, use-by date may not

The passing on of products that have passed their best-before date (BBD) is permitted by law after a thorough check. Many products can be kept well beyond the best-before date and are still edible for a long time. However, the responsibility for food safety lies entirely with you as the "distributor". This means that the staff of the facility must regularly check food that has passed its expiry date and dispose of it if there are any signs of spoilage. In addition, a notice must be clearly visible to consumers at the community fridge stating that the food may have exceeded its best-before date and that you must use your own senses to check whether the food is still edible (see section 11. Notes)

Best-before date (BBD): The BBD indicates the date until which food in pre-packaged products is guaranteed to be of good quality by the manufacturer if stored correctly and unopened. This refers to the taste, color, smell, consistency and nutritional value of the product — but not to its fitness for consumption. Products can be kept and consumed for days or even weeks after that.

Use-by date: The use-by date is an expiration date. From a microbiological point of view, it identifies highly perishable foods that can pose an immediate risk to human health after a short time. Spoilage cannot usually be detected by the senses. Once the use-by date has been exceeded, the food must no longer be consumed.

8. FOOD TESTING AND DISTRIBUTION

Only edible food (in mint condition) may be passed on in a community fridge. The staff or volunteers trained in hygiene law must therefore check the donated food before it is stored.

The following points must be checked:

- Suitability for consumption
- Compliance with the cold chain
- Complete labeling
- Food-safe packaging

TO-DO

Check whether the food is still fit for consumption.

Most signs of spoilage can be detected visually and by sensory analysis:

- Appearance and color: mold, abnormal discoloration, cloudiness
- Consistency, structure and surface: greasy surface, slime formation, gas formation
- Odor and taste: musty, rotten, stale, rancid, fermented, fishy, soapy

For unpacked foods such as fruit and vegetables, bread and baked goods, etc., you should carry out a visual and sensory inspection (smell). If food is spoiled, you must dispose of it.

❖ *Note: Baked goods with unheated fillings and delicatessen salads (industrially produced) are microbiologically sensitive. These should be checked particularly carefully.*

You should visually check sealed food with a best-before date (which may have passed). For larger quantities (> 10 units) of the same product (e.g. a pallet of yogurt), one of these should be opened at random and an odor and taste test carried out. The so-called "batch presumption" applies here. If the product is spoiled, the others must also be disposed of.

Packaging should not be bloated and should not show any other visible changes (e.g. as caused by pests). An exception applies to acidified milk products such as natural yogurt — here the lactic acid bacteria can lead to gas development and it must be visually checked for mold when opening.

TO-DO

Determine whether the cold chain has been maintained.

Food requiring refrigeration may only be donated if the cold chain has been maintained. This means that chilled goods must also be cooled continuously during transportation (e.g. from private households) to the drop-off point in cool bags/cool boxes with cooling elements. You should check this by visually inspecting the products and questioning the donors. The products should still feel cool. The cold chain may be interrupted for a maximum of 20 minutes.

TO-DO

Assess whether the labeling obligation is complied with.

Packaged food must be fully labeled. This includes

- a name (e.g. strawberry yogurt),
- a list of ingredients (e.g. yogurt, strawberries, sugar, etc.)
- a production date or best-before date or use-by date

❖ *Note: If the labeling on the food is not complete (e.g. best-before date only on the entire packaging), the missing information — if available — can be added by hand. Adhesive labels can be used for this purpose.*

TO-DO

Check that the food packaging is undamaged and that the transport containers are food-safe.



Figure 10: Cloth bags are suitable for transporting rescued food

Suitable:

- Cloth bags
- Food storage containers
- Shopping bags (plastic and paper)
- Food bins
- Euro containers

Not suitable:

- Garbage bags
- Newspaper

❖ *Note: Garbage bags and newspapers may contain plasticizers, dyes or other coating materials. These can migrate into food on contact and be harmful to health.*

9. TRACEABILITY OF DONATED PRODUCTS

TO-DO

Log the donated food and donating persons in the donation list.

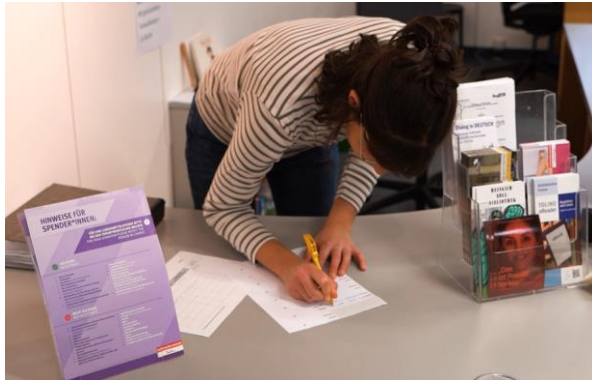


Figure 11: Documentation of donated food for traceability

It is a legal requirement that food must be traceable along the entire supply chain. At best, this requirement makes it possible to determine the origin of a health hazard (e.g. a defective machine or similar). If a foodstuff is rejected due to a product defect (e.g. glass splinters), it can be traced back through the entire supply chain.

The traceability of the food also applies to the community fridges. For this purpose, the donated food must be entered in the donation list ("Donation

list" see Appendix II). In the event of an investigation due to a product defect, the donor must be contacted. However, the facility itself is responsible for the suitability of the food for human consumption (see verification point 8.). The donor is not liable for this.

The following must be documented:

- Date of donation
- Type and quantity of food
- If applicable, compliance with the cold chain (only for chilled goods)
- If applicable, the best-before date or use-by date (only for packaged products)
- Donor in the form of an ID (linked to name and address)

2 Spenden-Liste
 > Dokumentation der zu legenden Lebensmittel (Bitte fortlaufend über die Kästchenlinien eintragen!)

Datum [Tag/Monat/Jahr]	Spende [Art und Menge der Lebensmittel]	BGF- Einkaufsgang Kleinbrot []	BGF- MIO (Identifizierungsk- einzelnen)	Spenden-ID ODER Name und Adresse Spender*in	Unterschrift geschulte Person

Bei Fragen wenden Sie sich an Personen der Einrichtung!

Figure 12: Donation list

Both staff and donors can complete the donation list themselves. After the entry, the person trained in hygiene law confirms the inspection of the food with a signature (last column). The list should be kept in the immediate vicinity of the community fridge.

Donation ID

To enable the name and address to be entered in accordance with data protection regulations, an identification number (ID for short) must be defined for the donor when food donations are first made. This can either be a self-determined number (e.g. 0001) or an existing number (e.g. foodsharing ID or library card number). Enter the selected ID in the separate ID list (see Appendix III) and enter the name and address (telephone number also possible) of the person making the donation.

❖ *Note: You can either enter the address yourself in writing in the ID list or you can use an adhesive label on which the donor writes the address and which is then stuck to the ID list next to the specified ID. The donor should not be able to view the ID list for data protection reasons.*

The ID list must only be visible to staff. The data is collected exclusively for this defined, clear and legitimate purpose and is used to trace goods in the event of an investigation by the food inspection authority.

❖ *Ensure that the details of the donors are recorded correctly. If the donor cannot be traced, the facility as the distributor must assume responsibility and liability for any possible consequences.*

10. STORAGE OF FOOD IN THE COMMUNITY FRIDGE

TO DO

Make sure that the food is stored correctly.

Donated food is made available in the community fridge after it has been checked. The food should be stored as follows:

In the refrigerator (max. +7 °C):

- Chilled goods (dairy products, etc.)
- Fruit and vegetables with a short shelf life (exception: bananas and citrus fruits)
- Industrially produced baked goods with fillings that have not been heated through

❖ *Separate soil-stained/sandy vegetables and fruit from the other food and place them at the bottom.*

In the cupboard/shelf:

- Dry goods such as pasta, flour, cookies etc.
- Loose bread and baked goods without filling
- Cold-sensitive fruit such as bananas and citrus fruits (lemons, oranges, etc.)

❖ *In general, no food may be stored outside the community fridge (e.g. on the floor). If the community fridge is overcrowded, try to actively distribute the food and motivate people to take the food with them.*



Figure 13: Donated food is placed in the distribution station

11. DISPOSAL

TO DO

Ensure that there is a suitable disposal option for food waste.



Figure 14: Wastebin

Place a waste bin in the immediate vicinity of the community fridge so that any spoiled food can be disposed of directly. If you have an organic waste bin, it makes sense to separate organic waste.

❖ *If the community fridge is closed for a longer period of time (e.g. over the weekend or during the vacation period), care should be taken to ensure that as little food as possible is left over that could spoil. If there is food left over, the respective food-sharing district group can be contacted to collect it. This can also be organized as a regular collection.*

Foodsharing contacts:

<https://foodsharing.de/?page=content&sub=communitiesGermany>

12. INSTRUCTIONS AT THE COMMUNITY FRIDGE

FRIDGE

TO DO

Attach the two signs (info for donation + info for take-away) and a general allergen notice at the community fridge.

Consumers must be made aware of the following special features:

1. When donating

- Permitted/non-permitted foods
- Food donation must be registered

2. During pickup

- Do not touch unpackaged foods
- Best-before date may have been exceeded
- Packaging must be undamaged
- Take at your own risk

3 Allergens

- Food may contain allergens

The Verbraucherzentrale Berlin e.V. has created signs for all three points, which you must display visibly at the community fridge. The signs ("Donation", "Take away free food" and "Allergen information") can be found in Appendix V and as a download on the Verbraucherzentrale Berlin e.V. website.

❖❖❖ *If the signs are no longer legible, they should be replaced.*



Figure 15: Information for donors



Figure 16: Instructions for taking food with you



Figure 17: Allergy information

13. FOOD WARNINGS

TO DO

Subscribe to a suitable service to receive up-to-date food alerts.

With a food recall, citizens are warned about unsafe food that has been placed on the market. You must pass these warnings on to visitors to the community fridge. To receive notifications about current food recalls, you should subscribe to a suitable service (e.g. app or RSS feed from lebensmittelwarnung.de) or alternatively use the Berliner Tafel mailing list (informal email to: hygiene@tafel-berlin.de). If food warnings are announced, you must check the food for compliance and dispose of the affected foods. In addition, the warnings must be posted at the community fridge. You will receive the notices to print out together with the warning from the respective service/provider.

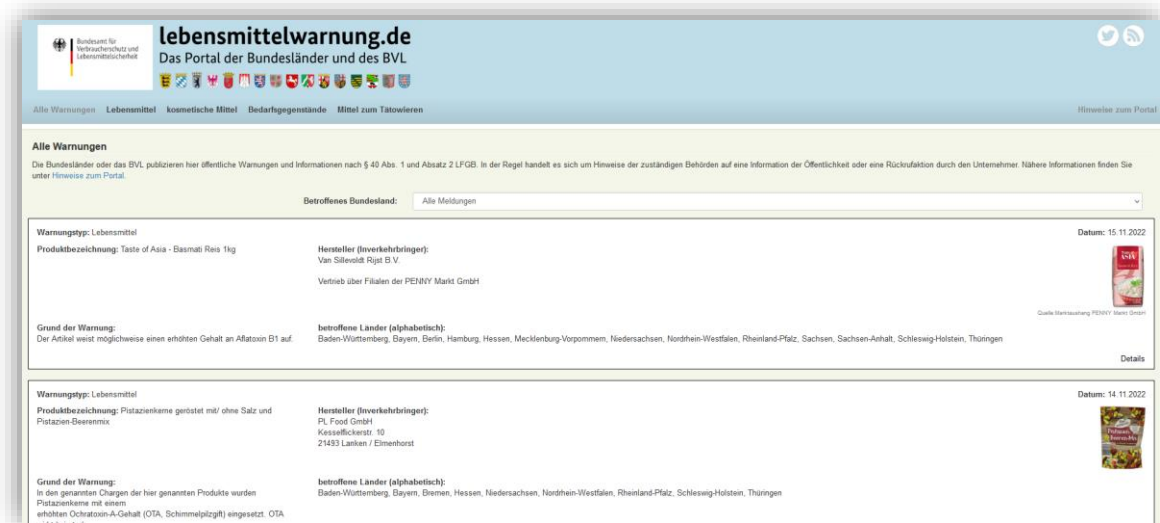


Figure 18: Screenshot of the website lebensmittelwarnung.de from 11/16/.2022

14. OPERATIONAL HYGIENE MEASURES

TO DO

Organize regular cleaning and provide the necessary cleaning agents and utensils.

Careful hygiene must be ensured to protect the health of consumers. To this end, you should implement and document a number of hygiene measures. Who will take on individual tasks should already be organized in advance. An overview of the hygiene measures to be carried out, as well as which ones must be specifically documented, can also be found in Appendix VII.

You must observe the following measures:

Hand hygiene

TO DO

Wash your hands before handling food or alternatively use gloves or other aids.

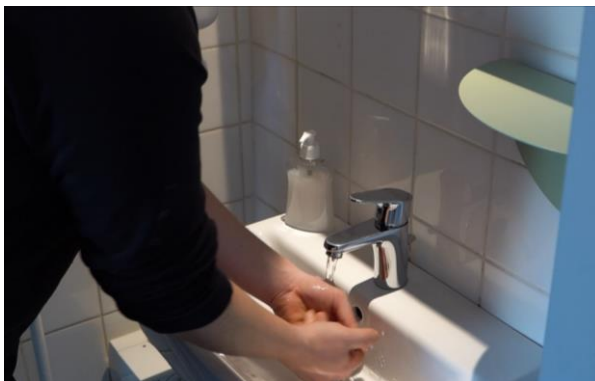


Figure 19: Hand hygiene

Your hands must be washed or disinfected before handling food. If your hands are sufficiently clean, you do not necessarily need to use aids, such as gripping tongs or gloves, to fill the community fridge. Packaged products as well as fruit and vegetables, which are usually washed before consumption, can be placed in the community fridge with clean hands. You can also briefly touch other loose foods such as baked goods with clean hands — but avoid touching them as much as possible.

Cakes and baked goods with unheated fillings should only be touched with tongs or gloves.

❖ *When removing baked goods, consumers should always use the tongs.*

Temperature control (daily)

TO DO

Check the refrigerator temperature every day and document this in the checklist.

The refrigerator temperature must not exceed 7°C. You must check this daily and document it in the "Cleaning and temperature control" documentation list (see Appendix I) with a tick. If temperature deviations occur, or if the functionality of the thermometer is impaired, the person responsible must be informed and the defect rectified. The deviation and corrective measures taken (e.g. repair, replacement) must be documented in the list (last column). If the facility and therefore the community fridge is closed (e.g. on the weekend), the temperature does not have to be read.

❖ *If the cooling of food has been interrupted due to a defect, it must be disposed of as a precaution.*

Cleaning (daily)

TO DO

Clean the community fridge daily when in use and document this in the checklist.

The refrigerator, the shelf and the storage containers must be cleaned daily when the community fridge is in use. This is then to be documented in the "Cleaning and temperature control" checklist.

Cleaning must be carried out as follows:

- All surfaces that come into contact with food should be completely wiped down. The seals and the refrigerator door handle should also be cleaned.
- Use a dirt-dissolving cleaning agent (e.g. dishwashing liquid) and wipe with clean water.
- The cleaning rags should only be used for a limited area and time, and should be washed at 60° C after use.
- If necessary, sweep out (bread) cupboard daily
- Sweep/mop floors at least once a week and on additional days if heavily soiled.

The following cleaning agents are required:

- Dirt-dissolving cleaning agent (daily cleaning)
- Surface disinfectant (monthly disinfection)
- cloth
- bucket
- Hand brush if necessary

❖ *An organizational plan should be drawn up for cleaning the community fridge in order to clarify responsibilities. The cleaning tasks can also be carried out by untrained persons (e.g. cleaning staff).*

Checking the stored food (daily)**TO DO**

Check the stored food daily to ensure that it is fit for consumption and document this in the checklist.

Fruit and vegetables are particularly perishable foods and can become inedible within a few days. Food that is not picked up on the day of delivery must therefore be checked daily for spoilage. This is then documented in the "Cleaning and temperature control" checklist.

Disinfection (monthly)**TO DO**

Disinfect the community fridge monthly and document this in the checklist.

Monthly disinfection is an additional measure to permanently reduce germs. To do this, all food must be removed from the refrigerator and shelves. Then disinfect the shelves and storage containers with a surface disinfectant immediately after cleaning with detergent. Then wipe with clean water. This measure is also documented on the checklist (see "Cleaning and temperature control" checklist) below.

❖ *Observe the information on the packaging regarding the exposure time of the disinfectant. Disinfectants and cleaning agents should not be mixed!*

Pest control

TO DO

Check the community fridge permanently for signs of pest infestation.

During cleaning, you should also carry out a visual inspection of the premises for signs of pests (e.g. mouse droppings, moths, etc.). If a pest infestation is detected, the person responsible should be informed and suitable pest control measures should be carried out. You must dispose of the affected food and close the community fridge for the duration of the measures.

Overall inspection (monthly)

TO-DO

Check the community fridge monthly for compliance with all TO DOs.

The main person responsible must carry out a monthly hygiene check. The following points must be checked:

- Shelves and refrigerators are clean and have been cleaned daily.
- Temperature checks have been carried out daily.
- All food is stored in the designated storage areas and not on the floor.
- The food in the refrigerator/cupboard is acceptable.
- The food packaging is acceptable and undamaged.
- The room is free of visible pests, feeding spots or excrement.
- The details of the food donors are properly entered in the donation list.

The inspection is then documented in the hygiene log (see Appendix IV) with date and signature.

15. DOCUMENT MANAGEMENT AND STORAGE

TO DO

Create a folder for the documents to be kept and file all necessary documents in it.



In order to be able to provide documented evidence of all measures carried out during an inspection, you should create a folder for filing all important documents. All completed documentation lists are carefully filed in it and kept for at least one year. You can use these documents to demonstrate your duty of care.

Figure 20: Documentation folder

The folder should contain the following documents:

- Guide with hygiene/HACCP concept
- Lists (completed)
 - Proof of trainings
 - "Cleaning and temperature control" checklist (template see Appendix I)
 - Donation lists (template see Appendix II) + ID lists (template see Appendix III)
 - Hygiene protocol (template see Appendix IV)
- Supporting materials/flyers for the assessment of food (if required)

The guideline is based on a hygiene/HACCP concept (HACCP: Hazard Analysis and Critical Control Point) that the Verbraucherzentrale Berlin e.V. has created for public refrigerators. All measures implemented are derived from a detailed hazard analysis. The concept is listed in Annex IX.

16. PUBLICITY AND COMMUNICATION

TO DO

Draw attention to the public refrigerator.



The community fridge should be made known in the immediate neighborhood. Use newsletters, displays, posters, flyers, social media channels and local events on the topic of food sharing and food appreciation to advertise the community fridge locally. It is important to focus your public relations work on the communal and environmentally relevant added value of saving food rather than on the needs of specific groups. The community fridge should be a place for food sharing for everyone and encourage participation, exchange and responsible use of resources.

Figure 21: Good external communication is important

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