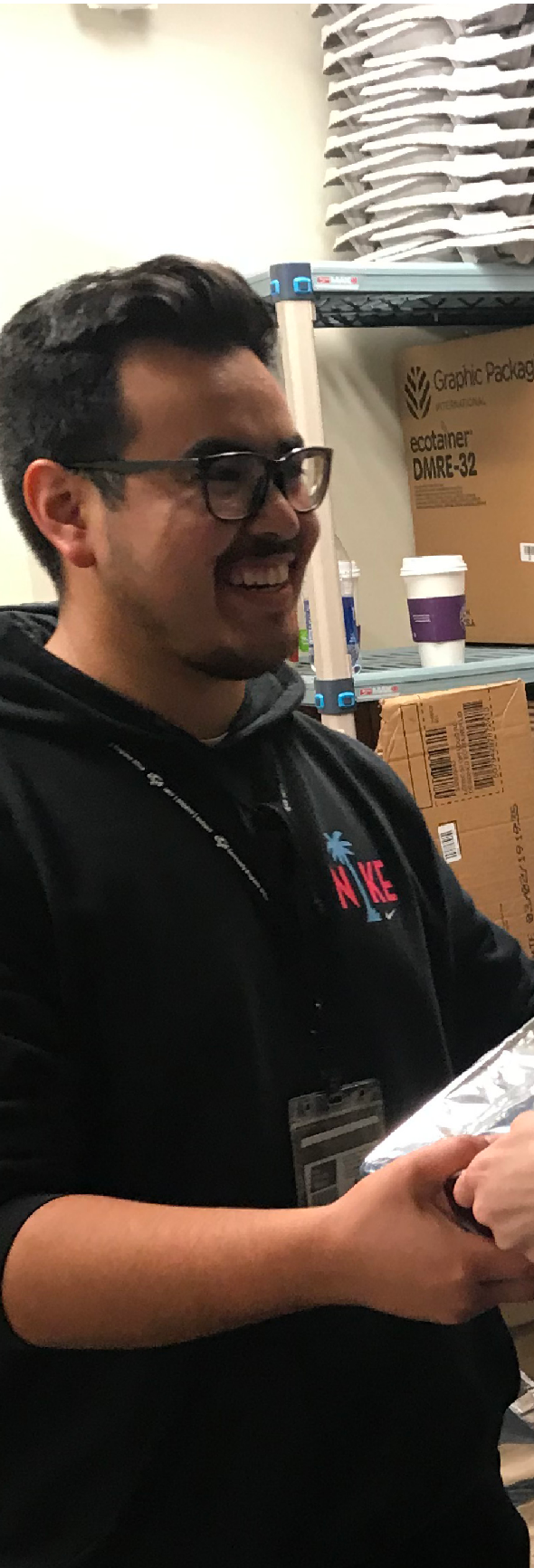

FOOD RECOVERY IMPLEMENTATION GUIDE



FOOD RECOVERY IMPLEMENTATION GUIDE

The Food Recovery Implementation Guide discusses the redistribution of food from various UCLA distribution channels and the many ways to reduce food waste on and off campus.

The guide was compiled by undergraduate students operating under the UCLA Facilities Management in 2021.

TABLE OF CONTENTS

Food Donation Guide.	2
Resources	3
Bruin Bites.	4
Current Partnerships	6
Quick Tips	9

Statement on Food Insecurity

“100 million people are starving. 1.3 billion tons of food is wasted every year. We do not need to produce more. Instead, we need to act different.” – Chef Massimo Bottura of Osteria Francescana

For a half century, the UCLA Community Programs Office (CPO) has cultivated a network of student leaders to address social inequities on and off campus through academic retention, K-14 outreach, community service, risk management, and basic needs. As the campus’ de-facto multicultural center, the CPO has historically supported low-income, minoritized student populations (e.g., students of color, transfer students, commuting students, students with dependents, etc.). In this regard, the CPO follows a unique service model centered upon elevating both student and full-time staff voices in departmental operations, including the development, provision, and evaluation of services.

During the 2008 economic recession, the CPO established the first campus food pantry in the nation, inspiring the University of California’s (UC) system-wide efforts to directly address food and housing insecurity. The creation of the CPO Food Closet and its complementary programs were developed, implemented, and modified with feedback from students, staff, and service recipients. As one of the leading advocates for food and housing justice at the UC, the CPO has developed complementary basic needs programming to provide short-term, intermediate, and long-term assistance.

Over its many years of service, the CPO has continuously modified and expanded its programs to meet the needs of their recipients. As student populations in higher education have developed tremendously over the past half century, the CPO’s innovative strategies and centralized role on campus have facilitated program adaptability.

To aid in food recovery and to limit food waste on the UCLA campus, the CPO Food Closet has accepted donations since its inception. The list of items donated to the CPO Food Closet range from shelf-stable items to perishables. Visit the CPO Food Closet donation page for more information.

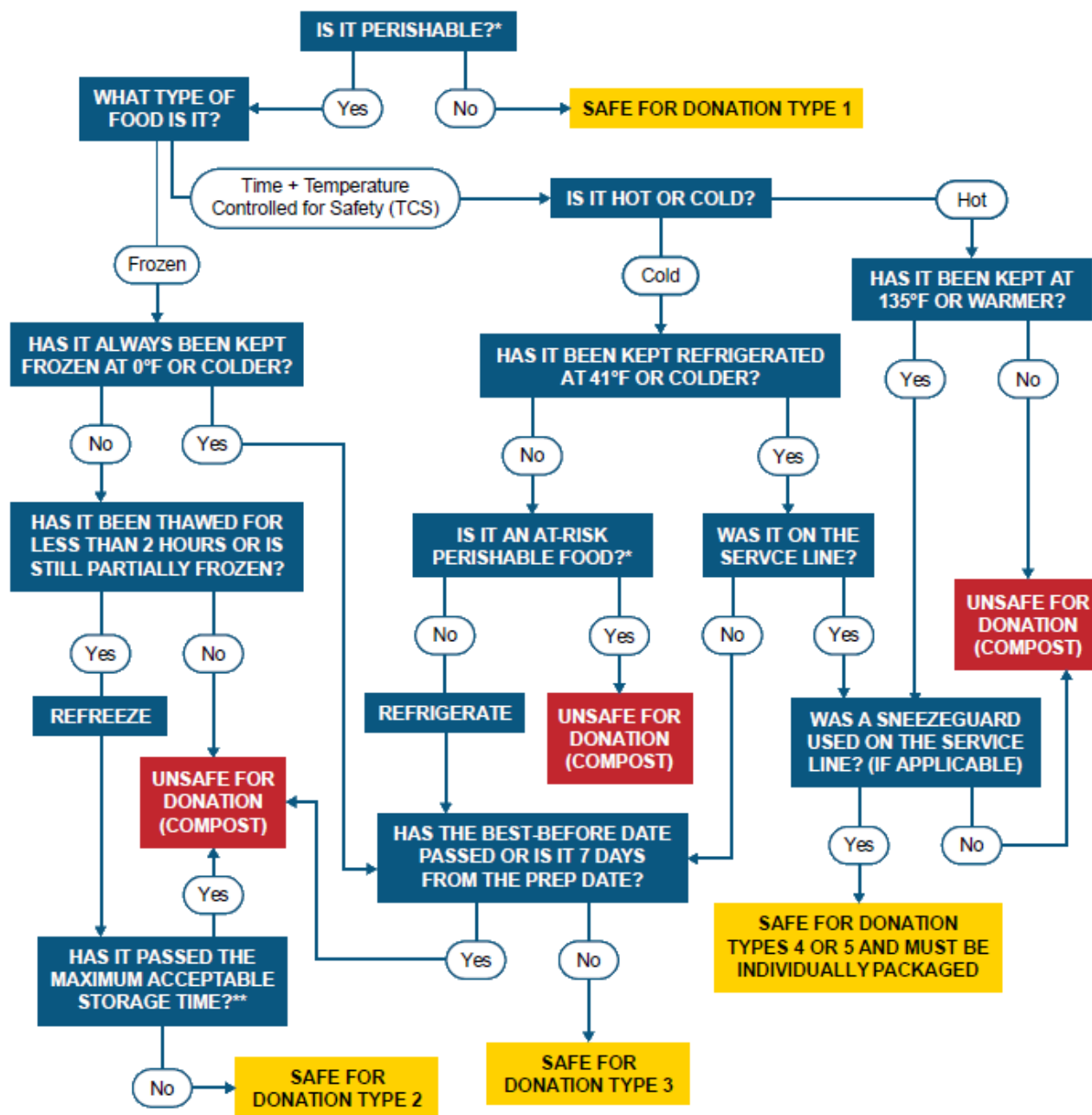
CPO Basic Needs Team
basicneeds@ucla.edu

Facilities Management
zerowaste@ucla.edu

Housing & Hospitality
sustainability@ha.ucla.edu

UCLA Sustainability
sustainability@ucla.edu

Food Donation Guide



NOTE:

Type 1: Donate to CPO, drop off at SAC CPO 105 from 10-3 PM M-F. For pick-up, contact foodcloset@cpo.ucla.edu

Type 2: Same guidelines as Type 1 and must be delivered immediately upon taking out of freezer.

Type 3: Same guidelines as Type 1 and must be delivered immediately upon taking out of refrigerator.

Type 4: Food that is individually packaged and has not been on the service line can be dropped off at SAC CPO 105.

Type 5: Food that has been on the service line and kept at temperature can be donated via Bruin Bites and students will come to the location to pick-up. Interested donors must reach out to CPO to get registered as a food provider and reach out to the CPO food closet at foodcloset@cpo.ucla.edu ahead of time to schedule the Bruin Bites text alert (more info on page 4)

*Perishables: items likely to spoil, decay or become unsafe to consume if not kept refrigerated or frozen (eg. meat, poultry, fish, and all cooked leftovers)

**At-Risk Perishables: perishables which spoil at a faster rate and require immediate refrigeration (eg. dairy)

**Check maximum acceptable storage time on page 4 of www.fda.gov/media/101389/download.

BACKGROUND

UCLA is committed to the Zero Waste goal by diverting 90% of waste from landfill and reducing waste generated per capita by 25% by 2025. A huge step towards this goal comes from reducing food waste. With partnerships across departments and clubs, UCLA is able to divert food waste from dining and on-campus events. Student organizations like Bruin Dine and Swipe Out Hunger help provide more than 6,000 meals each quarter to hungry Bruins.

An average of 40% of food sold is wasted, and at “all to care to eat” restaurants like Covell and De Neve, each visitor produces 2.5 ounces of inedible food waste per meal by overestimating the food they will eat. In total, 2180 lbs of edible and inedible food waste is produced per day, which increases costs for meals and reduces food available for food insecure Bruins. This data did not include food wasted from on campus events held by different departments. By reducing the amount of leftovers or taking steps to donate food at the end of an event we can reduce the total food wasted by the UCLA community while supporting our fellow Bruins.

This guide and the resources in it are here to help in the process of reducing food waste and connecting extra food with those who need it while helping the UCLA community reach its goals.

Resources

BRUIN BITES

Bruin Bites is a text based service from UCLA Basic Needs that connects surplus food from on-campus events to hungry Bruins. As a student you must be enrolled to receive the notifications on the location and time. As a staff or faculty member, you must be enrolled as an active food provider to be able to send a message to the enrolled students. For more information or to enroll, please visit https://basicneeds.ucla.edu/get-involved#bruin_bites or refer to the Bruin Bites Food Provider User Manual. Learn how to sign up on page 4.

GREEN EVENTS GUIDE

UCLA's [Green Events Guide](#) provides an outline for what a minimal waste, sustainable and eco-friendly event may look like before, during and after the event. It tackles six aspects of planning an event: Communication, Energy Saving, Food and Beverage, Transportation, Decorations, and Waste Management.

To reduce food waste, Bruin Bites is an optimal service to connect surplus food from on-campus events to hungry Bruins. In the event that there is still excess food, the guide suggests taking steps—such as providing take home containers for leftovers and avoiding ordering more food—to reduce waste.



Bruin Bites Food Provider User Manual

Bruin Bites is a text based service from UCLA Basic Needs that connects surplus food from on-campus events to hungry Bruins. As a student you must be enrolled to receive the notifications on the location and time. As a staff or faculty member, you must be enrolled as an active food provider to be able to send a message to the enrolled students. For more information or to enroll, please visit [www.https://basicneeds.ucla.edu/get-involved#bruin_bites](https://basicneeds.ucla.edu/get-involved#bruin_bites) or refer to the Bruin Bites Food Provider User Manual.

This user manual will walk you through the steps needed to set up SMS notifications and cancel scheduled SMS notifications.

SEND SMS

Active Food Providers can send SMS notifications to subscribed students.

Step 1. Sign in using your UCLA Logon ID.

Step 2. From the Food Provider/Host main page, select the Send SMS button

The screenshot shows the Bruin Bites Food Provider interface. At the top, there is a warning banner: "Certain Student information may not be disclosed without prior written consent from the student, including disclosure to staff or faculty that do not have a legitimate educational interest in the information." Below this is a navigation bar with four tabs: "SMS-Log", "Food Provider/Host", "Student", and "Reports". The "SMS-Log" tab is selected. Below the navigation bar, there is a "Send SMS" button highlighted with a red box. Below the button, there is a "Status" dropdown menu with "Scheduled" selected.

Step 3. Complete SMS-Form (see page 5)

- Event Holding Department.** Select your department from the drop-down menu.
- Event Date.** Provide the event date. Event date is required to be within two weeks from the current date.
- Event Name.** Provide the title of the event.
- Event Location.** Please provide the location where food will be available.
- Event Room Number.** This is optional.
- Food Available from and to time.** Select between 8AM to 9PM. Food shelf life is limited to four (4) hours for each event.
- Food Description.** Provide a short description about the type of food that will be available during the event. For example, you can type in 'Thai Food'.
- Send on Date & Time.** Date and time when SMS will be sent. Send on date and time must be within two weeks from the current date.
- Please review your message.** This provides a preview of the message that will be sent, including scheduled date and time. SMS messages are limited to 140 characters.

Step 4. Select the Schedule button to save and send SMS on the scheduled date and time.

a Event holding Department
CAREER CENTER-5060

b Event Date
mm/dd/2019

c Event Name
type alphabetic numeric value

d Event Location
type alphabetic numeric value

e Event Room Number
type alphabetic numeric value

f Food Available From
Select Time

Food Available To
Select Time

g Food Description
Example: Mediterranean Food, Mexican Food, Pacific Islander Food, Thai Food, Indonesian Food etc.

h Send On Date
mm/dd/2019

Send On Time
Select Time

i Please review your message

Schedule **Cancel**

CANCEL SMS SCHEDULE

Active Food Providers can cancel scheduled SMS notification, including notifications when food is no longer available to subscribed students.

To cancel a SMS schedule, select 'Cancel Schedule' button next to the SMS you want to cancel.

Staff Name	Department	Status	Created Date	Send on	Action	More Info
JOEL BELLON	CAREER CENTER	Scheduled	10/08/2019 10:55	10/08/2019 11:00	Cancel schedule	...

Note: The 'Cancel Schedule' button is only available before the scheduled date and time. Once the system started processing the SMS notification for this event, the button will no longer be available.

NOTIFYING WHEN NO MORE FOOD IS AVAILABLE

You can send notifications to subscribed users when food is no longer available in an event by selecting the 'No more food' button. This feature is only available during the event, i.e. between the event start time and end time.

Staff Name	Department	Status	Created Date	Send on	Action	More Info
JOEL BELLON	CAREER CENTER	Sent	10/08/2019 10:55	10/08/2019 11:00	No more food	...

Current Partnerships

UCLA DINING

UCLA Dining has a large number of programs in place to reduce food waste and to make sure all food waste is composted.

- FOODPRO food management system predicts the amount of food to make and when to make it to minimize excess food.
- Food waste is composted, excess food is donated to @uclabruindine and available to UCLA students, staff, and faculty in need of a meal.
- Across 12 events, 715 pounds of excess food from UCLA Dining was donated to BruinDine, providing over 340 people with meals during 2018.
- Waste Audits are also completed multiple times a year to better analyze food waste produced and find ways to minimize this waste in the future.
- Have any questions? Contact UCLA Dining via sustainability@ha.ucla.edu

UCLA BASIC NEEDS OFFICE

Started in 2009, the Community Programs Office (CPO) Food Closet has been providing free food for any UCLA student who may be experiencing hunger and/or struggling to attain food due to financial hardships.

Donations are accepted in the form of checks or stock. Funds are used for the daily operations of the facility and program, including the purchasing of fresh produce, canned goods, and toiletries. When donating food, smaller, portable items are preferred, but any items you can donate will help! A suggested list of items can be found on page 8.

For general inquiries contact foodcloset@cpo.ucla.edu or visit www.basicneeds.ucla.edu/Hungry/Food-Closet.



Pictured Left: Bruin Plate Dining Hall Waste Audit, November 2019

Pictured Right: Covell Dining Hall Waste Audit, November 2018



Pictured Left: Green Games Waste Audit, February 2020

Pictured Right: Green Games Waste Receptacles

ATHLETICS

- Athletics partners with the CPO Food Closet to recover unsold and leftover food. Fresh hot dogs, pretzels, and spicy sausage sandwiches provide additional options to benefit students the Food Closet serves.
- Achieved 94.7% stadium diversion rate in a single game.
- The Zero Waste Green Game game (a collaboration between [@zerowasteucla](#), [@uclaathletics](#), and [@sar UCLA](#), along with a variety of other student groups) helps raise awareness and completes waste audits to determine waste diversion.

ASUCLA

“All of our lives and communities have been greatly impacted by the Coronavirus pandemic, and with all the concerns weighing on our minds, being able to put food on the table should not be one of them.” - Cindy Bolton (ASUCLA's Director of Food Operations)

- During the first month of the COVID-19 Outbreak, ASUCLA Restaurants donated over 3,000 pounds of food. After the campus closure, the restaurants had a surplus of remaining food, which were donated to the UCLA and LA community instead of being composted.
- ASUCLA implemented compost bins and now diverts 29% of its total waste stream to composting.
- Collaborated with [@uclahousing](#) and [@e3ucla](#) ([@e3fairtrade](#)), ASUCLA helped UCLA achieve status as a Fair Trade University.
- ASUCLA implemented compost bins and now diverts 29% of its total waste stream to composting.
- Collaboration with Athletics and the Community Programs Office, concessions from Men's Basketball games, such as hot dogs, pretzels, and spicy sausage sandwiches are recovered and provided as an option at the CPO Food Closet.
- Collaboration with UCLA's Store Market and the Community Programs Office has resulted in the recovery of just-expired food items for donation. Donations have grown to include all convenience store locations and a number of vendors that are identifying donations of their own to benefit students the Food Closet serves.

IN-KIND DONATIONS ACCEPTED BY THE FOOD CLOSET

The Community Programs Office (CPO) Food Closet provides free food for any UCLA student who may be experiencing hunger and/or struggling to attain food due to financial hardships. Here is a list of suggested items accepted by the CPO Food Closet.

If you wish to donate an item that is not on this list, please contact foodcloset@cpo.ucla.edu.

Dairy Kraft singles Daiya cheese slices Yogurt	Instant Meals Burritos Lean cuisine	Drinks Water bottles Juice boxes Sodas Canned beverages	Miscellaneous Utensils
Lentils & Grains Beans – small bag Rice – small bag Pasta Oatmeal Cereal bars Stuffing	Cans Vegetables Fruit Chiles Soups Tomato sauce Pasta sauce	Snacks Crackers Pretzels Chips Cookies Snack bars Fruit Cups String cheese Raisins	Menstrual Products Tampons Liners pads Pads Wipes
Fruits & Vegetables Avocados Tomatoes Corn Broccoli Carrots Cucumbers Zucchini Onions Green/Red peppers Celery Peaches Bananas Apples Oranges Pears Mangoes Plums Potatoes	Proteins Eggs Organic eggs Canned beans Canned meats Canned tuna Canned chicken Corn beef hash Vienna sausages Sardines Spam	Toiletries Deodorant Toothbrush Toothpaste Shampoo Floss Toilet paper – individually packaged Dish soap Soap Paper towels	Seasonings/Condiments Salt Pepper Ketchup Mustard BBQ sauce Hot sauce Peanut butter – individually packaged Jelly – individually packaged Butter – individually packaged

Quick Tips

BEFORE THE EVENT: REDUCING FOOD WASTE

1. Request smaller food platters that can be replenished during the event to keep potential leftovers secure
2. Request caterers to supply to-go containers, so guests can take leftover food home after the event
3. Ask catering company about leftover food policy

AFTER THE EVENT: FOOD DONATIONS

1. Keep large and medium sized reusable containers to transport food donations
2. Check the [California Retail Food Code](#) for donation guidelines
3. Food leftovers from events can be donated to local shelter, CPO food closet (on-campus), or 580 Cafe (on-campus) if kept covered and in a secure environment

A NOTE ON DONOR LIABILITY PROTECTION

Food donors are protected by both the Federal Good Samaritan Law and the [California Good Samaritan Food Donation Act \(AB 1219\)](#), which provides liability protections for entities that make good faith donations of surplus food. The law clarifies and expands liability protections for donated surplus food by:

- Creating a more comprehensive list of entities covered by the law
- Explicitly states that donation of past-date food is subject to liability protection
- Expanding liability protection to donations made by food facilities, which are subject to food safety regulations and regular inspections, directly to individuals for consumption (direct donation).

LEARN MORE

1. Visit the LA County Food Redistribution Initiative (www.publichealth.lacounty.gov/eh/LACFRI).
2. Check out the [Green Events Certification Guide](#).

