



2025 Non-USDA Agency Site Visit Requirements

During the walk through of your agency, we will look for the following:

- Hours of operation posted in a place visible to the public
- Cleanliness of all dry and cold storage areas (where applicable)
- Functional thermometers present in all compartments of cold storage units
- Refrigerator/Freezer Temperature Logs
 - All compartments of a refrigeration unit must be checked at least twice a week and as soon as safely possible after any power outages.
 - If a compartment of the fridge/freezer is empty and/or not in use, note this on the unit's temperature log.
- Current Food Safety Certificate or Manager ServSafe Certificate (prominently displayed)

The following materials must be organized and available during your review:

- Menu Logs (soup kitchens and on-site feeding services only)
- Current and past invoices from the Lowcountry Food Bank
- Pest control logs or copies of professional pest control invoices
- A copy of your most recent annual agency membership renewal

LCFB staff will research the agency's shopping history and whether the agency has been utilizing the LCFB at least monthly.

Please visit our website below to find any of these materials:
<https://lowcountryfoodbank.org/about-us/partner-agencies/agency-forms/>

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