

## **GLOSSARY OF TERMS**

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<b>Affiliate</b>	<b>A food bank related to America's Second Harvest and to a Second Harvest certified food bank by a standard written affiliate/three-party agreement.</b>
<b>Agencies</b>	<b>The organizations supplied with food by a food bank.</b>
<b>Allocation</b>	<b>The percentage of the total product donated to an agency over the course of a year.</b>
<b>Best-If-Used By Date</b>	<b>The date beyond which the manufacturer does not guarantee acceptable quality and/or aesthetic standards; i.e., color changes, ingredient separation, etc., will begin to occur after this point in the life of product. Cereal and snack items often have this type of dating, as do other shelf-stable products having a shelf life of more than six months.</b>
<b>Brites (Shiners)</b>	<b>An unlabeled can. This product will require labeling for distribution.</b>
<b>Brown Bag Program</b>	<b>A program that provides boxes or bags of food to needy families. Many of the agencies served by food banks run this type of program, but some food banks do as well. Usually distributes to families on an as-needed basis, but some programs provide a regular supply of supplemental food to poor families/senior citizens via formally organized Brown Bag Clubs. Also known as a food box program or food pantry.</b>

## **GLOSSARY OF TERMS (Continued)**

<b>Case Count</b>	<b>The number of cases of goods in a shipment.</b>
<b>Case Pack</b>	<b>The number of units in a case (i.e. 24 jars per case)</b>
<b>Case Weight</b>	<b>The gross weight of the cased product, including contents and case itself.</b>
<b>Certified</b>	<b>An agency related to a food bank by a standard written certified food bank agreement.</b>
<b>Commodities</b>	<b>In food banking, shorthand for “USDA Commodities,” which are distributed to the needy.</b>
<b>Congregate Site</b>	<b>(Per Food-banking), A facility which serves meals on its premises. May include senior meal sites, day care centers, group homes, soup kitchens, etc.</b>
<b>Contamination</b>	<b>Process by which dust, dirt, filth, birds, insects, or rodents come in contact with a product, rendering it unclean or impure.</b>
<b>Discontinued</b>	<b>A manufacturer stops production of a particular product, usually because of slow sales.</b>
<b>Distribution Center</b>	<b>A warehouse location where manufactured product is stored for distribution to customers. (i.e. retailers, wholesalers).</b>
<b>Distributor</b>	<b>Firm at the receiving end of the manufacturer’s marketing system, usually a wholesaler who supplies product to retail or food service operations.</b>

## **GLOSSARY OF TERMS (Continued)**

<b>Donor</b>	<b>Any of several types of givers: those who make product donations on a local or national (Second Harvest) basis and individuals, congregations, foundations and funding sources who donate dollars, services or time.</b>
<b>Drop Point/Drop</b>	<b>A facility or lot used by a food bank in delivering goods to multiple agencies in an outlying area. Agencies would pick up from the drop point rather than from the food bank warehouse.</b>
<b>Dry</b>	<b>Product that does not need to be refrigerated or frozen.</b>
<b>Emergency Box/Bag</b>	<b>An assortment of food pantries provide to assist people in crisis. Usually for a limited time period.</b>
<b>Expiration Date</b>	<b>The last date a product should be used, usually used with drugs, packaged yeast and refrigerated dough products.</b>
<b>FDA</b>	<b>Food and Drug Administration, a government agency.</b>
<b>FEMA</b>	<b>Federal Emergency Management Agency. Provides annual grants via local FEMA Boards, which many food banks use to purchase food or use to underwrite agencies' shared maintenance fee expenses.</b>
<b>FIFO</b>	<b>(First In First Out) A warehouse practice of stock rotation. A system in which the oldest stock is put on sale first.</b>

## GLOSSARY OF TERMS (Continued)

<b>501 (c) (3)</b>	<b>A private not-for-profit corporation with charitable intent, as defined by Section 501 (c) (3) of the U.S. Internal Revenue Code. Section 501 (c) has several dozen subsections, but Section 170 (e) (3) restricts the distribution of donated goods by food banks to only those described under subsection 501 (c) (3).</b>
<b>Flash Frozen</b>	<b>Applies to a product being frozen quickly and instantly from the production line. (See I.Q.F.)</b>
<b>Floor Loaded</b>	<b>Product loaded onto the floor of a truck, as opposed to palletized.</b>
<b>Food Bank</b>	<b>A not-for-profit food recovery and distribution program dedicated to reducing hunger and malnutrition by utilizing surplus products donated by the food industry to supplement the feeding programs of charitable agencies and churches serving the needy; industry donations are supplemented by community food drives, purchases, etc.</b>
<b>Food Pantry</b>	<b>A food distribution agency which provides its clients with bags or boxes of food for home preparation and consumption.</b>
<b>Food Service</b>	<b>Suppliers and producers of product specifically for cafeterias, airlines, restaurants. Food is usually packaged in larger sizes than regular retail pack.</b>
<b>Food Stamps</b>	<b>Federally mandated, state administered food assistance program which provides money coupons to needy people; stamps can be used to buy food in stores.</b>

## GLOSSARY OF TERMS (Continued)

- Good Sam Laws** “Good Samaritan” laws protecting food donors, food banks or others from liability so long as negligence or bad faith are not evident. Some states have Good Sam laws protecting volunteers, board members of not-for-profit organizations or medical practitioners (acting in emergency situations) from lawsuits, again unless negligence or bad faith is evident.
- III** In food banking, donated good may be distributed only to the “ill, needy or infants,” as defined by Sec. 170 (e) (3) of the U.S. Internal Revenue Code, as further defined by pg. 4511 of the Feb. 1, 1982, *Federal Register* and by the Second Harvest Gray Area Task Force Report. Examples of ill people include a person suffering from physical injury; a person with a significant impairment of a bodily organ; a person with an existing handicap, whether from birth or later injury; a person suffering from malnutrition; a person with a disease, sickness, or infection which significantly impairs physical health; and a person partially or totally incapable of self-care (including incapacity due to old age).
- Infant (See “III”)** A minor child (as determined under the laws of jurisdiction in which the child resides). The Gray Area Task Force concluded that an infant must also be needy to qualify for food bank services.
- Inventory** An itemized listing of goods or materials on hand at any given time.
- I.Q.F.** (Individually Quick Frozen) Applies to product frozen individually and instantly from the production line.

## GLOSSARY OF TERMS (Continued)

<b>Label</b>	In food banking, the information that must be affixed to food products for them to be lawfully distributed. Specific requirements are set only by the U.S. Food and Drug Administration, and include the product's name, weight, ingredients, etc.
<b>Monitoring</b>	A formal inspection of a food bank by Second Harvest (or of an SDO or affiliate food bank by another food bank or of an agency by a food bank) or of an agency by a food bank to ensure that record keeping, sanitation, distribution, and other requirements are being met.
<b>Needy</b>	(See "Ill.") A person who lacks the necessities of life, involving physical, mental or emotional well being, as a result of poverty or temporary distress.
<b>Net Weight</b>	Weight of product only (does not include container weight).
<b>Non-Network Food Bank</b>	A food bank which chooses to operate independently of the Second Harvest Network
<b>170 (e) (3)</b>	The United States Internal Revenue section explaining the tax deduction available to corporations for donations out of inventory. Generally, this deduction can be up to cost plus one half the mark-up. See Feb. 1, 1982, <i>Federal Register</i> , pp. 4508-4513. Second Harvest food banks handle donated goods in accordance with the provisions of Sec. 170 (e) (3), as amplified by the Gray Area Task Force Report and the Second Harvest Memorandum of Agreement.
<b>On-site</b>	An agency that serves food in its facility. (i.e. soup kitchens, day care centers, shelters).

## GLOSSARY OF TERMS (Continued)

<b>OSHA</b>	<b>(Federal) Occupational Safety and Health Administration. Agency which promulgates and enforces workplace safety rules.</b>
<b>Pack Date</b>	<b>Indicates the date a product was manufactured.</b>
<b>Pack Size</b>	<b>The size of the individual units of case goods.</b>
<b>Pallet</b>	<b>A wood base used for assembling, storing and handling materials in a whole unit load. Normal industry standard is 48 inches x 40 inches. It can also be referred to as a standard GMAC pallet.</b>
<b>Pantry</b>	<b>See “Brown Bag Program”</b>
<b>Perishable Goods</b>	<b>Fresh produce, milk, eggs, meat, frozen goods, baked goods, any food with a short shelf life or a need for refrigeration.</b>
<b>Portion Pack</b>	<b>The packaging of individual size portions. (I.e. single serving)</b>
<b>Prepared Foods</b>	<b>Food prepared for serving in a restaurant, cafeteria, etc.</b>
<b>Production Overrun</b>	<b>A situation in which a manufacturer processes more raw materials into finished goods than it has a market for. Can be caused by original commitment to quantity of raw materials purchased, an attempt to stabilize production costs. (I.e. quantity discount or fluctuating markets).</b>
<b>Pull-By-Date/ Sell By Date</b>	<b>The last date a product should be offered for sale allowing time for home use under proper storage conditions. Generally used for perishable products such as meats, dairy, refrigerated juices, and fresh baked goods.</b>

## **GLOSSARY OF TERMS (Continued)**

<b>Purchase Program</b>	<b>Purchase of food by a food bank to supplement product available through donations.</b>
<b>Pure Food Bank</b>	<b>A food bank that only distributes donated goods to agencies, as contrasted with food banks which have diversified into having purchase programs or running their own Brown Bag programs, etc.</b>
<b>Reclamation Center</b>	<b>Most often operated by individual retailers. A facility through which all of that chain's returns and damaged product are handled. Each product is scanned to identify manufacturer and product value. Manufacturers are billed for credits on these products and will either pick the product up, request that it be dumped, or release it for donation.</b>
<b>Repack</b>	<b>The process of removing a product from its original container and packaging it in a generic container.</b>
<b>Rotation</b>	<b>The practice of moving older stock forward when restocking shelves or cases so that the oldest product is the first to move out.</b>
<b>Salvage</b>	<b>Product that has been damaged either at the warehouse or retail level. Product that typically passes through reclamation centers.</b>



## GLOSSARY OF TERMS (Continued)

<b>Second Harvest Network</b>	The national organization of food banking. it is a not-for profit corporation, which contracts with food banks to provide: donated product, training, and technical assistance, and standards for operation, etc.
<b>Second Harvest</b>	Second Harvest and its member food banks.
<b>Secondary Market</b>	The discount market for surplus goods used as an alternative to donating those goods.
<b>Service Area</b>	A food bank's designated geographical area in which they are responsible for providing product to their agencies as well as for product solicitation within their area's boundaries.
<b>Shared Maintenance</b>	The fee food banks charge agencies for product distributed. Currently 18 cents per pound is the limit for agencies and SDO's. Second Harvest sets the cap on such charges for its member food banks.
<b>Sharing</b>	When a food bank distributes its extra food to another food bank that is not its affiliate or SDO. This may (but not necessarily) be done under the understanding that the receiving food bank will reciprocate either now or later.
<b>Shelf Life</b>	The length of time a product may be stored, as on a supermarket shelf, without deteriorating.
<b>Shelf Stable</b>	A product that does not require refrigeration and usually has a long shelf life. (I.e. canned goods, aseptic pack).

## **GLOSSARY OF TERMS (Continued)**

<b>Shrink Wrap (Stretch Wrap)</b>	<b>Clear plastic film, conforming to the object or product it covers; often used to keep cases from shifting on a pallet.</b>
<b>Shrinkage</b>	<b>The loss of product due to damage, theft, or miscounting.</b>
<b>Skid</b>	<b>A platform for holding stock, a pallet.</b>
<b>SSI</b>	<b>Supplemental Security Income. Federal cash assistance program for the disabled and elderly poor; administered by the Social Security Administration.</b>
<b>Swells</b>	<b>An accumulation of processed foods packed in tin or glass, rendered unable to sell by swelling of the container or lid due to faulty processing or sealing.</b>
<b>Tare Weight</b>	<b>The weight of the containers and the materials used for packaging.</b>
<b>Taste of the Nation</b>	<b>Annual fundraising reception/dinner held in any communities across the United States under the auspices of Share Our Strength (S.O.S.) to raise funds for anti-hunger efforts, including food banks.</b>
<b>TEFAP/USDA</b>	<b>The Emergency Food Assistance Program. Federal program initiated in the early 1980's to draw down government surpluses of food by distributing those goods to/through charity agencies. Many food banks handle TEFAP food.</b>
<b>UPC (Universal Product Code)</b>	<b>A product coding system designed to allow simpler and more accurate product identification as goods move from manufacturer to retail. Scanner sensitive for checkout and reclamation centers.</b>
<b>USDA</b>	<b>U.S. Department of Agriculture.</b>

## **GLOSSARY OF TERMS (Continued)**

<b>VAP</b>	<b>Value Added Processing.</b> In food banking, refers to the processing of raw donated goods by Second Harvest or by food banks for later distribution to agencies. Second Harvest has and continues to develop rules on the handling and distribution of VAP goods.
<b>Value Added</b>	<b>In food banking, the processing of goods in some way so as to make them easier to distribute and/or make shelf-stable. For example, the labor and materials involved in re-packing bulk beans into smaller bags. (See "VAP")</b>
<b>Wholesaler</b>	<b>Merchant middle-person who sells primarily to retailers on behalf of manufacturer.</b>
<b>WIC</b>	<b>Women, Infants, Children program.</b> A federally mandated, state-administered supplemental food/counseling program for low-income pregnant women, infants, and children