UNIFIED SAN DIEGO COUNTY
EMERGENCY SERVICES ORGANIZATION
AND
COUNTY OF SAN DIEGO

SAN DIEGO COUNTY OPERATIONAL AREA MULTI-AGENCY FEEDING PLAN

STANDARD OPERATING PROCEDURES

I. Introduction

The Multi-Agency Feeding Task Force Standard Operating Procedures (SOP) will help to limit the duplication of efforts and maximize use of available resources to respond to mass care feeding needs during and after catastrophic disasters. It defines the full spectrum of tasks required from activation until community services are restored.

This SOP is to be used in conjunction with the **San Diego County Operational Area Multi-Agency Feeding Plan**. This SOP incorporates guidance from the national *Feeding Task Force Guidance Document* and the *Multi-Agency Feeding Plan Template* that were created by the Mass Care working group tasked by FEMA and posted on the National VOAD's website.

II. General Information

A. Activation of a Feeding Task Force (FTF)

FTF activation will be based upon the type of disaster and conditions within the operational area. Conditions for activating the FTF may include the following:

- Feeding need is greater than the collective capacities of traditional disaster relief feeding operations
- Disaster overwhelms resources of traditional disaster relief feeding organizations
- FTF is needed to coordinate the procurement of assets, which may include food, food production supplies, refrigeration trucks, food delivery vehicles, etc.
- Disaster covers multiple jurisdictions
- Multiple shelters are opened
- Large populations are affected by the disaster

The decision to activate the FTF will be made by the Operational Area Emergency Operations Center (OA EOC) Care & Shelter Branch Coordinator in communication with the American Red Cross liaison.

The FTF may not always be activated during all disasters. If the traditional disaster relief organizations can meet the feeding needs of a disaster, there will be no need to activate the FTF.

B. Tiered Response

Disaster relief feeding operations will change in scope, participants and resources from the onset of the disaster to long-term relief efforts. The evolution and methods of disaster feeding operations occur in three distinct but over-lapping phases: Immediate, Sustained and Long-Term. The start and duration of these phases can vary among or within jurisdictions.

The FTF's service delivery plan will account for the phase of feeding operations, which includes types of meal/food sources available and FTF participants. Agencies that play a role and contribute to the communication and coordination of a disaster feeding operation will be contacted when the FTF is activated. The tiered response listed below

will provide a general framework, but are not meant to exclude organizations from participating in the FTF. The list includes current and potential participants of the FTF.

- **Immediate Level of Activation**
  This phase begins with the event or in anticipation of an event, with snacks, shelf stable meals and/or light meals being obtained from various sources and ends when a stable feeding infrastructure has been established. The approximate time frame for this phase is 72 hours.

  Meal Sources: Shelf stable meals from food distributors and American Red Cross (Meals Ready to Eat (MRE) and Heater Meals), restaurants and caterers.

  Responsible Participants: County of San Diego Office of Emergency Services, American Red Cross, Salvation Army, restaurant chains, San Diego Chapter of the California Restaurant Association, caterers, Tribal entities and local municipalities.

- **Sustained Level of Activation**
  This phase begins when disaster-feeding infrastructure and supporting supply logistics are in place and producing meals. The phase ends when sustained disaster feeding is no longer required.

  Meal Sources: Non-government organizations (NGOs), field kitchens, institutions, schools, hospitals.

  Responsible Participants: San Diego Food Bank, Feeding America San Diego, North County Community Services Food Bank, Colleges & Universities, catering companies, Southern Baptist Disaster Relief, Sysco, US Foodservice, Specialty Produce in addition to Immediate Level of Activation FTF participants.

- **Long-Term Level of Activation**
  This phase begins when the restoration of utilities allows the residents to cook meals in their homes and purchase food in stores. Individuals affected by the disasters may be eligible for food and/or financial assistance to purchase food. This phase focuses on the demobilization of the disaster-feeding infrastructure.

  Meal Sources: Grocery stores, restaurants, Disaster Supplemental Nutrition Assistance Program (D-SNAP).

  Responsible Participants: Grocers, Meals On Wheels in addition to the Immediate and Sustained Level of Activation FTF participants.

C. FTF Meeting Location

The FTF will assemble at the San Diego Medical Examiner's Office, located at 5570 Overland Avenue, Suite 101, San Diego, CA 92123-1206. If the Medical Examiner's Office is not available, the FTF will convene at another facility in the County Operations Center in Kearny Mesa. If no facilities are available at the County Operations Center in Kearny Mesa, the FTF will assemble at the San Diego/Imperial Counties American Red Cross building, located at 3950 Calle Fortunada San Diego, CA 92123.

If none of these locations are available, due to building structure or inaccessible, an alternate location will be identified by the FTF Coordinator and communicated to the FTF participants.

III. Procedures

A. Notifications

1. FTF Alert

If there are projected risks for disaster conditions in San Diego County (i.e. high fire danger), the FTF Coordinator will contact local FTF participants and inform them of the following:

- Specific event and estimated duration of event

2. FTF Activation

The FTF Coordinator will contact local FTF participants via Alert San Diego as soon as the need for the FTF is determined and inform them of the following:

- Specific event
- FTF Meeting Location/Phone conference bridge number
- Time of initial briefing
- Reminder to bring Personnel & Material Resource Capability Worksheet. See *Appendix B – Personnel & Material Resource Capability Worksheet.*

B. FTF is Operational

1. FTF Coordinator Duties

- FTF Coordinators have been identified from existing County of San Diego employees
- Notify EOC Care & Shelter Branch when FTF is operational
- Coordinate update/completion of Personnel & Material Resource Capability Worksheets by FTF participants and consolidate information into a Resource Capability Report. *See Appendix C – Resource Capability Report*
- Complete and distribute to FTF participants a Situation Assessment to define the scope of the incident in collaboration with FTF participants. See *Appendix D-Situation Assessment*. The Situation Assessment:
    - Defines approximate number of individuals affected
    - Cities/Communities affected
    - Approximate number of resident structures damaged
    - Approximate number of structures without power
    - Communication capabilities
    - Potable and non-potable water available and any gaps
    - Commercial fuel services impacted and where
    - Defines the scale of the disaster and the anticipated number of meals per day required in San Diego County to meet the needs of those affected.
    - Determines resources required to meet the defined need in the areas of procurement, production and distribution.
    - Determines resources available from NGOs and the private sector.
    - Identifies any shortfalls.
    - Projects feeding needs for the next 72 hours.

- Complete Multi-Agency FTF Service Delivery Plan based on and in collaboration with FTF participant input that prioritizes needs, determines type of feeding; bulk distribution, fixed feeding and/or mobile feeding and distribute plan to OA EOC Care & Shelter Branch Coordinator and FTF participants. *See Appendix E – Multi-Agency FTF Service Delivery Plan*
- Compile Daily Feeding Report from FTF participants and distribute report to OA EOC Care & Shelter Branch Coordinator and FTF participants. *See Appendix F-Daily Feeding Report*
- Provide situation updates to FTF participants
- Ensure FTF participants understand and implement the basic components of the service delivery plan: coordination, procurement, production, and distribution
- Identify FTF participant or external person to document actions and requests
- Monitor, review and input information into WebEOC or assign FTF participant or external person to complete

Refer to San Diego Operational Area Multi-Agency Feeding Plan for non-operational roles and responsibilities.

3. All FTF Participant Duties

- Review and update Personnel & Material Resource Capability Worksheet that identifies what the personnel and material resources each organization has available and able to be utilized in the feeding operation
- Provide FTF Coordinator with information for the Situation Assessment. Information may include:
    - The anticipated number of meals per day required in San Diego County to meet the needs of those affected.
    - Resources required to meet the defined need in the areas of procurement, production and distribution.
    - Resources available from NGOs and the private sector.
    - Any shortfalls.
    - Projected feeding needs for the next 72 hours.
- Review Situation Assessments from FTF Coordinator to ensure that Service Delivery Plan addresses resources, needs and gaps.
- Provide information for Multi-Agency FTF Service Delivery Plan to FTF Coordinator.
- Complete Daily Feeding Report and submit to FTF Coordinator.
- Be prepared to offer services/ products as indicated on Personnel & Material Resource Capability Worksheet.

4. OA EOC Care & Shelter Branch Coordinator Duties

- Monitor FTF activities on WebEOC
- Communicate regularly with FTF Coordinator to include situational updates as well as feeding requests
- Update OA EOC Situation Report with applicable information from the Multi-Agency Feeding Report

C. FTF Process

FTF participants will address the goals of the service delivery plan through task specific activities: Coordination, Procurement, Production and Distribution. FTF participants will determine which task specific activities their organization's respective resources and goals align with and then work primarily within that group during the FTF's activation. On-going actions will be completed within an established daily schedule. See *Appendix G Sample Daily Schedule.*

1. Order Request and Processing Coordination

Responsible Participants include but are not limited to: FTF Coordinator; this position shall:

- Assign FTF participants to review Personnel & Material Resource Capability Worksheets and update as needed
- Monitor media and news coverage
- Monitor conditions and maintain liaison with OA EOC Care & Shelter Branch Coordinator
- Monitor, review and input information into WebEOC
- Maintain order requests and resource requests from the OA EOC and refer them to appropriate group (Procurement, Production, Distribution) for completion
- Maintain receipt of goods forms
- Complete daily statistical reports
- Update OA EOC Care and Shelter Coordinator with issues impacting service delivery
- See Coordination Section of the Elements of a Feeding Operation in the San Diego County Operational Area Multi-Agency Feeding Plan

2. Procurement

Responsible Participants include but are not limited to: Sysco, US Foodservice, Specialty Produce shall:

- Identify resources and set priorities for their use
- Ensure resource requests are not duplicated
- Determine resource shortfalls and communicate information to the Coordination group
- Utilize Food Order Form templates to order food for three days (2 meals a day). *See Appendix H- Food Order Form*
- Maintain inventory of food, consumables and non-expendable equipment
- Maintain list of donated goods and services
- See Procurement Section of the Elements of a Feeding Operation in the San Diego County Operational Area Multi-Agency Feeding Plan

3. **Production**

Responsible Participants include but are not limited to: American Red Cross, Southern Baptist Disaster Relief, San Diego Chapter of the California Restaurant Association, Chef de Cuisine Association of San Diego, Salvation Army shall:

- Identify field kitchens and mobile kitchens available and ideal locations and daily meal capacity
- Identify resources needed to support kitchens
- Obtain daily kitchen / disaster feeding site reports
- See Production Section of the Elements of a Feeding Operation in the San Diego County Operational Area Multi-Agency Feeding Plan

4. Distribution

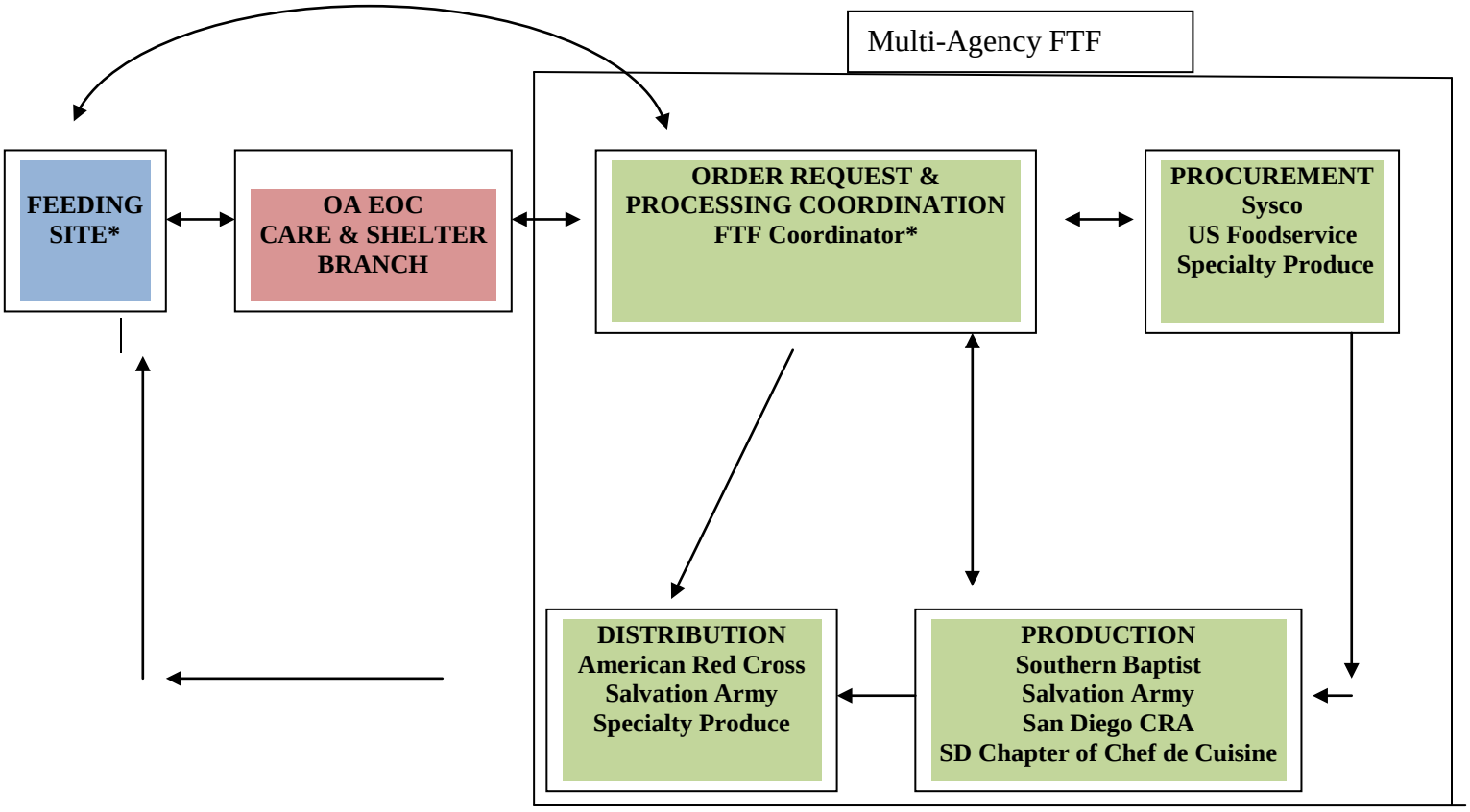
Responsible Participants include but are not limited to: Specialty Produce, American Red Cross, Salvation Army shall:

- Confirm delivery of supplies and meals
- Communicate with FTF Coordinator any disaster assessment information, dietary cultural issues that have arisen at distribution sites
- Communicate road status, security issues, etc. to FTF Coordinator
- See Distribution Section of the Elements of a Feeding Operation in the San Diego County Operational Area Multi-Agency Feeding Plan

APPENDIX A – Task Organization of the San Diego Operational Area Multi-Agency Feeding Task Force Feeding Operation

General Assumptions:

- This chart is meant to serve as a visual reference for the tasks defined in this SOP
- The Order Request, Processing Coordination, Procurement, Distribution and Production elements may take place within agencies as part of their existing procedures
- Feeding sites managed by an organization that have a FTF participant may communicate directly
- The FTF will be organized into the Order Request, Processing Coordination, Procurement, Distribution and Production elements to facilitate coordination between agencies



In Field
OA EOC
Feeding Task Force

Appendix B - Personnel & Material Resource Capability Worksheet

Agency/Organization: _____

Representative at FTF during a disaster: _____

Contact Information (Work, Cell, Email): _____

Alternate Name: _____

Alternate Contact Information (Work, Cell, Email): _____

Resource Type	Resource	Quantity	Time Needed to Acquire Resource
Procurement	Food staples Bottled Water Paper Supplies Cambros Water Buffalos Water Tanks Dumpster Propane Fuel Sanitation Facilities and service contracts		
Production	Culinary Staff Kitchens		
Distribution	Refer Trucks Boxed Trucks Vehicles for Transportation Forklift(s)		

APPENDIX C – FTF Resource Capability Report

Material Resource Management - Material resource management includes both commodities/consumables (e.g., food/paper plates) and non-expendable (e.g., forklifts) support requirements.

Material Resource	Description	Operational Area Capability	NGO Local Capability	Gap
Commodities and Consumables				
Food				
Hydration	Beverages, including water (and cups)			
Utensils	Generally some combinations of knife, fork, spoon, spork, napkin, salt, pepper and towelette			
Napkins				
Clamshells	Plates or other disposable container for serving and distributing prepared meals.			

APPENDIX C – FTF Resource Capability Report

Material Resource	Description	County Capability	NGO Local Capability	
Non-Expendable Items				
Box Trucks	Transport of commodities to staging areas, kitchen sites and distribution facilities			
Reefer Trucks				
Warehouses				
Vehicles for Transportation				
Forklifts				
Pallet Jacks				
Hand Trucks				
Gray water tanks and servicing contracts				
Trash collection and disposal contracts capability				
Recycling considerations				
Potable water tanks and servicing contracts				
Sanitation facilities and service contracts				
Insulated food and beverage containers (e.g., Cambro)				
Security	Guards for the distribution sites and kitchens/food preparation sites			
Generators				
Fuel for Government and NGO Vehicles				
Mo Gas (Generators)				
Gasoline				
Propane				
Diesel				
Additional Information				

San Diego County Multi-Agency Feeding Task Force
Situation Assessment

I. Impact of disaster – Completed by FTF Coordinator

Date and type of incident:
Approximate number of individuals affected:
Cities/Communities affected:
Approximate number of residential structures damaged:
Approximate number of structures without power:
Communication capabilities:
Potable and non-potable water available? Any gaps?
Commercial fuel services impacted? Identify where

II. Food Commerce – Completed by FTF Coordinator

Fast food restaurants affected?
Restaurants & caterers affected?
Grocery stores affected?
Food distribution network affected? Estimated time to resume services?

III. Feeding Support Needed – Completed by FTF Coordinator

How many days?
Fixed feeding?
Mobile Feeding?
Bulk Distribution?
Special Dietary and/or Cultural Needs?

APPENDIX D – Situation Assessment

IV. Current Government Resources – Completed by FTF Coordinator

Branch	Capabilities	Contact Information
San Diego Operational Area OES		

V. Current NGO Disaster Relief Feeding Operations – Compiled from FTF participants

Organization	Capabilities	Contact Information
Southern Baptist Disaster Relief		
American Red Cross		
Salvation Army		

VI. Food Assistance Programs – Compiled from FTF participants

Organization	Capabilities	Contact Information
Meals on Wheels		
San Diego Food Bank		
Feeding America San Diego		
North County Community Services Food Bank		

VIII. Feeding Shortfalls – Compiled from FTF participants

APPENDIX E – Multi-Agency FTF Service Delivery Plan

Incident Name:	Date/Time:
Operational Period:	
Feeding Situation Summary:	
Feeding Incident Objectives:	
Planned Actions, Strategies and Tactics:	
Prepared By:	Signature:
Date:	Organization:

APPENDIX F - Daily Feeding Report

Organizations may use their own internal forms to collect information but will communicate the following information on the Daily Feeding Report.

Incident Name:		Date/Time:
Operational Period:	Organization Name:	
Location of Food Production Sites:		Meals Produced per Site:
Personnel & Material Resource Shortfalls (Identify type, quantity and location):		
Location of Food Distribution Sites, Mobile Feeding Routes:		Meals Distributed per Site/Route:
Personnel & Material Resource Shortfalls (Identify type, quantity and location):		

APPENDIX G – Sample Daily Schedule

Fixed schedules reduce confusion, streamline processes and establish a sense of order among both disaster relief personnel and people affected by the disaster.

Sample Timeline

12:00 a.m. - 6:00 a.m.	**Food Distribution Supplies delivered including paper supplies, hydration, snacks and breakfast.**
6:00 a.m. – 8:00 a.m.	**Breakfast**
10:00 a.m. - 12:00 p.m.	**Lunch delivered**
11:00 a.m. - 1:00 p.m.	**Lunch served**
3:00 p.m. - 5:00 p.m.	**Dinner delivered**
4:00 p.m. - 6:00 p.m.	**Dinner served**

APPENDIX H- Food Order Form

The following three order form templates were created by the Mass Care working group for FEMA for the initial nine days of a field kitchen operation.

Planning Assumptions:

- Orders are constructed to supply kitchens with 3 days of production capacity. This allows vendors the necessary time to assemble and ship any quantity of food required.
- Two meals a day per person will be used as the baseline for calculating the quantity of food necessary for the safety and health of the clients as much as possible.
- The first 3-day increment must be single pot type meals. This allows kitchens to come up to speed whether all support systems are in place or not. These are canned meals so refrigeration / storage is not an issue.
- All shipments to a kitchen will contain full meal orders for the 3-day order period. Entrees will not be split to meet a meal demand (i.e. cannot mix two entrees together to meet volume requirement, kitchens cannot cook two items simultaneously or one after the other and make the production requirement. Pots must be cleaned before commencing another entrée and that would offset the production schedule and make it ineffective**). No raw meats or non pre-cooked entrée foods can be utilized at these field kitchens.**
- Shipment trailers will contain full supply orders for the meal components (expected 20K to 25K meals per trailer).
- The items on the order forms were identified as acceptable for use in field kitchens.
- The cases to order are computed based on serving size against a simple calculation: No. meals to serve * Ounces per meal of that item / number ounces per case or pack.
- The order templates may be used again after the initial nine days of a field kitchen operation. Consideration should be given to rotation of the templates since traditional disaster relief field kitchens operate on a 5-day menu rotation.

APPENDIX H - Food Order Form – Initial Order Cycle

Initial Order Cycle	Kitchen: PO or Req #:	Date:

The following order form is to be used for a single kitchen. It will provide food and supplies required to prepare servings of each entrée for a production capacity of 2 meals per day for three day order cycle. Orders are for Daily Menu Loads and are shipped intact as individual orders designated by load 1, load 2 and load 3 as indicated in first column. Support materials are considered part of load 1 (first day load for this order cycle). You select what components you want in each load. Servings are 8/6/6 oz per meal.
Enter total meals per day being requested for that load and the system will split that amount in half (2 meals per day) for component order calculations. You can enter meal count directly in the Servings Requested column to override automatic calculations. Save your form with a new file name / date to preserve the blank master copy.

Address:

Special Instructions:

Completed By (Print):	Phone #	
Load # 1 Total Meals/day being Requested*	0	
Load # 2 total Meals/day being Requested*	0	
Load # 3 total Meals/day being Requested*	0	

Please do not write in the shaded gray area

r load number in front of the Entrees, Vegetables & Fruits being ordered (1, 2 or 3)

Product Description	Pack Size	Servings/pack	Example for 10K Servings	Servings Requested	Cases Ordered		
Prepared Foods: 8 oz per meal, 2 entrees per day, up to 3 Menu loads	Oz per Serving=	8	Cases Ord				
Sloppy Joe, Beef Mix (6 oz serving 2 oz bun)	6/52 Oz	52.0	192	0	0.0		Notes
Chicken, Meat Skinl Boneless Shelf Stable (6 oz serving 2 oz bun)	6/48 Oz	48.0	208	0	0.0		
Buns, Hamburger 4" Sent with Sloppy Joe & Boned Chicken only	120 ct	120.0	83	0	0.0		96
Sauce, BBQ Sent with Boned Chicken only	4/1 gal	512.0	20	0	0.0		512 0z/cs of 1 Oz serving
Chili, Con Carne W/ Bean Shelf Stable (8 oz serving)	6/#10 Cn(648oz)	81.0	123	0	0.0		
Stew, Beef Heat & Serve (8 oz serving)	6/#10 Cn(648oz)	81.0	123	0	0.0		#10 cn = 108 oz
Ravioli, Beef In Meat Sauce (8 oz serving)	6/#10 Cn(648oz)	81.0	123	0	0.0		
Beef, Cube In Broth Cooked Can Shelf Stable (8 oz serving)	6/48oz	36.0	278	0	0.0		
Chicken, & Dumpling Can Shelf Stable (8 oz serving)	12/48 Oz	72.0	139	0	0.0		
Broth, chicken (send with Boned chicken only, instead of BBQ sc)	12/49 oz	294.0	34	0	0.0		2 Oz / serving
Vegetables: 6 oz servings per meal, up to 3 Menu loads							
Bean, Pork & Deluxe Canned	6/#10 Cn(648oz)	108.0	93	0	0.0		
Bean, Green Cut Mix Sieve Canned	6/#10 Cn(648oz)	108.0	93	0	0.0		
Corn, Whole Kernel Golden Fancy Canned	6/#10 Cn(648oz)	108.0	93	0	0.0		
Pea, Green Sweet 3/4 Sieve Canned	6/#10 Cn(648oz)	108.0	93	0	0.0		
Potato, Whole White Fancy Extra-large Canned	6/#10 Cn(648oz)	108.0	93	0	0.0		
Vegetable Mix, Diced Double Fancy Canned	6/#10 Cn(648oz)	108.0	93	0	0.0		
Bean, Butter In Sauce Canned	6/#10 Cn(648oz)	108.0	93	0	0.0		
Fruit & Pudding & Bread: 6 oz servings per meal, up to 3 Menu loads							
Applesauce, Sweetened Fancy Canned	6/#10 Cn(648oz)	108.0	93	0	0.0		
Fruit Cocktail, In Light-syrup Canned	6/#10 Cn(648oz)	108.0	93	0	0.0		
Peach, Yellow Cling Sliced Irregular Light-syrup Canned	6/#10 Cn(648oz)	108.0	93	0	0.0		
Pear, Northwest Diced In Juice Canned	6/#10 Cn(648oz)	108.0	93	0	0.0		
Fruit Mix, Tropical Canned	6/#10 Cn(648oz)	108.0	93	0	0.0		
Pudding, Chocolate Rtu	6/#10 Cn(648oz)	108.0	93	0	0.0		
Bread, Pullman Wheat 24 Oz 26 sliced (Subtract 1/2 each for each meal with buns)	10/24 Oz	130.0	77	0	0.0		
Crackers, Saltines (Sent only with Chili) 2 pak per serving	500/2 pak	250.0	40	0	0.0		
Groceries: Projected for 3 day kitchen supply		Enter number of meals for each item:					
Creamer, Non-dairy Powder 2.8 Gr Ss	1000/2.5 Gr	1000.0	10	0	0.0		
Sugar, Granulated 1/10 Oz Ss	3000 Ea	3000.0	3	0	0.0		2000
Sugar Sub, Pink Sweet & Low 1 Gr Ss Packet Special Print Saccharin	2000/1 Gr	2000.0	5	0	0.0		
Syrup, Pancake Maple Flavored Cup Ss Shelf Stable	200/1.5 Oz	200.0	50	0	0.0		
Mix, Pancake Buttermilk Southern Style Trans-fat-free Complete	6/5 Lb	190.0	53	0	0.0		570 pancakes per case (30 lbs mix)
Biscuit, Buttermilk Golden Easy Pull Apart Frozen	120/2.5 Oz	120.0	83	0	0.0		
Gravy, Sausage Country Shelf Stable (4 oz serving)	6#10/648 Oz	162.0	62	0	0.0		
Oil, Vegetable Soybean Blend Salad Winterized	3/1 Ga	192.0	52	0	0.0		
Oil, Pan Coating Aerosol Spray Wescoat	6/17 Oz	2857.0	4	0	0.0		
Spice, Pepper Black Ground Plastic Shaker	6/1Lb	5000.0	2	0	0.0		
Spice, Garlic Powder Plastic Shaker	6/21Oz	5000.0	2	0	0.0		
Salt, Iodized Canister	24/26 Oz	2000.0	5	0	0.0		
Onion, Dehydrated Chopped	6/3 Lb	3000.0	3	0	0.0		
Paper Goods: Based on total meals/day being requested			Total =	0			
Kit, Cutlery Salt-&-pepper K-f-s Nap Mediumweight 13x13 1 Ply Clear Pla	250 Ea	250.0	40	0	0.0		
Container, Foam 9x9 3 Cmpt White 3.2"h Hinged	2/100 Ea	200.0	50	0	0.0		
Cup, Foam 10 Oz White	40/25 Ea	1000.0	10	0	0.0		
Glove, Vinyl XL Powder Free Ambidextrous	10/100 Ea	500.0	20	0	0.0		2 gloves each
Glove, Vinyl, Medium Powder Free Ambidextrous	10/100 Ea	500.0	20	0	0.0		
Glove, Poly Large Ambidextrous	10/100 Ea	500.0	20	0	0.0		
Liner, Pan Food 16.37x24.37 Quilon Treated Grease Resistant	1000 Ea	20000.0	1	0	0.0	*	20 servings per liner
Tissue, Toilet Std Roll 4.75x4.75 550 Sheet 2 Ply White Preference	96 Rl	960.0	10	0	0.0	*	10 per
Towel, Paper 11x9 Roll White Perforated 2 Ply Kitchen	30/84 Rl	1200.0	8	0	0.0	*	2.5 per person
Liner, 60 Gal 38x58 Black 2 Mil Flat Pack Low Density Repro Can	100 Ea	2000.0	5	0	0.0	*	
Aluminum Pans Full (steam table)	40 ct	1600.0	6	0	0.0	*	20 servings
lids, Aluminum Pans Full (steam table)	80 ct	3200.0	3	0	0.0		40 per container
Snacks: Based on Menu Loads enter 1,2 or 3 first column							
Cookie, Oreo Chocolate Sandwich Ss	120/2Ea	120.0	83	0	0.0		
Cookie, Oatmeal Raisin Ss	100/2 Ea	100.0	100	0	0.0		
Cookie, Fig Newton, Ss	120/1 Ea	120.0	83	0	0.0		
Chip, Potato Regular Plain Ss	104/1 oz	104.0	96	0	0.0		
Chip, Potato BBQ Ss	104/1 oz	104.0	96	0	0.0		
Chip, Corn Regular Ss	104/1 oz	104.0	96	0	0.0		
Sweet Snacks (Fig Newtons, granola bars, Jello cups, etc)	48/3.5 oz	48.0	208	0	0.0		
Salty Snacks (Pretzels, peanuts, etc)	88 ct	88.0	114	0	0.0		
Beverages: Based on Menu Loads enter 1,2 or 3 first column	Enter number of meals per shipment load for each item:						
Tea Base, Iced Unsweetened 11:1 Bag-in-box Caffeinated Shelf Stable	4/3 liter	51.0	196	0	0.0		1 liter = 102 oz = 408 oz
Tea Base, Iced Sweetened 11:1 Plastic Caffeinated Shelf Stable	3/3 liter	38.3	261	0	0.0		1 gal = 128 oz
Coffee, House Blend Dark Bag Caffeinated	96/2 oz Bags	720.0	14	0	0.0		11:1 needs dispensing machine
Coffee, Decaffeinated Select Bag	96/2 oz Bags	720.0	14	0	0.0		1 pkg = 60 oz coffee
Juice, Orange 100% Unsweetened Can Shelf Stable	48/5.5 Oz cn	48.0	208	0	0.0		
Milk, Low Fat 2% Ref	12/1 qt.	48.0	208	0	0.0		
Drink, Soda (Coke, Sprite, Diet Coke, Ginger Ale, Orange, Root Beer)	48/8 Oz	48.0	208	0	0.0		
Cleaning Chemicals: Projected kitchen 3 day supply		Per Day		Days			
Bleach, Cleaner K22 Oxygen Liquid	6/1 Gal	3		3	9.0		
Detergent, Dishwasher Super Trump Liquid Conditioner Water	4/1 Ga	1		3	3.0		
Detergent, Pot / Pan Pink	4/1 Gal	1		3	3.0		
Sanitizer, Hand pump bottle	4/18 oz btle	4		3	12.0		
Sanitzer, Spray RTU	12/32 oz	2		3	6.0		
Hand Soap, anti-bacterial	6/800ml	2		3	6.0		
Dispenser, Soap lotion hand plastic Black	12/cs	1		1	1.0		
Vinegar	6/1 Gal	1		3	3.0		Surfaces not people
Alcohol Swabs (toweletts)	1000 ct	1		3	3.0		
Bug Spray, Aerosol	6/15 oz Aersol	2		3	6.0		
Sani Tabs with test strips.	6/100 ct	1		1	1.0		

APPENDIX H - Food Order Form – Second Order Cycle

Second Order Cycle	Kitchen: PO or Req#	Date:

The following order form is to be used for a single kitchen. It will provide food and supplies required to prepare servings of each entrée for a production capacity of 2 meals per day for three day order cycle. Orders are for Daily Menu Loads and are shipped intact as individual orders designated by load 1, load 2 and load 3 as indicated in first column. Support materials are considered part of load 1 (first day load for this order cycle). You select what components you want in each load. Servings are 8/6/6 oz per meal.
Enter total meals per day being requested for that load and the system will split that amount in half (2 meals per day) for component order calculations. You can enter meal count directly in the Servings Requested column to override automatic calculations. Save your form with a new file name / date to preserve the blank master copy.

Address:

Special Instructions:

Completed By (Print):		Phone #	
Load #1 Meals/day Requested*			0
Load #2 Meals/day Requested*			0
Load #3 Meals/day Requested*			0

Please do not write in the shaded gray area

r load number in front of the Entrees, Vegetables & Fruits being ordered (1, 2 or 3)

Product Description	Pack Size	Servings/pack	10K Servings	Servings Requested	Cases to Ordered
			Example		
Prepared Foods: 8 oz per meal, 2 entrees per day for 3 days					
Beef Tips/Gravy	25/CS	19.5	513	0	0.0
Chicken Patty (2 piece serving)	27 CS	27.0	370	0	0.0
Spaghetti Sauce (2 oz serving)	318 CS	318.0	31	0	0.0
Macaroni & Beef with Tomato	30 CS	30.0	333	0	0.0
Bar-B-Que (8 oz serving)	53 CS	39.8	252	0	0.0
Pot Roast (8 oz serving)	20 CS	20.0	500	0	0.0
Meatloaf (two 4 oz slices per serving)	20 CS	20.0	500	0	0.0
Vegetables: 6 oz servings per meal, up to 3 loads					
Bean, Green Cut Mix Sieve Canned	6/#10 Cn	108.0	93	0	0.0
Pea, Green Sweet 3/4 Sieve Canned	6/#10 Cn	108.0	93	0	0.0
Corn, Whole Kernel Golden Fancy Canned	6/#10 Cn	108.0	93	0	0.0
Potato, Whole White Fancy Extra-large Canned	6/#10 Cn	108.0	93	0	0.0
Bean, Butter in Sauce Canned	6/#10 Cn	108.0	93	0	0.0
Cole Slaw	240 CS	80.0	125	0	0.0
Fruit & Pudding & Breads: 6 oz servings per meal, up to 3 loads					
Applesauce, Sweetened Fancy Canned	6/#10 Cn	108.0	93	0	0.0
Fruit Cocktail, in Light-syrup Canned	6/#10 Cn	108.0	93	0	0.0
Peach, Yellow Cling Sliced Irregular Light-syrup Canned	6/#10 Cn	108.0	93	0	0.0
Fresh Apple (1 per serving)	125 CS	1.0	10,000	0	0.0
Pudding, Chocolate RTU	6/#10 Cn	108.0	93	0	0.0
Rolls	1/144 CS	144.0	69	0	0.0
Chocolate Muffin	1/96 CS	96.0	104	0	0.0
Blueberry Muffin	1/96 CS	96.0	104	0	0.0
Bread, Pullman Wheat 24 Oz 26 Sliced	10/24 Oz	130.0	77	0	0.0
Fettuccine Noodle	1/28/CS	980.0	10	0	0.0
Idahoan Original Mash Potatoes	5 lb bag	110.0	91	0	0.0
Groceries: Projected for 3 day kitchen supply		Enter number of meals for each item:			
Creamer, Nondairy Powder 2.8 Gr Bs	100 0/2.8 Gr	1000.0	10	0	0.0
Sugar, Granulated 1/10 Oz Bs	200 0 Bs	3000.0	3	0	0.0
Sugar Sub, Pink Sweet & Low 1 Gr Bs Packet Special Print Saccharin	200 0/1 Gr	2000.0	5	0	0.0
Syrup, Pancake Maple Flavored Cup Bs Shelf Stable	200/1.5 Oz	200.0	50	0	0.0
Mix, Pancake Buttermilk Southern Style Trans-fat-free Complete	6/5 Lb	190.0	53	0	0.0
Biscuit, Buttermilk Golden Easy Pull Apart Frozen	120/2.5 Oz	120.0	83	0	0.0
Gravy, Sausage Country Shelf Stable (4 oz serving)	6/#10/54.5 Oz	162.0	62	0	0.0
Oil, Vegetable Soybean Blend Salad Winterized	3/1 Ga	192.0	52	0	0.0
Oil, Pan Coating Aerosol Spray Wescoat	6/17 Oz	2857.0	4	0	0.0
Spice, Pepper Black Ground Plastic Shaker	6/1 Lb	5000.0	2	0	0.0
Spice, Garlic Powder Plastic Shaker	6/21 Oz	5000.0	2	0	0.0
Salt, Iodized Canister	24/26 Oz	2000.0	5	0	0.0
Onion, Dehydrated Chopped	6/2 Lb	3000.0	3	0	0.0
Paper Goods: Based on total meals/day being requested			Total=	0	
Kit, Cutlery Salt-&-pepper Kf+s Nap Medium-weight 13x13 1 Ply Clear	250 Ea	250.0	20	0	0.0
Container, Foam 9x9 3 Cmpt White 3 2 Th Hinged	2/100 Ea	200.0	50	0	0.0
Cup, Foam 10 Oz White	40/25 Ea	1000.0	10	0	0.0
Glove, Vinyl XL Powder Free Amplidextrous	10/100 Ea	500.0	5	0	0.0
Glove, Vinyl Medium Powder Free Amplidextrous	10/100 Ea	500.0	5	0	0.0
Glove, Poly Large Amplidextrous	10/100 Ea	500.0	5	0	0.0
Liner, Pan Food 16.37/24.37 Quilon Treated Grease Resistant	100 0 Ea	20,000.0	2	0	0.0
Tissue, Toilet Std Roll 4.75x4.75 550 Sheet 2 Ply White Preference	96 Rl	960.0	2	0	0.0
Towel, Paper 11x9 Roll White Perforated 2 Ply Kitchen	20/84 Rl	1200.0	10	0	0.0
Liner, 60 Gal 38x58 Black 2 Mil Flat Pack Low Density Repro Can	100 Ea	2000.0	5	0	0.0
Aluminum Pans Full (steam table)	40 ct	1600.0	6	0	0.0
lids, Aluminum Pans Full (steam table)	80 ct	3200.0	3	0	0.0
Snacks: Based on Menu Loads enter 1,2 or 3 first column					
Cookie, Oreo Chocolate Sandwich Bs	120/2 Ea	120.0	83	0	0.0
Cookie, Oatmeal Raisin Bs	100/2 Ea	100.0	100	0	0.0
Cookie, Fig Newton, Bs	120/1 Ea	120.0	83	0	0.0
Chip, Potato Regular Plain Bs	104/1 oz	104.0	96	0	0.0
Chip, Potato BBQ Bs	104/1 oz	104.0	96	0	0.0
Chip, Corn Regular Bs	104/1 oz	104.0	96	0	0.0
Sweet Snacks (Fig Newtons, granola bars, Jello Cups, etc)	48/3.5 oz	48.0	208	0	0.0
Salty Snacks (Pretzels, peanuts, etc)	88 ct	88.0	114	0	0.0
Beverages: Based on Menu Loads enter 1,2 or 3 first column	Enter number of meals per shipment load for each item:				
Tea Base, Iced Unsweetened 1:1 1 Bag-in-box Caffeinated Shelf Stable	4/3 liter	51.0	196	0	0.0
Tea Base, Iced Sweetened 1:1 1 Plastic Caffeinated Shelf Stable	3/3 liter	38.3	261	0	0.0
Coffee, House Blend Dark Bag Caffeinated	96/2 oz Bags	7.20.0	14	0	0.0
Coffee, Decaffeinated Select Bag	96/2 oz Bags	7.20.0	14	0	0.0
Juice, Orange 100% Unsweetened Can Shelf Stable	48/5.5 Oz cn	48.0	208	0	0.0
Milk, Low Fat 2% Ref	12/1 qt.	48.0	208	0	0.0
Drink, Soda (Coke, Sprite, Diet Coke, Ginger Ale, Orange, Root Beer	48/8 Oz	48.0	208	0	0.0
Lemonade Mix	CS	330.0	30	0	0.0
Cleaning Chemicals: Projected kitchen 3 day supply		Per Day		Days	
Bleach, Cleaner K22 Oxygen Liquid	6/1 Gal	3		3	9.0
Detergent, Dishwasher Super Trump Liquid Conditioner Water	4/1 Ga	1		3	3.0
Detergent, Pot / Pan Pink	4/1 Gal	1		3	3.0
Sanitizer, Hand pump bottle	4/18 oz btle	4		3	12.0
Sanitizer, Spray RTU	12/32 oz	2		3	6.0
Hand Soap, anti-bacterial	6/800ml	2		3	6.0
Dispenser, Soap lotion hand plastic Black	12/cs	1		1	1.0
Vinegar	6/1 Gal	1		3	3.0
Alcohol Swabs/ towelettes)	1000 ct	1		3	3.0
Bug, Spray, Aerosol	6/15 oz Aerosol	2		3	6.0
Salt Tabs with test strips.	6/100 ct	1		1	1.0

APPENDIX H - Food Order Form – Third Order Cycle

Third Order Cycle	Kitchen:	Date:
	PO or Req #	

The following order form is to be used for a single kitchen. It will provide food and supplies required to prepare servings of each entrée for a production capacity of 2 meals per day for three day order cycle. Orders are for Daily Menu Loads and are shipped intact as individual orders designated by load 1, load 2 and load 3 as indicated in first column. Support materials are considered part of load 1 (first day load for this order cycle). You select what components you want in each load. Servings are 8/6/6 oz per meal.
Enter total meals per day being requested for that load and the system will split that amount in half (2 meals per day) for component order calculations. You can enter meal count directly in the Servings Requested column to override automatic calculations. Save your form with a new file name / date to preserve the blank master copy.

Address:			
Special Instructions:	Prepared By (print name)	Phone #	
	Load # 1 Meals/day Requested*		0
	Load # 2 Meals/day Requested*		0
	Load # 3 Meals/day Requested*		0

Please do not write in the shaded gray area

r load number in front of the Entrees, Vegetables & Fruits being ordered (1, 2 or 3 for load package) Example

Product Description	Pack Size	Servings/pack	10K Servings	Servings Requested	Cases to Ordered
Prepared Foods: 8 oz per meal, 2 entrees per day, up to 3 loads					
Pork Chop (two 4 oz servings)	20 CS	10.0	1,000	0	0.0
Meat Lasagna (8 oz serving)	210 CS	210.0	48	0	0.0
Salisbury Steak w/Gravy	48 CS	36.0	278	0	0.0
Beef Stew	62 CS	77.5	129	0	0.0
Jambalaya with Sausage Rice Savorpack	52 CS	78.0	128	0	0.0
Chicken, & Dumpling Can Shelf Stable	72 CS	72.0	139	0	0.0
Vegetables: 6 oz servings per meal, up to 3 loads					
Bean, Green Cut Mix Sieve Canned	6/#10 Cn	108.0	93	0	0.0
Vegetable Mix, Diced Double Fancy Canned	6/#10 Cn	108.0	93	0	0.0
Corn, Whole Kernel/Golden Fancy Canned	6/#10 Cn	108.0	93	0	0.0
Pea, Green Sweet 3/4 Sieve Canned	6/#10 Cn	108.0	93	0	0.0
Potato, Whole White Fancy Extra-large Canned	6/#10 Cn	108.0	93	0	0.0
Bean, Butter in Sauce Canned	6/#10 Cn	108.0	93	0	0.0
Fruit & Pudding & Breads: 6 oz servings per meal, up to 3 loads					
Applesauce, Sweetened Fancy Canned	6/#10 Cn	108.0	93	0	0.0
Fruit Cocktail, in Light-syrup Canned	6/#10 Cn	108.0	93	0	0.0
Pear, Northwest Diced in Juice Canned (2 pieces per serving)	90 CS	90.0	111	0	0.0
Fresh Apple (1 per serving) 125/cs)	125 CS	125.0	80	0	0.0
Tropical Fruit (5 oz serving) 121/cs)	6/#10 Cn	108.0	93	0	0.0
Pudding, Chocolate Rtu	6/#10 Cn	108.0	93	0	0.0
Rolls (1 per serving)	144 CS	144.0	69	0	0.0
Cornbread (1 square per serving)	120 CS	120.0	83	0	0.0
Bread, Pullman Wheat 24 Oz 26 Sliced	10/24 Oz	130.0	77	0	0.0
Cherry Pie (1 per serving)	48 CS	48.0	208	0	0.0
Brownies (1 piece per serving)	24 CS	24.0	417	0	0.0
Broth, Chicken (Serve it boned chicken only instead of BBQ s.c.)	12/50 oz	2000.0	5	0	0.0
Idahoan Original Mash Potatoes	5 lb bag	110.0	91	0	0.0
Rice, Long Grain Parboiled	336 CS	448.0	22	0	0.0
Groceries: Projected for 3 day kitchen supply		Enter number of meals for each item:			
Creamer, Nondairy Powder 2.8 Gr Bs	10.00/2.5 Gr	1000.0	10	0	0.0
Sugar, Granulated 1/10 Oz Bs	20.00 Ea	3000.0	3	0	0.0
Sugar Sub, Pink Sweet & Low 1 Gr Bs Packet Special Print Saccharin	20.00/1 Gr	2000.0	5	0	0.0
Syrup, Pancake Maple Flavored Cup Bs Shelf Stable	20.0/1.5 Oz	200.0	50	0	0.0
Mix, Pancake Buttermilk Southern Style Trans-fat-free Complete	6/5 Lb	190.0	53	0	0.0
Biscuit, Buttermilk Golden Easy Pull Apart Frozen	120/2.5 Oz	120.0	83	0	0.0
Gravy, Sausage Country Shelf Stable (4 oz serving)	6/#10/64.8 Oz	162.0	62	0	0.0
Oil, Vegetable Soybean Blend Salad Winterized	2/1 Ga	192.0	52	0	0.0
Oil, Pan Coating, Aerosol Spray Wescoat	6/17 Oz	2857.0	4	0	0.0
Spice, Pepper Black Ground Plastic Shaker	6/1 Lb	5000.0	2	0	0.0
Spice, Garlic Powder Plastic Shaker	6/21 Oz	5000.0	2	0	0.0
Salt, Iodized Canister	24/26 Oz	2000.0	5	0	0.0
Onion, Dehydrated Chopped	6/3 Lb	3000.0	20	0	0.0
Paper Goods: Based on total meals/day being requested			Total =	0	
Kit, Cutlery, Salt-&-pepper K-f-s Nap Medium-weight 13x13 1 Ply Clear	250 Ea	250.0	40	0	0.0
Container, Foam 9x9 3 Crimpt White 3.2" h Hinged	2/100 Ea	200.0	50	0	0.0
Cup, Foam 10 Oz White	40/25 Ea	1000.0	10	0	0.0
Glove, Vinyl XL Powder Free Ambidextrous	10/100 Ea	500.0	20	0	0.0
Glove, Vinyl Medium Powder Free Ambidextrous	10/100 Ea	500.0	20	0	0.0
Glove, Poly Large Ambidextrous	10/100 Ea	500.0	20	0	0.0
Liner, Pan Food 16.37x24.37 Quilon Treated Grease Resistant	1000 Ea	2000000	1	0	0.0
Tissue, Toilet Std Roll 4.75x4.75 550 Sheet 2 Ply White Preference	96 Rl	960.0	10	0	0.0
Towel, Paper 11x9 Roll White Perforated 2 Ply Kitchen	30/54 Rl	1200.0	8	0	0.0
Liner, 60 Gal 38x58 Black 2 Mil Flat Pack Low Density Repro Can	100 Ea	2000.0	5	0	0.0
Aluminum Pans Full (steam table)	40 ct	1600.0	6	0	0.0
lids, Aluminum Pans Full (steam table)	80 ct	3200.0	3	0	0.0
Snacks: Based on Menu Loads enter 1,2 or 3 first column					
Cookie, Oreo Chocolate Sandwich Bs	120/2 Ea	120.0	83	0	0.0
Cookie, Oatmeal Raisin Bs	100/2 Ea	100.0	100	0	0.0
Cookie, Fig Newton, Bs	120/1 Ea	120.0	83	0	0.0
Chip, Potato Regular Plain Bs	104/1 oz	104.0	96	0	0.0
Chip, Potato BBQ Bs	104/1 oz	104.0	96	0	0.0
Chip, Corn Regular Bs	104/1 oz	104.0	96	0	0.0
Sweet Snacks (Fig Newtons, granola bars, Jello Cups, etc)	48/3.5 oz	48.0	208	0	0.0
Salty Snacks (Pretzels, peanuts, etc)	88 ct	88.0	114	0	0.0
Beverages: Based on Menu Loads enter 1,2 or 3 first column	Enter number of meals per shipment load for reach item:				
Tea Base, Iced Unsweetened 11:1 Bag-in-box Caffeinated Shelf Stable	4/3 liter	51.0	196	0	0.0
Tea Base, Iced Sweetened 11:1 Plastic Caffeinated Shelf Stable	3/3 liter	38.3	261	0	0.0
Coffee, House Blend Dark Bag Caffeinated	96/2 oz Bags	72.0	14	0	0.0
Coffee, Decaffeinated Select Bag	96/2 oz Bags	72.0	14	0	0.0
Juice, Orange 100% Unsweetened Can Shelf Stable	48/5.5 Oz cn	48.0	208	0	0.0
Milk, Low Fat 2% Ref	12/1 qt	48.0	208	0	0.0
Drink, Soda (Coke, Sprite, Diet Coke, Ginger Ale, Orange, Root Beer	48/8 Oz	48.0	208	0	0.0
Cleaning Chemicals: Projected kitchen 3 day supply		Per Day		Days	
Bleach, Cleaner K22 Oxygen Liquid	6/1 Gal	3		3	9.0
Detergent, Dishwasher Super Trump Liquid Conditioner Water	4/1 Ga	1		3	3.0
Detergent, Pot / Pan Pink	4/1 Gal	1		3	3.0
Sanitizer, Hand pump bottle	4/18 oz bottle	4		3	12.0
Sanitizer, Spray RTU	12/32 oz	2		3	6.0
Hand Soap, anti-bacterial	6/800ml	2		3	6.0
Dispenser, Soap lotion hand plastic Black	12/cs	1		1	1.0
Vinegar	6/1 Gal	1		3	3.0
Alcohol Swabs (towelettes)	1000 ct	1		3	3.0
Bug Spray, Aerosol	6/15 oz Aerosol	2		3	6.0
Sani Tabs with test strips.	6/100 ct	1		1	1.0