

Sorting by Category

Each crate should be sorted by type. Crates should be full, but not over-full (they must be able to stack on each other). If possible, like crates should be put on pallets together.

Canned goods categories – put in crates.

****Cans ONLY, no boxed soup or tuna in pouches****

- Vegetables
- Fruit
- Soup
- Tomatoes
- Meat and Fish (this is meat only, no chili or Beefaroni)
- Beans (not green beans – those are vegetables)
- Misc – everything else

Non-can goods categories – put in crates

- Pasta and Mac& Cheese
- Rice
- Dry Beans
- Glass
- Baby food, can include glass
- Misc (this is a very big category. Keep similar things together when possible)

Cereal and oatmeal – put in Food Drive boxes

- Sort by “sugary” (over 10g of sugar) and “non-sugary” (less than 10g)

While you sort, please look at the expiration date.

- Expired over 2 years - Trash
- Expired but within 2 years – keep on separate pallet

Dented cans

- Small dents are OK
- Medium-Large dents – Trash
- Any dent on seams – Trash (dents on seams allow bacteria to enter)

Dirty & Rusty

- Dirty cans are OK
- Rusty – Trash
- Open packages – if the outer packaging is torn but the inner packaging isn't you can tape the outer tear, otherwise trash

Sorting by Date (Fine Sorting)

Each crate should be sorted by date and by type. Crates should be full, but not over-full (they must be able to stack on each other). Crates or pallets should be labelled with the date range.

Date ranges:

- Expired over 2 years – Trash
- Expired within 2 years
- Will expire this month or next month (aka use first)
- Will expire this year
- Will expire over 1 year from now

Dented cans

- Small dents are OK
- Medium-Large dents – Trash
- Any dent on seams – Trash (dents on seams allow bacteria to enter)

Dirty & Rusty

- Dirty cans are OK
- Rusty – Trash
- Open packages – if the outer packaging is torn but the inner packaging isn't you can tape the outer tear, otherwise trash