

食物回收計劃的食物安全指南 Food Safety Guide for Food Recovery Programmes

業界諮詢論壇
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引言(1)

Introduction(1)

- 食物回收計劃分為不同類型，分別在於所收集的食物種類和當中涉及的食物處理過程
 - 食物銀行通常會收集捐贈的食物並貯存在倉庫再分發
 - 社區廚房則常常會參與食物加工過程，例如翻熱和烹煮
 - 部分食物回收計劃提供派發回收食物和膳食的服務
- There are various types of food recovery programmes that differ in the types of food collected and the food processing steps involved
 - Food banks typically collect donated food to a warehouse and redistribute them
 - Community kitchens often involve additional food processing steps such as reheating and cooking
 - Some food recovery programmes offer delivery services of recovered food and meals

引言(2) Introduction(2)

- 食物銀行收集各式食物然後分發的同時，食物的品質也不盡相同，或會令人關注食物安全問題
 - 若食物廚房在配製膳食時食物處理不當，便有可能引致食源性疾病。回收的食物必須符合食物法例並適合供人食用
 - 食物安全中心已出版實務指南並旨在協助機構在營運食物回收計劃和配製食物時確保食物安全
- Food banks gather and distribute various food commodities, but the varied quality of the food received may raise food safety concerns
 - Improper food handling during meal preparation by community kitchens can lead to foodborne illnesses. Recovered food must comply with food law and be fit for human consumption
 - The Centre for Food Safety (CFS) has issued practical guide and is intended to assist organisations in ensuring food safety while running food recovery programmes and preparing food

回收食物的安全(1)

Food Safety in Food Recovery(1)

接收 / 上門收集食物

- 本港的食物回收計劃大多是到捐贈者的處所收集食物
- 和購買食物一樣，接受捐贈的食物也應來自可靠的來源，例如持牌食肆



Food receiving / picking up

- Local donated food is often picked up by food recovery programmes at the donor establishments
- Similar to making food purchases, food donations should be obtained from reliable sources, such as licensed food premises



回收食物的安全(2)

Food Safety in Food Recovery(2)

此階段的食物安全措施包括：

- 把食物放在乾淨器皿內蓋好，並記錄接收日期
- 切勿接收以不當溫度貯存的食物，例如存放於室溫多於4小時的即食食物
- 在途中把食物保持在安全溫度，例如使用保溫容器及冰包，把冷凍食物貯存在攝氏4度或以下
- 使用指定的車輛運送食物。車輛除運送食物外，不應用作運送其他東西，並應定期清潔
- 切勿接受來源非法或來路不明的食物

Practices related to food safety at this stage include the following:

- Pack the food in clean and covered containers, and mark the date of packing.
- Do not pick up food that has been kept at inappropriate temperatures, such as ready-to-eat foods kept at the Temperature Danger Zone for more than 4 hours
- Keep the food at a safe temperature when commuting, such as using insulated containers and ice packs to store chilled food at or below 4°C
- Use a designated transporting vehicle for delivering food. The vehicle should not be used for other purposes and should be cleaned on a regular basis
- Do not accept food from illegal or questionable sources

回收食物的安全(3)

Food Safety in Food Recovery(3)

檢查及評估食物

- 判斷捐贈的食物是否適合供人食用
- 獲贈的預先包裝食物或已過了“此日期或之前食用”的期限，非預先包裝食物則可能已損壞或腐壞
- 如不能百分百確定食物是否適合供人食用，最好將之棄掉
- 所有不適宜供人食用的食物均應棄掉在清楚標示“棄置食物”的容器內

Food inspection and evaluation

- To evaluate donated food to determine its fitness for human consumption
- Prepackaged food received may be past its 'use by' date, while non-prepackaged food may be damaged or spoiled
- Whenever a clear decision cannot be made as to whether the food is fit for consumption, the best practice is to throw it away
- Any food that is not fit for human consumption should be put in containers clearly marked as "food for disposal"

回收食物的安全(4)

Food Safety in Food Recovery(4)

貯存及存貨記錄

- 收集得來的食物在再分發前應妥善存放
- 先入先出的原則對食物回收計劃未必合用，因為同一款食物可能由不同的捐贈者捐出，製造日期和食用期限也有可能不同
- 食用期限是存貨記錄上不可或缺的資料，有助及時派發食物，避免造成浪費
- 營辦食物回收計劃的團體應掌握存貨記錄的資料方便管理庫存，及有助追溯食物的來源
- 營辦食物回收計劃的團體可登記成為食物安全中心快速警報系統用戶，以便第一時間收到食物事故的消息

Storage and inventory

- Collected food should be stored properly before redistribution
- The first-in-first-out principle may not be applicable in the food recovery as the same product may come from different sources with different manufacturing dates and expiry dates
- Expiry dates are essential information on inventory records to facilitate timely outgoing transactions and avoid wastage
- Food recovery operators should keep track of the inventory for storage purpose and traceability
- Food recovery operators can enrol in the Centre for Food Safety's Rapid Alert System to receive timely information on food incidents

配製回收食物的食物安全(1)

Food Safety in Preparing Meals with Recovered Food(1)

社區廚房常見的食物安全問題

- 大量烹煮時，熱源發出的熱力或未能在食物中平均分布，導致食物在進食前沒有徹底煮熟或不夠熱
- 大量烹煮食物容易引致食物在進食前長時間停留在危險溫度範圍（攝氏4度至60度）內，讓食源性致病菌得以滋長
- 冷卻大量食物時也可出現問題，因為在食物深處的熱力或來不及散發，導致細菌在食物內生長
- 衛生習慣不良及廚房空間不足，會增加生熟食物交叉污染的風險

Common food safety issues of community kitchens

- During bulk cooking, heat may not be evenly distributed in the food, resulting in food that is not thoroughly cooked before consumption
- Cooking of food in large quantities can often result in food staying within the Temperature Danger Zone (4-60°C) for long periods of time before consumption, allowing foodborne pathogens to thrive
- Cooling down large amounts of food can also be problematic, as heat trapped deeply within the food may not escape quickly, resulting in bacterial growth in food
- Poor hygiene practices and a lack of kitchen space can increase the risk of cross contamination between raw and cooked food



配製回收食物的食物安全(2)

Food Safety in Preparing Meals with Recovered Food(2)

A. 接收及貯存原材料

- 食物來貨後，在貯存前檢查其品質、外觀、食用限期、標籤以及包裝是否完好。檢查食物是否有蟲害迹象
- 容易腐壞的食物應在檢查後立即存放在雪櫃內
- 生的食物應與熟食及即食食物分開貯存，以防止交叉污染
- 室溫貯存的食物應存放在陰涼乾爽的地方
- 按照包裝指示貯存預先包裝食物
- 依循有效的系統使用原材料
- 化學品和清潔設備不應存放在食物貯存區

A. Receiving and Storage of Raw Materials

- Check food for its quality, appearance, expiry dates, labelling and package integrity upon arrival and prior to storage. Check for any signs of infestation
- Store perishable foods in a refrigerator immediately after checking is completed
- Store raw foods separately from cooked and ready-to-eat foods to avoid cross-contamination
- Store food items to be kept at room temperature in a cool and dry place
- For prepackaged foods, follow the storage instructions on the package
- Practise an effective stock rotation system
- Store chemicals and cleaning equipment away from food storage areas

配製回收食物的食物安全(3)

Food Safety in Preparing Meals with Recovered Food(3)

B. 配製

- 確保廚房內有足夠的設施、切割食物的空間、用以解凍的地方及煮食電器可供使用
- 使用獨立的食物預備區分別處理生食、熟食及即食食物。如需在同一預備區處理生食、熟食及即食食品，每次使用後須徹底消毒
- 如要沖洗生的肉類或家禽，完成後必須清潔及消毒鋅盆及四周範圍
- 使用指定的用具和器具，例如砧板和刀具處理生食和熟食 / 即食食物

B. Preparation

- Ensure that adequate facilities, areas for cutting and defrosting and cooking appliances are available in the kitchen
- Use separate food preparation areas to handle raw and cooked or ready-to-eat foods. If raw and cooked or ready-to-eat foods need to be handled in the same preparation area, disinfect the area thoroughly between uses
- Should washing raw meat or poultry be needed, clean and sanitise the sinks and the surrounding areas after use
- Use designated tools and utensils, e.g. chopping boards and knives for handling raw and cooked or ready-to-eat foods

配製回收食物的食物安全(4)

Food Safety in Preparing Meals with Recovered Food(4)

C. 冷存

- 容易腐壞的食物應包好或放進密封容器，並貯存於正確溫度：
 - 冷凍食物：攝氏4度或以下
 - 冷藏食物：攝氏-18度或以下
- 最好用不同雪櫃貯存生的食物和熟食，否則應把熟食或即食食物存放在雪櫃上層，生的食物放在下層



C. Cold Storage

- Perishable food should be wrapped or put into an airtight container, and stored at the correct temperature:
 - Chilled food: 4°C or below
 - Frozen food: -18°C or below
- Ideally, use separate refrigerators for raw foods and cooked or ready-to-eat foods. Otherwise, store cooked or ready-to-eat foods on the upper shelves, and raw foods on the lower shelves



配製回收食物的食物安全(5)

Food Safety in Preparing Meals with Recovered Food(5)

D. 烹煮及翻熱

- 派發食物前必須徹底烹煮或翻熱
- 使用食物溫度計，確保食物中心或最厚部分的溫度達至攝氏75度或以上，維持至少30秒
- 按照包裝上的指示烹煮食物
- 最好採用「即日烹煮及進食」的製作模式，以縮短配製食物的時間
- 食物只可翻熱一次，翻熱後不可放進雪櫃



D. Cooking and Reheating

- Always cook or reheat foods thoroughly before serving
- Use a food thermometer to ensure that the centre or the thickest part of the food reaches 75°C or above for at least 30 seconds
- Follow the cooking instructions on the food packaging
- Preferably adopt the "cook-serve system" to shorten the preparation time
- Reheat foods only once; do not refrigerate again after reheating

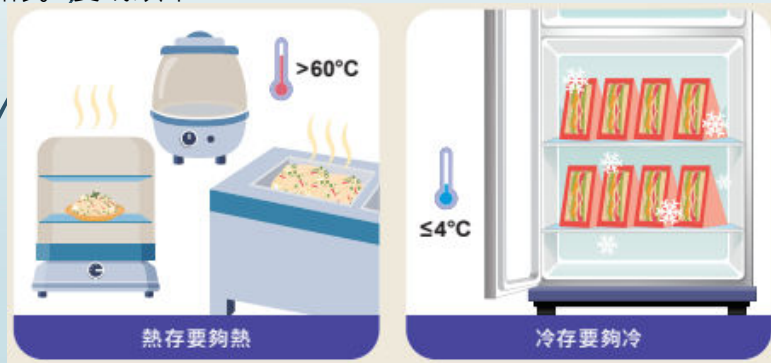


配製回收食物的食物安全(6)

Food Safety in Preparing Meals with Recovered Food(6)

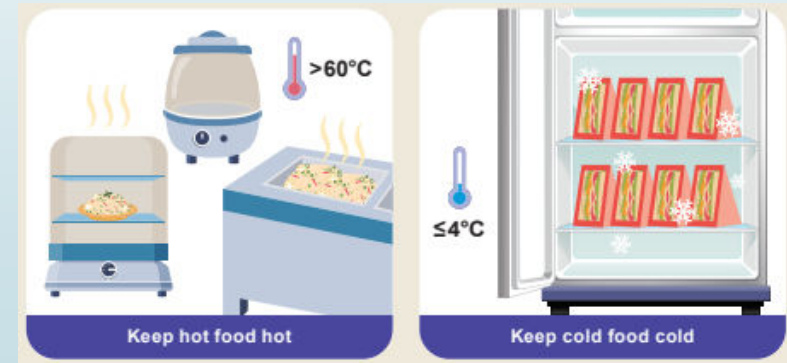
E. 熱存及冷存

- 預先烹煮的食物如非立即食用，應在烹煮後2小時內進行熱存或冷存
- 先預熱合適的熱存工具，才可存放熱的食物配料。食物應熱存放在攝氏60度以上
- 冷存工具要先製冷才可以存放冷的食物配料。食物應冷存放在攝氏4度或以下



E. Hot and Cold Holding

- Pre-cooked foods should be stored properly in hot-or cold-holding devices within 2 hours of cooking if not served immediately
- Preheat suitable hot-holding equipment before storing hot food ingredients. Hot food must be kept over 60°C
- Pre-chill cold-holding equipment before storing cold food ingredients. Cold food must be kept at 4°C or below

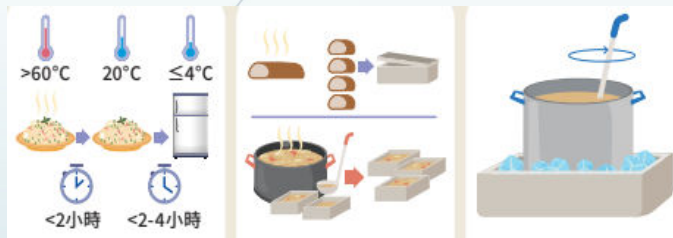


配製回收食物的食物安全(7)

Food Safety in Preparing Meals with Recovered Food(7)

F. 冷卻

- 1. 二段冷卻法

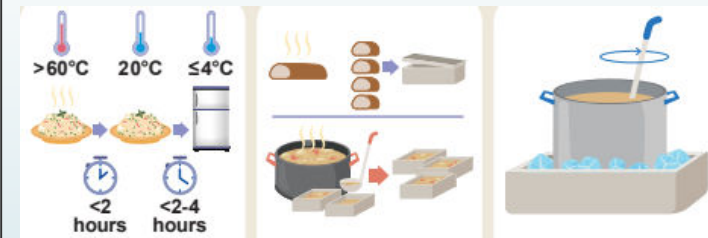


- 2. 急速冷卻法



F. Cooling

- 1. Two-stage cooling method



- 2. Blast chilling method



配製回收食物的食物安全(8)

Food Safety in Preparing Meals with Recovered Food(8)

G.分發

把食物分份以供堂食時：

- 應有充足的清潔空間、器具及指定用具用作分份；應安排足夠人手有效率地分份和分發膳食
- 烹煮和分份應分別在不同區域內進行
- 應向食物處理人員提供一套完整的洗手設施
- 負責分份的廚房工作人員應配戴手套，並在手套出現破損或弄污時更換。如有需要，可戴上髮網、圍裙和口罩
- 先檢查食物溫度才向用餐人士分發膳食。熱食應保持在攝氏60度以上，冷凍食物於攝氏4度或以下

可再用的器皿和餐具應存放在能防灰塵和蟲鼠沾污的密封碗櫃或容器內

G. Distribution

When portioning for sit-in dining:

- There should be clean and adequate space, equipment and designated utensils for portioning. Sufficient manpower should be arranged to distribute the meals efficiently
- Preform cooking and portioning in separate areas
- There should be sufficient hand-washing facilities for food handlers
- Kitchen staff appointed for portioning should wear hand gloves. They can wear hair nets, aprons and masks. Gloves should be changed when they are torn or soiled
- Food temperature should be checked just before distributing the meal. Hot food should be kept above 60°C while chilled food is at 4°C or below
- Reusable containers and cutlery should be stored in sealed containers that are rendered proof against dust and pests

配製回收食物的食物安全(9)

Food Safety in Preparing Meals with Recovered Food(9)

G.分發

選擇定期向用餐人士提供自助餐的社區廚房應確保：

- 熱櫃及凍櫃狀況良好
- 食物溫度受到監察；冷食存放在攝氏4度或以下，熱食則存放在攝氏60度以上
- 定時使用清潔的探針式溫度計檢查食物中心溫度
- 遵守2小時 / 4小時原則；剩菜應妥善棄置
- 食物在展示時應蓋好

	食物置於4°C至60°C (例如室溫)	放入雪櫃 備用	即時食用
< 2小時			
2 - 4小時			
> 4小時			

G. Distribution

If community kitchens choose to provide buffet meals:

- The warming devices and cold units are in good condition
- The food temperatures are monitored; cold foods should be held at 4°C or below, while hot foods above 60°C
- Core temperature of foods displayed should be checked by using a clean probe thermometer regularly
- Follow the 2-hour / 4-hour rule. Leftover foods should be disposed of properly
- Food should be covered during display

	Food held at 4°C-60°C for	For refrigeration to use later	For immediate use and consumption
< 2 hours			
2 - 4 hours			
> 4 hours			

配製回收食物的食物安全(10)

Food Safety in Preparing Meals with Recovered Food(10)

H. 運輸及配送

- 查核時間記錄以檢視是否有任何配送上的延誤，從而嚴格控制送遞時間
- 妥善安排物流，以縮短食物送遞時間
- 每次配送前後，均應使用消毒劑或視液徹底清潔和消毒送遞容器及貯物箱的接觸面
- 冷熱食物應分開存放在隔熱袋內，熱食保持於攝氏60度以上，冷食則保持於攝氏4度或以下。在容器及食物貯存箱安裝溫度計以供記錄溫度
- 提醒員工有序整理外送的食物，以盡可能避免送遞途中因翻找而把餐盒置於環境溫度下

H. Transportation and delivery

- Strictly control its delivery capacity by checking the time record against any delayed deliveries
- Organise logistics well to shorten the food delivery time
- Clean contact surfaces of delivery containers and storage compartment with sanitisers, disinfectants or liquid soap thoroughly before and after each delivery
- Store cold and hot food separately in insulated bags. Keep hot food at above 60°C and cold food at or below 4°C. Install thermometers for temperature records at containers and food storage compartment
- Organise the delivery load well to minimise ransacking and exposing the food packs at ambient temperature



其他食物安全問題(1)

Other Food Safety Issues(1)

食用日期

- 食用日期標明食物可以保存多久，才開始變質或不能再供食用
- 不同的食用日期發揮不同的作用。「此日期或之前食用」日期關乎食物安全，而「此日期前最佳」日期關乎食物品質而非安全

「此日期或之前食用」

- 食品上的「此日期或之前食用」日期關乎食物安全。食品在到期日當天仍可供食用，但過期後便不能吃。

「此日期前最佳」

- 「此日期前最佳」日期關乎食物品質而非安全。食品在過期後仍可供安全食用，但品質可能並非最佳

Expiry dates

- Expiry dates indicate how long the food can be kept before it starts to spoil or can no longer be eaten
- Different types of expiry dates serve different purposes. The 'use by' date is about food safety, whereas the 'best before' date is about food quality but not safety

'Use By'

- A 'use by' date is about food safety. The food can be eaten until the 'use by' date but not after

'Best Before'

- A 'best before' date is about food quality but not safety. The food will be safe to eat after this date but may not be at its best

其他食物安全問題(2) Other Food Safety Issues(2)

食物過敏

- 食物過敏是指人體免疫力系統對食物中某些本來無害的常見物質產生反應
- 如身體對某種物質過敏，即使分量很少也能引起或有可能致命的過敏反應
- 可能引起食物過敏的食物：



Food allergy

- Food allergy is a reaction of the body's immune system to some substances in food
- A very low level of an allergenic substance may cause a potentially fatal allergic reaction in susceptible individuals
- Common allergens are:



其他食物安全問題(3)

Other Food Safety Issues(3)

如何避免含有致敏物的食物？

- 查閱食物標籤上的致敏物資料，了解食物是否含有任何會令自己過敏的成分
- 避免食用會令自己過敏的食物或食物配料
- 最佳做法是，任何為食物銀行配製或捐贈食物的人士均妥為標籤食物、列明食物內容、何時製造及內含的致敏物
- 如有食物過敏，應告知為你配製食物的人

How to avoid food with allergens ?

- Read food labels to identify if any food or food ingredients of your allergic concern are present
- Avoid the food or food ingredients which you are allergic to
- As best practice, anyone who prepares or donates food for a food bank should properly label it, describing what it is, when it was made, and any allergens
- Inform those preparing meals to avoid using food ingredients containing allergens

其他食物安全問題(4)

Other Food Safety Issues(4)



快速警報系統



Rapid Alert System

防治蟲鼠

- 食物殘渣應每晚清理，也要避免積存物品。場地貯存的物品應定期移動，防止蟲鼠匿藏在內

食品回收

- 指從市場、分銷地點以及消費者手中撤回可能構成危害的食品的行動
- 食物業界可以通過「快速警報系統」接收有關食品回收通知

快速警報系統

- 當可能對本地造成影響時，中心會通知業界和公眾，讓他們盡快採取行動
- 通過食安中心的「快速警報系統」，食物業現可通過電郵、傳真及短訊接收有關食品回收的警報訊息

Pest and rodent control

- Food remnants should be cleared everynight, and accumulation of articles should be avoided. Articles stored in the premises should be moved regularly to prevent rodents or pests from harbouring inside

Food recall

- Defined as an action to remove from sale, distribution and consumption, foods which may pose a safety hazard
- Food businesses can receive recall notifications through the Rapid Alert System

Rapid Alert System

- When a local impact is likely, the CFS will notify the trade and the general public so that they can act as soon as possible
- Through the CFS' Rapid Alert System, food businesses can now receive alert messages related to food product recall by email, fax, and SMS

謝謝
Thank you

食物回收計劃的食物安全實務指南

https://www.cfs.gov.hk/tc_chi/programme/programme_haccp/files/Food_Safety_Guidelines_for_Food_Recovery_c.pdf

Food Safety Practice Guidelines for
Food Recovery Programs

https://www.cfs.gov.hk/english/programme/programme_haccp/files/Food_Safety_Guidelines_for_Food_Recovery_e.pdf