



**Regional Recycling Task Force Meeting**  
**Thursday, January 11, 2024**  
**2:00 p.m.**

**Brookfield Town Hall**  
**100 Pocono Road, Brookfield, CT 06804**  
**Room 209**

**MINUTES**

**In Attendance**

J. Baum called the meeting to order at 2:03 p.m. In attendance were K. Hebert (BE), A. Dinho (BW), D. Ongaro (BK), S. Von Holt (NM), D. D'Isidori (NM), A. Miles (NE), P. Silva (RE), T. Carlson (RI), S. Stauffacher (RX), R. Byrnes (SH), T. Thronton (HRRRA), and J. Baum (HRRRA).

**Approval of Minutes**

**Motion** by A. Miles, second by S. Von Holt to approve the minutes of November 9, 2023, as presented.

**Vote:** All in favor.

**Recycling Billboard Contest**

T. Thornton shared an update on the annual recycling billboard contest. The awards ceremony is scheduled for April 24, 2024. HRRRA staff will send invitations to the regional winners in early March.

**RRTF Mission and Objectives**

J. Baum shared the RRTF 2024 Mission and Objectives are in development and will be presented at the February 8<sup>th</sup> RRTF meeting.

**Annual Municipal Recycling Goals for the 2023-24 Fiscal year**

Municipal Recycling Coordinator's shared the status of the annual municipal recycling goals and waste reduction form.

- A. Dinho provided recycling bins to municipal buildings in the Town of Bridgewater.
- D. Ongaro shared the Town of Brookfield is working on the form.
- S. Von Holt will be meeting with the mayor to review the form for the Town of New Milford.
- P. Silva shared the Town of Redding is working on completing the form.
- The Town of Ridgfield has completed the municipal recycling and waste reduction checklist.

**Regional Repair Café**

J. Baum shared an update on the RRTF Regional Repair Café. P. Silva sent an email to Henry Abott Technical School in Danbury requesting a meeting to discuss the possibility of hosting the Repair Café.

**Earth Day Events**

J. Baum announced the HRRRA will provide gloves, vests, trash bags, and maps for municipal street clean-up events for Earth Day. The Towns of Bethel, Bridgewater, Newtown, Redding, Ridgefield, Roxbury,

and Sherman will have litter clean-up events. J. Baum requested the Recycling Coordinators and volunteers share the dates and flyers for their Earth Day events with HRRRA staff to post on the website.

### **Municipal Recycling Program Updates from Recycling Coordinator/Representative**

- D. D'Isidori shared the New Milford food bank offers a table with food that can no longer be donated but is safe for consumption according to department of health guidelines. The food bank works with the New Milford youth agency to open and empty any expired foods. The food is brought to New Milford farms to be made into compost. The empty containers are rinsed and put into recycling.
- A. Miles share the Town of Newtown is implementing a Save As You Throw program and increasing the food scraps recycling program.
- D. Ongaro shared the Town of Brookfield food pantry offers a table with food that can no longer be donated but is safe for consumption according to department of health guidelines.
- A. Dinho announced the HRRRA will visit the transfer station in March to promote the food scraps recycling and Recycling Right programs.
- P. Silva stated the Town of Redding is implementing new software at the transfer station.
- K. Hebert shared Sustainable Bethel is working with the Town of Bethel and the HRRRA to implement and promote the food scraps recycling program.

### **Items to be raised by members**

J. Baum shared the EPA Food Recovery Hierarchy and the department of health guidelines for food sharing tables in Connecticut schools. J. Baum will email the guidelines to RRTF members.

### **Adjournment**


**Motion** by A. Miles second by A. Dinho to adjourn the meeting. **Vote:** All in favor. The meeting was adjourned at 2:54 p.m.



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the School Child Nutrition Programs

**FROM:** John Frassinelli, Chief   
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** August 4, 2016 **REVISED January 25, 2017**

**SUBJECT: Operational Memorandum No. 6-16**  
The Use of Share Tables in Connecticut Child Nutrition Programs (CNPs)

The U.S. Department of Agriculture (USDA) recently released memo [SP41 CACFP13 SFSP15-2016](#) on the use of share tables in CNPs. “Share tables” are tables or stations where children may return whole food or beverage items they choose not to eat, if this practice complies with local and state health and food safety codes. These food and beverage items are then available to other children who may want additional servings.

The USDA encourages and supports the use of share tables when the school food authority (SFA) implements measures to prevent foods and beverages from being leftover, and complies with all local and state health and food safety codes. The Connecticut State Department of Education (CSDE) reminds SFAs that the intent of the school nutrition programs is to serve reimbursable meals to students, and SFAs must take steps to minimize leftovers. If a SFA continually has excessive quantities of leftovers, the food service program must review production records, and appropriately revise production practices.

It is important to note that there are many food safety concerns that SFAs must consider when opting to implement a share table. The CSDE has consulted with the Connecticut Department of Public Health’s (DPH) Food Protection Program to provide SFAs with guidance on the application of Connecticut [Public Health Code \(PHC\) 19-13-B42](#) to share tables in CNPs. **DPH indicates that Connecticut PHC 19-13-B42 prohibits share tables from including any potentially hazardous foods (PHFs), as defined by the Food and Drug Administration’s (FDA) [Food Code](#).**

PHFs are foods that require temperature control because they are capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms. They include all foods of animal origin that are raw or heat-treated, and foods of plant origin that are heat-treated or consist of raw seed sprouts, cut melons, and garlic-in-oil mixtures that are not modified in a way that results in mixtures that do not support growth.

Connecticut CNPs must comply with Connecticut PHC 19-13-B42, which supersedes some of the recommendations in step 2 of the chart in USDA memo SP41 CACFP13 SFSP15-2016. The chart on the next page summarizes the requirements for foods and beverages on share tables in Connecticut CNPs. SFAs that choose to implement a share table must comply with these requirements, and the food safety requirements outlined in steps 1, 3 and 4 of the chart in USDA’s memo on share tables. SFAs should contact their local health department with specific questions about the application of Connecticut PHC 19-13-B42 to share tables.

## Connecticut Requirements for Foods and Beverages on Share Tables in CNPs

Complying with Connecticut Public Health Code 19-13-B42

ALLOWED	NOT ALLOWED
<ul style="list-style-type: none"> <li>• Whole pieces of fruit with a peel that is removed by the consumer before eating, e.g., bananas and oranges.</li> </ul>	<ul style="list-style-type: none"> <li>• Whole pieces of fruit without a peel, e.g., apples, peaches, grapes and plums.</li> </ul>
<ul style="list-style-type: none"> <li>• Commercially packaged unopened intact fruits and vegetables, such as cans and plastic-type containers where the consumer pulls the lid or covering off, e.g., individual containers of fruit cup, peaches, and applesauce.</li> </ul>	<ul style="list-style-type: none"> <li>• Fruits and vegetables that have been prepared and packaged by the CNP's food service staff, e.g., apples wrapped in plastic, and canned fruit portioned into plastic cups with lids.</li> </ul>
<ul style="list-style-type: none"> <li>• Bags of commercially packaged pre-cut fruits and vegetables, such as bags of baby carrots or sliced apples, <i>except for commercially packaged cut melons, cut tomatoes, or cut leafy greens.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Bags of fruits and vegetables packaged by the CNP's food service staff, e.g., bags of baby carrots or sliced apples.</li> <li>• Commercially packaged cut melons, cut tomatoes, or cut leafy greens.</li> </ul>
<ul style="list-style-type: none"> <li>• Commercially packaged unopened intact grain items such as crackers, croutons, and cookies.</li> </ul>	<ul style="list-style-type: none"> <li>• Grain items packaged by the CNP's food service staff, e.g., rolls wrapped in plastic or cookies in plastic bags.</li> </ul>
<ul style="list-style-type: none"> <li>• Bags of commercially packaged nuts and seeds, such as peanuts, sunflower seeds, or trail mix.</li> </ul>	<ul style="list-style-type: none"> <li>• Nuts and seeds packaged by the CNP's food service staff in bags or plastic cups with lids, e.g., peanuts, sunflower seeds, and trail mix.</li> </ul>
<ul style="list-style-type: none"> <li>• Commercially packaged unopened intact condiments such as portion control packages of ketchup, mustard, mayonnaise, relish, and salad dressing.</li> </ul>	<ul style="list-style-type: none"> <li>• Condiments packaged by the CNP's food service staff, such as ketchup, mustard, mayonnaise, relish, and salad dressing packaged into plastic cups with lids.</li> </ul>
<ul style="list-style-type: none"> <li>• Air-cooled hard-boiled egg with shell intact.</li> </ul>	<ul style="list-style-type: none"> <li>• Meat/meat alternate items, such as poultry (e.g., chicken and turkey), meat, cheese, fish, eggs (including water-cooled hard-boiled egg with shell intact).</li> </ul>
<ul style="list-style-type: none"> <li>• Unopened shelf-stable aseptically packaged juice <i>Note: Shelf-stable aseptically packaged juice does not require refrigeration until <b>after</b> opening.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Opened shelf-stable aseptically packaged juice</li> <li>• Opened or unopened frozen or refrigerated juice that is <b>not</b> shelf stable aseptically packaged</li> </ul>
	<ul style="list-style-type: none"> <li>• Unopened or opened containers of milk.</li> </ul>

Questions may be directed to your school nutrition consultant.

<b>Consultants for School Nutrition Programs</b>	
<b>County</b>	<b>Consultant</b>
<ul style="list-style-type: none"> <li>• Fairfield County (Includes Region 9)</li> <li>• Litchfield County (Includes Regions 1, 6, 7, 12 and 14)</li> </ul>	<p>Fionnuala Brown  <a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a>            860-807-2129</p>
<ul style="list-style-type: none"> <li>• Hartford County (Includes Region 10)</li> </ul>	<p>Teri Dandeneau  <a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a>            860-807-2079</p>
<ul style="list-style-type: none"> <li>• Middlesex County (Includes Regions 4, 13 and 17)</li> <li>• Tolland County (Includes Regions 8 and 19)</li> <li>• Windham County (Includes Region 11)</li> </ul>	<p>Susan Alston  <a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a>            860-807-2081</p>
<ul style="list-style-type: none"> <li>• New Haven County (Includes Regions 5, 15 and 16)</li> </ul>	<p>Jackie Schipke  <a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a>            860-807-2123</p>
<ul style="list-style-type: none"> <li>• New London County</li> </ul>	<p>Kelly Mero  <a href="mailto:kelly.mero@ct.gov">kelly.mero@ct.gov</a>            860-807-2073</p>

JF:sff

Attachment

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) Web page.

## FOOD DONATION BY CONNECTICUT SCHOOLS Guidelines & Resources

The US EPA's Food Recovery Hierarchy ranks feeding hungry people as a top strategy for reducing wasted food. Schools should consider how each strategy on the EPA Hierarchy can contribute to a comprehensive food waste reduction plan. The Center for EcoTechnology (CET) has worked with stakeholders including the Connecticut Department of Energy and Environmental Protection, Connecticut Department of Public Health, Connecticut State Department of Education, Connecticut Department of Agriculture, food rescue organizations, food banks, and local health officials to develop this guidance document.

This document, produced in 2019, is intended to provide guidance for Connecticut schools on opportunities to donate food internally and externally. The document consolidates federal and state regulations, including information on liability protection, health codes, and more.

### Food Donation Laws and Liability Protection

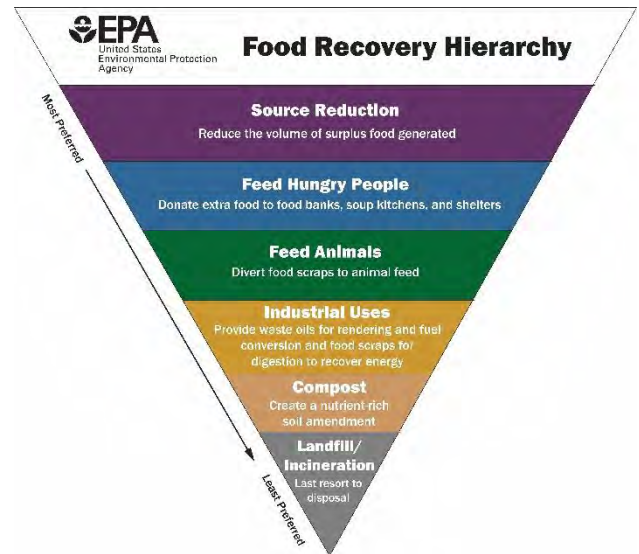
The Bill Emerson Good Samaritan Food Donation Act (42 U.S.C. § 1791) encourages food donations by providing liability protections for businesses that donate 'apparently wholesome' food in 'good faith' to nonprofit organizations. [42 U.S.C. § 1758\(l\)](#) explicitly states that schools participating in the national lunch program that donate excess food receive liability protection under the Bill Emerson Good Samaritan Food Donation Act. [Extensive legal research](#) does not turn up a single legal case related to food donation liability. There are several laws pertaining to food donation at the federal and state level.

Connecticut has also passed [state legislation](#) to provide additional liability protection for donors. These laws protect donors that donate food to nonprofits for distribution by that nonprofit or to nonprofits that distribute it to other nonprofits, unless the donor "knew or had reasonable grounds to believe" that the food was not fit for human consumption.

### SHARE TABLES IN CONNECTICUT – INTERNAL DONATION

"Share tables" are tables or stations, some of which include small refrigerators with glass doors, where children may return whole food or beverage items they choose not to eat. These items are then available for other children who may want additional servings.

The US Department of Agriculture (USDA) and the Connecticut State Department of Education support the use of share tables when the school food authority (SFA) implements measures to prevent foods and beverages from being leftover, and complies with all local and state health and food safety codes. It is important to remember that the intent of the school nutrition programs is to serve healthy meals to students, and SFAs must take steps to minimize excess food. If a SFA continually has excessive quantities of leftover foods, the food service program must review and adjust food service items, menus, production practices and customer acceptance to ensure the maximum consumption of meals and snacks by students during the school day.



## What Foods Can Be Shared?

The Connecticut Department of Public Health requires SFAs comply with all health and food safety codes when donating food via share tables. The Connecticut State Department of Education released a [memorandum](#) in 2017 stating that these codes require schools to limit their use of share tables to foods that do not require temperature control. Refer to the table below for a more comprehensive list of foods that may and may not be donated.

Connecticut Requirements for Foods and Beverages on Share Tables in Child Nutrition Programs (CNPs) Complying with Connecticut Public Health Code 19-13-B42	
Allowed	Not Allowed
<ul style="list-style-type: none"> <li>Whole pieces of fruit with a peel that is removed by the consumer before eating, e.g., bananas and oranges.</li> </ul>	<ul style="list-style-type: none"> <li>Whole pieces of fruit without a peel, e.g., apples, peaches, grapes and plums</li> </ul>
<ul style="list-style-type: none"> <li>Commercially packaged unopened intact fruits and vegetables, such as cans and plastic-type containers where the consumer pulls the lid or covering off, e.g., individual containers of fruit cup, peaches, and applesauce.</li> </ul>	<ul style="list-style-type: none"> <li>Fruits and vegetables that have been prepared and packaged by the CNP's food service staff, e.g., apples wrapped in plastic, and canned fruit portioned into plastic cups with lids.</li> </ul>
<ul style="list-style-type: none"> <li>Bags of commercially packaged pre-cut fruits and vegetables, such as bags of baby carrots or sliced apples, except for commercially packaged cut melons, cut tomatoes, or cut leafy greens.</li> </ul>	<ul style="list-style-type: none"> <li>Bags of fruits and vegetables packaged by the CNP's food service staff, e.g., bags of baby carrots or sliced apples.</li> <li>Commercially packaged cut melons, cut tomatoes, or cut leafy greens.</li> </ul>
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<ul style="list-style-type: none"> <li>Bags of commercially packaged nuts and seeds, such as peanuts, sunflower seeds, or trail mix.</li> </ul>	<ul style="list-style-type: none"> <li>Nuts and seeds packaged by the CNP's food service staff in bags or plastic cups with lids, e.g., peanuts, sunflower seeds, and trail mix.</li> </ul>
<ul style="list-style-type: none"> <li>Commercially packaged unopened intact condiments such as portion control packages of ketchup, mustard, mayonnaise, relish, and salad dressing.</li> </ul>	<ul style="list-style-type: none"> <li>Condiments packaged by the CNP's food service staff, such as ketchup, mustard, mayonnaise, relish, and salad dressing packaged into plastic cups with lids.</li> </ul>
<ul style="list-style-type: none"> <li>Air-cooled hard-boiled egg with shell intact.</li> </ul>	<ul style="list-style-type: none"> <li>Meat/meat alternate items, such as poultry (e.g., chicken and turkey), meat, cheese, fish, eggs (including water-cooled hard-boiled egg with shell intact).</li> </ul>
<ul style="list-style-type: none"> <li>Unopened shelf-stable aseptically packaged juice Note: Shelf-stable aseptically packaged juice does not require refrigeration until after opening.</li> </ul>	<ul style="list-style-type: none"> <li>Opened shelf-stable aseptically packaged juice</li> <li>Opened or unopened frozen or refrigerated juice that is not shelf stable aseptically packaged</li> </ul>
	<ul style="list-style-type: none"> <li>Unopened or opened containers of milk</li> </ul>



## EXTERNAL DONATION

### What Foods Can Be Donated Externally?

The intent of the school nutrition programs is to serve healthy meals to students and SFAs must take steps to minimize the production of excess food. The Connecticut State Department of Education supports external donation when the school food authority (SFA) implements measures to prevent foods and beverages from being leftover, and complies with all local and state health and food safety codes. If a SFA continually has excessive quantities of unsold food items, the food service program must review and adjust practices to reduce overproduction as indicated above.

The [US Department of Agriculture](#) and the [Connecticut State Department of Education](#) support donation to eligible food banks or charitable organizations of **any program food** that is not consumed, including federally subsidized meals. Schools are encouraged, however, to consult and collaborate with their local board of health to ensure there are no local restrictions on donation items. Schools should also consult with recipient organizations to confirm which food items they will accept, as some may only accept items that are dry-stored or frozen.

It is important to remember that the externally donated food is for human consumption and needs to be handled accordingly. Donated food must be protected by storing at proper temperatures in packages, covered containers, or wrappings. For more information on required storage conditions, see pages 37-38 of the [Comprehensive Guidelines for Food Recovery Programs](#). If you have any questions about food safety, contact your local board of health.

In order to have a successful food donation program there are four major steps that must be taken:

1. Identify the types and amounts of food to be donated;
2. Identify partner organizations in your area with which to work;
3. Determine packaging, storage, proper temperatures, and labeling requirements to ensure food safety; and
4. Determine how food will be transported, including temperature controls, pick up frequency, and quantities.

For information on building a donation program, finding partner food rescue organizations, or building relationships with partner food rescue organizations, consult [CET's Food Donation Guidance](#).



### Food Labeling for External Donations

Foods must comply with state and federal labeling requirements in order to be donated. The Harvard Food Law and Policy Clinic created documents specifically for Connecticut regulations. Connecticut requires date labels only for dairy products, although the law does not explicitly restrict the [donation of dairy products](#) after the last sale date. Food rescue organizations will accept unopened dairy products as long as they are within the safe shelf life window. If a non-dairy product has a “sell by” or “best if used by” date, there are no restrictions on the donation of these items after the date has passed, as long as they meet physical and nutritional quality standards.

For foods that may contain allergens, a warning label must be put on the package stating that the food may contain allergens and that people who may have an allergic reaction should not consume it. The 2016 revision of [the Comprehensive Guidance for Food Recovery Programs](#) provides a template for donated food labeling on Page 49, which includes a generic allergen warning, and more information on top allergens are available on Page 21. Contact the Connecticut Department of Consumer Protection for guidance on how food should be labeled.



## What if Foods Cannot Be Donated for Human Consumption?

If food is unappealing for human consumption, consider other alternatives to disposal in line with the EPA Food Recovery Hierarchy, such as working with an animal feed operation. If the food is no longer edible, look to composting to create a soil amendment, or anaerobic digestion to create energy! For more information or assistance with implementing a program, contact the [Center for EcoTechnology](#) at (888) 813-8552 or [wastedfood@cetonline.org](mailto:wastedfood@cetonline.org).

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## Additional Resources

- The Harvard Food Law and Policy Clinic has additional donation fact sheets on [date labeling](#), tax [incentives for businesses](#), and [feeding food scraps to animals](#).
- The [MEANS database](#) is a national app that allows organizations to donate leftover edible food to participating non-profits.
- [Food Rescue US](#) is an app with multiple hubs in Connecticut that connects locations with leftover edible food to non-profits and other food rescue organizations.
- The [Food Recovery Network](#) is a national nonprofit with chapters at colleges & universities to fight food waste by recovering perishable food from campus dining halls.
- [Feeding America](#) provides an interactive map for organizations to find their local food bank.
- [Haven's Harvest](#), a food rescue organization in New Haven, is dedicated to feeding communities and reducing food waste, one food rescue at a time.

Although the information in this document has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement 00A00494 to, Center for EcoTechnology, it has not been subjected to the Agency's publication review process and therefore, may not reflect the views on the Agency and no official endorsement should be inferred.