



# Preventing food waste – key legislation in the Hospitality and Food Service Sector

Purchase

Storage

Preparation

Sale

Disposal

wrap

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## 1.0 Introduction

This matrix has been developed to assist the hospitality and food service sector in understanding:

- when food becomes waste;
- what legislation applies; and
- how food waste can be prevented.

The matrix has been broken up into 5 key steps that need to be considered when tackling food waste:

- Purchase
- Storage
- Preparation
- Sale
- Disposal

It has been produced as part of WRAP's Hospitality and Food Service Agreement by signatories and supporters in the food waste prevention working group. The matrix is supported by a full legislation guidance document and a 'myth buster'. All three documents are easy to use tools.

If you need more information visit:

- WRAP Website [www.wrap.org.uk/hospitality](http://www.wrap.org.uk/hospitality)
- WRAP and CIEH Videos - Preventing waste in the hospitality and food service sector  
[www.youtube.com/watch?v=gl9epCMv81E](http://www.youtube.com/watch?v=gl9epCMv81E)
- WRAP HaFS Information Finder -  
[hafsinfofinder.wrap.org.uk/](http://hafsinfofinder.wrap.org.uk/)
- Reducing food waste – starting off  
[www.wrap.org.uk/content/get-started](http://www.wrap.org.uk/content/get-started)



Process steps	Causes of avoidable food waste	Name of legislation	Article	Legislation requirements	Considerations	Actions		Actions to avoid the causes of food waste (prevention)
PURCHASE	Goods or packaging is damaged	Responsibilities for food: food business operators (EC 178/2002)	14	1. Food shall not be placed on the market if it is unsafe. 2. Food shall be deemed to be unsafe if it is considered to be: (a) injurious to health; (b) unfit for human consumption.	Could the food be injurious to human health or could it be unfit for human consumption?	Yes	Dispose of it via food waste recycling.	<ul style="list-style-type: none"> <li>■ Work with your supplier to determine how the goods or packaging was damaged. Come up with solutions to prevent the cause.</li> <li>■ Ensure temperature controls are efficient/ upgrade to best available.</li> </ul>
	Food deteriorated due to poor temperature control					No	The food may be used. If it is not meeting company standards, check with the requirements of your local charity to send it to a food bank for food distribution.	<ul style="list-style-type: none"> <li>■ Find out about your local charities and food banks that undertake food distribution. Enquire how they operate and what their requirements are to take surplus food.</li> </ul>
	Safety issues	Provisions applicable to foodstuffs (EC 852/2004)	Annex II Chapter IX (1)	A food business operator is not to accept raw materials or ingredients, other than live animals, or any other material used in processing products, if they are known to be, or might reasonably be expected to be, contaminated with parasites, pathogenic microorganisms or toxic, decomposed or foreign substances to such an extent that, even after the food business operator had hygienically applied normal sorting and/or preparatory or processing procedures, the final product would be unfit for human consumption.	Is the final product you are going to sell unfit for human consumption?	Yes	Dispose of it via food waste recycling.	<ul style="list-style-type: none"> <li>■ Identify what the causes are and work with your staff and suppliers to prevent the creation of bacteria on raw foodstuffs.</li> </ul>
	Risk of harmful bacteria on raw food					No	The food may be used. If it is not meeting in-house standards, check with the requirements of your local charity to send it to a food bank for food distribution.	<ul style="list-style-type: none"> <li>■ Find out about your local charities and food banks that undertake food distribution. Enquire how they operate and what their requirements are to take your food items.</li> </ul>





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PURCHASE	<b>Safety issues</b>	Provisions applicable to foodstuffs (EC 852/2004)	Annex II Chapter IX (1)	A food business operator is not to accept raw materials or ingredients, other than live animals, or any other material used in processing products, if they are known to be, or might reasonably be expected to be, contaminated with parasites, pathogenic microorganisms or toxic, decomposed or foreign substances to such an extent that, even after the food business operator had hygienically applied normal sorting and/or preparatory or processing procedures, the final product would be unfit for human consumption.	Is the final product you are going to sell unfit for human consumption?	Yes	Dispose of it via food waste recycling.	<ul style="list-style-type: none"> <li>Identify what the causes are and work with your staff and suppliers to prevent the creation of bacteria on raw foodstuffs.</li> </ul>
	<b>Risk of harmful bacteria on raw food</b>					No	The food may be used. If it is not meeting in-house standards, check with the requirements of your local charity to send it to a food bank for food distribution.	<ul style="list-style-type: none"> <li>Find out about your local charities and food banks that undertake food distribution. Enquire how they operate and what their requirements are to take your food items.</li> </ul>
	<b>One product of a bulk purchase is considered unsafe</b>	Food safety requirements (EC 178/2002)	14(6)	Where any food which is unsafe is part of a batch, lot or consignment of food of the same class or description, it shall be presumed that all the food in that batch, lot or consignment is also unsafe, unless following a detailed assessment there is no evidence that the rest of the batch, lot or consignment is unsafe.	Is the food you are about to use part of a batch of which one item is considered unsafe?	Yes	Ensure a storage system is in place which will enable an easy way to trace any products that are from an unsafe batch. A good supplier relationship will help to rectify any issues quickly and ensure safe collection and disposal of products from a bad batch.	<ul style="list-style-type: none"> <li>Negotiate with your suppliers to enable you to order the exact quality and quantity that you require. Order as close to the time of use as possible. Avoid over-purchasing as it can lead to food being wasted.</li> </ul>
						No	N/A	



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STORAGE	Refrigeration	Provisions applicable to foodstuffs (EC 852/2004)	Annex II Chapter IX (5)	Raw materials, ingredients, intermediate products and finished products likely to support the reproduction of pathogenic micro-organisms or the formation of toxins are not to be kept at temperatures that might result in a risk to health. The cold chain is not to be interrupted. However, limited periods outside temperature control are permitted, to accommodate the practicalities of handling during preparation, transport, storage, display and service of food, provided that it does not result in a risk to health. Food businesses manufacturing, handling and wrapping processed foodstuffs are to have suitable rooms, large enough for the separate storage of raw materials from processed material and sufficient separate refrigerated storage.	Has the food been stored appropriately to prevent the reproduction of bacteria or the formation of toxins which could cause a health risk?	Yes	Ensure that the food is safe for human consumption before you serve it.	<ul style="list-style-type: none"> <li>■ Identify the storage requirements for your food and make all members of staff aware of it.</li> <li>■ Ensure that the cold chain is maintained for food that needs to be stored in specific temperatures (i.e. refrigerated or frozen) and that staff are aware of these specifications.</li> <li>■ Check temperatures of your fridge regularly to ensure it is in the range of 1-5°C. This is the optimum temperature to preserve food for longer. Do not overcool the fridge.</li> <li>■ Assess how your fridge areas are arranged. Identify the best ways to arrange and order it to prevent accidents that lead to spills and breakage.</li> <li>■ Use a back-to-front system (also called 'first-in-first-out system') to bring the older products forward to be used first and put new delivery at the back of the shelves. Remember to time code all products.</li> </ul>
						No	Dispose of it via waste recycling.	





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STORAGE	Wrapping & packaging	Provisions applicable to the wrapping and packaging of foodstuffs (EC 852/2004)	Annex II Chapter X	1. Material used for wrapping and packaging are not to be a source of contamination. 2. Wrapping materials are to be stored in such a manner that they are not exposed to a risk of contamination. 3. Wrapping and packaging operations are to be carried out so as to avoid contamination of the products. Where appropriate and in particular in the case of cans and glass jars, the integrity of the container's construction and its cleanliness is to be assured. 4. Wrapping and packaging material re-used for foodstuffs is to be easy to clean and, where necessary, to disinfect.	Are you sure that wrappings and packaging materials or the containers used for the storing of the food are not at risk of being contaminated?	Yes	Conduct a regular review of your wrapping and packaging materials or containers used to store your food in that are at risk of becoming contaminated.	<ul style="list-style-type: none"> <li>■ Ensure that the wrapping and packaging material as well as the containers used for storing food are cleaned and disinfected if necessary before use or re-use.</li> <li>■ Store the wrapping and packaging material as well as the containers where they are not exposed to a risk of contamination.</li> <li>■ Use air-tight containers and re-sealable bags to keep food fresh for longer. Vacuum packaging can extend the life of food.</li> <li>■ Ensure that the food is stored according to its specifications, e.g. refrigerated, frozen, etc.</li> </ul>
						No	Food that may have become contaminated from wrapping or packaging materials should be disposed of.	



Process steps	Causes of avoidable food waste	Name of legislation	Article	Legislation requirements	Considerations	Actions		Actions to avoid the causes of food waste (prevention)
STORAGE	Labelling for storage	Regulation (EU) No 1169/2011 on the provision of food information to consumers (FIC)	Ch IV, Section 1, Article 9, 1(f). Annex X	<p>(a) The date of minimum durability shall be indicated as follows:</p> <ul style="list-style-type: none"> <li>■ 'Best before ...' when the date includes an indication of the day,</li> <li>■ 'Best before end ...' in other cases, The date shall consist of the day, the month and possibly, the year, in that order and in uncoded form.</li> </ul> <p>The 'use by' date shall be indicated as follows:</p> <p>(a) it shall be preceded by the words 'use by ...';</p> <p>(b) the words in point (a) shall be accompanied by:</p> <ul style="list-style-type: none"> <li>■ either the date itself, or a reference to where the date is given on the labelling, Those particulars shall be followed by a description of the storage conditions which must be observed.</li> </ul>	Are a 'Best before' date, a 'Use by' date and storage conditions indicated on the food?	Yes	Certain foods do not require labelling.	<ul style="list-style-type: none"> <li>■ Ensure that all products that need to be are labelled with 'Best before', 'Use by' dates and storage specifications as soon as you receive the purchases.</li> <li>■ Set up an accurate stock inventory and ordering system so that you can check your usage of ingredients against the number of orders.</li> </ul>
						No	Label all food items with 'Best before' and 'Use by' dates as well as conditions before storing it. Certain foods do not require labelling. Please check following table for further recommendations.	





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STORAGE	Labelling for storage	Regulation (EU) No 1169/2011 on the provision of food information to consumers (FIC)	Article 9, 1(f). Annex X	<p>Subject to Union provisions imposing other types of date indication, an indication of the date of minimum durability shall not be required for:</p> <ul style="list-style-type: none"> <li>■ fresh fruit and vegetables, including potatoes, which have not been peeled, cut or similarly treated; this derogation shall not apply to sprouting seeds and similar products such as legume sprouts,</li> <li>■ wines, liqueur wines, sparkling wines, aromatised wines, and similar products obtained from fruit other than grapes, and beverages falling within CN code 2206 00 obtained from grapes or grape musts,</li> <li>■ beverages containing 10 % or more by volume of alcohol,</li> <li>■ bakers' or pastry cooks' wares which, given the nature of their content, are normally consumed within 24 hours of their manufacture,</li> <li>■ vinegar,</li> <li>■ cooking salt,</li> <li>■ solid sugar,</li> <li>■ confectionery products consisting almost solely of flavoured and/or coloured sugars,</li> <li>■ chewing gums and similar chewing products.</li> </ul>	<p>Are you storing any of the following foods?</p> <ul style="list-style-type: none"> <li>■ fresh fruit and vegetables, including potatoes, which have not been peeled, cut or similarly treated, excluding sprouting seeds and similar products such as legume sprouts;</li> <li>■ wines, liqueur wines, sparkling wines, aromatised wines, and similar products obtained from fruit other than grapes, and beverages falling within CN code 2206 00 obtained from grapes or grape musts;</li> <li>■ beverages containing 10 % or more by volume of alcohol;</li> <li>■ bakers' or pastry cooks' wares which, given the nature of their content, are normally consumed within 24 hours of their manufacture;</li> <li>■ vinegar;</li> <li>■ cooking salt;</li> <li>■ solid sugar;</li> <li>■ confectionery products consisting almost solely of flavoured and/or coloured sugars; or</li> <li>■ chewing gums and similar chewing products.</li> </ul>	Yes	These foods do not require to be labelled.	<ul style="list-style-type: none"> <li>■ Keep a record of these food items, especially fresh fruit and vegetables to make sure they are stored properly and are used before they go off.</li> <li>■ Set up an accurate stock inventory and ordering system so that you can check your usage of ingredients against the number of orders.</li> </ul>
						No	Any other food needs to be labelled with a 'Best before' date, a 'Use by' date and the appropriate storing conditions.	<ul style="list-style-type: none"> <li>■ Keep a check list of food which needs to be labelled and how for members of staff to look up.</li> <li>■ Ensure that all other products are labelled with 'Best before', 'Use by' dates and storage specifications as soon as you receive the purchases.</li> </ul>





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STORAGE	Labelling for storage	The Food Information Regulations 2014. The Food Information (Wales) Regulations 2014	Regulation 10	(1) A person is guilty of an offence if the person fails to comply with— (a) any provision of FIC specified in paragraph (2), as read with Articles 1(3) and 6 and the first subparagraph of Article 54(1), or (b) regulation 5(5). (2) The provisions of FIC are— (a) Article 9(1)(c), as also read with Annex II; (b) Article 21(1)(a), as also read with Articles 9(1)(c) and 18(1) and Annex II; (c) the second subparagraph of Article 21(1), as also read with Articles 9(1)(c) and 19(1) and Annex II; and (d) Article 44(1)(a), as also read with Article 9(1)(c) and regulation 5. Any person found guilty of an offence under regulation 10 is liable on summary conviction to a fine not exceeding level 5 on the standard scale.	Are you considering selling a food which has passed its 'Use by' date?	Yes	You should not sell a food which has passed its 'Use by' date as this can make you guilty of an offence.	<ul style="list-style-type: none"> <li>Make sure that all members of staff are aware of this risk.</li> <li>Ensure that all food items, excluding the ones mentioned above, are labelled accordingly.</li> </ul>
						No	N/A	
	Goods contaminated during storage	Food safety requirements (EC 178/2002)	14(6)	Where any food which is unsafe is part of a batch, lot or consignment of food of the same class or description, it shall be presumed that all the food in that batch, lot or consignment is also unsafe, unless following a detailed assessment there is no evidence that the rest of the batch, lot or consignment is unsafe.	Is the food you are about to use part of a batch of which one item is considered unsafe?	Yes	The entire batch should be considered unsafe unless the rest of the batch has been thoroughly examined and there is no evidence that the rest of the batch is unsafe. If the latter is the case, the food can be used. Otherwise, the batch should be disposed of via food waste recycling.	<ul style="list-style-type: none"> <li>Assess how your storage areas are arranged. Identify the best ways to arrange and order it to prevent accidents that lead to spills and breakage.</li> </ul>
						No	Ensure that the food is safe for human consumption before you put it on the market.	



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STORAGE	Goods contaminated during storage	Food safety requirements (EC 178/2002)	14(5)	In determining whether any food is unfit for human consumption, regard shall be had to whether the food is acceptable for human consumption according to its intended use, for reasons of contamination, whether by extraneous matter or otherwise, or through putrefaction, deterioration or decay.	Is the food fit (acceptable) for human consumption?	Yes	Before processing or selling the food, verify that it is safe for human consumption.	<ul style="list-style-type: none"> <li>■ Ensure that the food is stored according to its specifications, e.g. refrigerated, frozen, etc.</li> <li>■ Assess how your storage areas are arranged. Identify the best ways to arrange and order it to prevent accidents that lead to spills and breakage.</li> </ul>
						No	The food may be considered unfit for human consumption and disposed of via food waste recycling.	<ul style="list-style-type: none"> <li>■ Make a check list available to staff to make it easy to verify whether a food is safe for human consumption. This may include checking labels for 'Best before' and 'Use by' dates.</li> <li>■ Assess how your storage areas are arranged. Identify the best ways to arrange and order it to prevent accidents that lead to spills and breakage.</li> </ul>
		Provisions of applicable foodstuffs (EC 852/2004)	Annex II Chapter IX (2,3)	2. Raw materials and all ingredients stored in a food business are to be kept in appropriate conditions designed to prevent harmful deterioration and protect them from contamination.	Are raw foods and ingredients stored to protect them from harmful deterioration and contamination?	Yes	Ensure that foods are also protected from contamination during all stages of production, processing and distribution.	<ul style="list-style-type: none"> <li>■ Assess how your storage areas are arranged. Identify the best ways to arrange and order it to prevent accidents that lead to spills and breakage.</li> </ul>
				3. At all stages of production, processing and distribution, food is to be protected against any contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state.		No	The food may be considered unfit for human consumption and disposed of via food waste recycling.	<ul style="list-style-type: none"> <li>■ All products should be labelled with storage specifications (as well as 'Best before' and 'Use by' dates) when they are placed in a storage area.</li> <li>■ Assess how your storage areas are arranged. Identify the best ways to arrange and order it to prevent accidents that lead to spills and breakage.</li> </ul>





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PREPARATION	Food has been contaminated during preparation	Food safety requirements (EC 178/2002)	14(6)	Where any food which is unsafe is part of a batch, lot or consignment of food of the same class or description, it shall be presumed that all the food in that batch, lot or consignment is also unsafe, unless following a detailed assessment there is no evidence that the rest of the batch, lot or consignment is unsafe.	Is the food you are about to use part of a batch of which one item is considered unsafe?	Yes	The entire batch should be considered unsafe unless the rest of the batch has been thoroughly examined and there is no evidence that the rest of the batch is unsafe. If the latter is the case, the food can be used. Otherwise, the batch should be disposed of via food waste recycling.	■ Assess how the contamination during preparation occurred and identify with staff how best to stop this happening again.
						No	N/A	
		Food safety requirements (EC 178/2002)	14(5)	In determining whether any food is unfit for human consumption, regard shall be had to whether the food is unacceptable for human consumption according to its intended use, for reasons of contamination, whether by extraneous matter or otherwise, or through putrefaction, deterioration or decay.	Is the food unacceptable for human consumption?	Yes	The food may be considered unfit for human consumption and disposed of via food waste recycling.	■ Ensure that the food is prepared in a way that prevents contamination.
						No	If there is any doubt about the suitability of food for human consumption, err on the side of caution and do not serve it.	■ Make a check list available to staff to make it easy to verify whether a food is safe for human consumption.
	Defrosting	Provisions applicable to foodstuffs (EC 852/2004)	Annex II Chapter IX (7)	The thawing of foodstuffs is to be undertaken in such a way as to minimise the risk of growth of pathogenic microorganisms or the formation of toxins in the foods. During thawing, foods are to be subjected to temperatures that would not result in a risk to health. Where run-off liquid from the thawing process may present a risk to health it is to be adequately drained. Following thawing, food is to be handled in such a manner as to minimise the risk of growth of pathogenic microorganisms or the formation of toxins.	Has the food been thawed adequately i.e. has it been kept at the right temperature and has thawing liquid been drained?	Yes	To process the food further or to sell it, ensure that it is handled appropriately during and after thawing to minimise the growth of bacteria and the formation of toxins.	■ Identify instructions to safely defrost food and make them accessible to all members of staff. Ensure that these safety rules are followed to prevent food becoming unfit for human consumption.
						No	The food may cause a risk to health. Dispose of it via food recycling.	



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PREPARATION	Food has been left out	Provisions applicable to foodstuffs (EC 852/2004)	Annex II Chapter IX (5)	Raw materials, ingredients, intermediate products and finished products likely to support the reproduction of pathogenic micro-organisms or the formation of toxins are not to be kept at temperatures that might result in a risk to health. The cold chain is not to be interrupted. However, limited periods outside temperature control are permitted, to accommodate the practicalities of handling during preparation, transport, storage, display and service of food, provided that it does not result in a risk to health. Food businesses manufacturing, handling and wrapping processed foodstuffs are to have suitable rooms, large enough for the separate storage of raw materials from processed material and sufficient separate refrigerated storage.	Has food been left out to allow its handling for preparation?	Yes	The cold chain can be interrupted for this purpose but should be stored appropriately after preparation.	■ If a product or ingredient needs to be stored in a fridge or freezer, make sure it is only taken out for preparation and the rest is put back into storage according to the specifications.
						No	The cold chain should not be interrupted unless to allow the food being handled for preparation. Before processing or selling the food, verify that it is safe for human consumption.	<ul style="list-style-type: none"> <li>■ Ensure that staff are aware of the necessary storing conditions of foods and that the cold chain should not be interrupted unless for preparing food.</li> <li>■ Make a check list available to staff to make it easy to verify whether a food is safe for human consumption.</li> </ul>
	Contamination by food handler	Personal hygiene (EC852/2004)	Annex II Chapter VIII	1. Every person working in a food-handling area is to maintain a high degree of personal cleanliness and is to wear suitable, clean and, where necessary, protective clothing.  2. No person suffering from, or being a carrier of a disease likely to be transmitted through food or afflicted, for example, with infected wounds, skin infections, sores or diarrhoea is to be permitted to handle food or enter any food-handling area in any capacity if there is any likelihood of direct or indirect contamination. Any person so affected and employed in a food business and who is likely to come into contact with food is to report immediately the illness or symptoms, and if possible their causes, to the food business operator.	Can a high degree of personal cleanliness as well as through wearing clean and protective clothing if necessary be guaranteed for staff working in a food-handling area?	Yes	Personal cleanliness needs to be guaranteed and any person suffering from a disease or its symptoms are required to report this, and if possible its causes, to the food operator immediately.	<ul style="list-style-type: none"> <li>■ Ensure that all members of staff are aware of the requirement to guarantee a high degree of personal cleanliness and to wear clean and protective clothing where appropriate.</li> <li>■ Ensure that all members of staff know when and how to report when they are suffering from a disease or its symptoms, from infected wounds, skin infections, sores or diarrhoea.</li> </ul>
					Or Have all staff working in the food handling area been made aware that they should not be working if they are suffering from a disease, have infected wounds, skin infections, sores or diarrhoea that may be transmitted through food?	No	Staff should be trained in personal cleanliness and should report illness immediately.	





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PREPARATION	Contamination by food handler	Training (EC 852/2004)	Annex II Chapter XII	Food business operators are to ensure:  1. that food handlers are supervised and instructed and/or trained in food hygiene matters commensurate with their work activity; 2. that those responsible for the development and maintenance of the procedure referred to in Article 5(1) of this Regulation or for the operation of relevant guides have received adequate training in the application of the HACCP principles.	Have all members of staff handling food been trained in food hygiene matters relating to their work activity?  And  Have all members of staff who are responsible for the development and maintenance of procedures in a food waste business been trained in the HACCP principles?	Yes	Identify when staff have been trained and whether this needs to be refreshed.	<ul style="list-style-type: none"> <li>■ Ensure that training needs are identified and catered for on a regular basis.</li> <li>■ Keep a record of hygiene training undertaken.</li> </ul>
						No	Ensure that all members of staff are trained accordingly.	<ul style="list-style-type: none"> <li>■ Ensure training needs for members of staff in relation to food hygiene matters and/or the HACCP principles.</li> </ul>
	Issues of Inedible food (e.g. bones, vegetable off cuts) during preparation	Provisions applicable to foodstuffs (EC 852/2004)	Annex II Chapter IX [8]	Hazardous and/or inedible substances, including animal feed, are to be adequately labelled and stored in separate and secure containers.	Does your food business hold any hazardous and/or inedible substances, including animal feed?	Yes	Label them adequately and store them in separate and secure containers.	N/A
						No	Dispose of all other inedible food waste via food waste recycling.	N/A



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SALE	Labelling for sale	Regulation (EU) No 1169/2011 on the provision of food information to consumers (FIC)	6 & 7	Any food intended for supply to the final consumer or to mass caterers shall be accompanied by food information in accordance with this Regulation. Food information shall not be misleading, particularly: <ul style="list-style-type: none"><li>■ As to the characteristics of the food, and in particular, its nature, identity, properties, composition, quantity, durability, country of origin or place of provenance, method of manufacture or production.</li><li>■ By attributing to the food effects or properties which it does not possess.</li><li>■ By suggesting that the food possesses special characteristics when in fact all similar foods possess such characteristics, in particular by emphasising the presence or absence of certain ingredients and/or nutrients.</li><li>■ By suggesting by means of appearance, description, pictorial representation, then presence of a particular food or ingredient, while in reality a component naturally present or an ingredient normally used in that food has been substituted with a different component or ingredient.</li></ul> Food information shall be accurate, clear and easy to understand for the consumer.	Can the labelling, advertising and presentation of food be misleading to customers?	Yes	Ensure that labelling, advertising and presentation of food does not mislead customers.	N/A	
						No	N/A	N/A	
			Regulation (EU) No 1169/2011 on the provision of food information to consumers (FIC)	9, 1 (c)	Indication of the following particulars is mandatory: any ingredient or processing aid listed in Annex II or derived from a substance or product listed in Annex II causing allergies or intolerances used in the manufacture or preparation of a food and still present in the finished product, even if in an altered form.	Does any of the food you offer to your customers contain any of the 14 listed allergens? i.e.: Celery. Cereals containing gluten. Crustaceans. Eggs. Fish. Lupin. Milk. Molluscs. Mustard. Nuts. Peanuts. Sesame seeds. Soya. Sulphur dioxide.	Yes	You need to decide how you inform your customers of such ingredients; put suitable signage and information in place for customers to read and train staff accordingly	■ Make sure all staff are trained on allergens present in food when they begin work.
	No						There is no requirement to provide information however you must be very sure.	■ Check that none of the constituent ingredients contain a listed allergen.	





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SALE	<b>Unsold food and meals that have been prepared but not served</b>	Provisions applicable to foodstuffs (EC852/2004)	Annex II Chapter IX (5)	Raw materials, ingredients, intermediate products and finished products likely to support the reproduction of pathogenic micro-organisms or the formation of toxins are not to be kept at temperatures that might result in a risk to health. The cold chain is not to be interrupted. However, limited periods outside temperature control are permitted, to accommodate the practicalities of handling during preparation, transport, storage, display and service of food, provided that it does not result in a risk to health. Food businesses manufacturing, handling and wrapping processed foodstuffs are to have suitable rooms, large enough for the separate storage of raw materials from processed material and sufficient separate refrigerated storage.	Has the food been left out to be displayed or for food service purposes?	Yes	If unsold food does not cause a risk to human health, it may be stored according to its storing conditions and used at a later date.	<ul style="list-style-type: none"> <li>■ Avoid contamination and generating additional food waste by displaying food in a way that it may be reused or sold at a later date (according with its 'Best before' and 'Use by' date).</li> <li>■ If a product or ingredient needs to be stored in a fridge or freezer, make sure it is only taken out for its display or to be served and store it again according to the specifications.</li> <li>■ Ensure that food is not left out longer than required for its preparation, transport, storage, display or service.</li> </ul>



Process steps	Causes of avoidable food waste	Name of legislation	Article	Legislation requirements	Considerations	Actions		Actions to avoid the causes of food waste (prevention)
SALE	Handling of fresh food (cold)	Provisions applicable to foodstuffs (EC 852/2004)	Annex II Chapter IX (6)	Where foodstuffs are to be held or served at chilled temperatures they are to be cooled as quickly as possible following the heat-processing stage, or final preparation stage if no heat process is applied, to a temperature which does not result in a risk to health.	Does the food you would like to sell need to be served at chilled temperatures?	Yes	Ensure that the food is cooled as quickly as possible after its final preparation stage without it causing a risk to human health.	N/A
						No	N/A	N/A
	Handling of cooked food (hot)	Provisions applicable to foodstuffs (EC 852/2004)	Annex II Chapter IX (6)	Where foodstuffs are to be held or served at chilled temperatures they are to be cooled as quickly as possible following the heat-processing stage, or final preparation stage if no heat process is applied, to a temperature which does not result in a risk to health.	Does the food you would like to sell need to be served at chilled temperatures?	Yes	Ensure that the food is cooled as quickly as possible after its final preparation stage without it causing a risk to human health.	N/A
						No	N/A	N/A
		Heat treatment (EC 852/2004)	Annex II Chapter XI (2)	The following requirements apply only to food placed on the market in hermetically sealed containers: to ensure that the process employed achieves the desired objectives, food business operators are to check regularly the main relevant parameters (particularly temperature, pressure, sealing and microbiology), including by the use of automatic devices.	Does the food sold need to be placed in a hermetically sealed container?	Yes	Regularly check the following: temperature, pressure, sealing and microbiology.	N/A
						No	N/A	N/A
	Arising of inedible food (e.g. bones) from customer plates	Provisions applicable to foodstuffs (EC 852/2004)	Annex II Chapter IX (8)	Hazardous and/or inedible substances, including animal feed, are to be adequately labelled and stored in separate and secure containers.	Does your food business hold any hazardous and/or inedible substances, including animal feed?	Yes	Label them adequately and store them in separate and secure containers.	N/A
						No	Dispose of all other inedible food waste via food waste recycling.	N/A





Process steps	Causes of avoidable food waste	Name of legislation	Article	Legislation requirements	Considerations	Actions		Actions to avoid the causes of food waste (prevention)
DISPOSAL	Storing food waste	Food waste (EC 852/2004)	Annex II Chapter VI	<p>1. Food waste, non-edible by-products and other refuse are to be removed from rooms where food is present as quickly as possible, so as to avoid their accumulation.</p> <p>2. Food waste, non-edible by-products and other refuse are to be deposited in closable containers, unless food business operators can demonstrate to the competent authority that other types of containers or evacuation systems used are appropriate. These containers are to be of an appropriate construction, kept in sound condition, be easy to clean and, where necessary, be disinfected.</p> <p>3. Adequate provision is to be made for the storage and disposal of food waste, non-edible by-products and other refuse. Refuse stores are to be designed and managed in such a way as to enable them to be kept clean and, where necessary, free of animals and pests.</p> <p>4. All waste is to be eliminated in a hygienic and environmentally friendly way in accordance with Community legislation applicable to that effect, and is not to constitute a direct or indirect source of contamination.</p>	Have you generated food waste which needs to be stored before collection?	Yes	All food waste should be stored separately in sealable containers as soon as possible.	<ul style="list-style-type: none"> <li>Try to prevent food waste in the first place by applying the recommendations in this matrix.</li> </ul>
						No	Ensure that you have closable containers available in a separate location to dispose of food waste if it arises.	
	Storing food waste	General requirements for food premises (EC 852/2004)	Annex II Chapter I 2(c)	The layout, design, construction, siting and size of food premises are to: permit good food hygiene practices, including protection against contamination and, in particular, pest control.	Is the food waste in your food business stored separately?	Yes	This is good practice. Continue doing so.	<ul style="list-style-type: none"> <li>Explore other options of disposal (see section on "Food waste disposal" below).</li> </ul>
						No	Ensure that the food waste is stored separately in sealable containers to allow good food hygiene practices, including the protection against contamination and pest control.	



Process steps	Causes of avoidable food waste	Name of legislation	Article	Legislation requirements	Considerations	Actions		Actions to avoid the causes of food waste (prevention)
DISPOSAL	Animal feed	Restrictions on use (EC 1069/2009)	11(1) [a,b,d]	1. The following uses of animal by-products and derived products shall be prohibited: (a) the feeding of terrestrial animals of a given species other than fur animals with processed animal protein derived from the bodies or parts of bodies of animals of the same species; (b) the feeding of farmed animals other than fur animals with catering waste or feed material containing or derived from catering waste; (d) the feeding of farmed fish with processed animal protein derived from the bodies or parts of bodies of farmed fish of the same species.	Consider disposal options	Yes	Animal by-products and derived products should not be fed to terrestrial and farmed animals. Refer to the legislation guide for more guidance.	■ Explore other options of disposal (see section on "Food waste disposal" below).
						No	Dispose of it via food waste recycling.	N/A





Process steps	Causes of avoidable food waste	Name of legislation	Article	Legislation requirements	Considerations		Actions	Actions to avoid the causes of food waste (prevention)
DISPOSAL	Food waste disposal	Disposal and use of Category 3 material ((EC 1069/2009)	14	Category 3 material shall be:	Can the food waste from catering now be disposed of?	Yes	Food waste from catering can be disposed of through a number of disposal routes.	<ul style="list-style-type: none"><li>■ Explore the different disposal options to choose the most environmentally friendly and cost effective one for your business.</li><li>■ Monitor the amount spend on purchasing food and on waste disposal before and after the implementation of any actions to see whether cost savings have been made.</li><li>■ Monitor any waste data before and after the implementation of any actions. This can be data from your waste contractor or by undertaking waste audits to determine if food waste has reduced.</li></ul>
				(a) disposed of as waste by incineration, with or without prior processing;				
				(b) recovered or disposed of by co-incineration, with or without prior processing, if the Category 3 material is waste;				
				(c) disposed of in an authorised landfill, following processing;				
				(d) processed, except in the case of Category 3 material which has changed through decomposition or spoilage so as to present an unacceptable risk to public or animal health, through that product, and used: <ul style="list-style-type: none"><li>(i) for the manufacturing of feed for farmed animals other than fur animals, to be placed on the market in accordance with Article 31, except in the case of material referred to in Article 10(n), (o) and (p);</li><li>(ii) for the manufacturing of feed for fur animals, to be placed on the market in accordance with Article 36;</li><li>(iii) for the manufacturing of pet food, to be placed on the market in accordance with Article 35; or</li><li>(iv) for the manufacturing of organic fertilisers or soil improvers, to be placed on the market in accordance with Article 32;</li></ul>				
				(e) used for the production of raw pet food, to be placed on the market in accordance with Article 35;				
				(f) composted or transformed into biogas; [...]				
				(i) used as a fuel for combustion with or without prior processing;				
				(j) used for the manufacture of derived products referred to in Articles 33, 34 and 36 and placed on the market in accordance with those Articles				
				(k) in the case of catering waste referred to in Article 10(p) processed by pressure sterilisation or by processing methods referred to in point (b) of the first subparagraph of Article 15(1) or composted or transformed into biogas; or				
				(l) applied to land without processing, in the case of raw milk, colostrum and products derived therefrom, which the competent authority does not consider to present a risk of any disease communicable through those products to humans or animals.				

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