



Island County Public Health

Environmental Health – Food Safety Program
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DFDO Operations Checklist

Establishment Name: _____

Donated Food Distributing Organization means a food establishment that is a charitable nonprofit organization under Section 501(c) of the federal internal revenue code that distributes food free of charge to the needy. Donated food distributing organizations are exempt from Island County Food Code enforcement actions related to valid permits (Part 8 Subpart F, sections of Part 8 Subpart C). Donated food distributing organizations are still subject to inspection and must meet all requirements outlined in Part 9 Subpart D of [Island County Food Code](#).

Donated food distributing organizations agree to the following:

- Provide an annual operational plan stating the nature of food service activities, including types of food served and distributed. (09400, 3b)
- Notify our department whenever the IRS determination letter is revoked or there is a significant change in its food service activities. (09400, 3c)
- Maintain standard operating procedures required for Food Protection (09405)
- Maintain standard operating procedures required for Food Handling (09406)
- Maintain standard operating procedures required for Transportation (09407)
- Provide adequate sinks to support operational plan (09410)
- Accept donated foods from approved food sources (09415)
- Inspect foods upon receipt (09420)
- Restrict acceptance, service, or distribution of prohibited foods (09425)
- Ensure repackaged foods are properly labeled (09430)
- Maintain receiving records documenting source, quantity, type, and receiving date of the foods (09435)

Signature (Authorized Representative)

Name (Authorized Representative)

Date