



Island County Public Health

Keith Higman, Director

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October 17, 2022

RE: Commissary Kitchen Operational Requirements

ATTN: Island County Food Program Permit Holder

Please see the information below regarding verification of commissary operations conducted at your establishment.

The following information will be required to be submitted with your permit renewal for 2023. Failure to submit will result in food vendors (mobile establishments, caterers, farmers market vendors, etc.) being denied their applicable permit that is being supported by operations at your establishment.

1. Provide an updated list of vendors that are currently approved to use your kitchen.

The following requirements will apply effective January 1, 2023.

1. Vendor routine inspections will include an inspection of the commissary kitchen to verify at a minimum that adequate refrigerated storage, water source, and wastewater discharge system is available to properly support operations. The vendor will be expected to allow access during their operational hours for purpose of inspection.
2. Provide an updated approved vendor list anytime a vendor is added or discontinues use of your establishment.
3. If the establishment is connected to a septic system, a feasibility study completed by a licensed septic designer will be required to be submitted when additional vendors are added to your approved vendor list.

Please contact Ray Campa at r.campa@islandcountywa.gov with any questions or comments.

Sincerely,

A handwritten signature in blue ink, appearing to be "Raymond Campa".

Raymond Campa CPM, RS/REHS
Food Safety Program Lead