



Island County Public Health

Keith Higman, Director

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October 17, 2022

RE: Donated Food Distributing Organization Operational Requirements

ATTN: Donated Food Distributing Organization

The Food Safety Program is in the process of updating records related to donated food distributing organizations in accordance with Island County Food Code (Subpart D, 09400).

Please submit the following by January 1, 2023 so that we can update our records.

1. A valid 501(c) IRS determination letter; or a letter of sponsorship from a 501(c) organization with a copy of its current 501(c) IRS determination letter.

Beginning January 1, 2023, all donated food distribution organizations will require registration on an annual basis. The following will be required to be submitted prior to January 1, 2023, to register operations during the 2023 calendar year.

1. An operational plan stating the nature of food service activities, including types of food served and distributed.
2. Review and return a signed [donated food distributing organization checklist](#) to confirm that the operational scope meets the minimum requirements outlined in Island County Food Code (Subpart D, 09400).

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", is written over a blue horizontal line.

Raymond Campa CPM, RS/REHS
Food Safety Program Lead