

***What Type of Donated Food Distributing Organization Am I Operating?***

Answer the following questions to determine what kind of review your operation needs:

1. I will be preparing, cooking, and/or serving raw meat, raw seafood or raw poultry\* in this facility\*.

**YES** \_\_\_ **NO** \_\_\_

2. I will be receiving hot food at this facility and then cooling them down in a refrigerator for later use.

**YES** \_\_\_ **NO** \_\_\_

3. I will be heating foods myself and cooling them in a refrigerator for later distribution/reheating/service.

**YES** \_\_\_ **NO** \_\_\_

4. I will be transporting and serving unpackaged, ready-to-eat\* meals that require temperature control.

**YES** \_\_\_ **NO** \_\_\_

5. I will be repackaging bulk foods into smaller packages for distribution.

**YES** \_\_\_ **NO** \_\_\_

If you answered **YES** to any questions above, you are considered a **“Process 3 Facility”**. Please complete this form and **Notification Forms A, B and C**.

6. I will be distributing packaged foods that require temperature control (such as meats, dairy\*, eggs and/or packaged prepared meals from permitted establishments). **YES** \_\_\_ **NO** \_\_\_

If you answered **YES** only to question 6, you are considered a **“Process 2 Facility”**. Please complete this form and **Notification Forms A and B**.

7. I will be operating a food bank or backpack program that packages and distributes pre-packaged, shelf stable\* foods only. **YES** \_\_\_ **NO** \_\_\_

If you answered **YES** only to question 8 and no other questions on this page apply to your organization, you are considered a **“Process 1 Facility”**. Please complete **Notification Form A**.

*\*Please see our Definitions Page to clarify any Health Department terms that may be unfamiliar to you.*

### *Definitions*

**Approved Source:** commercially packaged, inspected or graded foods OR food prepared in a permitted kitchen OR game meats from a Law Enforcement Officer or licensed hunter that have been processed in an approved facility and labeled as such.

**Change of Ownership:** For Donated Food Distributing Organizations, this occurs whenever the facility begins operating under a new or different organization. It also occurs when the facility moves to a new location, makes major changes to its leadership or Person(s) In Charge or when major changes are made to a menu, equipment or food preparation within a facility.

**Dairy:** containing or made from milk.

**Donor Kitchen:** kitchen that is used by a donor to handle, store or prepare food for donation to needy persons through a DFDO and is not a residential kitchen in a private home.

**Facility:** A "Food Establishment" that stores, vends, prepares, packages and serves food for human consumption. This includes transport vehicles, delivery services and off-site or mobile operations. Also referred to as a "kitchen", "operation" or "establishment".

**Food Worker, Food Handler:** an individual working with unpackaged food, food equipment, food utensils or food contact surfaces.

**Person In Charge, "PIC":** The individual(s) at a facility who is responsible for operation at a given time.

**Poultry:** any domesticated bird or migratory water fowl or game bird, alive or dead. Includes chicken, turkey, duck, goose and pheasant.

**Ready to Eat:** food in a form that is edible without any additional preparation to achieve food safety. This includes spices/seasonings, washed produce, cooked meat and plant products and dried or cured meats.

**Reduced Oxygen Packaging "ROP":** replacing or removing oxygen from a package and then sealing it to control the oxygen level. This is often done as a preserving measure and greatly increases the risk of botulism in foods after they are sealed and then opened again to eat. (i.e. Foodsavr or a vacuum sealer).

**Shelf Stable:** can be stored safely in a dry, non-temperature controlled location for long periods of time. The opposite of "TCS" or Time/Temperature Control for Safety foods. (i.e. dry rice or pasta, canned goods).

**TCS Foods (formerly known as PHF):** food that requires Time/Temperature Control for Safety (potentially hazardous foods). Any meats raw or cooked, cooked vegetables or plants, raw sprouts and cut melons, tomatoes or leafy greens as well as fresh herb-in-oil/butter.

**Temperature Control Equipment:** mechanical equipment that uses insulation and often electricity or gas to maintain temperatures of food to keep it out of the danger zone. This includes refrigerators and freezers, stoves and ovens as well as steam tables, soup wells, electric Cambros, ice chests and chafing dishes (often used for temporary service at an offsite location).

**Temperature Danger Zone:** any temperature between 41°F and 135°F. This zone is where bacteria has the easiest time surviving in TCS foods and should be avoided at all times except for immediate service (lasting 30 minutes) or during active preparation (no more than 2 hours). Methods to cool hot foods quickly are important so that foods do not spend too long in this zone while in refrigeration. Working with food quickly while preparing meals or putting it away after it has been brought to your facility is also very important to reduce the overall amount of time food is in the danger zone.



**DFDO Annual Notification Packet**  
**DFDO Annual Notification Form A**

**Food Establishment Information**

<b>Facility Name:</b>	<b>Phone:</b>
<b>Operating Address:</b>	<b>E-Mail:</b>
<b>Mailing Address:</b>	<b>Person In Charge:</b>
<b>Website:</b>	<b>Is This a Change of Ownership?*</b> YES___ NO___
<b>Owner or Organization (if applicable):</b>	<b>Phone:</b>
<b>Mailing Address:</b>	<b>E-Mail:</b>

**Food Sources**

Please list all food donors for your organization below:

*\*\*If additional space is needed, please provide the information requested above on a separate spreadsheet or word document\*\**

**Approx. Number of People Served Monthly:** \_\_\_\_\_ **Approx. Number of Volunteers per Shift:** \_\_\_\_\_

**Days and Times of Operation:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Does your facility have a separate sink stocked with soap and paper towels for hand washing?** YES\_\_\_ NO\_\_\_

**Does your facility have a bathroom with running water and a hand washing sink?** YES\_\_\_ NO\_\_\_

**Does the Person In Charge at this facility have a Washington State Food Handler's Permit?** YES\_\_\_ NO\_\_\_

**Does your facility have a 501c IRS determination?** YES\_\_\_ NO\_\_\_

**Please provide a copy of IRS Determination Letter or a letter of sponsorship from a 501(c ) organization with a copy of its current IRS Determination Letter along with this completed form.**

*\* I have read and agree with the requirements of WAC 246-215 and to notify the Snohomish County Health Department annually of the nature of food service activities, including types of food served or distributed or whenever there is a significant change in food service activities or location of activities. Notification will be made immediately, in writing, of any change of mailing address, ownership, 501c3 status or change in operation. Inspections will be allowed in accordance with WAC 246-215.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Applicant Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

**Environmental Health Division**

3020 Rucker Avenue, Suite 104 ■ Everett, WA 98201-3900 ■ fax: 425.339.5254 ■ tel: 425.339.5250



## DFDO Annual Notification Packet

### DFDO Annual Notification Form B

Below are Snohomish County Health Department Requirements for handling donated food safely. Please read each requirement for your **Process 2** and **Process 3** facilities and initial next to each statement -

\_\_\_\_\_ I will verify that any raw meat accepted at this facility is from an approved source via the USDA. If I accept any game meats, livestock or otherwise uninspected raw meat, I will ensure that I follow all special labeling and handling requirements as outlined in [The Game Meat & Livestock Donation Guide for DFDOs](#).

\_\_\_\_\_ All packaged TCS foods at this facility will be stored either in a freezer or refrigerator that holds the food at a temperature of 41°F or below at all times.

\_\_\_\_\_ If/when receiving TCS Foods at my facility, I will verify their temperature upon arrival to be **below 41°F or above 135°F**. I will maintain these temperatures throughout service via temperature control equipment OR I will serve all food immediately upon receiving it at my facility and then discard any leftovers.

\_\_\_\_\_ When transporting TCS foods, I will maintain safe food temperatures by using ice chests, insulated containers, or some type of electrical temperature control equipment and will use a thermometer to verify.

\_\_\_\_\_ I will not re-serve any open, ready eat foods that have been previously served to someone else.

\_\_\_\_\_ If I repackage bulk foods in my facility, I will ensure the common name of the food is written on each container along with the name and location of the food distributor or processor. I will maintain the complete label information for any repackaged food and ensure it is clearly displayed.

\_\_\_\_\_ If I receive non-commercially packaged TCS foods or ready to eat foods as donations, I will keep records for 90 days documenting the source, quantity, type and receiving date.

**Please list all refrigeration and freezers at your facility, including brand/type and approximate size:**

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**Please list and describe the location, size and material (metal, ceramic, plastic etc.) of any and all non-hand washing sinks in your kitchen.**

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#### Environmental Health Division

**DFDO Annual Notification Packet**  
***DFDO Annual Notification Form C***

Below are Snohomish County Health Department Requirements for handling donated food safely. Please read each requirement for your **Process 3** facility and initial next to each statement -

\_\_\_\_\_ I will use a calibrated thermometer to verify final cooking temperatures of all meats I cook from raw to ensure that: Raw beef, pork and seafood are cooked to at least 145°F, raw ground pork, beef and seafood are cooked to at least 158°F, raw poultry, stuffed meat and game meat is cooked to at least 165°F.

\_\_\_\_\_ I will wash, rinse and sanitize any food contact surfaces used for preparing and serving TCS foods in a 3-compartment sink or dishwasher, or cleaned-in-place (for large equipment and prep tables) after each use or every 4 hours if being used continuously throughout the day (this does not include serving utensils that are stored in temperature controlled food or scoops/containers used for handling shelf-stable items).

\_\_\_\_\_ All hot food received from donors or prepared in this facility will be held and served at 135°F, verified with a thermometer. If hot food falls below 135°F for any reason during service, the food will be reheated to 165°F quickly.

\_\_\_\_\_ I will not accept any TCS foods that are found to be in the temperature danger zone.

\_\_\_\_\_ I will immediately discard any TCS foods that have been held in my facility in the danger zone for more than 4 hours (except for eggs and dairy that is 41-45°F).

\_\_\_\_\_ All produce served as a meal (or "ready to eat") will be washed in a clean food preparation sink.

\_\_\_\_\_ I will cool hot foods from 135 °F to 41 °F in 6 hours or less, provided that the food has reached 70 °F within the first 2 hours of that process, in an ice bath or commercial refrigeration equipment, and use a calibrated thermometer to verify all cooling temperatures are reached quickly.

\_\_\_\_\_ I will store and handle raw meats below or away from ready to eat foods and produce and wash, rinse and sanitize any surfaces immediately after contacting raw meat.

\_\_\_\_\_ I will write the opened date on any opened packages or prepared food containers that are at a high risk for listeria, and I will ensure those foods are served or discarded or frozen within 7 days.

\_\_\_\_\_ I will schedule a time with the Snohomish County Health Department to meet at my facility for a consultative site visit and understand that if I am lacking adequate temperature control equipment or separate food preparation sinks, I will work with the Health Department to adjust my operation in a way that ensures safe food handling at all times in compliance with WAC 246-215.

**Environmental Health Division**