



DONATED FOOD DISTRIBUTION ORGANIZATION PLAN REVIEW REQUIREMENTS

Ensure all items listed below are included in your application materials, if something does not apply to your application, indicate the reason why. *All items (A, B, C and D) listed below need to be addressed.*

- A. FLOOR PLAN** Provide a floor plan (set to a quarter inch scale, 1/4 inch=one foot) that includes an equipment list, finish schedule, plumbing and lighting specs of the proposed facility with the following items indicated on the plans and/or spec sheets:
1. Sink(s)
 - a. Hand wash sink(s): with soap and paper towel dispensers, signage, and a waste receptacle. Hand wash sinks must be used located within 25' of and easily accessible to all food service and prep area. Minimum requirement of the number of hand wash sinks shall be at the discretion of the Health Department. Easily accessible is locally defined as an uninterrupted straight path or no more than one turn or corner from any area in a food preparation or service area to a hand was sink.
 - b. Food Preparation sink(s): one of two options available when produce is washed on-site:
 - i. a separate food preparation sink
 - ii. An approved alternative produce washing procedure (e.g., the use of a colander) in a warewashing or handwashing sink.
 - c. Warewashing sink(s): one of three options available if any food contact utensils are used on site:
 - i. Three-compartment sink with drain boards: required and each basin must be large enough to fully submerge the largest utensil or cookware in the kitchen. The wash and rinse basins must be plumbed directly to the grease interceptor and the sanitize basin must have an indirect drain to sanitary sewer, or
 - ii. Sink with dish machine: Requires two-sink basins plus a dishwasher with a sanitizing cycle that provides 155°F (68°C) or hotter water (home-style dishwasher acceptable but not recommended).
 - iii. Two compartment sink that is approved by the Health Department, where there is a limited number of kitchenwares are cleaned and sanitized in batch cleaning operations.
 2. Hot Water Tanks: Provide specifications for hot water tank, capacity must be adequate for the number of sinks and plumbed equipment.
 3. Refrigeration and Freezers: Provide size, type, model, and condition (Refrigerators must be commercial grade and equipped with an accurate and easily viewable thermometer). For walk-in refrigerators, include size and shelving design.
 4. Cooking equipment: Provide size, type, model and condition of all cooking, reheating, and hot-holding equipment.
 5. Plumbed food equipment: Ice machines, ice bins, dipper wells, plumbed beverage machines, *indirect drains required*.
 6. Toilet(s): Provide number of fixtures, identify if self-closing door mechanisms are present. *Customer access not required for facilities with no indoor or outdoor seating. Public access to restrooms must not be via a food prep, service or storage area and must be with in 200 feet of those areas.*
 7. Dry Food Storage: Provide sufficient shelving and area to accommodate dry storage items off the floor.
 8. Finishes on Surfaces: Surface finish requirements vary depending on food preparation and service activities. Those required to complete DFDO Questionnaire Form C must ensure surfaces in food prep, service and storage areas are *smooth, durable, water resistant and easily cleanable*. All applicants must provide a description of finishes used for:
 - a. Floors carpet
 - b. Walls
 - c. Counter tops
 - d. Ceilings
 9. Seating: indicate number of indoor and outdoor seating on plans when applicable.

Additional Equipment Recommendations: these items are recommended but are not required:

1. Floor sinks and drains.
2. Mop sink with faucet with mop drying racks or hanger.
3. Employees' lockers or area of shelves for personal item storage.
4. Lighting: areas should have shielded bulbs and adequate luminosity in food prep, service, and storage areas.
5. Outdoor Openings: Openings to the outside should be avoided. If openings are designed to stay open during warm seasons you should address potential pest management needs in a Standard Operating Procedure.
6. Finishes on Surfaces: Those required to complete on DFDO Questionnaire A and/or B are encouraged to install surfaces that *smooth, durable, water resistant and easily cleanable* in all food prep, service, and storage areas. Use of carpet, wood, Pergo, residential linoleum, unfinished concrete, sheet rock, and residential Formica are all discouraged.

B. MENU/S and FOOD PREPARATION. If planning to prepare meals, provide draft menus for all mealtimes. Undercooked foods are not permissible (i.e. rare hamburgers, over easy eggs). Provide written information on how the establishment will safely prepare, cook, and serve food by. Use the **Food Preparation Plan** form and complete **DFDO Questionnaire Form C** (as required in the DFDO Plan Review Questionnaire).

C. OPERATIONAL PLAN/SOPs Provide written information on how the establishment will ensure a sanitary food preparation, storage, and service environment:

1. Food Worker Cards: describe plan for where Food Worker Card copies are to be kept, system of keeping them current, and policy for when employees and volunteers have an invalid card (e.g. expired card).
2. Employee/ volunteer illness and hygiene policy: provide a written policy to include employee and volunteer exclusion from work and kitchen hygiene practices to prevent food borne illness. This policy must be posted on premises for the employees and volunteers to view.
3. Toxic chemicals: please note the location in which all toxic chemicals (sanitizers, cleaning agents, etc.) will be stored within the service location. All toxic chemicals must be properly labeled with their common name.
4. Pest management plan: describe the preventative maintenance plan of how pests and insect infestations will be prevented, including contracting with a professional pest management company in the event of an infestation.
5. Food receipt and record keeping: Provide a policy for the receipt of donated food. Records must be kept for 90 days that document the source, quality, type, and receiving date of all donated foods. Record keeping is not required of foods that are both pre-packaged in an outside permitted facility and are not TCS.
 - a. Indicate how and where records will be obtained and kept for all donated foods
 - b. Collect source (contact) information from each food donor.
 - c. Collect information about condition of the food upon receipt and information about each donated item, including food source, quantity, type, and receiving date.
 - i. Foods have been handled and transported in separate containers as needed to prevent potential cross contamination between ready-to-eat foods and foods that are not ready-to-eat.
 - ii. Foods were transported in the interior of a vehicle that is clean and free of insects, dirt, animals, leakage, and other potential contaminants.
6. Food labeling: if food will be re-packaged at the food distribution center, please provide an example of the label that will be affixed to each individual container.
7. Food transportation: if food is transported away from the DFDO, indicate how temperature control will be provided for hot and cold foods and how food will be protected from potential contamination.
8. Waste and garbage: must be stored in a manner that does not create a public health hazard or nuisance. Describe your plans for garbage storage and transportation/pick-up.

D. 501 (c) letter. Designation as a DFDO requires recognition as a 501(c) organization. Provide copy of a valid 501(c) documentation letter or a letter of sponsorship from a 501(c) organization with a copy of its current 501(c) IRS determination letter.

For instructions to submit go to <https://clark.wa.gov/public-health/food-service-permitting-information>

For other formats, contact the Clark County ADA Office 564.397.2322 / 711 or 800.833.6388 / ADA@clark.wa.gov