

WAC 16-149-100 Recordkeeping requirements. (1) At a minimum, the following records must be kept at the cottage food operation:

- (a) Copies of all food handler worker cards;
- (b) Copy of the master business license;
- (c) All cottage food product recipes that are allowed by the department and listed on the current cottage food operation permit;
- (d) The water testing records if required by this chapter;
- (e) Documentation that ingredients were obtained from approved sources; and
- (f) Documentation of gross sales and any off-site sale locations.

(2) All records required under subsection (1) of this section must be:

- (a) Maintained so that the information they intend to convey is clear and understandable;
- (b) Available at the operation and available to the department inspectors upon request; and
- (c) Retained at the operation for six months after the expiration of the permit.

[Statutory Authority: RCW 69.22.020 and chapter 34.05 RCW. WSR 12-12-016, § 16-149-100, filed 5/24/12, effective 6/24/12.]