

## Seller Eligibility Check-list

In an effort to ensure transparency and compatibility, all SW WA Food Hub participants must meet the following eligibility requirements before offering products for sale through the Food Hub.

Please use check marks below indicating your farm and/or ranch meets each requirement, and provide documentation where required.

- Join the SW WA Growers Cooperative, and pay \$100.00 for one share of common stock. Non-member vendors are not eligible to own common stock.
- Complete the Participation Application
- Print, sign and return the Food Hub Participant Commitment (page 27).
- Obtain a Master Business License (WA UBI) and any required Specialty Licenses. Producers must be legally permitted to sell raw and value added agricultural products commercially. Apply for a Master Business License through the [Washington State Department of Licensing \(DOL\)](#). Specialty Licenses may be required in addition to a Master Business License for products such as eggs, cut flowers, and products sold by weight. Please provide the Food Hub with a copy of your Washington state business license.
- Follow WSDA marketing guidelines and have implemented quality production standards according to the size and scale of your operation. [Reference the WSDA Small Farm and Direct Marketing Handbook](#).
- Sign and return a W-9 form for the current year.
- Have the capacity to meet quality control and production standards as set forth in these policies.
- Comply with all applicable county, state and federal food safety requirements for product categories.  
[Reference the WSDA Small Farm and Direct Marketing Handbook](#).
- Each farm must provide a copy of the certificate of coverage for a \$1M/\$2M policy. Please add as additional insured: SW WA Growers Cooperative, PO Box 130, Curtis WA 98538
  - o If you are utilizing any satellite aggregation sites for your product, please also provide an additional insured certificate to them as well: addresses can be found in the front of this document under 'Contacts'.
  - o If you have any certifications (GAP, Certified Organic, etc.) please provide, and keep current, a copy of these with the Food Hub.
- Return signed W-9 form, copies of WA UBI business and specialty licenses, certificate of insurance (copy of certificate of coverage with additional insured names added) to SW WA Food Hub, PO Box 130, Curtis WA 98538