

**WAC 16-237-140 Warehouse operator recordkeeping requirements.**

Each warehouse operator shall maintain the following records at a location required by RCW 22.09.340:

- (1) A printed daily position record showing by commodity:
  - (a) The amount received.
  - (b) The amount shipped.
  - (c) Adjustments.
  - (d) The amount forwarded to other locations.
  - (e) The amount in storage.
  - (f) The amount belonging to depositors.
  - (g) The amount belonging to the warehouse operator.
- (2) A depositor ledger for each depositor showing:
  - (a) The amount deposited each day by scale ticket number.
  - (b) The amount transferred to warehouse receipts with the corresponding warehouse receipt number.
  - (c) The amount transferred to other locations.
  - (d) The amount purchased and purchase report number.
  - (e) The amount contracted to purchase and contract number.
  - (f) The amount delivered back to depositors.
  - (g) The lot numbers and grade.
  - (h) Any crop divisions.
- (3) Scale tickets. In addition to the requirements in RCW 22.09.010(16), scale tickets must:
  - (a) Show location where the commodity is deposited.
  - (b) Show that the commodity is insured for current market value.
  - (c) Plainly indicate that it is nonnegotiable.
  - (d) Be filed numerically in the main office.
- (4) Shipments out of warehouses must be filed by:
  - (a) Warehouse location; and
  - (b) Intracompany transfers must be on a prenumbered form and filed numerically by warehouse location.

[Statutory Authority: RCW 22.09.020(13). WSR 00-21-043, § 16-237-140, filed 10/13/00, effective 11/13/00.]