

GUIDELINES FOR HOME FOOD PRODUCTION

1. Any person who will be handling food needs to get a Food Handler's Permit from their local health department.
2. Recipes and production steps for all products to be made in the home food production operation must be submitted to the UDAF for review using the Cottage Food Product Application form. At the discretion of the UDAF, recipes may need to be submitted to a food process authority to determine that they are not potentially hazardous.
3. All ingredients used in commercial food products must be stored separately from domestic foods. If refrigerated or frozen foods are to be used, they must be stored in a separate refrigerator or freezer.
4. Production of commercial food products may not occur at the same time as domestic food preparation in the same kitchen.
5. No commercial food processing may occur in any household with free-roaming indoor pets.
6. When commercial food processing is taking place, all unauthorized persons, including family members and visitors, must be excluded from the processing area.
7. Products must bear labels, that comply with Federal Laws, showing the common or usual name of the food, all ingredients in descending order of predominance, the net weight of the product, and the name, address and phone number of the producer. The words "Home Produced" must be included on the principal display panel in 12 point or larger boldface type.
8. All products containing any of the eight major allergens (wheat, milk, eggs, soy, tree nuts, peanuts, fish, or shellfish) must be prepared separately from products which do not contain them. Complete cleaning of all utensils and surfaces between allergen and non-allergen products must be conducted to prevent cross-contamination.
9. All cooking utensils and equipment must be washed, rinsed, and sanitized after use or exposure to contamination. A home dishwasher, without the heat dry cycle, may be used for the wash and rinse, but all implements must still be sanitized and allowed to air dry.
10. Sanitizer test strips must be available for testing of bleach or other sanitizer solution strength; these strips can be obtained at restaurant supply stores.
11. Multi-use equipment and utensils (such as cutting boards, counter tops, knives, spoons, and tongs) shall be constructed and repaired with safe materials, including finishing materials; shall be corrosion resistant and shall be non-absorbent; and shall be smooth, easily cleanable and durable under conditions of normal use.
12. All equipment and utensils, including plastic ware, shall be designed and fabricated for durability under conditions or normal use; shall be made from safe materials and shall be resistant to denting, buckling, pitting, chipping and crazing.
13. The use of wood is restricted to non-absorbent hardwood surfaces such as cutting boards.
14. Food contact surfaces shall be easily cleanable, smooth and free of breaks, open seams, cracks, chips, pits and similar imperfections and free of difficult to clean internal corners and crevices.
15. Wiping cloths shall be stored in a sanitizing solution, such as diluted bleach or other approved sanitizer, if they are going to be reused for an hour or more.
16. All food, equipment and single service articles shall be stored at least six inches above the floor. Such storage shall not be under exposed or unprotected sewer lines or water lines that are leaking or on which condensed water has accumulated.

17. Food, equipment, utensils, or single service articles shall be stored separately from domestic food equipment and utensils, and shall only be used for the cottage food production.
18. Food, equipment, utensils, or single service articles shall not be stored or prepared in bedrooms, toilet rooms or their vestibules, garbage rooms or mechanical rooms. Food may be stored in an enclosed garage only in a self-contained refrigerator/freezer.
19. All equipment and utensil washing sinks, food preparation sinks, and hand sinks shall be supplied with hot and cold water under pressure.
20. All sewage, including liquid waste, shall be disposed of by a public sewage system or by a sewage disposal system constructed, maintained and operated according to state and local requirements.
21. Plumbing connections shall not create a backflow or backpressure condition that might contaminate the water supply.
22. Garbage and refuse shall be held in durable, easily cleanable insect resistant and rodent resistant containers that do not leak and do not absorb liquids.
23. Garbage containers shall be of a sufficient number to hold all the garbage and refuse that accumulates.
24. Clean linens including articles such as wiping cloths shall be stored in a clean place and protected from contamination until used.
25. We recommend that you check with your insurance company to determine impacts of a home-based business on homeowner's liability.