

GUIDANCE FOR HOME-BASED FOOD PROCESSING OPERATIONS



**New Mexico Environment Department
Environmental Health Bureau**

Table of Contents

	Page #
Introduction	3
How to fill out the application package	3
Complete the “Application for Permit to Operate Food Service Establishment”	3
Complete the “Home-based Food Processing Plan Review Application”	3
Section I	3
Section IIA Operational Procedures-Food Preparation Review	4
Food Supply	4
Danger Zone	4
Cold Storage	4
Thawing	4
Cooking	4
Hot holding	4
Cold Holding	4
Cooling	4
Controlling the risk factors	4
Preparation	5
Employee Health	5
Hand washing	5
Glove Use	5
Section IIB Physical Facility	6
Insect and Rodent Control	6
Garbage	6
Water Supply	6
Sewage disposal	6
General	7
Sinks	7
Dishwashing Facilities	7
Hand Washing/Toilet Facilities	7
Dry Good Storage	7
Plumbing Connections	9
Section III Content and Format of Plans and Specification	7
Site Plan	7
Floor Plan	7
Certificate of Training	8
Draft Operational Plan	8
NMED Field Offices	10

GUIDANCE FOR HOME-BASED FOOD PROCESSING OPERATIONS

INTRODUCTION

The following pages have basic information to get you started. Please contact your local New Mexico Environment Department (NMED) Office for more details.

- A rule change to 7.6.2.NMAC Food Service and Food Processing Regulations (Regulations), allows for the preparation of “non-potentially hazardous” foods in NMED approved and permitted residential kitchens.
- Application packets are available on-line at www.nmenv.state.nm.us/foodprogram or at your local NMED field office (list of field offices provided on page 10).
- Submit the completed application packet to the NMED field office nearest the location of your proposed home-based food processing operation.
- An inspector will be assigned to review your application. Once it has been approved, a pre-opening inspection will be scheduled. A permit fee of \$100.00 will be collected.

HOW TO FILL OUT THE APPLICATION PACKAGE:

1. Complete the “Application for Permit to Operate Food Service Establishment”

- Fill in “APPICANT” and “FACILITY” information requested.
- If there is no fax # and/or e-mail address write “NONE” in box.
- Enter date of application and date you want to start your operation.
- Did you receive a copy of 7.6.2 NMAC, Food Service and Food Processing Regulations? (Check Yes or No)
- Sign the form.
- Mark box for “Home-based Food Processor Operation”
- If applicant owns other NMED permitted food establishment(s), write in the facility # (listed on the permit certificate).

2. Complete the “Home-based Food Processing Plan Review Application” (Sections I, IIA, IIB, and submit document specified in section III).



Section I

NEW mean seeking an initial permit or seeking permit after revocation;

REMODEL/FACILITY CONVERSION means food establishment has a permit and will be undergoing remodeling or changes to the physical facility;

OWNERSHIP TRANSFER means food establishment is no longer owned by individual indicated on permit.

For new or remodel, submit plan review document 30 days prior to (anticipated) start of food operation or start of construction.

For ownership transfer, submit plan review document prior to transfer.

Permits are not transferable from person to person or from location to location.

□ Section IIA Operational Procedures – Food Preparation Review

FOOD SUPPLY- All food must be obtained from sources that are from approved sources (i.e., comply with law). List all ingredients to be used in the preparation of your food products. Indicate the source of these ingredients such as farm grown, store bought, etc.

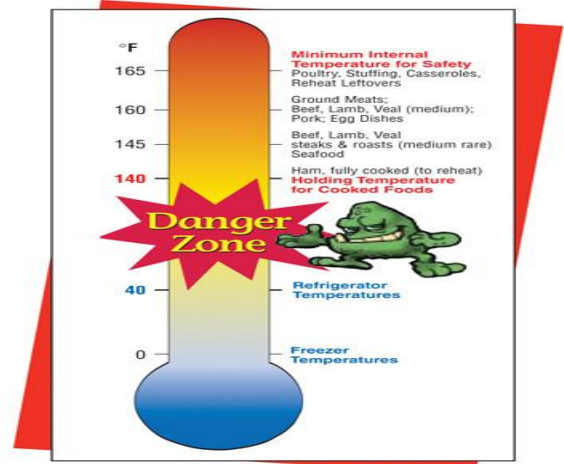
Danger Zone- This is the temperatures between 41° F. and 140° F where illness causing bacteria grows (or multiplies) best. Cooked food items must be held or displayed at 140° F or above. Cold food items must be held or displayed at 41° F or below.

COLD STORAGE- food ingredients and finish food products (products) must be kept and/or stored separate from all items used for and/or by the family. If applicable, explain how food ingredients and/or products will be maintained separate from family items if there is only one refrigerator and/or freezer available for use.

THAWING- Thawing frozen food can be done as part of the cooking process; in the refrigerator; under cold running water (at 70° F or colder for no more than 2 hours); or in the microwave (for immediate use). If thawing is part of the preparation process; explain how it will be done. Thawing done at ambient temperature (i.e., on the kitchen surface or sink) can allow the multiplication of harmful bacteria or toxin that can cause food borne illness.

CONTROLLIN THE RISK FACTORS- Food safety is about controlling the risk factors associated with the preparation and serving of food. According to data provided by the Center of Disease Control and Prevention (CDC), the most commonly reported risk factors that contribute to foodborne disease are improper holding temperature; inadequate cooking of food; poor personal hygiene, contaminated equipment; and foods from unsafe sources. Keeping those risk factors in mind, there is a fundamental difference between a “commercial” food establishment and a home-based food processing operation. A commercial food establishment by design provides a controlled environment. A home environment by its very nature presents a less controlled environment than a commercial food establishment. Therefore certain operational procedures

COOKING- If cooking is part of the preparation process, indicate where cooking will take place (i.e., in the oven, on the stove cook top, microwave, etc.). When applicable, a thermometer is required to take the final cooking temperature of the finished product. Be sure to use the right kind of thermometer



COOLING- Food items must be cooled from 140° F to 41° F within 4 hours. Breaking down large solid items into smaller pieces; placing liquid and semi-solid items into shallow metal containers which are place in a walk-in refrigerator; placing food container in an ice bath are some methods that can be used to cool food quickly. If applicable to your food process, explain how cooling will be achieved safely within the 4 hour time limit

should be developed and implemented to control the risk factors that contribute to foodborne disease. Those operational procedures should be specific to your individual home environment.

PREPARATION

- Keep non-employees (children, guests) and pets/animals out of prep area during processing.
- Have an effective regimen of cleaning and sanitizing the food prep areas to insure that sources of potential contamination, (microbial, chemical, and/or physical contaminants) are controlled.
- Clean and sanitize prep area before and after use
- Use of an effective sanitizer such as a 100 ppm chlorine solution (1tsp bleach to ½ gallon water).
- A fresh chlorine sanitizer solution should be prepared if it becomes soiled or has been sitting out for more than 2 hours.
- Keep wiping cloths in the sanitizer solution when not in use.
- Use a chlorine test kit to test the concentration of the sanitizer solution. Insufficient chemical concentration will not effectively kill microbial contamination and too much chemical concentration will leave a chemical residual.
- Washing, rinsing, and sanitizing are essential to controlling contamination that can cause foodborne disease. Address how washing, rinsing, and sanitizing of utensils will be done in a one or two compartment sink.
- Cleaning of mops, pet cages, pet dishes, etc. (high contamination sources) is not done in the sink(s) used for food processing.
- Segregate activities with high contamination potential from food processing operations.
- Segregate/separate all items (ingredients, packaging, finished product, etc.) associated with the food processing operation from the residential items.

EMPLOYEE HEALTH- Understanding the link between employee health and foodborne disease is important. Food employees who have been diagnosed with communicable diseases which can be transmitted through food (Norovirus, Salmonella Typhi, Shigella spp., Escherichia coli, and Hepatitis A virus), or who are experiencing vomiting, and/or diarrhea, , fever and sore throat, and/or jaundiced, must be excluded from the food operation. Food handlers who have an infected or open cut or wound on their hands or arms must have it properly bandaged and covered with an impermeable glove.

HAND WASHING- Proper hand washing is an effective means to control the spread of foodborne disease. Use warm water and soap to scrub hands and forearms for 20 seconds before rinsing. Wash your hands as often as necessary to keep them clean. The Regulations require that a hand washing sink that is used for no other purpose and conveniently located within the food processing area be available. The hand washing sink located within a toilet room does not meet this requirement. A plan on how this requirement will be met is necessary for home-based food processing permit approval.



GLOVE USE- use food approved gloves to handle ready to eat (RTE) foods. Wash your hands first before putting on clean gloves. Change your gloves when they become soiled, torn, after taking a break, starting a new task, etc.



Wash your hands:

- Before handling food or wearing gloves
- After handling raw products
- After using the restroom, smoking, or eating
- After taking out the garbage
- After touching your hair or skin

Personal Hygiene-Other barriers to the spread of foodborne disease include no eating or smoking in the food prep area; wearing clean cloths and apron; and wearing hair restraints and no jewelry while food [processing].



Section IIB Physical Facility

INSECT AND RODENT CONTROL-

Effective measures must be in place for insect and rodent control. All opening to the outer air shall be effectively protected against entrance of animals, birds, insects and rodents with such measures as filing or closing holes and other gaps along floors, walls, and ceilings; having closed, tight fitting windows and solid, tight fitting doors in place.

GARBAGE- All garbage shall be kept in containers, constructed of durable, impermeable, and non-absorbent material with tight fitting lids. The container(s) must be maintained in good repair, clean, and kept covered when not in use. There should be a sufficient number of containers to hold all garbage between disposals. An appropriate location for the cleaning of the garbage containers must be designated and used.

WATER SUPPLY- The water supply must be constructed, protected, operated, and maintained in conformance with applicable local, state and federal laws, ordinances, and regulations. Where a home-based food processing operation is supplied by a private well, the well must be approved before the permit to operate can be issued. Initially, a sanitary survey to identify the construction deficiencies and potential sources of contamination shall be done by NMED; and nitrite, nitrate, and bacteriological water sampling results shall be submitted with the application by the applicant. Quarterly bacteriological sampling results shall be reported to NMED (less frequently if operating seasonally). Positive bacteriological sample results shall increase the sampling frequency until the water has been deemed safe. Home-based food processing operations using a public water supply can submit a utilities bill for proof of an approved water source. Backflow devices are needed for the water supply to keep the potable water supply from becoming contaminated by non-potable water. Water treatment devices are allowed. The operator must indicate what water treatment unit(s) is in use and how it will maintained.

SEWAGE DISPOSAL- Sewage disposal must be done through a municipal system or an approved (NMED permitted) liquid waste disposal and treatment system. Submit a municipal utility bill for proof of hookup to a municipal system or provide a copy of the approved liquid waste disposal and treatment permit issued on the private system.

Some counties and/or municipalities require grease traps/grease interceptors for food establishments. Check with the appropriate agency on requirements and provide letter from agency if no unit is needed.

GENERAL- Toxic chemicals such as insecticides, rodenticides and medication(s) must be stored separate from food, utensils, others food processing items, and cleaning compounds. Only insecticides and rodenticides formulated for “food service” (indicated on the label) can be used in

areas where home-based food processing is occurring. The instructions on use and limitations found on the label, is the law. All containers of toxic materials (including cleaning compounds) must be labeled with content name.

SINKS- Dish washing sinks can not be used to wash mops and other similar items. An appropriate alternative washing area must be designated if there is no mop sink present.

DISHWASHING FACILITIES- Visible contamination such as grease and food residual is removed by washing and rinsing. Sanitizing kills microbial contamination that can't be seen. All three steps are necessary and important in controlling contamination that can cause foodborne disease. If using a dishwashing machine, indicate how the sanitizing step will be done. If facility has less than a 3-compartment sink for dish washing, indicate how washing, rinsing, and sanitizing will be done.

HANDWASHING SINKS/TOILET FACILITIES-

- The home-based food processing facility must have sufficient hot water for its operational requirements.
- Hand washing sink(s) used during food processing must have a mixing valve for the mixing of hot and cold water.
- Disposable paper towels or air hand drying devices are required for hand drying. The use of cloth towels for hand drying is prohibited.
- Waste receptacle(s) must be provided by each of the hand washing sinks.
- Doors of toilet rooms leading directly into food processing and/or food storage area must remain tightly closed during food processing or food storage.
- Toilet rooms must have adequate ventilation to extract noxious fumes that may carry disease causing organisms.

DRY GOOD STORAGE- Food ingredients and finish products must be stored separate from home items. A location should be chosen that is free from contamination. . Storage should be done in a manner that protects food and food processing items from contamination. All stored items must be kept a minimum of 6 inches from the floor. When ever possible, the shelving should be kept a few inched away from the walls as well. An area for segregation of damaged good (that will be returned to manufacture or disposed of) should be designated.

PLUMBING CONNECTIONS see illustrations on page 9

Section III Content and Format of Plans and Specification

SITE PLAN- This can be a hand drawn site plan. Indicate residence(s) and all outer building located on property. If applicable, indicate location of well and/or sewage disposal and treatment system on property. Indicate egress to property.

FLOOR PLAN –This can be hand drawn on paper. It must be legible and readable (accurately drawn to minimum scale of ¼ inch =1 foot). Mark entrance and exit to area(s) associated with the home-based food processing operation. Mark the specific area(s) that are used for the home-based food processing operation (located within the residence).

CERTIFICATE OF TRAINING- Provide a copy of the certificate of food safety training, attended within the last five years of the application date. The food safety training must be pre-approved by NMED.

Draft Operational Plan

1. Chocolate Chip Cookies
2. White flour, butter, eggs, milk, chocolate chips, pecans, vanilla, baking powder, cinnamon, nutmeg, salt.
3. NA
4. NA
5. None (no preservatives)
6. Zip lock bags
7. Sold directly to the consumer as a ready-to eat-food.
8. Held at room temperature.
9. Shelf life is 14 days.
10. Ready-to-eat
11. Contamination (by consumer) possible after opening package
12. Label example:

Sadie's Chocolate Chip Cookies

**Home-based Food Product
623 Avenida Aliso, New Mexico City, NM 87505**

Ingredients: White flour, butter, eggs, milk, chocolate chips, pecans, vanilla, baking powder, cinnamon, nutmeg, salt.

12 count/pkg

13. Example batch code: **SCC120909-1** (means 1st batch of chocolate chip cookies baked on 12/09/09 at Sadie's Kitchen)
14. Operational procedure:
Insert recipe, preparation, and cooking instructions here. **Indicate important step(s) in preparation and/or procedure that will insure a safe product**
15. Recall procedure:
 - a. Post recall information at farmers market to notify customers of recalled product
 - b. Run ad in local newspaper to notify customers of recall

PLUMBING CONNECTIONS:

(page holder)

Contact your local Field office to receive more information on Home-based Food Processing

State of New Mexico Environment Department

ENVIRONMENTAL HEALTH BUREAU

1190 St. Francis Dr, Suite S2100, Santa Fe, NM 87502 – (505) 476-3060 ph / 476-3232 fax
Food Program Manager – (505) 222-9515 ph

District I

Albuquerque	(505) 222-9500	Rio Rancho	(505) 771-5980
Los Lunas	(505) 841-5280	Tucumcari	(575) 461-1671
Grants	(505) 287-1346	Socorro	(575) 835-1287
Gallup	(505) 722-4160	Clovis	(575) 762-3728

District II

Santa Fe	(505) 827-1840	Taos	(575) 758-8808
Las Vegas	(505) 454-2800	Española	(505) 753-7256
Raton	(575) 445-3621	Farmington	(505) 566-9741

District III

Alamogordo	(575) 437-7115	Carlsbad	(575) 885-9023
Deming	(575) 546-1464	Las Cruces	(575) 524-6300
Hobbs	(575) 391-0464	Silver City	(575) 388-1934
Roswell	(575) 624-6046	Ruidoso	(575) 258-3272

http://www.nmenv.state.nm.us/fod/Food_Program/