



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, MD, Secretary

Infectious Disease and Environmental Health Administration

Heather L. Hauck, LICSW, MSW, Director

Angela M. Wakhweya, MD, MSc., Deputy Director

Clifford S. Mitchell, MS, MD, MPH, Acting Assistant Director

Richard W. Stringer, Chief Financial Officer

David Blythe, MD, MPH, Acting Assistant Director/State Epidemiologist

COMAR 10.15.04.18 ON-FARM HOME PROCESSING

LICENSING PROCEDURE STEP-BY-STEP

1. Contact the Center for Retail Food, Plan, and Process Reviews at (410) 767-8400. Applicants should identify the food(s) intended for processing to determine the acceptability of the food and process.

NOTE: Additional training and product laboratory analysis will be required for processing foods with acidification, and may be required for certain other products.

2. A plan review package consisting of plan review guidelines and the applicable regulations will be sent to the applicant.
3. The applicant must complete an 8 hour training course in sanitation, cross-contamination controls, and food security given by or approved by this Department before an individual may be licensed.
4. The applicant should complete and submit all required plan review information to the Department.
5. The Department will evaluate the submitted information and notify the applicant if further information is required.
6. Once the plan review application requirements have been satisfied an appointment with this Department will be scheduled for a plan review inspection of the farm kitchen. Inspection will include an evaluation of the farm kitchen to ensure that it meets all applicable regulations. For farms with private well water and private septic, a water sample report will be required to ensure well water potability and the Department will visually inspect the on-site sewage disposal system to ensure proper function.

NOTE: Reinspection may be required to verify corrections from the plan review inspection report.

7. Upon completion of all plan review requirements, an approval letter and license application will be issued.
8. License application and fee must be submitted to this Department before a license to operate as a food processor will be issued.

Office of Food Protection and Consumer Health Services
6 St. Paul Street, Suite 1301, Baltimore, Maryland 21202
410-767-8400 • Fax 410-333-8931

Toll Free 1-877-4MD-DHMH • TYY for Disabled - Maryland Relay Service 1-800-735-2258

Web Site: <http://eh.dhmh.md.gov/ideha/>