



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

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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

PLAN REVIEW GUIDELINES

Those persons that propose to produce on-farm home processed food must comply with the following, and must submit information which documents the compliance to the Center for Retail Food, Plan, and Process Reviews, DHMH, 6 St. Paul Street, Suite 1301, Baltimore, MD 21202. Additional information may be required based on future findings. There is no fee for the plan review. If you have any questions regarding these requirements, please call this Office at (410) 767-8400.

1. Prior to construction, you should contact the local health, zoning, and building departments to verify that you comply with local requirements. State plan reviews of food establishments are limited to evaluations relative to the applicable food codes and standards, and do not preclude the requirements of other State and local agencies.
2. Provide a detailed description of all planned food processes. Ingredient source and receiving and processing steps (mixing, cooking, cooling, packaging, etc.) must be described.
3. Specify the method of sewage disposal and the source of potable water.
4. Provide a complete list of the proposed food equipment that will be utilized during manufacture or processing.
5. Provide a sample of the food label.
6. Provide an operations manual or standard operating procedures that address manufacturing practices, employee training and facility sanitation.
7. Effective controls shall be taken to control rodents and vermin in and around food processing facilities.
8. Once the plans are approved, a field visit will be made by a representative of this Department to evaluate the home kitchen. Kitchen items for inspection may include:
 - a. Adequate ventilation so that excessive grease vapors, steam, condensation, heat, and odors are removed
 - b. Floor, walls, and ceiling that are smooth and easily cleanable
 - c. Capability to wash hands
 - d. Shatterproof light bulbs or light shields on lighting over work surfaces
 - e. Accessible toilet room
 - f. Waste container
 - g. Capability to wash, rinse, and sanitize equipment or utensils

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/>