

# Home Food Processing Licensing Requirements



Maine Department of Agriculture,  
Conservation and Forestry  
Quality Assurance and Regulations

MAINE DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY

*Quality Assurance & Regulations*

*The State of Maine is an Equal Opportunity Service Provider and Employer*

# Contact Information

- **Quality Assurance and Regulations**

207.287.3841

<http://www.maine.gov/dacf/qar/index.shtml>

- **Home Food Processing License Application**

[http://www.maine.gov/dacf/qar/permits and licenses/application forms.shtml](http://www.maine.gov/dacf/qar/permits_and_licenses/application_forms.shtml).

- **University of Maine Extension (Beth Calder)**

<http://umaine.edu/food-health/resources-for-small-food-businesses-in-maine/assistance/>.



# Licensing Information

## •Home Food Processing License

Able to process potentially **non-hazardous** foods (shelf stable)

- Bakery
- Acidified Foods (pH 4.3 or below for home processing)
- Repackaging
- Chocolates, Confections
- Herbs

– Not separate from living space

**\*\*\*Non-hazardous food does not require refrigeration**



# Licensing Information

## • Mobile Vending License

– Allows for the sale of prepared foods at a variety of markets:

- Farmers Markets
- Craft Shows
- Food Shows
- Mobile cart

– **Does not allow any type of food preparation at the mobile vending site**



# STEP ONE:

Contact Augusta at 207.287.3841 to request a **license application**

OR

Download an application from  
[http://www.maine.gov/dacf/qar/permits\\_and\\_licenses/application\\_forms.shtml](http://www.maine.gov/dacf/qar/permits_and_licenses/application_forms.shtml)



# STEP TWO:

## Water and Septic Approval

Private water (well) and septic systems

- **Water test for potability**
- **Septic system approval** from
  - Town Code Enforcement
  - Licensed Plumbing Inspector



# STEP TWO continued:

## Water and Septic Approval

Water test must be performed by an accredited laboratory:

A & L Laboratory    Auburn            784-5354

Clear Water Lab.    Newport            368-5786

Katadin Analytical    Scarborough        874-2400

ME Environmental    Yarmouth            846-6569

Nelson Analytical    Kennebunk            467-3478



# STEP TWO continued:

## Water and Septic Approval

Water test must be performed by an accredited laboratory:

NEL Services	Portland	878-6481
--------------	----------	----------

NEL Services	Winslow	873-7711
--------------	---------	----------

State of Maine Health and Environmental	Augusta	287-2727
--	---------	----------





# STEP THREE:

## Process Approval

Acidified foods must have process approval

- Pickles
- Relishes
- Sauces
- Salsas

<https://umaine.edu/foodandagriculture/process-product-review-testing/>.



# STEP THREE:

## Process Approval

### Jams and Jellies

- Traditional acid fruit recipes **do not** need a process review. Example – strawberry, raspberry, blueberry, blackberry, strawberry rhubarb.
- Reduced sugar and ‘inventive’ jams and jellies **must** have a process review. Example – wine jelly.

<https://umaine.edu/foodandagriculture/process-product-review-testing/>.



# STEP THREE continued:

## Process Approval

Submit batch formulation and a sample for each product container type and size to the University of Maine.



## STEP THREE continued:

### Process Approval

A copy of the process approval from the University of Maine for each required product must be submitted with the license application.

*\*\*Bakery items do not typically require a process approval.*



## STEP FOUR:

Complete the license application.

Enclose all required documents

Enclose Fees

Send/Fax to Augusta



# REQUIREMENTS

- 2 Compartment Sink  
or  
Single compartment sink and dishwasher
- 110F water

*Sink requirement is to allow for a separate compartment for equipment sanitizing*



# REQUIREMENTS

- Smooth and easily cleanable work surfaces.
- Solid, cleanable walls, floor and ceiling
- Sealed and cleanable cabinets/shelving



# REQUIREMENTS

- Space to safely store ingredients separate from chemicals/cleaning supplies
  - Cleaning supplies may be stored in the kitchen, but in a separate space (cabinet) preferably below any work surface
- Ingredients protected from contamination, insects, rodents, pets





# REQUIREMENTS

- Ingredients must be adequately protected from contamination.
  - Cabinet
  - Pantry
  - Shelving
  - Closed container



# REQUIREMENTS

- Ingredients requiring refrigeration must be stored at 41F (recommend 38F) or below.
- Refrigerator must have an accurate thermometer to monitor temperature



# REQUIREMENTS

- Ingredients used for business do **not** have to be stored separate from home use ingredients.
- Ingredients **do** have to be from an approved source.
  - Retail store
  - Commercial distributor
  - Local produce
  - Licensed dairy farm
  - Local eggs



# REQUIREMENTS

- Utensils and equipment must be smooth and easily cleanable
- Utensils and equipment must be stored to be protected from contamination
- Utensils and equipment must be stored separate from potential toxins such as cleaning supplies.



# REQUIREMENTS

- Utensils and equipment do **not** have to be separate from home use.
- It is not necessary to purchase new equipment or utensils to be used only for business food manufacturing.



# REQUIREMENTS

## Acidified Foods

- pH test papers (foods with a pH less than 4.0)
- pH meter (foods with a pH greater than 3.9)
  - Recommend pH meter for easier monitoring
- Buffer solution to calibrate pH meter
- Thermometer to monitor process/fill temperatures
- Notebook to record process information
  - Equilibrium pH
  - Batch ID/Lot number
  - Time/temperature process information



# PROCESSING

## When processing food:

- Kitchen sink is for dish washing only
- Nearest bathroom sink is used for hand washing
- Equipment, utensils and work surfaces washed and sanitized
- Keep pets out of process area



# PROCESSING

Sanitize equipment and work surfaces.

1. Prepare a 200ppm free chlorine solution using **germicial** bleach (or an approved commercial sanitizer).
2. Gather all needed utensils, bowls, pans etc. and place in sanitizing solution for 1 minute then remove and allow to air dry.
3. Wipe down all work and contact surface with sanitizing solution.





# PROCESSING

Sanitize equipment and work surfaces.

- A 200ppm free chlorine solution can be made by using 1 tablespoon of **germicidal** bleach for each gallon of water. (Germicidal bleach can be purchased at Lowe's, Home Depot, Staples, some food distributors, restaurant supply stores)
- 10-200ppm Chlorine Test Papers are used to test solution. Test papers can be purchased on line or at a restaurant supply store.



# PROCESSING

- Follow all requirements listed on process approval (processing time and temperature)
- Keep workspace free of non-processing items
- Keep pets out of the processing area

\*\*Equilibrium pH for acidified foods is determined the day after processing



# PROCESSING

## •Packaging/Labeling

The label must include:

- Common Name of Food
- List of ingredients, including sub-ingredients
- Allergen statement
- Name and address of manufacturer
- Declare weight/volume/count



# PROCESSING

## •Packaging/Labeling

### Ingredients

- List **all** ingredients
- List all ingredients found in a commercially prepared product (peanut butter, vegetable shortening)

**Flour, sugar, peanut butter** (ingredients in the peanut butter), **shortening** (ingredients in the shortening), **eggs, baking soda, salt, vanilla.**



# PROCESSING

## •Packaging/Labeling

### - Ingredients

\*\*\*It is important to identify **all** ingredients found in the commercial ingredient as allergens, food dyes and/or ingredients with a high frequency of sensitivity may be present.



# PROCESSING

## •Packaging/Labeling

The Allergen Statement follows the ingredients on the next line below the ingredients.

**Contains: Wheat, Soy, Milk, Eggs, etc.**

- Big eight allergens: **wheat, soy, milk, eggs, peanuts, tree nuts, fish, shellfish, sesame**
- Indicate market name of tree nut, fish or shellfish  
(Example: Almond, cod, clam)



# PROCESSING

## Label Statements

- **Organic:** Must be certified organic. Just because you use organic ingredients does not mean you can label your food as organic.
- **Gluten Free:** Must be able to verify food has less than 20ppm gluten either by testing or ingredient letters of guarantee.



# PROCESSING

- **Packaging/Labeling**

**Name of Manufacturer** (Business Name)

**Address-** physical address including street and street number. **PO Box or web site is not a physical address.**





# DISTRIBUTION

- Retail
- Wholesale
- Internet
- Custom orders



# Mobile Vending

- Prepackaged and properly labeled products may be taken to a variety of markets
- **Unpackaged** foods require:
  - Protection from contamination by customers and the environment
  - Hand washing supplies: **100F water, soap, paper towels**. Supplies are brought with you to the market/event



# Mobile Vending



## Mobile Handwashing Station

- Hot water 100F
- Soap
- Paper towels
- Waste receptacle

# MOBILE VENDING

Any handling of **unpackaged** food, even free samples requires you to bring hand washing supplies.

- How often do you wash and sanitize your steering wheel?
- Set up your kiosk/booth/table then wash your hands before handling any unpackaged food.



# COMMERCIAL FOOD PROCESSING

- Must be separate from living space
- Self contained processing space
- Can be located in a home, but must be physically separated from living space; walls, door
- Able to process potentially hazardous foods
- **Not** permitted to process low acid, shelf stable foods (Canned green beans).



# COMMERCIAL FOOD PROCESSING

1. Must have minimum 2 bay sink; 3 bay sink is recommended
2. Must have a separate handwash sink
3. Adequate supply of 110F water
4. Smooth, easily cleanable walls, floor and ceiling
5. Smooth, easily cleanable work surfaces
6. Adequate cold storage capacity



# COMMERCIAL FOOD PROCESSING

- All equipment, utensils and work surfaces constructed of suitable materials and easily cleanable
  - Adequate space for all processing activities within space; storage, prep, processing, packaging
- \*\*\*Warewash sink must be large enough to accommodate equipment being used.



# COMMERCIAL FOOD PROCESSING

- A **commercial food license** is required This is the same application form as Home Food Processing License
- **Dairy products** manufacturing requires a Maine Milk Distributor License/Frozen Dessert Manufacturing License.
- [http://www.maine.gov/dacf/qar/permits\\_and\\_licenses/application\\_forms.shtml](http://www.maine.gov/dacf/qar/permits_and_licenses/application_forms.shtml).





- Remember...
- Whether you have a Home Food Kitchen or a Commercial Kitchen in your home, always think of the space as a food manufacturing facility...
- Because it is!



# THANK YOU



# QUESTIONS?

<http://www.maine.gov/dacf/qar/index.shtml>  
207-287-3841