



MARYLAND
Department of Health

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 Facility and Process Review, Maryland Department of Health, 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 (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 as 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, including ingredient sources and receiving and processing steps (mixing, cooking, cooling, packaging, etc.)
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 procedure 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, including
 - a. Adequate ventilation so that excessive grease vapors, steam, condensation, heat and odors are removed
 - b. Floor, walls and ceiling 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 and utensils