



MARYLAND  
Department of Health

## **COMAR 10.15.04.18 On-Farm Home Processing Licensing Procedure Step-by-Step**

1. Contact the Center for Facility and Process Review at (410) 767-8400 and be able to 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 should complete and submit all required plan review information to the Department
4. The Department will evaluate the submitted information and notify the applicant if further information is required
5. Once the plan review application requirements have been satisfied an appointment with the Department will be scheduled for a plan review inspection of the farm kitchen, to include:
  - a An evaluation of the farm kitchen to ensure that it meets all applicable regulations
  - b A water sample report or farms with private well water and private septic to ensure well water potability
  - c Visual inspection of the on-site sewage disposal system to ensure proper function.

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

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