

STANDARD HEALTH GUIDELINES

for the

HOME BASE FOOD

PREPARATION INDUSTRY

of

Newfoundland and Labrador

**Department of Health and Community Services
Disease Control and Epidemiology Division**

**FOOD2002-SHG-02
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1. PURPOSE

These guidelines for the **Home Based Food Preparation Industry** will serve as an information package that will assist people in the home base food preparation industry with the preparation of food that is safe for human consumption.

2. SCOPE OF PREPARATION

- 2.1 Foods that contain meat, fish, dairy or egg products cannot be prepared at home for sale to the public.
- 2.2 Exceptions to 2.1 include, where dairy products or egg products are used in baked or other goods and the baked or other goods inhibit the growth of disease causing bacteria.

3. REGISTRATION

Your operator of a home based food preparation business should register with the Government Service Centre. The registration is a one-time event and requires the completion of the registration form included with these guidelines.

4. FOOD HYGIENE

When preparing food at home for sale to the public please, the following food safety practices must be followed to ensure products are produced safely.

- 4.1 Refrigerate dairy products (e.g., milk & butter) and egg products at or below 4°C.
- 4.2 Thermometers should be provided to check food & storage temperatures.
- 4.3 All ingredients and food should be obtained from licenced food premises.
- 4.4 Food to be sold in retail outlets should be wrapped in suitable coverings, labeled, dated and show the name and address of the company or operator.
- 4.5 Foods sold at farmers markets or food outlets should be protected from customer handling and dust.
- 4.6 Flour, sugar and other similar food products should be stored in covered plastic containers.

5. PERSONAL HYGIENE

To ensure that the people preparing food do not contribute to foodborne illness, the following guidance is provided.

- 5.1 All food handlers must wash their hands with soap and hot water prior to the start of food preparation activities, after visiting the washroom, after smoking and any other activity that may result in contamination of hands.
- 5.2 No person should work in the preparation/serving of food if he or she has a communicable disease which can be spread through food.
- 5.3 When practical, food handlers shall use tongs or disposable gloves when handling food.
- 5.4 Wear clean outer garments and a hair covering.
- 5.5 Don't smoke while preparing food.
- 5.6 Keep all work areas clean.

6. SANITATION

6.1 Water

- ⇒ Water used for food preparation should be obtained from a public water supply or a private supply approved by the Government Service Centre.

6.2 Sewage

- ⇒ Waste water should discharge to a public sewer system or a private sewage disposal system approved by the Government Service Centre.

6.3 Washroom

- ⇒ There should be a washroom, conveniently available, complete with hand washing basin with hot and cold running water, soap, paper towels and toilet for the use of the operator and employees.

6.4 Cleaning / Sanitizing

- ⇒ A two compartment sink, with hot and cold running water should be provided in the food preparation area for washing and sanitizing utensils and equipment.

6.5 Hand Washing

- ⇒ The two compartment sink can be used for hand washing if a supply of soap and paper towels is available at the sink.
- ⇒ Food handlers are to thoroughly wash their hands before commencing work. In particular, food handlers shall wash their hands each time:
 - after using the washroom,
 - when returning from a break,
 - after snacking or eating,
 - after handling raw food products, or
 - after any other activity or instance where hands may become soiled (e.g. after smoking).
- ⇒ The basic necessities to properly wash your hands are listed below
 - hot and cold water
 - soap or detergent in a dispenser,
 - clean single-service towels, or a mechanical air dryer.
- ⇒ A thorough hand washing includes vigorously rubbing together the surfaces of the lathered hands and exposed arms for at least 20 seconds followed by a thorough rinsing with warm clean water.
- ⇒ In addition to the procedure outlined above, it is recommended that a nail brush and soap be used to clean underneath the nails, followed by a thorough rinsing with warm clean water. As well, particular attention must be given to the tips of the fingers and between all fingers. This is particularly important after using the washroom.

6.6 Garbage

- ⇒ Garbage should be stored in covered containers and removed from the premises as needed

7. CONSTRUCTION

The construction of the premises used in the home based food preparation industry plays an important role in the safe preparation of food for the public.

- 7.1 locate and construct the premises in a manner that is free from conditions that may be dangerous to health.
- 7.2 Walls, ceilings and floors in the food preparation and storage area should be constructed of tight, smooth, non-absorbent, easily cleanable material and

should be kept clean at all times.

- 7.3 Food preparation surfaces should be made from a nonabsorbent material that is smooth contains no cracks or crevices and is easy to clean and sanitize.
- 7.4 All openings to the outside should be screened or fitted with other devices to repel or prevent the entrance pests (e.g., flies, other insects & rodents).
- 7.5 Ample storage space must be available for the effective separation of raw and finished products

8. EQUIPMENT

The following equipment guidelines will help with the production of a same home food preparation industry product.

- 8.1 For ease of cleaning, any article, piece of equipment, or appliance used in the preparation, service, storage or display of food should be water-resistant.
- 8.2 Food and food ingredients should be stored on racks or shelves, with no shelf place lower than 150mm from the floor.
- 8.3 Sufficient refrigeration space should be provided and capable of maintaining dairy and egg products at a temperature not greater than 4 degrees Celsius.
- 8.4 To facilitate cleaning of the refrigerator, the refrigerator should have removable racks and trays.
- 8.5 All equipment and utensils used to produce food for public consumption should be capable of being easily cleaned and sanitized.
- 8.6 Vehicles used for the transportation of food should be kept in good repair and in a clean and sanitary condition at all times.
- 8.7 All lighting fixtures should be equipped with covers/shades.

Home Based Food Preparation REGISTRATION FORM

1. Business Name: _____

Street Address of Business: _____

Community: _____

Postal Code: _____

Telephone No.: _____

Contact Person: _____

2. Type of Food(s) Prepared:

(1) _____

(7) _____

(2) _____

(8) _____

(3) _____

(9) _____

(4) _____

(10) _____

(5) _____

(11) _____

(6) _____

(12) _____

3. Locations Products are Sold:

(1) _____

(3) _____

(2) _____

(4) _____

4. Signature: _____ Date: _____