



INSPECTIONAL SERVICES DEPARTMENT

Residential Retail Kitchen Application

Name of Business: _____

Name of Applicant: _____

Address of Residential Kitchen: _____

Phone Number: _____ Email: _____

In accordance with 105 CMR 590.000, Minimum Standards for Food Establishments, Chapter X, Federal Food Code 2013 / 2015 supplement, please be advised that **only Non-TCS foods (Time/Temperature Controlled Foods for Safety) and/or foods that do not require refrigeration may be prepared in or distributed from a residential kitchen** (i.e., baked goods, confectioneries, jams, jellies (excludes sugar free), cakes and cookies for sale to the public.

Please submit the following information with your application form:

- A proposed list of food(s) intended to be prepared or distributed. *(Please use the attached sheet).*
- A sketch of the proposed kitchen, preparation and storage areas drawn to scale (min. 11x17 in size.)
- Day and hours of operation
- Attach a sample product label (requirements as defined by 105 CMR 520.00)
- Proof of zoning approval
- Certification as food protection manager by passing a test that is part of an accredited program recognized by the Department of Public Health as well as a certificate in Food Allergen Awareness Training.
- Only immediate family members residing in the household may prepare food for retail sale in an approved residential kitchen.
- Pets may be present on the premises, but must be kept out of the food preparation and dining area. **Are there pets on site?** YES _____ NO _____

***Owner/Operator must allow the ISD/Health Division to conduct inspections during business hours.

If not operating during our normal business hours of 8:00 am - 4:00 pm. After hour inspections will need to be conducted.

Applicant Signature

Date

Tax ID (or SS#): _____



1. **Food Products:** Food products made in residential kitchens may not be sold-out-of state. (The FDA does not recognize foods prepared in a residential kitchen as an approved source, therefore all ingredients used in the product must be obtained from such an entity).

a. **Please provide a list of the sources for all ingredients used.**

b. **Describe where the food and the ingredients will be stored. Ingredients must be stored separately from "private use" foods.**

2. **Hand and Ware-Washing:** The kitchen sink may be used for food preparation and ware-washing if a double sink for batch ware washing, provided it is cleaned and sanitized prior to and between use. It may **NOT** be used for hand-washing after toilet use.

a. **How will sinks be set up for hand-washing?**

b. **How will sinks be set up for ware-washing? *3-bay sinks are required to wash, rinse and sanitize all cookware.***

c. **Which type of sanitizer will be used? Bleach or Quaternary Ammonium Solution.**

d. **Describe food contact surfaces and how they will be cleaned and sanitized.**

e. **Where will soiled equipment be stored prior to washing? Please describe:**

Domestic Dishwasher A domestic dishwasher may be used in an approved Residential Retail Kitchen provided the operator can demonstrate it has the capability to maintain a minimum of 150 F after the final rinse cycle. An irreversible thermometer or a heat thermal label may be utilized. Temperature log records would be required to be kept on file for 30 days.

NOTE: The use of brokers, wholesalers and warehouses by Residential Retail Kitchen operators to store, sell and distribute foods prepared in approved residential kitchens is prohibited. Wholesale operations (selling to retail stores, restaurants etc.) require a food processor license obtained from the State of MA Food Protection Program. Phone number (617) 983-6770. Website: www.gov/dph/fpp

List of products, ingredients (In order of predominance by weight), and the location & name of the establishment where sold