



Standard Health Guidelines

Home Based Food Preparation Industry

June 2018

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 As well, home-based facilities used for the production of complex potentially hazardous food items that do not contain meat, fish, and dairy or egg products, but are deemed by an Environmental Health Officer to fall outside the scope of the traditional 'home-based food industry', shall comply with subsection 6(3) and subsection 6(4) of the *Food Premises Regulations*.

2.3 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.

Foods Not Permitted in the 'Home-based Food industry'

- raw meat and meat products from licensed abattoirs;
- raw fish and shellfish from licensed processors;
- poultry & poultry products from licensed abattoirs;
- fruit and vegetable juices processed onsite;
- cut fruits and vegetables;
- kimchi;
- kombucha tea;
- fermented food products;
- fruits and vegetables to be marketed as washed for ready-to-eat purposes;
- potentially hazardous dessert products (i.e., cream pastries, meringue topped pies; cheesecakes);
- raw milk (unpasteurized is illegal for sale in Canada);
- neutral pH canned / bottled food such as salsa or vegetables (a pH of equal to, or greater than, 4.6) where heat is used to sterilize the contents of the container and the only barrier to bacterial growth is the seal on the container itself;
- wild mushrooms (unless verified by a wild mushroom expert in accordance with applicable guidelines);
- home bottled/canned meat, fish, smoked fish, shellfish and seafood products which are not produced in a licensed facility by a licensed fish processor; meat or poultry originating from unlicensed abattoirs as defined in the *Meat Inspection and Wildlife Act*; potentially hazardous food which has been stored at temperatures between 4°C and 60°C or prepared under unsanitary conditions; or,
- other such foods deemed to be unacceptable by the EHO.

3. REGISTRATION

Operators of home based food preparation businesses 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, the following food safety practices will help 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** Internal temperatures of refrigeration and freezer units should be measured and recorded regularly throughout the day.
- 4.4** All ingredients and food should be obtained from licenced food premises.
- 4.5** 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.
- 4.6** Foods sold at farmers markets or food outlets should be protected from customer handling and dust.
- 4.7** 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 the 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 potable and obtained from a source that is 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, and,
- 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 Pest Control

Pests should be controlled by preventing entry, removing food sources, and using non-poisonous methods of pest removal. Garbage should be stored in covered containers and removed from the premises daily, or more frequently if needed. Outside garbage containers should be separated from entrances, and protected from birds, rodents, and other animals.

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 safe food 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.



Environmental Health
Home-based Food Industry Registration

| | | | |
|----------------------------|--------------------------------|-------|--------------|
| Vendor/Contact Info | Name of Owner/Contact Person | | |
| | Name of Business | | Postal Code |
| | Location Site (Street Address) | | |
| | Community | | |
| | Phone () | Email | Fax () |

| | |
|--------------------|---|
| Ingredients | Ingredients |
| | Source (i.e. Food Suppliers and Distributors) |

| | | |
|----------------------|-------------------------------|-----|
| Type of Foods | Types of Food Prepared | |
| | 1. | 7. |
| | 2. | 8. |
| | 3. | 9. |
| | 4. | 10. |
| | 5. | 11. |
| | 6. | 12. |

| | | |
|-----------------------|------------------------------------|----|
| Locations Sold | Locations Products are Sold | |
| | 1. | 4. |
| | 2. | 5. |
| | 3. | 6. |

| | |
|--------------------|--------------------------------|
| Preparation | Method of Preparation |
| | Describe method (e.g., baking) |

| | |
|-----------------|----------------------------|
| Comments | Any Additional Info |
| | |

I certify the information given is correct and true to the best of my knowledge.

Applicant Signature: _____ Date: _____

| | |
|-------------------------------|-------------|
| For Office Use Only | |
| Reviewed By: _____ | Date: _____ |
| Inspector(s) Signature: _____ | |
| Inspection Required: Y / N | |
| Inspector(s) Assigned: _____ | |