

Home Food Processing Establishment Inspection Checklist

Part 1: Prior to the Inspection

File Review:

- Homemade food items list
- Standardized Recipes (if available)
- Inspection History, Notes, Enforcements

Contact the Owner by phone and verify or collect:

- Business and Owner Name
- Physical and Mailing Addresses (licenses are issued to physical address, licenses are mailed to mailing address)
- Email address
- Phone number
- Emergency Contact information
- Hours of Operation
- Verify Homemade food item list- request the list be updated if needed

Request the following records- that would apply to their scope of business to be submitted for review prior to the inspection:

- 34.2(2) Updated Homemade Food Item List
- 34.9(1) All Standardized Recipes
- 34.9(2) Batch Records- Request for at least one month during the last 6 months.
- 34.9(3) Receiving Records- Request for at least one month during the last 6 months.
- 34.9(4) Wholesale Distribution Records- Request for at least one month during the last 6 months.
- 34.9(5) Private Well Water Test (if applicable)- Request test results within the past 12 months.(Request for at least one month during the last 6 months.
- 34.9(6) Processing method specific records (High acid foods, Dehydrated or freeze-dried, Standardized jams, jellies, preserves, and fruit butters, Nonstandardized fruit jellies, Standardized sweeteners and table syrups)
- 34.7 Product Labels- Select certain labels to review, suggest at least one per food item category. If during the file review you identify specific labels you wish to see, you may request these. You may review additional labels during the inspection if you have questions or concerns that were raised during record review.
- 34.4(1) SOPs or other documentation to demonstrate control over:
 - Time/temperature controls for cooking, hot holding, cooling, cold holding, and reheating foods
 - Cross-contamination during storage and preparation
 - Major food allergens and allergen cross contact
 - Sanitation of food contact surfaces
 - Food handling, hygienic practices, and communicable diseases
- 34.4(2) Documentation of proof of attendance of an approved Food Safety Course.

If there is a complaint or you have information regarding the sale of prohibited products or distribution, target records during that time frame. You may request up to 6 months of records (In general, the most recent month is sufficient but you may request to review additional records during the inspection if you have questions or concerns during the record review.)

Do they have the ability to conduct the inspection virtually?

If Yes, follow the HFPE Virtual Inspection Work Instructions.

Send a follow up email after the phone call detailing the required records request. (Email template)

Once Records are received, Schedule the Inspection within one week

Part 2: Records Review

If the establishment fails to provide documentation prior to the inspection the inspection should be rescheduled until documentation has been provided. (It is at the inspector's discretion to conduct an inspection without records- however, a license can not be approved without proof of records.)

The time and date spent on Record reviews will be entered into USA FS as an additional inspection.

Standardized Recipes (these are confidential documents)

"Standardized recipe" means a recipe that has been tried, adapted, and retried several times for use by a given food service operation and has been found to produce the same good results and yield every time when the exact procedures are followed with the same type of equipment and same quantity and quality of ingredients. At a minimum, a standardized recipe includes the recipe name, listing of each ingredient, a measurement of each ingredient, equipment and utensils used, preparation instructions and procedures to ensure the safety of the food.

Receiving records (these are confidential documents)

- 34.9(3) Records shall include, at a minimum, the name and address of the supplier, name of the ingredient, and date received.
- Examples of Receiving Records are:
 - Store receipts for ingredients
 - Food Purveyor invoices
 - Other receipts for food ingredients.

Wholesale distribution records (these are confidential documents)

- 34.9(4) The distribution records shall contain the product name, the name and address of the business where the homemade food items were distributed, the date distributed, the quantity distributed, and the date the homemade food item was produced.
- Examples of Wholesale distribution records include
 - Homemade food sales to local grocery stores
 - Homemade food sales to local coffee shops or restaurants.

Batch records (these are confidential documents)

- 34.9(2) batch records must include, at a minimum, product name, date of production, and date of packaging.
- 34.9(6) If the home food processing establishment produces homemade food items that require food safety parameters to be monitored throughout production, such as temperature, pH, or (a_w), the testing instruments shall be used as directed by the manufacturer and calibrated for accuracy according to the manufacturer's instructions. Monitoring results shall be documented as part of the batch record.
 - Batch records may also include temperature logs or any other production records discussed and agreed upon with the owner based on the production process.

Processing method specific records (these are confidential documents)

- High Acid Food (pH testing records - May be part of batch records)
- Dehydrated or freeze-dried
 - Follow a standardized recipe
 - May not contain raw or undercooked foods of animal origin
 - Each batch is tested for active water (a_w) or the standardized written procedure for each homemade food item has been validated to ensure the final product is at or below a (a_w) of .85.
- Standardized jams, jellies, preserves, and fruit butters

- an analysis from an accredited food laboratory, that a product must meet the standard of identity in 21 CFR Part 150 may be requested
- Nonstandardized fruit jellies (an analysis of minimum 65% soluble solids (measured with a refractometer), and either pH less than 4.60 or aw less than .85.
- Nonstandardized non-fruit jellies (an analysis of minimum 65% soluble solids (measured with a refractometer), and either pH less than 4.60 or aW less than .85.
- Nonstandardized fruit butters (an analysis of minimum 43% soluble solids (measured with a refractometer), and either pH less than 4.60 or aw less than .85.
 - an analysis from an accredited food laboratory may be requested
- Standardized sweeteners and table syrups (documentation the product has a minimum 65% soluble solids (measured with a refractometer).
- Fermentation: must submit a HACCP Plan to the Department that has been validated by a recognized process authority. Request all applicable records based on the approved HACCP Plan).

Product labels (requirements in Ch 34.7)

Private Well Water Test

- 34.9(5) Ensure test results are acceptable and the test is within the last 12 months.
 - Coliforms not present
 - Nitrates at acceptable level: should be 10 mg/L or less when tested for nitrate nitrogen (NO₃-N) or 45 mg/L or less when tested as nitrate (NO₃).

Documentation to demonstrate control, including but not limited to SOPs, information on recipes, posters, job aides, etc.

- Documentation should be specific to the HFPE and their scope of business
- Documentation should contain the item to control or the critical limit, the step by step instructions, monitoring steps, corrective actions to be taken if there is a failure in the process, and verification and record keeping as needed.

Attach Records to the Facility Maintenance Page.

Ensure that the Inspection is scheduled (Virtual Inspections are preferred)

- Email Virtual Inspection instructions (email template)

Part 3: Inspection- Virtual or Onsite

Conduct the virtual or on-site Inspection

- Use HFPE Report Marking Instructions to determine compliance with regulations.
 - GMPs -- Visual Observations only
 - Demonstration of Control -- Record Review Only
 - Thorough understanding of Food Safety Principles
 - Discussions with the PIC
 - Visual Observations
 - Record Review

Complete the inspection report

- Record review time and date is entered as an additional inspection on the --- tab

Provide a copy of the inspection report

- Provide a Corrective Action template as needed.