

Shared Kitchen Requirements and Statement of Understanding

Food Processing Policy Fact Sheet #36

As a food processor operating out of a shared kitchen, your business must comply with the same requirements for any food processing plants listed in ch. ATCP 70, Wis. Adm. Code. The requirements in the code apply to all food processing plants, without differentiation between shared kitchens and single operator facilities. Due to the unique circumstances involved in sharing kitchen space, we need to remind all shared kitchen licensees of these requirements.

1. All processing operations under your license shall be conducted at the shared kitchen location. This is the only location where you are licensed to operate. If you are found to have processed any product for sale or distribution outside of the shared kitchen facility, that product will be placed under holding order and other compliance actions will be taken against the license. If food processing is found to be taking place outside of the licensed facility, the Division will consider this license out of business and it shall be voided. The Division may take into consideration past noncompliance with the law in processing any application for a new license.
2. A log in/log out record is to be maintained at the facility listing the name of your food processing plant, each date you processed food, a list of all products produced and the quantity produced.
3. All ingredients used in processing shall be stored at the food processing plant location and protected from contamination. Seasonally available ingredients can be brought in fresh. Dry ingredients and other ingredients are to be from approved sources and stored only at your licensed facility or an off-site licensed food warehouse facility. This includes both open and unopened containers of ingredients.
4. All utensils, processing equipment and packaging materials must be stored at the facility in clean condition.
5. All records relating to raw material procurement, production records (such as temperature logs and pH testing logs), and shipping records shall be stored at the licensed facility. This also includes a written recall plan.
6. All finished products shall be stored at your licensed food processing plant location. The exception to this requirement is storage in an off-site licensed food warehouse facility.

You must meet these requirements for licensure at all times. The department may inspect your facility at any reasonable time, whether or not you are in production. Division of Food Safety inspection staff must be able to inspect the facility, equipment, ingredients, storage, required records, cleanliness, and production (if occurring) during any inspection.

Please be aware that these conditions must be met during all inspections to avoid any further compliance action against your license. Any questions regarding the requirements of licensure can be directed to our Regulatory Specialist at (608)224-4727.

SHARED KITCHEN STATEMENT OF UNDERSTANDING

Date: _____

On this date the following Shared Kitchen Facility, _____,
Print/ Type Name of Shared Kitchen

_____, has entered into an agreement with,
Print/Type Shared Kitchen Owner's Full Legal Name

_____, _____,
Print/Type Food Processor's Establishment Name Print/Type Food Processor's Full Legal Name

that will allow the aforementioned food processor to use this shared kitchen facility at specified times for the purpose of manufacturing food commodities for which the department (DATCP) is currently licensing them to produce.

The shared kitchen owner and the food processor agree that this facility can be inspected by the department during any normal business hours, without prior notice, for the purpose of determining compliance to any applicable rules and regulations. This applies to all food processing licensees working out of this shared kitchen facility, whether they are present or not, at the time of the department's visit.

The shared kitchen owner and the food processor agree that common areas of concern such as over-all sanitation, pest control, facility maintenance, etc. would most likely impact every licensed food processor operating out of this facility. Concerns found in these common areas may impact the inspection result and or license status of every processor who holds a license for processing at this location.

The department will take the necessary compliance action to assure that all minimum requirements are met so that foods produced and/or stored at this facility are safe for consumer consumption.

I have read and understand the above statements.

Signature of Shared Kitchen Owner

Signature of Licensed Food Processor

Address of Shared Kitchen

County/Township