

This list will help guide you on required steps for BCCK food processors. You will receive support from the staff to help you with these tasks.

Note: Not all products are approved by the state licensing department for production at the BCCK. BCCK will not be working with pre-packaged meat processors, but we will work with restaurant, catering and food truck vendors with meat on their menu.

Tenant Application: Complete application during intake interview with BCCK staff.

In-take Fee: Pay one-time intake fee of \$200.

Facility Use Agreement: Read and sign the Facility Use Agreement.

Business Insurance: Provide certificate of \$1 million business/product liability insurance.

Business Plan: Submit a brief business plan within 3 months of your agreement. Assistance is available through NWTC & other BCCK support agencies.

Kitchen/Facility Training: Complete kitchen/facility security access training.

Food Safety Course: Show proof of or obtain a “ServSafe” or comparable certificate.

Recipe Approval: The type of product(s) you produce will determine the type of license that will be required. Acid/Acidified products will require pH and water content of your product to be tested at a certified lab and a letter documenting the review of your process by a State approved Processing Authority is required. Copies of these document will be kept on file at the facility.

Food Processing License: A license will be issued by either the Wis. Dept. Ag. Trade and Consumer Protection or the Brown County Dept. of Health depending on the type of food processing you will be conducting. BCCK will assist with making contacts with appropriate agencies.

Acid/Acidified Certificate: If your food product falls under this category, you may need to take an 8-hour class. The Food Safety Inspector or The Process Authority will determine if this certification is necessary.

Your Label: Labels must meet Federal/State standards. The WI Division of Food Safety or your inspector will answer questions.

FDA Registration: Depending on your product, and/or location you may be required to register with the FDA.

Kitchen Access: You will be given a pass card for access to the BCCK facility. Training on facility access will be provided.

Rent Payment: BCCK requires kitchen users to pay on a daily basis.

Educational Support: Northeast Wisconsin Technical College is a Brown County Culinary Kitchen partner. NWTC offers a number of entrepreneurial and food handling/processing courses including SafeServ.

Quarterly Review & Report: The BCCK is a “team” of non-profit partners that are required to maintain facility use records and report on economic impact factors. A brief review of your activities will be conducted quarterly by BCCK staff.

Signature: Kitchen User

Date

Signature: BCCK Representative Date
