



## BROWN COUNTY CULINARY KITCHEN

Congratulations on taking your first step toward becoming a food processor. This list of resources will be your guide to things required to become a food processor at the Brown County Culinary Kitchen.

To become a user of the Brown County Culinary Kitchen you must complete the following items. You will receive support from the staff to help you complete these tasks.

Tenant Application

Kitchen users must indicate the desired food product to be produced in the kitchen. Due to cross-contamination issues, not all food products will be allowed to be processed in the kitchen. Once the Brown County Culinary Kitchen Staff reviews and approves the application, you will be notified.

Intake Fee

Once you've decided that you want to go ahead with making your product there is an intake fee of \$150. This fee helps cover some of our administrative costs. This is a one time nonrefundable fee.

Facility Use Agreement

Kitchen Users will need to read and sign the Facility Use Agreement. This agreement outlines the fee schedule, the required food product liability insurance, as well as facility services that we provide.

Business Plan

Because we want your business to be successful, you will be required to submit a Business Plan within 3 months of your lease. You can take advantage of working with Entrepreneur Specialists who are partnering with this program.

Kitchen Safety Guidelines

Kitchen users will complete training on the proper use of all the equipment in the kitchen, as well as how to fill out an injury report.

Food Safety Course

Kitchen users need to obtain a "ServSafe" or comparable certificate of completion. This class is offered locally and a class schedule will be provided.

Insurance

Proof of product liability coverage, with a minimum of one million dollars per occurrence is required. You can contact your personal insurance agent for details on how to obtain this insurance coverage.



Recipe Approval

The type of product(s) you are going to produce will determine the type of license that will be required. It will also determine if any special classes or certifications are required.

If you are making foods such as baked goods, candies, frozen foods, seasonings, dried

herbs or teas, you can proceed to applying for a food processing license without additional classes or certifications.

If your product falls under the category of acid or acidified foods, such as marinara sauce, salsa, or other pickled items, (anything canned that the processor wishes to be shelf stable), additional steps will be required. You will be required to have the pH and water content of your product tested at a certified lab. A letter documenting the review of your formula and processing method by a State approved Processing Authority will need to be obtained. A list of approved labs and the contact for the processing authority will be provided to you. See the section on licensing.

If your product contains beef, pork, poultry and juice products you must develop and follow an approved HACCP Plan in order to meet inspection requirements. For more information see the section on licensing.

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.

If you are processing and packaging products for sale you will need to obtain a Food Processing License from the Wisconsin Department of Agriculture, Trade and Consumer Protection Division of Food Safety. The Brown County Culinary Kitchen staff will help you determine which inspector to contact and will provide you with the contact information. There is an initial fee paid directly to the Wisconsin Department of Agriculture of approximately \$95. There may be additional fees depending on the type of process you will be doing. You will meet with the food safety inspector to discuss your process, review your ingredients and label, and determine your license fee.

If you are catering or selling ready-to-eat foods or sampling you will need to contact the State of Wisconsin Department of Health/Brown County Health Dept. They will review all local regulations with you and help you



determine your licensing needs and fees. Contact information will be provided to you by the Brown County Culinary Kitchen staff.

Acid/Acidified Canning Class

If your food product falls under this category, you will need to take an additional 8 hour class offered by the UW-Extension along with the Department of Agriculture. The Food Safety Inspector or The Process Authority will determine if this certification is necessary. A schedule of classes offered throughout Wisconsin will be provided to you.

Your Label

Labeling approval is not required under Wisconsin State Law, but staff with the Division of Food Safety will answer labeling questions and provide assistance. A free publication called "*Frequent Food Label Questions*" is available through the Division of Food Safety Regional or on-line at their website. However, the Division of Food Safety staff recommends that persons intending to offer food for distribution purchase the FDA publication, "*A Food Labeling Guide*". This booklet is available through the Wisconsin DATCP. The guide provides both basic and detailed food label information for food businesses. The cost is \$7 per booklet.

FDA Registration

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

Kitchen Access

You will be given a pass point card and a key for access to the Brown County Culinary Kitchen. These can only be used by the registered tenant or registered agent. When you terminate your kitchen use, you will need to return the pass point card and the key.

Rent Payment

The Brown County Culinary Kitchen is renting the kitchen on a "pay as you go" basis. Your initial Facility Use Agreement will state the facility rate you will be paying. At the end of each use, put the check or money in the envelope provided and place it in the secure payment drop box.

Educational Support

Along with the ServSafe class you will be taking through NWTC, you can choose to take a series of business seminars geared toward Food Processors. We will require you to have a written Business Plan within the first 3 months of your lease. To help you with this task, you will be provided with options for assistance.

Business Support Seminars



Below is a list of some of the mini-seminars that will be offered through NWTC:

- Writing a Business Plan
- Pricing Your Product
- Packaging and Labeling
- Marketing and Distribution

Feedback

We are always looking for ways to improve, so we welcome your feedback. Please let us know if there is anything we can do to improve your experience at the Brown County Culinary Kitchen.