



# Food Safety Training for Home-based Food Processors

## New Mexico State University



New Mexico Environment Department  
Environmental Health Division

# Module 5: Home-Based Food Processing Operation

- Learning objectives
  - Permit application
  - Inspections
  - Packaging and labeling
  - Marketing and distribution
  - Operational requirements



# ***For Permitting***

- Submit an application and plan review documents to your nearest NMED field office. (list found on <http://www.nmenv.state.nm.us/foodprogram> )
- Plan review:
  1. provide site plans indicating ingress/egress of property, indicate which buildings and home areas are part of the food operation
  2. Provide an operational plan for each product
  3. Non-commercial equipment accepted if maintained & functioning properly

## ***For Permitting***

- Allowed to process only non-potentially hazardous foods like jams/jellies, baked goods (high sugar), tortillas, etc.
- Submit attendance certificate for food safety training taken within the last 5 years
- Must have an approved water source & liquid waste system
- Facility & operation subject to inspection
- \$100 annual permit fee

## ***Posting Permit***

- The permit issued shall be displayed at the home-based food processing operation.
- A copy of the permit shall be displayed at places at which the operator sells food at times when the operator is selling the home-based processed foods.

# ***Selling your Home-based Food Products***

- Products processed in a home-based food processing operation shall not be sold, used or offered for consumption in a retail-food establishment including but not limited to grocery stores & convenience stores, by internet sales, or sold in interstate commerce.
- Sell at farmers markets, roadside stands, fiestas and similar venues.

# ***Packaging & Labeling Requirements***

Food Products shall be packaged in food grade material

## **Label shall include:**

Common Name of Product

Physical address where product was processed

Ingredients list in descending order

Net amount (weight or measure)

Statement “Home Produced” in 12 point type



Keep a product sample for a minimum of 14 days

# Storage

- Home-based processed food products & components shall be stored separate and apart from residential foods and protected from contamination, insects, rodents, pests, water leaks, dust, dirt and other contaminants.



# *Transport Vehicles*

- Vehicles used in the transporting of home-based processed food products shall be maintained in a safe and sanitary manner.
- Vehicle compartments used to transport animals shall not be used for transporting home-based processed foods.

# Operational Requirements

## *Keep Your Kitchen Clean*



Clean & sanitize your kitchen before, during, and after food processing

# *Operational Requirements*



Keep pets and animals out of the kitchen and preparation areas when processing.

Do not wash pet dishes, cages, and other pet or animal related items in the kitchen or food processing areas.

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