



TOWN OF WESTMINSTER
11 SOUTH STREET
WESTMINSTER, MASSACHUSETTS 01473
(978) 874-7409 • Fax (978) 874-7460
BOARD OF HEALTH

Permit # _____

Fee _____

Residential Kitchen Application

Name _____
 Name of Kitchen _____
 Address _____
 Telephone # _____
 Email Address _____

Sign off from the Town Treasurer indicates the owner is not in violation of Town Bylaw Chapter 131 Article 1:

Distribution:

Retail _____ Wholesale _____

Selling foods: From Home _____ Farmer's Market _____
 Website _____ Please include link: _____

Other (please explain below)

Dishwashing:

Manual* _____ Automatic** _____ Type of sanitizer used _____

*Equipment must be submerged in water with a temperature of 171°F if sanitizing with heat

**Dishwasher must reach temperature of 180°F if sanitizing with heat

Town Services:

Town water _____ Private well _____ Private well: water quality testing *may* be required
 Town sewer _____ Septic system _____ Septic System: Title 5 inspection *may* be required

Attach a menu of foods to be prepared. Include ingredients, sources, and method of prep
Attach copies of Servsafe Certificate and Allergen Awareness Certificate in application

Requirements:

Only non-potentially hazardous foods and foods that do not require refrigeration shall be prepared in or distributed from a residential kitchen. Only immediate family members may assist in preparation and distribution. Pets may not be present during food preparation and laundry facilities (if located in kitchen area) may not be used during food preparation. Food contact surfaces shall be smooth and made of non-absorbent materials. All foods sold shall be labeled containing ingredients, allergens and health claims. A food establishment permit will be required for food preparation and distribution from a residential kitchen for retail sale and shall comply with minimum requirements of 105 CMR 590.002 through 105 CMR 590.009, as well as administrative enforcements of 105 CMR 590.012 through 105 CMR 590.021.

Signature: _____ **Date:** _____



TOWN OF WESTMINSTER
11 SOUTH STREET
WESTMINSTER, MASSACHUSETTS 01473
(978) 874-7409 • Fax (978) 874-7460
BOARD OF HEALTH

Labeling:

All foods made and sold by residential kitchens must be labeled according to the Massachusetts State Food Code 105 CMR 590.000

3-602.11 Food Labels

(A) Food packaged in a food establishment, shall be labeled as specified in law, including 21 CFR 101 - Food labeling, and 9 CFR 317 Labeling, marking devices, and containers.

(B) Label information shall include:

- (1)** The common name of the FOOD, or absent a common name, an adequately descriptive identity statement;
- (2)** If made from two or more ingredients, a list of ingredients in descending order of predominance by weight, including a declaration of artificial color or flavor and chemical preservatives, if contained in the FOOD;
- (3)** An accurate declaration of the quantity of contents;
- (4)** The name and place of business of the manufacturer, packer, or distributor; and
- (5)** The name of the FOOD source for each MAJOR FOOD ALLERGEN contained in the FOOD unless the FOOD source is already part of the common or usual name of the respective ingredient.

Example

Massachusetts Minimum Requirements for Packaged-Food Labeling

WHEAT BREAD

Ingredients: Flour (bleached wheat flour, malt barley, flour, niacin, iron, potassium thiamine, thiamine mononitrate, riboflavin, folic acid), Sugar, Eggs, Water, Milk, Margarine (liquid soybean oil, partially hydrogenated soybean oil, water, salt, whey, soybean lecithin, vegetable mono & diglycerides, sodium benzoate as a preservative, potassium caseinate [a milk protein], artificially colored, FD&C Red #3, artificially flavored, vitamin A, dalmite added), Yeast, Salt

Contains: Wheat, Eggs, Milk, Soy

Sell by: 9/22/08
Net Weight: 1 pound (16 oz.)
The Bakery
412 Main Street
Anytown, MA 01234

Food Allergen Labeling

The Food Allergen Labeling and Consumer Protection Act of 2004 (FALCPA) addresses the labeling of foods that contain any of the eight major food allergens.

FALCPA defines "major food allergens" as:

• Milk	• Fish	• Egg	• Crustacean
• Tree Nuts	• Soybeans	• Wheat	• Peanuts

All ingredients that contain a major food allergen must be labeled, even if they are exempted from labeling by being a spice, flavoring, coloring or incidental additive. FALCPA requires the labeling of food allergens in one of two ways.

1. In the ingredient statement, include the common or usual name of the food source, followed by the name of the allergen in parentheses. For example: Ingredients: Flour (**wheat**), whey (**milk**)
2. After the ingredient statement, place the word, "Contains:" followed by the name of the food allergen. For example: *Contains: **Wheat, Milk***

FALCPA requires that:

- For Tree Nuts, the specific type of nut must be declared. walnuts
Example: almonds, pecans,
- For Fish and Crustacean Shellfish, the species must be declared
Example: cod, salmon, lobster, shrimp

FALCPA's requirements apply to all packaged foods sold in the United States, including both domestically manufactured and imported foods.

The following link contains additional information on the Minimum Requirements for Packaged-Food Labeling:
<https://www.mass.gov/files/documents/2017/05/zx/food-label-guidelines.pdf>



TOWN OF WESTMINSTER
11 SOUTH STREET
WESTMINSTER, MASSACHUSETTS 01473
(978) 874-7409 • Fax (978) 874-7460
BOARD OF HEALTH

Attached Residential Kitchen Checklist to Review

- ServSafe Certification
- Allergen Awareness Certification
- List of foods to be served
- List of ingredients for each food; listed and labeled by weight
- Separate shelf/location in dry storage areas
- Separate shelf/location within fridge/freezer
- Food storage is dry, clean, and sanitary
- Food contact surfaces smooth, cleanable, and sanitized
- Appropriate sanitizing methods: Heat (mechanical 180°F/ manual 171° F) Chlorine 50-100ppm; Iodine 12.5-25ppm; Quaternary Ammonium 200ppm or manufacturer's recommendation.
- Must have appropriate sanitizer test strips and understand how to use/read them
- Three Bay Sink/Dishwasher that gets to temperature (180F) or uses sanitizer
- Temperature log (daily) to track fridge/freezer temps
- Sufficient area for dish washing/draining
- Pets kept out of preparation and cook areas
- Garbage receptacles in preparation and cook area have a cover/lid
- Hot water available for all cleaning and sanitizing methods
- Bathroom is supplied with hand sink, hand soap, paper towels
- Thermometers in all fridges/freezers
- Area is pest proof and pest free