



DEFENSE HEALTH AGENCY
GENERAL LEONARD WOOD ARMY COMMUNITY HOSPITAL
4430 MISSOURI AVENUE
FORT LEONARD WOOD, MO 65473

MCXP-DPH-EH

14 November 2024

MEMORANDUM FOR RECORD

SUBJECT: Requirements for Home Based Business Preparing Cottage Foods.

1. Reference: TB MED 530: Tri-Service Food Code (TSFC), 1 March 2019.
2. Background: Home businesses operating in government housing involving food production and sale (Cottage Foods) are not subject to public health inspection as a food establishment under the TSFC. As such, only low-risk foods such as bread and cookies are acceptable because they typically do not present a foodborne illness risk as they cannot support the growth of harmful microorganisms at unrefrigerated temperatures. High-risk foods such as meat, dairy, and eggs, are prohibited as they readily support the growth of harmful microorganisms when held outside of safe temperature controls and present a high risk for causing foodborne illnesses.
3. Requirements governing production and sale of cottage foods.
 - a. Cottage foods may not be sold in a food establishment or retail store operating on a military installation.
 - b. Cottage foods produced in nongovernment housing (i.e., off-post) are regulated by the State or local Health Department.
 - c. Cottage food operations occurring in government housing or privatized government housing on-post shall register as a cottage food operator through General Leonard Wood Army Community Hospital, Environmental Health (GLWACH, EH) for review and approval of proposed cottage foods prior to initiating the sale of such foods. The registration shall be a written document containing:
 - (1) The street address of the location where the cottage food will be produced;
 - (2) A list of the cottage foods that will be produced;
 - (3) A copy of the recipe for each food produced. Recipes shall identify all of the ingredients and a description of the production method and process controls (for example, cooking equipment, product holding/storage, packaging); and
 - (4) The method of advertising and point of sale location in which the cottage food will be provided to the consumer.
 - d. The cottage food operator shall:

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(1) Produce the cottage food in the kitchen or residence that was stated in the registration packet and is identified on the food label.

(2) Maintain a copy of each cottage food recipe and provide a copy to GLWACH, EH upon request.

(3) Be the original processor of the food. The food may not be repackaged from another producer.

(4) Package or wrap the food using clean food containers or food-grade foils or plastic wrap.

(5) Place a label on the packaged food to indicate:

a. The name, address, and phone number of the cottage food producer;

b. Ingredients that are known food allergens: milk, eggs, fish, crustacean, shellfish, tree nuts, wheat, peanuts and soy beans or a food ingredient that contains a protein derived from a food specified in this sentence; and

c. A consumer notice that specifies, "This food was produced in a home kitchen not subject to public health inspection."

e. Except as specified in paragraph "f." of this section, a home business may not sell any high-risk foods or the following low-risk foods:

(1) Honey.

(2) Home-canned vegetables, meats, or stews.

f. The following foods may be approved by GLWACH, EH on a case-by-case basis when suitable controls are identified and maintained:

(1) Cream or custard-filled bakery products (for example, pies and pastries) and cheesecake. These products are considered a temperature controlled food and shall be refrigerated.

(2) High-acid foods (for example, jams and jellies). The producer shall test the acidity of each batch of the final product using acceptable test mechanism, such as withdrawing a small sample of the product and testing using pH paper. A log of testing results shall be retained by the COTTAGE FOOD producer for 1 year.

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4. The point of contact for this memorandum is the undersigned at DSN: (573) 596-9004 or eamon.s.graham.mil@health.mil.

Encl
Home Based Business Checklist

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EAMON S. GRAHAM
MAJ, MS
Chief, Environmental Health

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Home Based Business Checklist

Home Based Business Name: _____

Owners Name: _____

Physical Address: _____

Email: _____

Phone Number: _____

Date: _____

Reference: TB MED 530 – Regulatory Guidance for Cottage Food Operations

These items and actions are essential controls that must be applied by the Cottage Food operator to protect public health. They will be checked (and/or explained to the HBB Owner) by the inspecting Environmental Health Technician.

Documentation

___ Recipe for all foods produced, which identifies:

- all ingredients
- description of the production method and
- process controls (cooking equipment, product holding/storage, packaging)

___ The method of advertising and point of sale location in which the cottage food will be provided to the consumer

___ Label to be placed on each product which includes:

- The name, address, and phone number of the cottage food producer
- Ingredients that are known food allergens (milk, eggs, fish, crustacean, shellfish, tree nuts, wheat, peanuts and soybeans or a food ingredient that contains a protein derived from a food specified in this sentence); and
- A consumer notice that specifies, "This food was produced in a home kitchen not subject to public health inspection."

Facilities and Equipment

___ Maintain facilities and supplies for hand washing during food production. This includes a sink and warm potable water, hand soap, and paper towels.

___ Equipment to keep the food and ingredients at safe temperatures. At a minimum the producer must have a refrigerator which can be held at 38°F to 40°F and, if appropriate, a freezer capable of operating at 0°F. Each refrigerator and freezer should have a thermometer place inside the unit where it can easily be read when the unit door is opened.

___ Facilities and equipment to ensure food is cooked to proper temperature. This includes one or more food thermometers which can be used to check food temperatures after cooking and during hot or cold holding.

___ Facilities and equipment for proper washing and sanitizing food equipment and utensils. Home-style dishwashers must be run on the hottest wash and rinse cycle available. Use the sanitize cycle when this feature is available for the dishwasher model and do not interrupt the cycle or open the dishwasher door before the cycle is complete.

Hygiene

___ Cottage Food producer must not produce food when they are sick with symptoms of high fever, sore throat, experiencing a cold (heavy cough, runny nose, or sneezing), or stomach upset with loose stool or diarrhea. They must also not produce food when they are taking care of a family member who is sick with similar symptoms.

___ Animals, dogs, cats, and other pets must be excluded from the kitchen during food preparation, cooking and wrapping.

___ Producer must wear clean clothing and wash their hands up to the elbows with warm soapy water before handling food and whenever their hands become soiled such as when handling trash.

___ Family members may assist the producer but must follow the same hygiene requirements.

Food Production

___ Clean and sanitize all cooking and food preparation surfaces before beginning operations.

___ Wash fresh fruits and vegetables under clean running water prior to peeling or slicing.

___ Put fresh fruits and vegetables on a clean towel after washing.

___ Except for ingredients that make up the specified Cottage Food, ensure there are no major food allergens in the kitchen while the food is being produced.

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Follow the specified Cottage Food recipe each time the product is made.

Check the final cooking temperatures using a food thermometer.

Keep a record of final cooking temperatures and the date of production for each batch of food produced.

Satisfactory

Unsatisfactory

NOTES: _____

EH Tech

Name: _____

Signature: _____

Email: _____

Phone Number: (573) 596-0518

Date: _____