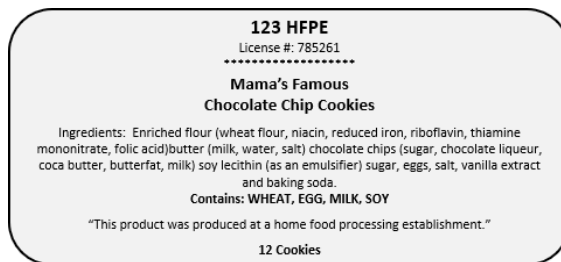


Basic Requirements Guide for a Home Food Processing Establishment

	Prior to conducting the inspection of your Home Food Processing Establishment, the following information will need to be submitted and reviewed by an inspector. All documentation can be submitted through the online application system.	Code Reference	Submitted
1.	Homemade food item list: Provide a list of the <u>specific</u> food items you wish to produce in your establishment via the online portal. (e.g instead of "breads", list the bread types). Homemade food items that are not listed may not be offered for sale. (Review the definition of "Homemade Food item" in 34.1)	34.2(2)	☐ Yes ☐ No
2.	Standardized Recipes: Standardized recipes are required to be maintained by your establishment for each homemade food item offered for sale. Submit for review at least one standardized recipe for <u>each</u> food category that you offer (bread, cookie, casserole, fruit jam, etc.). Recipes subject to 34.6(6) may also be requested for evaluation. A standardized recipe template and example can be found HERE .	34.9(1)	☐ Yes ☐ No
3.	Batch Records: Batch records are required for most foods. Submit a sample of the batch record that you intend to use. A batch record template and example can be found HERE .	34.9(2)	☐ Yes ☐ No ☐ N/A
4.	Receiving Records: Submit a sample of the receiving record that you intend to use. A receiving record template and example can be found HERE .	34.9(3)	☐ Yes ☐ No
5.	Distribution Records: (if applicable) Distribution records are required for all foods sold to or through another business. Submit a sample of the distribution record that you intend to use. A distribution record template and example can be found HERE .	34.9(4)	☐ Yes ☐ No ☐ N/A
6.	Private Well Water Test: (if applicable) If your establishment is on a private well, a water test is required.	34.9(5)	☐ Yes ☐ No ☐ N/A
7.	Processing method specific records: (if applicable) If you are preparing foods that require control over pH, Aw (water activity), and soluble solids, additional records are required. Examples include but are not limited to sauces, dehydrated or freeze-dried foods, jams, jellies, preserves, syrups, frosting, etc.	34.9(6) 34.6(6)	☐ Yes ☐ No ☐ N/A
8.	Product Labels for each submitted Standardized Recipe Label Example: 	137D.2.7, 34.7	☐ Yes ☐ No
9.	Written documentation (also known as standard operating procedures) for your specific business that Demonstrate Control over the following food safety hazards. Review each code section on the right, and describe in writing your processes and practices for the following: - Time/temperature controls for cooking, hot holding, cooling, cold holding, and reheating foods - Cross-contamination during storage and preparation - Major food allergens and allergen cross contact - Sanitation of food contact surfaces - Food handling, hygienic practices, and communicable diseases	34.4(1) 34.6(2-5) 34.1, 34.6(1) 34.1, 34.6(1) 34.8 34.4(3-4)	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
10.	Documentation of proof of attendance in an approved Food Safety Course .	34.4(2)	☐ Yes ☐ No
11.	Once all documents are submitted, contact your inspector to schedule an inspection. Inspections will be conducted virtually unless there are extenuating circumstances. Homemade food items may not be sold until a license is approved.		

Basic Requirements Guide for a Home Food Processing Establishment

A full list of the Requirements for Home Food Processing Establishments can be found here:

[Iowa Code Chapter 137D](#) and [Iowa Administrative Code 481-34](#)

Additional information can be found here: [Apply for a Food License](#)

(Scroll down the page to the “Home Food Processing Establishments” tab)

The following food products are prohibited from being processed under a Home Food Processing Establishment License:

- Unpasteurized fruit or vegetable juice
- Raw sprout seeds
- Foods containing game animals (i.e. bison, rabbit)
- Fish or shellfish (or foods containing)
- Alcoholic beverages
- Bottled water
- Packaged ice
- Consumable hemp products
- Milk or milk products subject to regulation under Iowa Code Chapters 192 & 194
- Foods containing meat or poultry may only be sold direct to consumers

The following processes are prohibited with a Home Food Processing Establishment License:

- LACF (low acid canned food)
- Acidification
- Curing
- Smoking for preservation
- Reduced Oxygen Packaged (ROP)- TCS Foods
- Food that will be further processed by a food processing plant or another home food processing establishment

To view additional licensing information (by food type and license needed) for home-processed foods, please download the [Home Prepared Food Items Guide](#)