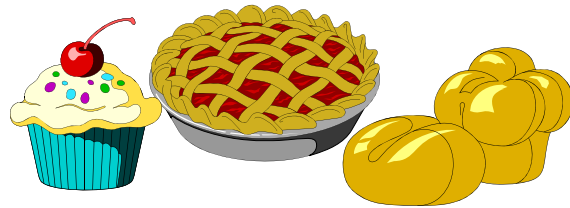


GUIDELINES

**for
COTTAGE INDUSTRY INVOLVED
in
HOME FOOD PRODUCTION**



ENVIRONMENTAL HEALTH

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These guidelines have been prepared for the guidance and convenience of those individuals who wish to operate a cottage industry involved in the manufacture and/or sale of food to the public.

Through consultation, the Provincial Departments of Agriculture, Fisheries and Aquaculture and Health and Social Services have reached agreement on a minimum standard for the effective operation of such an industry.

These guidelines do not have the status of law. They have been instituted in the interest of protecting the public health of the consumer from any serious food related illness.

Environmental Health Services will be monitoring the application of these guidelines by the operators, who it is hoped, will use them in the intent that they are written.

1. In these guidelines:

“Approved Source” means government inspected.

“Chief Health Officer” means a duly qualified medical practitioner who shall be responsible for the supervision and enforcement of the *Public Health Act*.

“Cottage Industry” means any business for which the place of food manufacture is the residence of the owner or operator.

“Director” means the director of the Division of Environmental Health of the Department of Health and Social Services.

“Food” means food or drink, other than drugs or liquor for human consumption.

“Place of Food Manufacture” means any non-commercial premises i.e. (home or residence) where food intended for human consumption is prepared for sale or sold to the public.

2. A floor plan shall be submitted to and approved by an Environmental Health Officer prior to the commencement of construction or renovation of any place of food manufacture.

3. Every place of food manufacture shall be so constructed and furnished as to ensure it is free from conditions that may be dangerous to health or injuriously affect the wholesomeness of the food prepared or stored therein.

4. All food products shall be:

1) obtained from an approved source

2) prepared or stored in an area which is totally separate from living quarters. Floors, wall and ceilings shall be constructed of easily cleanable material.

5. Every place of food manufacture shall be provided with the following:
 - a) An adequate supply of hot and cold potable water under pressure; the quality of which meets the guidelines for Canadian Drinking Water quality.
 - b) Separate handwashing facilities for employees in close proximity to the food preparation area.
 - c) Adequate refrigerated space for the safe storage of perishable foods at 4C (40F) or less and frozen perishable foods at 18C (0F) and equipped with accurate thermometers.
 - d) Adequate facilities for maintaining hot perishable food at a temperature not less than 60C (140F) during holding periods.
6. Suitable racks or shelves shall be provided for the storage of food and no food shall be stored on shelves or racks placed less than 15 centimetres (6") above the floor.
7. No utensils which are chipped or cracked shall be used in the preparation or storage of food and no utensil shall be used unless it may be effectively sanitized.
8. An acceptable level of sanitation shall be maintained throughout the place of food manufacture to prevent the contamination of food prepared or stored therein.
9. No person shall:
 - a) Permit any live bird, animal or fowl in any room where food is prepared or stored.
 - b) Smoke in area where food is prepared or stored.
10. Frozen foods shall be thawed by defrosting them in a refrigerator at 4C (40F) or by immersion in continuously running cold water.
11. Any room where food is cooked shall be provided with adequate ventilation to allow the escape of smoke, gases and odours to the outside.
12. Garbage containers shall be provide, maintained in a sanitary condition and garbage properly disposed of daily.

13. Every operator or employee who handles or comes in contact with any utensil or with any food during its preparation or storage shall:
 - a) Be clean with hair and beard suitably covered.
 - b) Wear clean clothing.
 - c) Be free from communicable disease in a communicable form.
 - d) Be free from any abrasion or other skin condition that may contaminate food.
14. A conveniently located, fully equipped washroom shall be provided.
15. Manual dishwashing equipment shall consist of a double compartment sink for washing and sanitizing the utensils.
16. Utensils shall be manually washed by:
 - a) Washing in the first sink in water not lower than 44C (110F) and a detergent capable of removing grease.
 - b) Sanitized by immersion in water not lower than 44C (110F) containing a chlorine solution of not less than 100 parts per million.
17. Mechanical domestic dishwashing equipment is acceptable providing utensils are effectively washed and sanitized.
18. A health officer of Environmental Health Services:
 - a) May enter any place of food manufacture for the purpose of inspection at any time.
 - b) May seize any food appearing to be unsafe for the consumption of the public.
19. The Director may issue an Approval Certificate authorizing the operation of a place of food manufacture.
20. Where an inspection reveals a condition that may become injurious to health or is in violation of these guidelines, the Chief Health Officer or Director may close the offending place of food manufacture until such condition is rectified.
21. The operator, prior to commencing operation, shall forward a signed statement to Environmental Health Services indicating his/her intention to meet all requirements of Eating Establishments and Licensed Premises Regulations within a period of one (1) year.
22. Home canning of food which requires processing under pressure to destroy pathogens shall not be allowed unless done so by a commercial retort process.

23. Home bottling of food (not requiring processing under pressure to destroy pathogens) will be permitted if food is placed in sterilized containers and immediately sealed with sterilized covers or alternate sealing techniques. Additionally, the food product should have at least one of the following conditions:
 - a) A sugar content which inhibits the growth of pathogenic organisms.
 - b) A salt content which inhibits the growth of pathogenic organisms.
 - c) A ph (acidity or alkalinity) which inhibits the growth of pathogenic organisms.
24. Any place of food manufacture which engages in the sale, manufacture, distribution of supply of milk or milk products shall meet the requirements of the *Dairy Industry Act and Regulations*.
25. Any place of food manufacture which engages in the sale, manufacture or processing of fish or shellfish shall meet the requirements of the *Fish Inspection Act and Regulations*.
26. Transportation of food shall be conducted under sanitary conditions. Vehicles used to transport perishable food shall be properly equipped so that proper refrigeration or hot holding temperatures are maintained.
27. Any product which is processed for human consumption and not intended for immediate sale shall be packaged to eliminate external contamination. The package shall be labelled to indicate the:
 1. Name and address of the manufacturer
 2. Date of manufacturer; and/or
 3. Best before date.