



State of Wisconsin
Governor Scott Walker

Department of Agriculture, Trade and Consumer Protection

Ben Brancel, Secretary

Shared Kitchen Licensing Fact Sheet

As a food processor operating out of a shared kitchen, your business must comply with the same requirements for any food processing plants listed in ch. ATCP 70, Wis. Adm. Code. The requirements in the code apply to all food processing plants, without differentiation between shared kitchens and single operator facilities. Due to the unique circumstances involved in sharing kitchen space, we need to remind all shared kitchen licensees of these requirements.

1. All processing operations under your license shall be conducted at the shared kitchen location. This is the only location where you are licensed to operate. If you are found to have processed any product for sale or distribution outside of the shared kitchen facility, that product will be placed under holding order and other compliance actions will be taken against the license. If food processing is found to be taking place outside of the licensed facility, the Division will consider this license out of business and it shall be voided. The Division may take into consideration past noncompliance with the law in processing any application for a new license.
2. A log in/log out record is to be maintained at the facility listing the name of your food processing plant, each date you processed food, a list of all products produced and the quantity produced.
3. All ingredients used in processing shall be stored at the food processing plant location and protected from contamination. Seasonally available ingredients can be brought in fresh. Dry ingredients and other ingredients are to be from approved sources and stored only at your licensed facility. This includes both open and unopened containers of ingredients.
4. All utensils, processing equipment and packaging materials must be stored at the facility in clean condition.
5. All records relating to raw material procurement, production records (such as temperature logs and pH testing logs), and shipping records shall be stored at the licensed facility. This also includes a written recall plan.
6. All potentially hazardous finished products shall be stored at your licensed food processing plant location. The exception to this requirement is storage in an off-site licensed food warehouse facility.

You must meet these requirements for licensure at all times. The department may inspect your facility at any reasonable time, whether or not you are in production. Division of Food Safety inspection staff must be able to inspect the facility, equipment, ingredients, storage, required records, cleanliness, and production (if occurring) during any inspection.

Please be aware that these conditions must be met during your next routine inspection to avoid any further compliance action against your license. Any questions regarding the requirements of licensure can be directed to our Regulatory Specialist at (608)224-4675.