



FEED Kitchens Application Guide for Commercial/Licensed Users

Congratulations on taking your first step toward becoming a food processor. This list of resources will be your guide to things required to become a food processor at FEED Kitchens.

To become a user of the FEED Kitchens you must complete the following items. You will receive support from the staff to help you complete these tasks.

We are always looking for ways to improve, so we welcome your feedback. Please let us know if there is anything we can do to improve your experience at the FEED Kitchens.

Required

User Application

Kitchen users must indicate the food product they plan to produce in the kitchen. Due to cross-contamination issues, not all food products will be allowed to be processed in the kitchen. FEED Kitchens staff will review and approve applications, and you will be notified.

With the completed application, you must provide:

Insurance

Proof of product liability coverage, with a minimum of one million dollars per occurrence is required. You can contact your personal insurance agent for details on how to obtain this insurance coverage or be a part of our insurance pool.

Intake Fee

Once you've decided that you want to go ahead with making your product there is an application and orientation fee of \$200. This fee helps cover some of our administrative costs.

Food Safety and Sanitation Course Certificate

Kitchen users need to obtain a "ServSafe" or comparable certificate of completion. This class is offered locally and a class schedule will be provided.

After your Application has been reviewed and approved, you will need to do the following:

Facility Use Agreement

Kitchen Users will need to read and sign the Facility Use Agreement. This agreement outlines the fee schedule, the required food product liability insurance, as well as facility services that we provide.

Business Plan or Synopsis

Shared Kitchen Agreement

Kitchen Safety Orientation

Kitchen users will complete training on the proper use of all the equipment in the kitchen, as well as how to fill out an injury report.

FEED Kitchens Good Manufacturing Practices and Center Rules

Kitchen users will familiarize themselves with the GMP and Center rules.

Recipe Approval by the appropriate licensing body

The type of product(s) you are going to produce will determine the type of license that will be required. It will also determine if any special classes or certifications are required.

If you are making foods such as baked goods, candies, seasonings, dried herbs or teas, you can proceed to applying for a food-processing license without additional classes or certifications.

If your product falls under the category of canned acid or acidified foods, such as marinara sauce, salsa, or other pickled items, (anything canned that the processor wishes to be shelf stable), additional steps will be required. You will be required to have the pH and water content of your product tested at a certified lab. A letter documenting the review of your formula and processing method by a DATCP approved Processing Authority will need to be obtained. A list of approved labs and the contact for the processing authority will be provided to you. See the section below on licensing.

If your product contains beef, pork, poultry and juice products you must develop and follow an approved Hazard Analysis Critical Control Plan (HACCP) in order to meet inspection requirements.

Certain frozen foods may require specific licensing and/or processing documentations, so consult with Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP) and Public Health – Madison and Dane County (PHMDC).

For more information see the section below on licensing.

Licensing

A license will be issued by either Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP) or Public Health – Madison and Dane County (PHMDC), depending on the type of food processing you will be conducting.

If you are processing and packaging products for sale you will need to obtain a Food Processing License from the DATCP Division of Food Safety. The FEED Kitchens staff will help you determine which inspector to contact and will provide you with the contact information. There is an initial fee paid directly to the Wisconsin Department of Agriculture of approximately \$95. There may be additional fees depending on the type of processing you will be doing. You will meet with the food safety inspector to discuss your process, review your ingredients and label, and determine your license fee.

If you are catering or selling ready-to-eat foods or sampling you will need to contact PHMDC. They will review all local regulations with you and help you determine your licensing needs and fees. Contact information will be provided to you by the FEED Kitchens staff.

Kitchen Access

You will be given an electronic key fob for access to FEED Kitchens facility. These may only be used by the registered Kitchen User or their registered agent. When you terminate your kitchen use, you will need to return the fob. You must use the fob to enter the facility, as this is how we record your time in the facility.

Rent Payment

Payment for your use of the FEED Kitchens is due one week prior to use of the facility.

Rental rates for kitchen space are as follows:

- 4-15 hours/week = \$25/hr.
- 16-30 hours/week = \$20/hr.
- 31+ hours/week = \$15/hr.

Note: minimum rental period is 4 hours.

Security Deposit

Users who book 10 hours a week or more will be required to pay a security deposit of \$200, or a valid and current credit card must be on file. This is to cover any charges that are not otherwise paid by the user, including cleaning charges for cleaning not done adequately, and other charges incurred that are not paid. This is due when you book your first work shift.

As Necessary

Business Plan

Because we want your business to be successful, you may be required to submit a Business Plan within 3 months of your lease. You can take advantage of working with Entrepreneur Specialists who are partnering with this program. You will receive a list of people who can help with this after your application is received, if you indicate that you would like assistance with business planning.

Acid/Acidified Canning Class

If your food product falls under this category, you will need to take an additional 8-hour class offered by the UW-Extension along with the Department of Agriculture. The Food Safety Inspector or The Process Authority will determine if this certification is necessary. A schedule of classes offered throughout Wisconsin will be provided to you.

Your Label

Label pre-approval is not required under Wisconsin State Law, but staff with the DATCP Division of Food Safety will answer labeling questions and provide assistance. A free publication called "*Frequent Food Label Questions*" is available through the Division of Food Safety Regional or on-line at their website. However, the Division of Food Safety staff recommends that persons intending to offer food for distribution purchase the FDA publication, "*A Food Labeling Guide*". This booklet is available through the Wisconsin DATCP. The guide provides both basic and detailed food label information for food businesses. The cost is \$7 per booklet. Additionally, the Code of Federal Regulations with specific requirements is available online at:

<http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?CFRPart=101>.

FDA Registration

Depending on your product, and/or location of sales, you may be required to register with the FDA.

Register Employees with Kitchen Manager.

Optional

Educational Support

Along with the ServSafe class you will be required to take, you can choose from among a series of business support seminars geared toward Food Processors.

Below is a list of some of the mini-seminars that will be offered through Madison College, WWBIC or other business support organizations:

- Writing a Business Plan
- Pricing Your Product
- Packaging and Labeling
- Marketing and Distribution
- Business Financing Options
- Cash Management

For more information:

WI Women's Business Initiative Corporation: <http://www.wwbic.com/>

MATC's Small Business Entrepreneurship Program: <http://madisoncollege.edu/program-info/small-business-entrepreneurship>

UW-Madison's Small Business Development Center: <http://bus.wisc.edu/cped/sbdc>

FEED Kitchens

COMMERCIAL/LICENSED USER APPLICATION

Date: _____

Name(s): _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Business Name: _____

Business Website: _____

Emergency Contact: (name and phone) _____

1. What is your business structure?

____ Sole proprietorship

____ LLC

____ S-Corp

____ C-Corp

____ Other: _____



2. Business Status:

____ In planning

____ New– First Year

____ Existing

____ Other: _____

3. Briefly describe your business:

4. List the products main ingredients and equipment you will utilize in your business:

5. Do you have a written business plan?

- Yes
 No

6. Who do you anticipate selling your product to? (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Stores | <input type="checkbox"/> Internet Sales |
| <input type="checkbox"/> Restaurants | <input type="checkbox"/> Directly to consumers |
| <input type="checkbox"/> Farmers Markets | <input type="checkbox"/> Other: _____ |

7. Number of employees:

- Full time
 Part time

8. Anticipated number of hours of kitchen usage needed:

- per week
 per month
 per year

9. Preferred times: (check all that apply)

- weekdays
 weekends
 midnight to 4 am
 4 am to 8 am
 8 am to noon
 noon to 4 pm
 4 pm to 8 pm
 8 pm to midnight
 other: _____

10. Is your product seasonal?

- No
 Yes -- I will be making my product only in the following month(s): _____