

Incubator Kitchen, Commercial Kitchen or Shared Kitchen

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Angela Montalbano

New York State Department of Agriculture and Markets

Food Safety and Inspection

Objectives

- ▶ Definitions
- ▶ History
- ▶ Incubator Kitchen Owner Responsibilities
- ▶ Incubator Kitchen Operator Responsibilities
- ▶ Regulator Responsibilities
- ▶ Regulations
- ▶ Labeling
- ▶ Jurisdiction
- ▶ Food Safety Controls

SHARED KITCHEN

“Shared Kitchen LLC.” became a trademarked name in 2012 in the state of Georgia.



Definitions

- ▶ A **“Incubator Kitchen” / “Shared Kitchen”** is a fully equipped commercial food processing facility designed to provide multiple entrepreneurs or food processing operators an opportunity to grow their business by providing a kitchen space that provides access to food and packaging equipment. The shared kitchen food processing space is not dedicated for use by a single operator. The shared kitchen spaces may be a commercial kitchen, food hub, kitchen permitted by the local health department, social club, church, a firehouse, etc.
- ▶ An **“Incubator Kitchen Owner”** is the owner of the location to be rented.
- ▶ An **“Incubator Kitchen Operator”** is a licensed person / company that rents kitchen space at shared kitchen location.

Definitions

- ▶ **“TCS Foods”** are foods that require time and temperature control for safety and must be kept out of the Danger Zone (41* F - 135* F) to prevent the growth of microorganisms and the production of toxins. TCS foods include Milk, Eggs, Fish, Meats, untreated garlic & oil mixtures.
- ▶ **“Food Safety Operations”** are the procedures and practices needed to comply with food safety regulatory requirements and including those pertaining to employee hygiene and practices, handwashing, glove use, food from safe sources, safe food temperatures, cross contamination, and equipment cleaning and sanitizing.
- ▶ **“Food Safety Standard Operating Procedures” (SOP’s)** are written practices and procedures that are critical to producing safe food. It is essential to have SOP’s in place and to train employees and operators to use them.

Definitions

- ▶ **“Process Review”** is a process whereby the product being made and process is reviewed by a Process Authority at which time a determination is made as to what type of food it is classified as; Low Acid, Formulated Acid, High Acid food, shelf stable, water activity controlled, etc.
- ▶ **“Scheduled Process”** is a process developed by a process authority and selected by a processor as adequate for use under the conditions of manufacture for a food in achieving and maintaining a product that will not permit the growth of microorganisms having public health significance.

History



HISTORY - The Great Depression



History

- ▶ As early as 1918
- ▶ Well established concept community canneries
- ▶ War effort Over - 132 canneries operating simultaneously
- ▶ 1936 publication Emergency Relief in North Carolina documents that the state had 579 canning centers and 971 other food preservation centers during the Depression

Goal

- ▶ ensure food security for less fortunate
- ▶ to teach families to save for their own use surplus food produced in the gardens
- ▶ to can as many quarts of food as possible.



The 21st Century

- ▶ Increased number of incubator kitchen establishments
 - Economics - less business start up investment
 - Goal - become an independent food processing manufacturer
 - License required to manufacture food products
 - Innovation - new products (fermented foods, kombucha, protein infused foods, cold brewed coffee, ethnic foods)



Incubator Kitchen **Owner** Responsibility

- ▶ Incubator Kitchen Owner must comply with all applicable local and state ordinances
- ▶ Maintain the building in an acceptable sanitary manner including pest control
- ▶ Provide sufficient hand wash, equipment washing and sanitizing facilities
- ▶ Provide maintained rest room facilities
- ▶ Provide sufficient garbage disposal and removal
- ▶ Maintain a scheduling calendar - share with regulator

WEEK 12/14

| HANA PASTRIES WEEKLY TENANT SCHEDULE | | | | | | | |
|--------------------------------------|-------------------|-------------------|---------------------|----------------|------------------|-------------|---------------|
| AM PRODUCTION | | | | | | | |
| | 12/8/14 | 12/9/2014 | 12/10/2014 | 12/11/2014 | 12/12/2014 | 12/13/2014 | 12/14/2014 |
| Kit | M | T | W | TH | F | SAT | SUN |
| 1 | Pastry | | | | Roll in brooklyn | Rubyzaar | Rubyzaar |
| 2 | WS | WS | WS | | WS | Yellow Rose | Baking Bean |
| 3 | RoMa | | | RoMa | | ARV Sweets | WS |
| 4 | Thomas Lasagna | Thomas Lasagna | Thomas Lasagna | Thomas Lasagna | Thomas Lasagna | Sabat Abi | |
| 5 | Momose | | | B Soup | B Soup | B Soup | Show Stoppers |
| 6 | | | | | Momose | Thomas | E |
| 7 | | | | | | | |
| 8 | Mealku | Mealku | Mealku | Mealku | Mealku | | Mealku |
| 9 | Yakameinshop | Yakameinshop | Yakameinshop | Yakameinshop | | | Yakameinshop |
| 10 | | | | | | | |
| x | | | | | | | |
| Wait List | | | | | | | |
| PM PRODUCTION | | | | | | | |
| Kit | M | T | W | TH | F | SAT | SUN |
| 1 | Pastry | Baking Bean | Rubyzaar | Rubyzaar | Rubyzaar | | |
| 2 | Rubyzaar | Golden | Rubyzaar | Booqoo | | | |
| 3 | RoMa | Rubyzaar | Besdamsoup | Baking Bean | | red kitchen | |
| 4 | Embo | Batter & Cream | BB | GABO | | | |
| 5 | Momose 4-8 | | Thomas | Snehlwood | Momose 4-8 | | |
| 6 | Delias | Delias | Delias | Batter Cream | | | |
| 7 | | | Delias | ICE + VICE 4-8 | Jucel | | |
| 8 | Mealku | Mealku | Mealku | | | | Mealku |
| 9 | Yakameinshop | Yakameinshop | Yakameinshop | Yakameinshop | | | Yakameinshop |
| 10 | | | | | | | |
| x | | | | | | | |
| Wait List | Yakameinshop | Yakameinshop | Yakameinshop | | | | Yakameinshop |

Rest Control.
12/11

Incubator Kitchen **Owner** Responsibility

- ▶ Collaborate with regulatory agencies to ensure all operators are properly licensed or permitted with applicable agency
- ▶ Maintain operator records - contract agreements, tax id, license / permit, recent inspection, scheduled process, production records, etc.
- ▶ Provide storage for clients - locked storage cages vs. external warehouses

Incubator Kitchen **Owner** Responsibility



Incubator Kitchen **Owner** Responsibility



Incubator Kitchen Operator Responsibility

- ▶ Individual operators must obtain a license / permit from the appropriate Department of Agriculture or Department of Health
- ▶ Operators may not commence food processing prior to being inspected and/or prior to the submission of appropriate license application
- ▶ Operator is responsible for ensuring that all equipment is properly cleaned and sanitized prior to and subsequent to processing
- ▶ Cross contamination concerns for allergens and bacterial contamination to be addressed prior to and subsequent to processing
- ▶ Operators are responsible for proper temperature controls of ingredients and finished product, including transportation

Incubator Kitchen Operator Responsibility

- ▶ All processing must occur at the shared kitchen facilities from start to finish. Product may not be moved to an unlicensed or uninspected facility for further processing
- ▶ All finished products and stored ingredients should be appropriately packaged and labeled
- ▶ Specialized processing operations, i.e. vacuum packaging, require approvals or documentation with the appropriate regulatory agency

Regulator Responsibility

- ▶ Schedule Inspection
- ▶ Review food processing license / permit requirements
- ▶ Confirm list of food to be processed
- ▶ Conduct Risk Assessment - shelf stable, acidified, water activity controlled, vacuum packaging, HACCP, etc.
- ▶ Approved processing authority
- ▶ Process Review / Schedule Process
- ▶ Inspect the ingredients, food preparation, food equipment, food assembly
- ▶ Review production records
- ▶ Inspect packaging and labeling

Labels

- ▶ A. The common and/or usual name of the product.
- ▶ B. The business name, business phone number, and business website (if any), of the shared kitchen user, along with the city, state, and zip code of the shared kitchen where the product was prepared or packaged.
- ▶ C. The net weight of the package.
- ▶ D. A list of ingredients in the order of their predominance by weight with ingredients shown by their common or usual name; including all allergens.
- ▶ E. A list of any artificial color, artificial flavor or preservative used.

Inspection Regulations

- ▶ Applicable state / local regulations
- ▶ GMP Regulations 21 CFR pt. 110(old) cGMP Sub part B(new)
- ▶ Process specific Regulations
 - Fish and Fishery Products 21 CFR pt. 123
 - Juice Products 21 CFR pt. 120
 - Acidified foods: 21 CFR Part 114
 - Low-Acid Canned Foods 21 CFR pt. 113 LACF
 - Alcoholic Beverages including farm breweries, farm wineries, farm distilleries, farm cideries - appropriate liquor authority and comply with 21 CFR pt. 110
 - USDA 9 CFR - USDA, (United States Department of Agriculture) under the right conditions, would inspection a commercial kitchen, if separation between official and unofficial establishments can be maintained

Food Safety Controls for Consideration

- ▶ Kitchen required to be licensed (non food processing) - accountability
- ▶ Kitchen Owner - maintain operator schedule - maintain operator production records
- ▶ Kitchen required to provide storage (ingredients, finished product, packaging)
- ▶ Agency / kitchen owner - open dialogue (new, inactive or OOB operators)

Food Safety Controls for Consideration

- ▶ Food Safety Training requirement
- ▶ Compliance letters - inspection required
- ▶ License renewal - current inspection required
- ▶ Maintain relationship and opened dialogue with health departments

Challenges

- ▶ Cross contamination risk (multiple products)
- ▶ Operating times (after normal working hours)
- ▶ Obtain food processing license and never return
- ▶ Alter food processing (add high risk food items)
- ▶ Inspect during processing operations
- ▶ Scheduled inspections
- ▶ Confirmed ingredient and finished product storage
- ▶ Tamper proof ingredient storage (multiple users / competitors)

Food Safety Controls for Consideration ZorSecure by Zortag

- ▶ ZorSecure - anti counterfeiting app
- ▶ Tag contains 2 elements: data matrix barcode and three dimensional structure
- ▶ Add to food labels to assure food production at an approved source



AFDO Incubator Kitchen Guidance Document

- ▶ Increased number of incubator kitchens nationwide
- ▶ Lack of specific incubator kitchen regulations
- ▶ Recognized need for guidance
- ▶ AFDO developed an Incubator Kitchen Guidance Document

The Evolution of the Incubator Kitchen

