



**Town of Southborough  
Health Department  
9 Cordaville Road, Lower Level  
Southborough, MA 01772-1662**

Phone: (508) 481-3013

**Application for a Permit to Operate a Residential Kitchen**

**Non-refundable Residential Kitchen Permit Fee: \$100.00**

Name of Applicant:	Phone:	
Name of Person in Charge:		
Address of Applicant:		
City:	State:	Zip Code:
Email Address:		

Name of Food Business:
Food Prep Business Address:
Days of Operation:
Hours of Operation:

**I hereby certify that the information in this application is correct, and I fully understand that any deviation from the above without prior permission from the Southborough Health Department may nullify final approval.**

**I hereby certify that I have read and received the Residential Kitchen regulations and MA minimum requirements for Packaged – Food Labeling contained in 105 CMR 590.000 provided with this Application Package.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note: Only non-TCS (Time/Temperature Control for Safety) Foods and foods which do not require refrigeration and/or a variance shall be prepared in or distributed from Residential Kitchen for sale to the public. Examples: Include, but are not limited to, Baked Goods such as Cakes, Cookies, Brownies, Candies, Jams & Jellies. Please contact the Department if you have questions or require information regarding approved products that can be sold from a Residential Kitchen Food Operation.**

**Instructions:** List the food to be prepared or distributed in or from the Residential Kitchen. Indicate the source of the food or location where the food items will be purchased. Submit additional documents if necessary.

Items:	Where was the food purchased?

**To complete the permit application process, answer the following questions:**

- Food is prepared or cooked on site: Yes    No   . If yes, describe the equipment being used to cook the food.

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- Describe where the food and ingredients will be stored. Ingredients shall be stored separately from "private use" foods.

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- o Describe measures to protect food from contamination during preparation, storage, display, and transportation.

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8 Check type of methods used to avoid bare hand contact with Ready to Eat Foods:

( ) Disposable gloves

( ) Food Grade Paper

( ) Utensils

( ) Other

- Check which will be used for cleaning and sanitizing food contact surfaces (pots, pans, cutting boards, utensils, and dishes); will the largest pot, pan, or cutting board fit?

( ) Dishwasher (Requires water temperature verification)

( ) Three compartment sink or labeled bins

**Note: The kitchen sink may NOT be used for hand washing after toilet use but may be used for food preparation and ware washing provided it is cleaned and sanitized prior to and between use.**

- Check type of chemical sanitizer used and type of testing device used to measure sanitizer concentration. Note: sponges are not permitted for cleaning food contact surfaces. Sanitizers must be labeled, contained in a bucket with a wiping cloth or spray bottle.

( ) Chlorine Bleach, maintained between 50 – 100 ppm, chlorine test strips

( ) Quaternary Ammonia, maintain according to manufacturer's specification  
(usually between 200 – 400 ppm), Quat test strips

- Describe means for storage and disposal of rubbish, garbage, and grease:

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- Food employees shall conform to employee health & hygiene requirements in 105 CMR 590.000.

**Please submit the following documents to the Southborough Health Department:**

- Completed application including the above information
- \$100.00 Residential Kitchen License Fee payable to the "Town of Southborough"
- Copy of the Person in Charge's Food Protection Manager certification (ex. ServSafe)
- Copy of the Person in Charge's Food Allergy Awareness Training certification

## **Labeling Requirements**

**Please use the following guidelines, prepared by the Massachusetts Food Protection Program to help you develop a food label that complies with Massachusetts and federal label requirements.**

### **Foods that Require Labeling:**

All packaged foods must be labeled in accordance with Massachusetts and federal labeling regulations, including all foods intended for **retail sale that are manufactured in licensed Residential Kitchens.**

### **The following is the minimum information required on every food label:**

- Common or unusual name of the product.
- All ingredients listed in descending order of predominance by weight, and a complete listing of sub-ingredients. [Example of a sub-ingredient: Flour \(bleached wheat flour, malt barley, flour niacin, iron, potassium, thiamine, thiamine mononitrate, riboflavin\).](#)
- Net weight of product.
- Once an open-date has been placed on a product, the date may not be altered.
- Name and address of the manufacturer, packer, or distributor.
- Nutrition labeling.
- If a food product has a standard of identity, the food must meet the standard in order to be offered for sale under that product name.
- All FDA certified colors. [Example: FD&C Yellow #5, FD&C Red #3](#)

## **Health Claims**

Health claims allowed by the FDA on a label are limited to the following relationships between diet and disease:

1. Calcium and reduced risk of osteoporosis.
2. Sodium and increased risk of hypertension.
3. Dietary fat and cholesterol and increased risk of heart disease.
4. Dietary fat and increased risk of cancer.
5. Fiber-containing grain products, fruits, and vegetables and reduced risk of cancer.
6. Fruits/vegetables and reduced risk of cancer.
7. Fruits, vegetables, and grain products that contain fiber, particularly soluble fiber and reduced risk of heart disease.
8. Soluble fiber from certain foods and reduced risk of heart disease.
9. Folic acid and reduced risk of neural tube defects.
10. Soy protein & reduced risk of heart disease.
11. Stanols/sterols and reduced risk of heart disease.
12. Dietary non-cariogenic carbohydrate sweeteners and reduced risk of tooth decay.

### Example

#### Massachusetts Minimum Requirements for Packaged-Food Labeling

##### **WHEAT BREAD**

Ingredients: Flour (bleached wheat flour, malt barley, flour niacin, iron, potassium, thiamine, thiamine mononitrate, riboflavin, folic acid), Sugar, Eggs, Water, Milk, Margarine (liquid soybean oil, partially hydrogenated soybean oil, water, salt, whey, soybean lecithin, vegetable mono & diglycerides, sodium benzoate as a preservative, potassium caseinate [a milk protein], artificially colored, FD&C Red #3, artificially flavored, vitamin A), Yeast, Salt.

Contains: Wheat, Eggs, Milk, Soy

Sell by: 9/22/15

Net Weight: 1 pound (16 oz.)

The Bakery  
412 Main Street  
Anytown, MA 01234

### Food Allergen Labeling

The Food Allergen Labeling and Consumer Protection Act of 2004 (FALCPA) addressed the labeling of foods that contain any of the eight major food allergens.

FALCPA defines “major food allergens” as:

Milk	Fish	Egg	Crustacean
Tree Nuts	Soybeans	Wheat	Peanuts

All ingredients that contain a major food allergen must be labeled, even if they are exempted from labeling by being a spice, flavoring, coloring or incidental additive. FALCPA requires the labeling of food allergens in one of two ways.

1. In the ingredient statement, include the common or usual name of the food source, followed by the allergen in parentheses. For example: **Ingredients: Flour (wheat), whey (milk)**
2. After the ingredient statement, place the word, “Contains:” followed by the name of the food allergen. For example: **Contains: Wheat, Milk**

FALCPA requires that:

- For Tree Nuts, the specific type of nut must be declared. **Example: almonds, walnuts**
- For Fish and Crustacean Shellfish, the species must be declared. **Example: cod, lobster**

FALCPA’s requirements apply to all packaged foods sold in the United States, including both domestically manufactured and imported foods.