

REDEFINING
HOMEMADE:

DOMESTIC KITCHEN LICENSING IN
OREGON

THIS WORKSHOP IS PART OF A 4 PART SERIES!

Part 1: Farm Direct, Producer Processed Exemption, February 4, Veneta

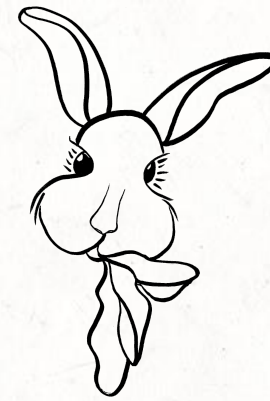
Part 2: Domestic Kitchen Licensing, February 18, Coburg

Part 3: OR Home Bakery Bill, March 4, Creswell

Part 4: Lane County Temporary Restaurant Licensing, March 11, Oakridge

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OREGON


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ALICE
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Oregon Farmers Market Association, Board Secretary
Friends of Family Farmers, Willamette Valley Organizer
White Rabbit Gardens, Co-Owner

RAIN TEAM

RAJ VABLE

RURAL VENTURE
CATALYST
VENETA, OAKRIDGE,
LOWELL

ARIEL RUBEN

OREGON COAST
VENTURE CATALYST
FLORENCE, CRESWELL,
COBURG

AGENDA

- **PRODUCT POSSIBILITIES**
- **LICENSING PROCESS**
- **INSPECTIONS AND RECORD KEEPING**
- **SALES OUTLETS**
- **FURTHER RESOURCES**



PRODUCT POSSIBILITIES

What you can make with a Domestic Kitchen License

WHAT PRODUCTS CAN YOU MAKE WITH A DOMESTIC KITCHEN LICENSE?

FOOD PROCESSING

Packaged foods for sale in retail settings.

***This includes some acidified foods if special certifications from ODA and FDA are obtained ([see here for more details](#)).

BAKERY

All baked goods.

***Including products the Oregon Home Baking Bill doesn't exempt from licensing, such as pies and cakes with cream fillings!

Why is this so vague?

Let's talk about what you are NOT allowed to do!

ACTIVITIES NOT PERMITTED IN LICENSED DOMESTIC KITCHENS

CATERING

Food preparation for catering is not allowed in Domestic Kitchen Licensed facility. Catering facilities need to be commercially licensed.

LOW ACID CANNING

This is most commonly vegetable or low acid fruit canning with no addition acids (vinegar/citrus juice)

DAIRY PROCESSING

No Dairy Processing is allowed under a Domestic Kitchen License. This includes cheese, yogurt, ice cream, etc.

CERTAIN MEAT BUTCHERY

Some meat butchery/processing requires additional licensing and facilities.

IF YOU ARE NOT SURE IF YOUR PRODUCT QUALIFIES:

**CALL THE ODA FOOD SAFETY
OFFICE AND HAVE A
HYPOTHETICAL CONVERSATION:**

**ODA FOOD SAFETY
635 CAPITOL ST NE
SALEM, OR 97301
PHONE: 503-986-4720**



But, let's remember the purpose of this license. This is meant to help people start food businesses with relatively low overhead. An established business will have a hard time scaling up with only a Domestic Kitchen License.



LICENSING PROCESS

How to get a Domestic Kitchen License

DEFINING A "HOME KITCHEN"

“The home kitchen is the primary kitchen used for personal food preparation in the home”

You cannot rent an empty apartment or house to use the kitchen there under a domestic kitchen license, you must actually live in the residence.

This also means that a Domestic Kitchen License doesn't cover any food production/handling in other parts of the house.



FOOD SAFETY CONCERNS FOR DOMESTIC KITCHENS

- **Doors** – any domestic kitchen doors must be kept closed during operation of the domestic kitchen.
- **People** – No one other than the licensee and employees directly under his/her supervision are permitted to directly engage in the processing, preparing, packaging, or handling of commercial food and no other person than the licensee and employees are allowed in the domestic kitchen during operating hours.
- **Children** – No infants or children allowed in kitchen during domestic kitchen processing activity.
- **Pets** – No pets allowed – ever – in the same building that houses the domestic kitchen.
- **Domestic Activity** – All domestic activities must be completed before any commercial processing or baking takes place.
- **Storage** – Separate closed storage facilities are required for ingredients, finished products, cleaning materials, labels and packaging materials, as well as a separate refrigerated storage for perishable materials. Storage of medical supplies is not permitted in the domestic kitchen. A separate storage area must be provided for household cleaning materials and other chemicals or toxic substances.

Domestic Kitchens shall be available for inspection between 8 am & 5 pm weekdays or other production times.

FIRST STEP:

You will need to be inspected by ODA before you can even apply for a license. Call at least 2 weeks before you want to open.

Specific Guidelines depend on the inspector and situation, but they could ask for:

- **Copy of construction plans and specifications for plan review (if you are making any changes)**
- **Process and label information**
- **A signed land use compatibility statement**
- **Private well or onsite septic system testing and/or approval**
- **Copy of the final plumbing sign-off, if applicable**
- **Legal business name and DBA (doing business as) documentation**

FEE SCHEDULE FOR DOMESTIC KITCHEN LICENSES

DOMESTIC KITCHEN BAKERY FEE SCHEDULE LICENSE

<u>Gross Annual Sales</u>	<u>2018-20</u>
\$0 to \$5,000	\$157.00
\$5,001 to \$50,000	\$157.00
\$50,001 to \$500,000	\$222.00
\$500,001 to \$1,000,000	\$335.00
\$1,000,001 to \$5,000,000	\$502.00
\$5,000,001 to \$10,000,000	\$668.00
GREATER THAN \$10,000,000	\$836.00

DOMESTIC KITCHEN PROCESSOR FEE SCHEDULE LICENSE

<u>2018-20</u>
\$195.00

All Fees are annual and will be due with your yearly renewal.



INSPECTIONS AND RECORD KEEPING

How to KEEP a Domestic Kitchen License

LABELLING REQUIREMENTS

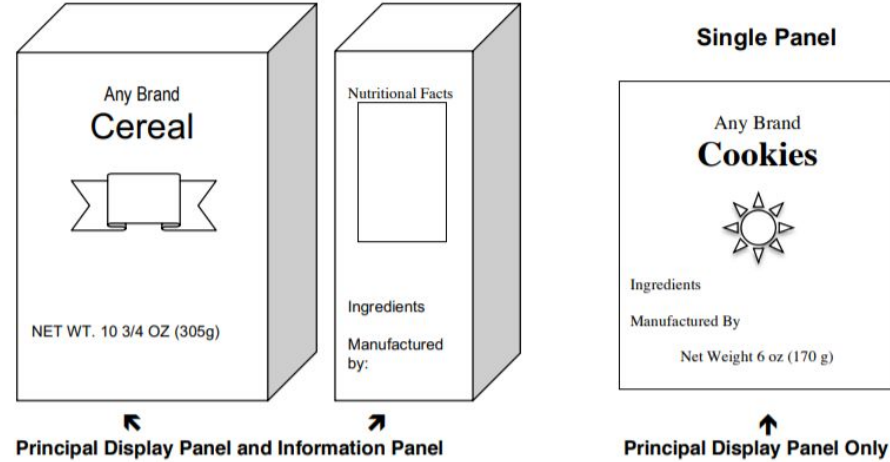
There are many federal and state requirements for food labelling. Get more specifics [here](#).

The Principal Display Panel:

- Product Identity
- Brand Name
- Net Weight

The Information Panel

- Nutrition Facts
- Ingredients
 - With common allergens noted!
- Place of Address



LABELLING CONTINUED

NUTRITION FACTS EXEMPTION

The FDA has exemptions for small businesses for nutrition fact labelling. Read more and apply for this exemption [here](#).

NUTRITIONAL CLAIMS

If there are any claims of health or nutritional benefits (including sugar or gluten free) must have a nutrition facts panel.

BE AWARE OF ALLERGENS

You must highlight the common allergens in your ingredient list including products you use which may contain these:

- 1) Milk** (any protein from cow's milk, milk, cream, dry milk, whey, casein)
- 2) Eggs** (for example, whites, yolks, albumen and powdered eggs)
- 3) Soy** (for example, soy beans, soy lecithin, soy protein, soy flour)
- 4) Wheat** (includes spelt, semolina, kamut, triticale)
- 5) Fish** (for example, salmon, tuna, eel, bass, flounder, cod)
- 6) Crustaceans** (for example, crab, lobster, shrimp)
- 7) Peanuts**
- 8) Tree Nuts**

INSPECTIONS

AN ODA INSPECTOR COULD
COME AT ANY TIME LISTED AS
"OPERATING HOURS" ON YOUR
APPLICATION

**The county health
department does not license
or inspect Domestic Kitchens,
this is through ODA

THE LOCAL INSPECTOR FOR
COBURG IS:

Parker Cooper
pcooper@oda.state.or.us
503-302-7721

Processing / Domestic Kitchen
Retail/Meat/Bakery

Look up your local inspector [here](#)



SALES OUTLETS

MOST THINGS ARE POSSIBLE!

Foods Produced in a Licensed Domestic Kitchen can be sold:

- **Direct From your home**
- **Farmers Markets**
- **Community Festivals**
- **Retail outlets (grocery or convenience stores)**
- **Restaurants**

FIND A FARMERS MARKET AND GET STARTED!



Use the OFMA [Market Finder Tool](#) to find your local market and get in contact!

**REMEMBER! WHEN YOU HAVE QUESTIONS, GO STRAIGHT TO
THE SOURCE:**

**ODA FOOD SAFETY
635 CAPITOL ST NE
SALEM, OR 97301
PHONE: 503-986-4720**

THANKS!



**any
questions
?**

JOIN US FOR THE NEXT WORKSHOP!

MORE THAN A BAKE SALE: THE OREGON HOME
BAKERY BILL

MARCH 4, CRESWELL, 6:00-8:00PM

RSVP TO THE FACEBOOK EVENT AND LIVE STREAM THE WORKSHOP IF YOU CAN'T ATTEND!