

# Food Home-Based Business Form

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

Name: \_\_\_\_\_

Phone and Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

Installation/City: \_\_\_\_\_

Regulation: TB MED 530 Tri-Service Food Code

**Food Product Descriptions:** For each food product sold, there needs to be an attached recipe that contains the following information:

- Name of food product
- A list of all ingredients
- Description of cooking/production method
- Storage procedures for finished product until sold

\*\*\*See page 4 for examples.

## HBB Applicants Agree to the Following:

- I will take the Online Food Handlers Certification Course at: <https://mhs-europe.tricare.mil/Clinics/Vicenza-Army-Health-Clinic/Preventive-Medicine/Food-Handlers-Course> and pass the test. I will comply with all food safety measures presented in the course. I understand test results will be confirmed by records. Date of Test Passing: \_\_\_\_\_ Initials: \_\_\_\_\_
- Any advertisement must include a notice that specifies "This food was produced in a home kitchen not subject to public health inspection." Initials: \_\_\_\_\_
- All packaged foods must include a label to include:
  - Name, address, and phone number of HBB point of contact.
  - Ingredients used that are known food allergens such as milk, eggs, fish, crustacean, shellfish, tree nuts, wheat, peanuts, and soybeans.Initials: \_\_\_\_\_
- I acknowledge that high-risk foods (i.e. foods requiring temperature and time controls) generally may not be prepared and sold without special exemption from the garrison commander.

Initials: \_\_\_\_\_

**Return a copy of the certificate with your HBB application.**

- Denied
- Approved
- Approved Pending Special Exemption from Garrison Commander

Public Health Comments:

Public Health Signature:

## **Recipes and Storage Procedures**

**Name of Product:**

**List of Ingredients:**

**Description of Cooking/Production Methods:**

**Storage Procedures for Finished Products until Sold:**

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## Example of Recipes and Storage Procedures

**Name of Product:** Cake

**List of Ingredients:** graham crackers; butter; sugar; salt; eggs; vanilla extract; sour cream; all-purpose flour

**Description of Cooking/Production Methods:** Ingredients will be measured, mixed, and baked at 325F in the oven for approximately 1 hour and 30 minutes until cake is slightly jiggly. Door of oven will be prop open slightly, and cake will cool in the oven for about 1 hour before being taken out to complete cooling for no more than 1 more hour.

**Storage Procedures for Finished Products until Sold:** After cooling is completed, cake will be placed into a covered container and placed into a refrigerator to be chilled. Refrigerator temperature will be monitored to ensure temperatures remain at 41F or below. Unsold cakes will not be retained for more than 4 days.

**Name of Product:** Bread Loaf

**List of Ingredients:** water; all-purpose flour; yeast; sugar; olive oil

**Description of Cooking/Production Methods:** Ingredients will be measured and mixed to create dough. The dough will then be knead for approximately 10 minutes but more if necessary. After kneading, the dough will be placed at room temperature for 1 hour until doubled in size or place in a refrigerator to raise overnight. Once dough is raised and at room temperature (if placed in refrigeration), the dough will be shaped and baked in the oven at 428 F for approximately 30 minutes. The bread will then be cooled on a cooling rack.

**Storage Procedures for Finished Products until Sold:** After cooling, the bread will be placed in a location at room temperature protected from potential contaminations. Bread will only be made the day of for pre-orders. Bread will not be sold the next day.