

Preparing to Talk to Department of Inspection and Appeals

Questions DIA will ask the kitchen manager (kitchen has license and is assuming responsibility only for the facility):

- Would storage of ingredients and finished product be offered?
- Is there dedicated equipment for the processing?
- Is there sufficient equipment for the processing?
- Which specific product(s) will be processed – not just category (e.g. baked goods)?
- Are there food security/food defense concerns?
 - Segregated, locked section within the refrigeration that the kitchen routinely uses?
 - Allergen considerations, depending on product ingredients and equipment to be used by processor that is also routinely used by the kitchen?
- Kitchen manager needs to have knowledge of allergens (and how it affects new processing for the producer and for the kitchen).

Questions DIA will ask the producer (has license and is assuming liability only for the processing):

- What product(s) will be processed, and are they shelf-stable?
- Where will each product be sold (the intended customer)?
- What is the step-by-step process for each product?
- Producer needs to have knowledge of allergens (and how it affects new processing for the producer and for the kitchen).
- Note that DIA will visit in person after you apply for a license. DIA will also visit with you on the phone, but will not tell you how to process your product.

Questions DIA will ask the kitchen manager (if they are assuming liability for the space and for the processing):

- The same questions as for the producer (above), plus they need to supervise the processing as it is done.

Questions DIA will ask the producer (has license and is assuming liability for the processing and for the facility):

- Is the necessary education for food safety complete (must be completed before the inspection)?
- Need to have the Process Authority letter (if needed for product), the certificate of completion for the food safety training, and the product label sent in before the inspection occurs.