

Allen County Cooperative Extension Service

2012 Certified Kitchen Guidelines

February 22, 2012

Mission: To provide a professional, permitted working environment for individuals engaged in the test production of value-added commodity products for resale.

Guidelines:

1. The permitted kitchen at 200 East Main Street, Scottsville, Kentucky, is open to residents of Allen County and/or members of Allen County commodity groups. Priority will be given to those individuals adding value to their personal farm-raised products. Entrepreneurs under the age of 18 must have parental or guardian supervision at all times. Youth under the age of 18 not involved in entrepreneurial activities shall not be allowed on premises during production times.
2. Each individual is required to obtain a **General Food Manufacturer Permit** through the Kentucky Health Department Food Safety Branch. To obtain this permit, the individual shall contact the Cabinet for Health in Frankfort at 502-564-7181 to schedule an inspection date. Obtaining the permit requires an inspection of production at the Allen County Extension Service Certified Kitchen. The individual is responsible for reserving a time block and date for inspection.
3. Each individual shall have their product labels approved through the Kentucky Public Health Food Safety Branch. **A copy of each label's letter or approval** from the Food Safety Branch must be on file with the Allen County Cooperative Extension Service prior to using the kitchen. Labels are submitted to Annhall Norris at the Food Safety Branch (502)564-7181, ext. 3683, at 275 East Main Street HS1C-F, Frankfort, KY 40621. Labels submitted and approved prior to December 1, 20-5 may need to be re-submitted to ensure labels meet mandatory allergen guidelines under state code.
4. The kitchen may be reserved in four (4) hour time blocks, with three time blocks per day. Time blocks are (1) 7:00 a.m. to 11:00 a.m.; (2) 12 noon to 4:00 p.m.; (3) 5:00 p.m. to 9:00 p.m. Individuals may reserve at a maximum of three blocks per day for no more than two consecutive days.
5. Space rates are \$10.00 per block per day. Individuals will be allowed to schedule the certified test kitchen a maximum of 15 consecutive months, beginning with first scheduled use. Scheduling will be re-visited in consultation with the State Food Safety Branch representative in review of test marketing product needs.
6. The Allen County Cooperative Extension Service cannot provide storage space. Individuals must supply all needed equipment and product, which must be brought to and removed from the facility before and after each reserved block.
7. All blocks are reserved on a first come, first served basis. No waiting list will be created, however calls may be made to check other reserved time blocks to see if there have been cancellations.

Reservation may be made four weeks in advance by completing "Facility Space Reservation Forms". Due to interest in specific time blocks or other community group use of the facility, an individual will not be allowed to reserve a particular time for an extended period. For example, an individual cannot call and reserve every Tuesday evening for the entire year. Every four weeks, each individual must come in/call in to reserve time blocks for that period on a first come/call basis, beginning at the start of Allen County Cooperative Extension Service office

hours on Monday (8:00 a.m.). The Allen County Extension Service will not reserve the kitchen space using the voice message system.

8. Time block fees must be paid at time of scheduling kitchen time blocks and completion of required reservation forms. Failure to prepay fees within three business days of initial scheduling could result in the loss of reservation time blocks.
9. Individuals utilizing the space are responsible for supplying all their own ingredients, supplies, utensils and any other items needed for production.
10. Individuals are responsible for cleaning sinks, the interior of the commercial dishwasher, wiping down (sanitizing) countertops, tables, mopping the floor and taking trash to designated Herbie – Curbie container. The Allen County Cooperative Extension Service will supply trash cans, trash bags, general sanitizing solution and cleaning supplies EXCLUDING paper towels. Individuals not cleaning the kitchen properly may be refused future use of the kitchen.
11. **Only paper towels shall be used in the kitchen.** Individuals shall supply paper towels for cleaning use. **No fabric clothes may be used**, according to Kentucky Department of Public Health Food Safety Branch guidelines.
12. Canning of low-acid food or those foods requiring pressure canning shall not be allowed. Only foods, which can be safely processed in a water bath canner shall be allowed. Such foods include jams, jellies, and baked goods. Processing of other foods such as fruits, pickles, salsa, tomato products may require approval from the state.
13. For those individuals micro processing, a certificate showing completion of required Homebased Microprocessor educational training offered by the University of Kentucky will be required prior to processing. All micro processing requires a process schedule (recipe) approved by the University of Kentucky.
14. Individuals using the certified kitchen outside business hours will be responsible for picking up a key to the Allen County Cooperative Extension Service Educational Facility. It is also the individual's responsibility to return the key to the Allen County Cooperative Extension Service by noon, the next business day after reserved date.
15. The individual shall assume all liability for the use of the kitchen, including but not limited to liability for any injury to any person who is employed by or otherwise assisting the individual in the preparation or transporting of its product and any injury to consumer of said product. The individual also agrees to indemnify and save the Allen County Cooperative Extension Service harmless from all loss, cost and expense by reason of any injury to any person or personal property as described above. The individual further agrees to carry public liability insurance covering the use of the Allen County Cooperative Extension Educational Facility and covering the use of the final product. A certificate of liability insurance shall be provided to the Allen County Cooperative Extension Service at the beginning of reservations. The individual agrees to carry **public liability insurance in a minimum amount of \$1,000,000** covering the use of the Allen County Cooperative Extension Educational Facility. The policy shall contain a provision that same is non-cancellable without notice to the Allen County Cooperative Extension Service and shall further list the Allen County Cooperative Extension Service as an additional insured on the policy.
16. The individual shall pay all taxes and assessments for employment, unemployment, workers' compensation premiums, charges or other governmental impositions assessed against or levied upon User's employees, fixtures, furnishings, product equipment and other personal property located on the premises. The individual shall pay all employment, operating and business taxes, assessments and permits necessary to the operation of his/her business. The individual shall

indemnify and hold the Allen County Cooperative Extension Service harmless from any liability in relation to said charges.

17. If the individual desires to insure his personal items used at the Allen County Cooperative Extension Educational Facility, he/she shall at his/her cost and expense, keep insurance on any of his/her personal items inside the premises, against loss by fire, theft, lightning, or wind storm. In any event the Allen County Cooperative Extension Service shall not be responsible for any loss of individual's personal items inside the Allen County Cooperative Extension Educational Facility.
18. In the event any structure on the premises or personal property of the Allen County Cooperative Extension Service, located on the premises of the Allen County Cooperative Extension Educational Facility, is damaged or destroyed due to the fault or neglect of the individual, his/her agents or employees, the individual shall be liable for the cost of repairs or replacements to the condition prior to his/her use. The individual shall reimburse the Allen County Cooperative Extension Service the cost of same within ten (10) days of receipt of billing from owner.
19. The certified kitchen, like all kitchens, poses substantial risk of harm from sharp instruments, hot items and numerous other hazards. Users assume all risk and harm that might result from use of the facilities, waive any claim that might arise out of this activity and agree to release and hold harmless the University of Kentucky, its employees, agents, representatives and volunteers specifically including but not limited to the Allen County Cooperative Extension Service harmless from any and all obligations, liabilities, claims, demands, costs, and expenses, including attorney fees or demands of any kind and nature whatsoever which may arise by or in connection with use of the facilities.
20. The Allen County Cooperative Extension Service reserves the right to post additional rules in the kitchen as needed. Users agree to abide by and all rules posted in the kitchen.

I have read and understand the guidelines and have expressly noted and agreed to the assumption of risk, waiver and hold harmless contained in paragraph 10. I understand that failure to comply with the guidelines may result in my being refused use of the kitchen facilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ General Food Manufacturing Permit

\_\_\_\_\_ Letter of Approval from \_\_\_\_\_ Date Received \_\_\_\_\_



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