



MICROENTERPRISE HOME KITCHEN OPERATION (MEHKO) STANDARD OPERATING PROCEDURES (SOPs)

To start the review process to operate a food business within your residential kitchen, please complete and submit this form along with the following applicable documents and non-refundable review fee to San Mateo County Environmental Health Services (EHS). **PLEASE PRINT OR TYPE ALL INFORMATION.**

HOME KITCHEN OPERATOR INFORMATION			
Name of Operation:		Operator's Phone Number:	
Operator's Name:		Food Employee's Name:	
Operator's Address:		City:	State: ZIP:
Email:		Website:	

Note: Microenterprise Home Kitchen Operation (MEHKO) permits from EHS do not exempt operators from residential property lease conditions or restrictions.

PROPOSED HOURS OF OPERATION
Please describe a typical schedule of your operation including day(s)/time(s) when food is prepared and served.
Sun: _____ Mon: _____ Tue: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____
Estimated number of meals to be prepared each day.
Sun: _____ Mon: _____ Tue: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____
*Meals cannot exceed 30 per day, and no more than 60 per week.
How will the MEHKO be advertised? (NO postings, signage, or other outdoor displays advertising the MEHKO are allowed.)
<input type="checkbox"/> Website or social media mobile applications/ "apps" (<i>list sites or companies used</i>): _____
<input type="checkbox"/> Internet intermediary (<i>list sites or companies used</i>): _____

GENERAL REQUIREMENTS	
Please read each statement carefully and initial to confirm your understanding. Contact this agency with questions.	
I understand that I am required to obtain and display a valid Health Permit from EHS.	_____ Initials
I understand that I must obtain an approved food safety manager certification by this date: _____.	_____ Initials
I understand that my employee must obtain an approved food handler card by this date: _____.	_____ Initials
I understand the MEHKO is limited to my residence where food will be stored, handled, prepared, and served. If renting , I will fill out a property management/landlord notification form from smchealth.org/microkitchen .	_____ Initials
I understand that no more than one full-time employee, not including family members or household members, is allowed.	_____ Initials

I understand that all food must be served, or delivered to the customer, on the same day as it is prepared or cooked. No leftovers may be used or served.	_____ Initials
I understand that complex food preparation that requires unique, special handling such as smoking to preserve, curing, reduced oxygen packaging, and sous vide are not allowed. Special and complex food processes that are required to reach Critical Control Points known as HACCP (Hazardous Analysis Critical Control Point) require further permitting and are not allowed under the MEHKO permit.	_____ Initials
I understand that the production, manufacturing, processing, freezing, or packaging of milk or milk products such as cheese, ice cream, yogurt, sour cream, butter, and the service and sale of raw oysters and raw milk is prohibited.	_____ Initials
I understand that animals must be kept outside of the kitchen and dining areas during food preparation and service.	_____ Initials
I understand that food preparation cannot exceed 30 individual meals per day, 60 individual meals per week, or the equivalent of these totals (for meal components sold separately).	_____ Initials
I understand that the MEHKO may not have more than fifty thousand dollars (\$50,000) in gross annual sales. <i>*MEHKOs are required to provide verification of annual gross sales documentation upon request.</i>	_____ Initials
I understand that food may only be sold directly to customers and cannot be sold to other businesses or used for resale.	_____ Initials
I understand that I cannot post signage or outdoor advertising displays and that I must comply with all nuisance ordinances such as noise and garbage.	_____ Initials
The areas used for my MEHKO must be clean, sanitary, in good repair, and free of vermin (i.e., cockroaches, rodents, flies) at all times.	_____ Initials
My MEHKO is subject to inspection by EHS if a complaint is received.	_____ Initials

FOOD HANDLER HEALTH & HYGIENE

I will notify EHS if anyone preparing food for my MEHKO has any gastrointestinal illness symptoms (i.e. diarrhea, vomiting, etc.) or is diagnosed with an illness that can be transmitted by food or by a food handler. Any person with symptoms of diarrhea or vomiting must be prevented from entering the kitchen when food is being prepared.	_____ Initials
All food handlers experiencing sneezing, coughing, or a runny nose are not allowed to work with unpackaged food, clean equipment, utensils, or linens.	_____ Initials
Food handlers are required to wash their hands with soap before food preparation and putting on gloves, and after using the restroom, touching body parts or any animal, taking out the trash, or after any activity that contaminates the hands.	_____ Initials
The handwashing sink in the restroom must be supplied with warm water, a liquid soap dispenser, and single-use paper towels.	_____ Initials

Food handlers are required to keep their fingernails trimmed, filed, and clean. They must wear gloves over nail polish or artificial nails, clean outer clothing, and hair restraints when preparing food. Any ring other than a plain band is prohibited.	_____ Initials
Food handlers who have an open or draining wound shall not handle food or food related items unless the wound is protected and properly covered by a bandage and a disposable waterproof glove to prevent contamination.	_____ Initials

FOOD PROTECTION

I will use a calibrated probe thermometer to confirm that the temperature of food containing meat is cooked to meet the minimum internal temperature requirements.	_____ Initials
I will use a calibrated probe thermometer to confirm that the temperature of all potentially hazardous food is held at, or above, 135°F or at, or below, 41°F.	_____ Initials
I understand that food must be cooked to the following minimum internal cooking temperatures: <ul style="list-style-type: none"> • Poultry, ground poultry, stuffed meat/fish/poultry, and pasta stuffed with meat must be cooked to 165°F and hold at, or above, that temperature for 15 seconds. • All other ground meat must be cooked to 155°F and hold at, or above, that temperature for 15 seconds. • Pork, fish, and eggs must be cooked to 145°F and hold at, or above, that temperature for 15 seconds. 	_____ Initials
I understand that all food ingredients used to make MEHKO food must be purchased from a commercial permitted business ("approved source").	_____ Initials

WARE WASHING

<p>1. Multi-use utensils and equipment will be cleaned and sanitized using the following method(s): <i>(check all that apply)</i></p> <p><input type="checkbox"/> Utensil washing sink <input type="checkbox"/> Dishwasher</p> <p>2. Type of sanitizer that will be used:</p> <p><input type="checkbox"/> Chlorine (100 ppm – 1 tablespoon of unscented chlorine bleach per gallon of water)</p> <p><input type="checkbox"/> Other approved sanitizer: _____</p> <p>*Ware washing methods will be covered in-depth during your required food safety classes.</p>
Describe your cleaning and sanitizing process. <i>*State law requires that kitchen utensils use the three-step cleaning process: 1) wash with soapy water, 2) rinse with just water, 3) sanitize with a sanitizing agent such as bleach.</i>

FOOD SERVICE/DELIVERY

1. Will you be serving food in your home? If so , please describe all areas where the food will be served in your residence.
2. Describe all areas where food and utensils used for the MEHKO will be stored.

3. Describe how you will be disposing of any remaining unused or unsold food at the end of the day.	
4. Will food products be available for customers to pick-up? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Will food be delivered to customers? <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. How will food temperatures be maintained hot/cold during transportation?	
7. Will the food be delivered within 30 minutes of packaging? <input type="checkbox"/> Yes <input type="checkbox"/> No If delivery exceeds 30 minutes, please describe how food will be maintained hot and cold.	
8. Describe how food will be packaged for transportation for delivery to customers. <i>Food must be protected from contamination and be transported in tight, leakproof, takeout containers.</i>	
9. I understand that food orders and payments may be accepted via the Internet, mail, or phone. All food must be delivered directly (in person) to the customer by myself, a family member, or my employee. Food cannot be delivered by others such as friends, taxis, UberEats, GrubHub, or any other businesses unless the customer has a physical or neurological disability which limits their ability to access the food without the assistance of a third-party delivery service. In these cases, I must keep records of the dates and amount of unusual food deliveries completed.	_____ Initials

WATER SOURCE	
Verify the MEHKO water supply. <input type="checkbox"/> Public or municipal water (please list supplier): _____ <input type="checkbox"/> Private well* Describe location: _____ <i>*All private wells must undergo water quality testing by a state-certified laboratory. Attach a separate copy of the results for the following: Bacteriological Test (annual results).</i>	
I understand that in the event of a water outage or contaminated water incident, the MEHKO must contact EHS and immediately discontinue all MEHKO operations until EHS confirms the water source is safe to use.	_____ Initials

LIQUID WASTE/ REFUSE	
Check the type of wastewater disposal used for this MEHKO. <input type="checkbox"/> Public sewer system <input type="checkbox"/> Private septic system	
I understand that in the event of septic system or plumbing issues, the MEHKO must immediately contact EHS and discontinue all MEHKO operations until EHS confirms that wastewater service has been restored and, if necessary, all MEHKO areas have been cleaned and sanitized.	_____ Initials

1. Where and how will garbage be discarded on your property? *Garbage must be stored and discarded in tightly lidded, leak-free containers to avoid vermin harborage.*

2. How often is garbage picked up from your property?

3. Describe how kitchen grease and oil waste generated from cooking will be properly stored and recycled.

SAFETY

1. Explain how gases, odors, steam, heat, grease, vapors, and smoke will escape from the kitchen (e.g., ventilation hood above the stove, open windows, etc.). *Good ventilation is necessary to prevent mold, flying insects, cockroaches, and damage to walls, carpeting, and furniture.*

2. Identify the location of the fire extinguisher (required near the kitchen):

3. Identify the location of the first aid kit (required near the kitchen):

TRAINING/LICENSING

Provide copies documenting the following certifications/licenses:

- MEHKO owner: Food Safety Manager Certification
- Food Handler Card
(Required for all persons, other than the owner, helping in the MEHKO)

FOODS TO BE PREPARED

Attach a copy of your menu. Include all food, beverages, and seasonal menus, if applicable.

1. List all cooking equipment, such as ovens, stoves, etc. and food equipment, such as blenders, food processors, cutting boards, etc. used for the MEHKO. *Please note that food contact surfaces must be easily cleanable and non-absorbent.*

2. What constitutes a meal for your MEHKO? List all "meals" proposed. Example: 12" pizza = 1 meal, tamale plate combination = 1 meal. *State law requires all menu items be reviewed by EHS before being available for consumption to identify food safety risks and to work with the operator to prevent illness. Any changes to current menu items or proposed new menu items require prior review by EHS. Please include all current and **likely** future menu items here.*

ACKNOWLEDGMENT

I understand and agree that any changes to my operating procedures, including the menu, will require prior approval from EHS. I also understand that the approval to operate a MEHKO is based upon my adherence to the California Retail Food Code, San Mateo County Ordinance, and all other information provided in this document. Failure to operate in accordance with these Standard Operating Procedures (SOP) may result in permit suspension and/or the repeal of approval to operate a MEHKO.

Signature: _____ Date: _____

Print Name: _____ Title: _____

For Office Use Only

Comments:

Approved By: _____

Date: _____

Print Name: _____