

## The Starting Block Kitchen Incubator Application Guide

Guidelines for using The Starting Block Kitchen Incubator:

1. Food products are produced for re-sale.
2. Acidified foods, i.e. marinara sauce, salsa, pickled asparagus, are currently best processed as refrigerated products. For shelf-stable acidified products, a scheduled process approval must be obtained and followed. We suggest contacting Dr. Kirk Dolan, Process Authority at MSU, 517-355-8474 x 119, [dolank@msu.edu](mailto:dolank@msu.edu). The process authority reviews the recipe and classifies the product as low acid, acidified, formulated acid, or natural acid. This needs to be done with all pickled items, sauces, vegetables, salsas, etc... (anything canned that the maker wishes to be shelf stable). Kirk will provide a letter as to the nature of the product. Lab tests for shelf life and finished product pH will be needed. This can be done at a private laboratory. Summit labs do not have a process authority.
3. Beef, Pork, Poultry, and Juice products must follow an approved HACCP (Hazard Analysis and Critical Control Point) Plan in order to meet inspection requirements. A guideline for creating a HACCP plan is available.
4. Other foods that can be produced include such products as: baked goods, candies, frozen foods, dry salts/seasonings, dried herbs/teas, and catered foods.

To become a user of The Starting Block Kitchen, you or your company must complete the following:

1. Food and equipment safety and sanitation course including:
  - U.S. Dept. of Ag video: "Food Safety is No Mystery"
  - Safety and Sanitation instruction, including: food borne illnesses and their prevention, personal health and cleanliness policy, safety and sanitation policy, kitchen rules, standard operating procedures, and equipment operation and cleaning instructions
  - Review & Sign: The Starting Block Intake Application, Kitchen Lease, Waiver of Liability, Confidentiality Agreement, Sanitation & Safety Rules, and Storage Agreement
2. Label – see the Food Labeling Guide for Michigan products for label requirements– go to MI Dept. of Agriculture website, <http://www.michigan.gov>. Enter 'food labeling' in the search box. Contact Mike Lally (616-356-0600 or [lallym@michigan.gov](mailto:lallym@michigan.gov)), the label review specialist for MDA in this region, for label information. He reviews the labels, not approves them. Label needs to be mailed or delivered for review to Mike Lally, MI Dept of Ag, State Office Building, Unit 1, 350 Ottawa N.W., Grand Rapids, MI 49503. Northern Label is a local labeling company in Hesperia, 231-854-6301.
3. Obtain a Michigan Department of Agriculture Food Establishment License – contact Cathy Martin, food safety inspector, 616-356-0600. You will meet with Cathy to discuss your process, review your ingredients, and your label, referring all labeling questions to Mike Lally.
4. Complete the on-line FDA Registration of Food Facilities at: [www.access.fda.gov](http://www.access.fda.gov), click on "Food Facility Registration Module," click on 'New Account' and complete.
5. Proof of insurance, with a minimum of 2 million dollars product liability coverage required, with The Starting Block as additional insured. You can check with your own insurance company or contact Van Wyk Insurance Company, 616-942-5070 or <http://www.vanwykcorp.com>. Mike Rothermel is one of the agents who has been here and understands what we are doing – his direct line is 616-726-1069.
6. Key deposits of \$10 per key for kitchen, cabinet, and storage