

Mountain Harvest Kitchen Client Checklist

All Clients- packaged foods, caterers, mobile food units and non-commercial clients

- Meet with Mountain Harvest Kitchen (MHK) staff to discuss your product and/or service idea.
- Complete the **MHK Application** form.
- Facility Deposit** payment.
- Complete the **MHK Facility Orientation & Training Program** prior to first production.
- Carefully review and sign the **Mountain Harvest Kitchen Client Agreement**, the legal framework for facility use. This form needs to be re-submitted annually.

Commercial Clients

Caterers & Mobile Unit Operators

- Food Safety Demonstration of Knowledge
- Present copies of:
 - Food Safety Demonstration of Knowledge documentation
 - Product Liability Insurance coverage with MHK as the additional named insured
 - Worker's Comp Insurance coverage, *if applicable (co-owners & spouses exempt)*
 - Food Service Establishment Permit, *if applicable*
- Be prepared to discuss the following food permitting requirements with the Tennessee Department of Health (TDH)
 - Business License Registration
 - Mobile Unit Floor Plan-water supply and waste water disposal, equipment specs, food preparation and storage capacity, *if applicable*
 - Proposed menu
 - Outline of your products and process

Packaged Foods

- Obtain a Letter of Process Approval *if your product is an acidified food, fermented food or other food as deemed necessary by MHK or regulating authorities.*
- Complete Better Process Control School *if manufacturing acidified shelf-stable products.*
- Present copies of:
 - Food Safety Demonstration of Knowledge documentation
 - Product Liability Insurance coverage with MHK as the additional named insured
 - Worker's Comp Insurance coverage, *if applicable (co-owners & spouses exempt)*
 - Better Process Control School completion certificate, *if applicable*
 - Food Manufacturing License
- Be prepared to discuss the following food permitting requirements with the Tennessee Department of Agriculture (TDA)
 - Business License Registration
 - Food Canning Establishment Registration (FDA form 2541), *if applicable*
 - Process Approval Letter, *if applicable*

- FDA facility registration, online form
- Nutritional label review
- Packaging review
- Process records
 - Master Production Plan
 - Batch Production Sheet (tracking system)
 - Food Safety or HACCP plan
 - Employee training plan and records
 - Product recall plan