

ENVIRONMENTAL HEALTHCARE

Askola, Lapinjärvi, Loviisa, Myrskylä, Pornainen, Porvoo, Pukkila and Sipoo

07 December 2023

THE HOME AS A FOOD ESTABLISHMENT

Instructions for clients.

Professional food handling at home is classified as a food establishment operation, for which the establishment must be **announced as a food establishment with the municipal food control authorities** before the operations commence. **As with all operations within the food sector, food legislation applies to operations carried out at home.**

The premise of food operations at home is that the housing may not endanger food safety. It is the responsibility of the actor within the food sector to evaluate and control risks as well as, to be aware of food legislation and operate in accordance with it. The actor is responsible for the safety of their foods.

With regards to registered food operations at home, one should be aware of the potential hazards it may cause neighbours (for example noise, smell, traffic) We recommend making sure with either the owner of the property or a representative (building management, chairman of the Board, lessor), that there is nothing hindering the operations.

In some cases, it may also be necessary to contact the municipality's building regulation department to ensure that the facilities are suitable for food operations (drainage, ventilation, scope of operations) and that the operations do not go against current planning.

If the intent is to handle a large amount of high-fat food the actor may be required to contact their water and drainage services.

It is not possible to conduct plant operations at home.

Premises

The suitability of the home kitchen for registered food operations must always be evaluated before commencing operations. Home kitchens usually have little room and are insufficient for professional food production. Commercial operations at home can only be small-scale. If the premises are insufficient, they must be procured elsewhere, or the premises must be made suitable before commencing operations. If the aim is to have large-scale operations, the premises must be separated from the home. In such a case, the actor must build separate premises for the registered food business, for example in their garage or the house's basement.

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Separating the premises

A food establishment at home must be appropriately separated from the other activities or premises in the home that may affect or compromise the hygienic quality of the food. For example, open kitchens as such are not sufficiently separated from the rest of domestic life and it is not recommended that a registered food business be carried out in an open kitchen.

Storage and kitchen equipment

- Food can only be stored and prepared in premises that have been announced as part of the registered housing. The premises must be suitable for food storage.
- Food meant for use in the food business must be stored separately from food meant for consumption in the home. In practice, this means reserving separate storage and refrigeration space (cold storage, storage for dry foodstuffs, several if necessary, so that temperature regulations of different foods can be adhered to).
- The premises must have sufficient working surface reserved only for the professional operations.
- The working surfaces and storage spaces must be sufficient to ensure that no cross-contamination, between foodstuff or foodstuffs and chemicals, is possible.
- The premises must be equipped with enough water supply points for rinsing foodstuffs and washing hands, as well as a dishwasher. There must also be liquid soap for hand-washing, and single-use (paper) towels for drying in the premises.
- If the operations require food to be chilled, the premises must have sufficiently powerful chilling equipment available, for example a separate refrigerator only for chilling. Food must not be chilled in a refrigerator with other food.
- The food business must have its own cleaning equipment. The cleaning equipment mainly constitutes spray bottles for cleaning agents, and single-use cleaning towels. The premises may have a separate box for cleaning equipment separate from those used to clean the home.
- There must be sufficient hygienic space for storage of the package materials, transport boxes and other such equipment.
- The surface materials in the food establishment must be intact, easy to clean and suitable for wet cleaning and scrubbing.

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www.porvoonymparistoterveydenhuolto.fi

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Operating conditions at home

- The kitchen must be separable from the rest of the activities at home, when it is used for professional food preparation. If you prepare or process food at home for business, the kitchen or another space used must be reserved for these operations during the preparation or processing.
- The kitchen must be thoroughly cleaned before commencing operations.
- Operations cannot continue if anyone who lives on the premises has an infectious disease.
- Pets are not allowed in the kitchen during operations.
- You must wear appropriate protective clothing during the work.
- You must have permission from the housing company before commencing professional operations. Operations at home must not cause noise, smell or other hazards to neighbours.
- You should contact the municipality's Building Control Services for information regarding regulations.
- If water is supplied from a well on the premises, the water must fulfil the quality requirements for drinking water.
- If the premises have a separate drainage system, ensure its suitability by contacting the municipality's environmental auditor.
- The premises must be connected to organized waste management. The premises must be equipped with lidded receivers for waste.

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Notification obligation, registering and fees

A notification regarding professional preparation of food must be submitted to Environmental Healthcare 4 weeks before starting the operations at the latest. You can submit the notification electronically at <https://ilppa.fi/alkusivu> or fill in the form on the City's website (in Finnish) <https://porvoonymparistoterveydenhuolto.fi/ymparistoterveydenhuollon-lomakkeet-ja-ohjeet/> ->elintarvikehuoneiston käyttöönotto, muutokset ja toiminnan lopetus

The notification must include a floor plan of the premises.

You will receive a certificate of registration regarding the notification and the food establishment's information will be saved in the control data system. Processing the notification is subject to a charge, which is established by the Environmental Healthcare department. If there are any changes to the operations or the operations cease, these should be also reported to Environmental Healthcare.

Additionally, a basic annual control fee of 150 € is charged. This fee applies to almost all food premises under the control of municipalities.

Activities which are always subject to the notification obligation are for instance import, online commerce and sale of supplements.

According to Section 10 of the Food Act a notification is not needed when the **risks connected to the operations** are **insignificant** for the safety of the food **and**

- The food operations are carried out in the same premises as the actor's other economic activities (*for instance serving cookies and coffee at the hairdresser's*)
- the actor is a private person (*for instance if the person occasionally bakes products to be sold at the market, pop-up activities less than 12 times a year*) or
- if the activities cannot be seen as employment (*net sales of less than 15 000 euro a year, or food sales during bazaars organised by a church, a school or sports teams*).

A notification may be omitted only if the operations are of insignificant risk, and if one of the conditions above are met.

More information can be found on the Finnish Food Authority's website

[Rekisteröitävää elintarviketoimintaa vai ei?](#) (only in Finnish)

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In-house control plan

Before starting the operations, you must prepare an in-house control plan.

'In-house control' refers to the operator's system with which it aims to ensure that food is safe and in accordance with the food-related legislation.

The operator must identify the factors related to its operations and the food processed that endanger food safety and control these factors.

The in-house control plan describes the hazards and risks related to the operations and how to control them.

In-house control involves a bookkeeping obligation, meaning the operator must record matters such as temperatures and take care of tracking the products.

The records must be available for inspection, and they must be presented to the inspector on request.

The in-house control plan must include descriptions of the following matters, when applicable:

- Description of how food operations are separated from the rest of the home activities
- Description of activities and procurement of ingredients
- Food storage and monitoring the temperature of refrigeration equipment
- Food preparation, serving, description and monitoring of cooling, re-heating
- Transporting foodstuffs and food, ensuring and monitoring temperatures
- Packaging and packaging materials
- Labels and information about unpackaged food.
- Cleaning, pest prevention and waste management
- Personal hygiene and hygienic activities
- Health status assessment at the start of operations; renewal of the control if necessary
- Hygiene competence (Hygiene Passport)
- Sampling plan
- Customer complaints and actions in suspected cases of food poisoning
- Traceability and recalls
- Additionally, the in-house control plan must, when necessary, include descriptions of outdoor and online sales.

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More information about the in-house control plan, as well as plan templates, are available on the website of Porvoo Environmental Healthcare (In Finnish)

<https://porvoonymparistoterveydenhuolto.fi/ymparistoterveydenhuollon-lomakkeet-ja-ohjeet/>

Health status assessment and Hygiene Passport

A person in charge of handling perishable, unpackaged foods to be eating without heating, must have completed a health status assessment and Hygiene Passport. A health status assessment can be carried out by occupational health care, or at a health station.

Additional information about the Hygiene Passport <https://www.ruokavirasto.fi/en/foodstuffs/hygiene-passport/>

Certificates (or documentation thereof) must be shown to control authorities if requested.

Sales of packed food

Packaged foods for retail sale must be labelled in Finnish and Swedish, as required by law. Information about labelling can be found on the Finnish Food Authority's website.

Food can also be sold through 'distance selling', for instance online. The same information must be provided for packaged foods sold through distance selling, before purchase, as when selling through regular channels. However, this does not include information about the date of minimum durability, last day of use or batch ID. The previous information must, however, be provided at the moment of delivery. The website operator is responsible for the provision of mandatory information in distance selling. They must ensure that the information is available to the customer and that the information is correct.

<https://www.ruokavirasto.fi/en/foodstuffs/food-sector/food-information/labelling/>

Food Information Guide: <https://www.ruokavirasto.fi/en/foodstuffs/food-sector/food-information/labelling/food-information-guide-etc/>

The actor must ensure that the packaging material is appropriate for the purpose.

<https://www.ruokavirasto.fi/en/foodstuffs/food-sector/packages-and-other-food-contact-materials/safety-and-other-compliance-of-food-contact-materials/>

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Monitoring of the home premises

Registered operations are subject to monitoring with regular inspections. A fee based on the current price list is charged for the inspections. Inspection frequency varies according to the nature and scope of operations.

In addition to inspections, monitoring may include

- inspection of documents (for instance, in-house control plan, records, Hygiene Passport, health status assessments, labelling)
- the actor's website
- interviews
- sampling
- inspection of transport vehicles

If deficiencies are observed during the inspections, the operations may be restricted or suspended.

Legislation and additional instructions (available in Finnish, some available in Finnish and Swedish)

Elintarvikelaki 297/2021 <https://finlex.fi/fi/laki/alkup/2021/20210297>

Maa- ja metsätalousministeriön asetus elintarvikehygieniasta 318/2021
<https://finlex.fi/fi/laki/alkup/2021/20210318> Euroopan parlamentin ja neuvoston asetus elintarvikehygieniasta (EY) N:o 853/2004 <https://eur-lex.europa.eu/legal-content/FI/TXT/?uri=CELEX%3A02004R0853-20090420>

Elintarvikehygieniaan liittyvä lainsäädäntö, I-hakemisto <https://mmm.fi/lainsaadanto/elaimet-elintarvikkeet-ja-terveys/lainsaadanto/i-rekisteri>

Porvoon kaupungin ympäristöterveydenhuollon ohjeet
<https://porvoonymparistoterveydenhuolto.fi/ymparistoterveydenhuollon-lomakkeet-ja-ohjeet/>

Porvoon ympäristöterveydenhuollon taksa

<https://porvoonymparistoterveydenhuolto.fi/ymparistoterveydenhuollon-valvontasuunnitelma-ja-maksutaulukko/>