



MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

Frozen Dairy Food Facility Plan Review Submittals

The Code of Maryland Regulations 10.15.05 require that legible, detailed plans be submitted to, and approved by, the Department of Health, Center for Milk and Dairy Product Safety, before a frozen dairy food facility is constructed, remodeled or altered, or before an existing building is remodeled for use as a frozen dairy food facility. These plans must include, but are not limited to, the following information:

- Basic building layout showing all doors and windows.
- A drawing that identifies the separate work areas and the location of all equipment to be used in the preparation, production, and storage. This must be drawn to scale.
- A description of the building's construction type, such as wood frame, masonry, metal siding on steel, or concrete tilt-up construction.
- A complete list of the proposed equipment to be used in the preparation, production, and storage of all milk products and ingredients. The separate equipment items must be numbered in the list, and the corresponding number assigned to the item on the drawing in horizontal section for easy identification.
- A finish schedule that includes the material of construction of the walls, floors, and ceiling of all areas.
- A plumbing layout and/or riser diagram which indicates the proposed location of all fixtures such as hand sinks, toilets, utility sinks, floor drains, floor sinks, hose stations, hub drains, and backflow preventers.
- The method of sewage disposal and the source of potable water.
- The specifications of all the proposed equipment to include documentation of applicable listings such as NSF, UL, and 3A standards.
- The size, type and location of water heating facilities (recommend placement in utility room).
- A lighting plan to provide adequate light, shielded in areas with exposed milk or milk products.
- The methods and facilities for trash storage and disposal.
- Building ventilation plans.
- Provide a list of retail stores where your product(s) will be sold;
- Product labels to include a list of ingredients, in order of predominance;

Environmental Health Bureau

201 W. Preston Street, Baltimore, Maryland 21201 · 410-767-6234 · Fax 410-333-5995
6 St. Paul Street, Suite 1301, Baltimore, Maryland 21202 · 410-767-8400 · Fax 410-333-8931

Toll Free 1-877-4MD-DHMH · TTY for Disabled Maryland Relay Service 1-800-735-2258 · <https://phpa.health.maryland.gov>

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- A written food safety program, which must include the following:
 - Hazard analysis for each product;
 - Preventive controls program with written procedures for implementation;
 - Standard Operating Procedures for each different product and flavor that will be sold for wholesale. Receiving and processing steps (mixing, pasteurization, cooling, packaging, etc.);
 - Supply-chain program (List of ingredient and container sources);
 - Description and examples of labels (to include various sizes of container and all product flavors to be manufactured for wholesale distribution);
 - Description of product storage and transportation;
 - A product flow chart for each type of product;
 - Product best by dates (if applicable);
 - Allergen Plan;
 - Recall Plan;
 - Employee Training Plan;
 - A Standard Sanitation Operating Procedures (SSOP's) or Operations Manual that addresses manufacturing practices, employee training, plant sanitation, and pest control.

Please Note: If the facility is not classified as a “Very Small Business” according to the Food Safety Modernization Act (FSMA), all requirements of the FSMA Preventative Controls for Human Foods (PCHF) must be met.

Submit all information to Stephanie Rowles, Section Head, Center for Milk and Dairy Product Safety, 6 St. Paul Street, Suite 1301, Baltimore, MD 21202 or stephanie.rowles@maryland.gov.

You are advised that additional information may be required based on future findings. There is currently no fee for plan review.

The regulations with which you must comply, COMAR 10.15.05 - Manufacture and Sale of Frozen Dairy Foods and Ices Manufactured for Sale in Maryland, are available online at:

http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=10.15.05.*

If you have any questions regarding these requirements, please call this Office at 410.767.8429.