



Stony Brook University

Food Business Incubator at Calverton



ABOUT THE FOOD BUSINESS INCUBATOR

Established in 2005 to enhance Eastern Long Island's agricultural, aquacultural and environmental industries, the Food Business Incubator is helping to create a new base of industries by promoting the growth of its tenant companies. The Incubator's nearly 24,000 square feet of modern offices, conference rooms, and state-of-the-art food-processing equipment provides an optimal working environment that focuses on the development of ventures compatible with the unique economic setting of Long Island's East End.



The Stony Brook University Food Business Incubator provides regional wine, food producers and local entrepreneurs access to shared processing areas and the opportunity to collaborate with researchers, scientists and professionals of Stony Brook University, Brookhaven National Laboratory and the New York State Small Business Development Center who can guide and advise from concept to commercialization.

As a shared-use, small-scale food processing center, The Food Business Incubator allows farmers to add value to their agricultural commodities, gives community food businesses the opportunity to expand into new lines, and helps potential food entrepreneurs to start new businesses. It offers farmers and start-up and expanding businesses the opportunity to explore retail food production without the high cost of equipment or manufacturing space, while providing much-needed technical assistance in food production and general business management education.



Table of Contents

1. Entrepreneur Application	1
2. Program Requirements	5
3. Floor Plan	6
4. Insurance Requirements	7
5. Policies & Procedures	8
6. Delivery Release Form	11
7. Facilities Use Permit	12
8. NYS Food Labeling Information Sheet	16
9. Recommended Packaging Providers	20
10. Recommended Insurance Agencies	21



Entrepreneur Application

(Application must be fully completed)

Name of Business: _____

Contact Person (full name): _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Telephone, business: _____

Telephone, mobile: _____

E-mail Address: _____

Business Status (check one):

- Pre-Venture
- New - Projected Start Date: _____
- Existing – Approximate Start Date: _____

Legal Organization of Business:

Full Legal Name of Business: _____

- Sole Proprietorship (DBA) Federal Employer Tax ID # or SSN: _____
- Partnership
- Limited Liability Company
- Corporation State: _____

Date of Incorporation: _____



1. Briefly describe the food product(s) you plan on producing/processing:

Four horizontal lines for writing the answer to question 1.

2. Are you currently producing/operating? NO YES (if yes, complete questions 3 and 4)

One horizontal line for writing the answer to question 2.

3. Where do you currently produce? _____

One horizontal line for writing the answer to question 3.

4. How/where do you currently market your product? _____

One horizontal line for writing the answer to question 4.

5. Do you have a business plan?
 NO YES (if so, please attach a copy)

Would you be interested in assistance to create a Business Plan?
 NO YES

6. Which of the following business growth areas are you interested in receiving assistance: (check all that apply):

- Bookkeeping/Accounting
- Business Planning
- Ingredient Sourcing
- Labeling
- Logo Design
- Marketing/Advertising
- Nutritional Analysis
- Packaging/Shipping
- Pricing
- Production
- Product Stability/Shelf Life
- Recipe Development/Scaling
- Revenue Outlets
- Social Media Setup
- Website Design



7. Is the production of your product(s) on a seasonal or year-round basis? _____

If you produce seasonally, please describe your Time of Year of Production: _____

8. Anticipated number of hours of kitchen usage needed (estimate only):

Number of hours per week: _____ Number of hours per month: _____

9. What time of day do you plan to produce? Facility is available 24 hours, 7 days a week.

	<i>Morning</i>	<i>Afternoon</i>	<i>Evening</i>	<i>Overnight</i>	<i>Not Sure</i>
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

10. Do you need overnight storage space? NO YES
 Freezer Cooler Dry Storage

11. Which equipment would you be interested in using? (please check all that apply)

- Blast Chiller or Freezer
- Braising Pan, 40gal.
- Convection Oven
- Convection Steamer
- Dough Divider/Rounder
- Dough Sheeter
- Food Mixer, 20qt.
- Food Mixer, 60qt.
- Heavy Duty Range
- Pot washer
- Rolling Rack Oven
- Stainless Steel Tables
- Tilting Kettle, 40gal.
- Walk-In Cooler or Freezer

12. Have you successfully completed Food Safety Training as accepted by Suffolk County:

NO YES (please provide a copy of Certificate and complete below:)

Date of Certificate: _____

Certificate Number: _____



Authorization

By signing this Application, the applicant acknowledges that Stony Brook University Food Business Incubator staff may obtain relevant credit and background information with respect to the applicant business and/or its principals. By signature of this Application, the applicant certifies that this document has been completed to the best of his/her knowledge. Upon signing this Application, the applicant recognizes that he/she will be held to the statements made on this form. Upon application to the food processing facility, the applicant agrees to follow all rules, regulations, and agreements set forth between management and applicant.

Signed: _____

Dated: _____

APPLICATION FEE PAYMENT – A \$100 non-refundable application fee is required. You may pay by check (please do not send cash). Please send one check for total amount due (\$100). Checks from international applicants must be in U.S. dollars and be drawn on a U.S. bank.

Make checks payable to STONY BROOK UNIVERSITY. Please include the applicant's name on your check. Your application will not be processed until full payment is received.



Program Requirements

1. Entrepreneur Application

Complete the Entrepreneur Application and send it along with the \$100.00 application fee to the address below:

Stony Brook University Food Business Incubator
4603 Middle Country Road
Calverton, NY 11933

2. Tour of the Food Business Incubator facility

3. Meet with the Director

4. Complete your 20-C Inspection with NYS Department of Agriculture and Markets

All production in the facility is regulated by NYS Department of Agriculture and Markets. All applicants must obtain an Article 20-C Food Processing Establishment License prior to production. All companies receive an initial and full inspection by NYS Department of Agriculture and Markets Food Inspectors.

5. Facility Access Permit

The Stony Brook University Food Business Incubator Revocable Kitchen Permit Package must be signed and submitted within seven business days of receipt. The Revocable Kitchen Permit consists of the following documents:

- a. Revocable Kitchen Permit
- b. Notary
- c. Certification by Insurance Broker

6. Food Managers Certificate from The Suffolk County Department of Health Services

The Department of Health Services provides food safety training in both a traditional classroom setting and online.

7. Business Liability Insurance.

All incoming companies must provide proof of business insurance. See the Insurance Information section for policy information, requirements and recommended agencies.

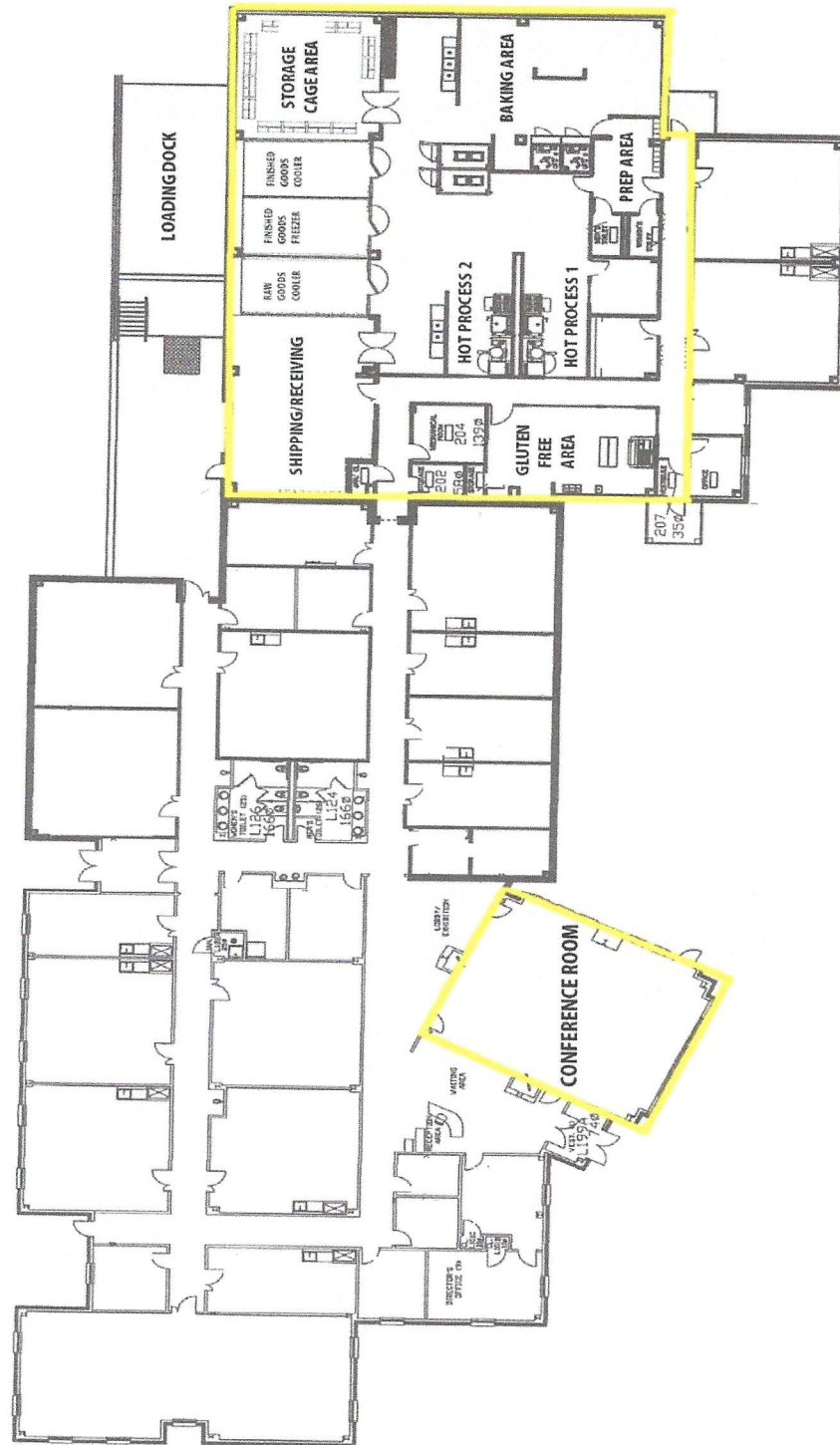


8. NYS Workers' Compensation (or exemption)
9. Copy of Certification of Incorporation (corporations), or Articles of Organization (LLC), or DBA Documents from the County in which you filed
10. NYS Food Safety Plan Exemption
11. ID Card Campus Card
All applicants must obtain a photo identification key card through Stony Brook University. This card will be used as both a photo identification card and an access card for entrance into the facility.
12. Training
Scheduling of production time in our four production areas is managed by our online scheduling system. You will receive a login username upon acceptance into the program which will allow you to request production time.



EXHIBIT B

SPACE ACCESSIBLE BY APPROVED ACSC USERS





Insurance Requirements

- a) At least thirty (30) days prior to taking occupancy, Permittee shall provide evidence in a form acceptable to the University of appropriate insurance issued by a company qualified to transact such business in the State of New York, of the type and in the amounts set forth below, naming the State of New York, the State University of New York and SUNY at Stony Brook as additional insured/loss payees:
- i. Comprehensive general liability insurance in the amount of \$2,000,000 combined single limit.
 - ii. Worker's compensation insurance and disability insurance in the amount required by New York State law.
- b) Each policy shall contain endorsements specifying that the policy shall not be canceled or amended without thirty (30) days prior written notice to the University from the insurer.
- c) Each policy shall contain an agreement by the insurer waiving and releasing any and all claims against the State of New York, SUNY and SUNY at Stony Brook for liability arising from damage or injury caused by any fire or casualty to the Premises. Permittee, for itself and all other persons or entities claiming through Permittee, hereby waives any and all claims against the State of New York, SUNY and SUNY at Stony Brook which would be covered by the insurance policies required to be obtained by Permittee hereunder.
- d) Permittee assumes risk of all property and possessions left on the premises, and waives any claims against the State of New York, SUNY and SUNY at Stony Brook for any damages or injury to such property and possessions.
- e) Permittee shall not do, keep or permit anything in, on or about the Premises which could contravene insurance policies insuring against loss or damage by fire or other hazards; prevent other Permittees from procuring such policies from companies acceptable to the University, or cause an increase in the insurance rates on any portion of the property.

Additionally Insured:

The State of New York

The State University of New York & SUNY at Stony Brook

121 Discovery Hill

Stony Brook, NY 11794



Use of the Stony Brook University Food Business Incubator is granted only to approved users and their employees. This document, which explains the policies and procedures of the program, is posted throughout the facility. Please take the time to read and fully understand the following:

Equipment Uses

Users **MUST** receive training by Management prior to use of any and all facility equipment. Unauthorized use of facility equipment is in violation of the program Policies & Procedures. Broken or malfunctioning equipment **MUST** be reported to management immediately.

Damage due to normal wear and tear will be repaired by Stony Brook University, however if damage is the result of improper use or negligence, the responsible individual/company will be held liable for the repair expense. Stony Brook University is not responsible for inventory, time, or income loss due to equipment failure. Users may purchase business interruption insurance to protect against said loss.

Cleanliness & Dress Code

Culinary attire such as a chef jacket, chef pants, and an apron is required. The attire of Permittee's employees and agents shall comply with all applicable federal, state and local requirements.

Upon entering the food production area, all users **MUST** wear required safety items including: gloves and hair nets. Hair nets will be made available in the staging area.

Clothing must cover arms and legs. Open toe shoes, loose clothing, and jewelry are prohibited in the food processing area.

Animals are not permitted in the building at any time.

Personal Property

Users are responsible for keeping personal equipment and belongings secure. Stony Brook University will make every effort to provide a secure facility; however, will not be held responsible for lost or damaged personal belongings, products or supplies. The property of Stony Brook University is not to be removed from the facility.

Cleaning

Users will receive a one-hour cleaning period following each reservation. During this time, users must thoroughly clean all surfaces, utensils, equipment, and areas used during reservation. Users are responsible to check that their processing line is properly and thoroughly cleaned. Each user **MUST** complete an Area Checklist following production. If the processing line is not found in proper condition, the User will receive a warning, not more than three before their permit is revoked. The Area Checklist Binder is located in each production area. Users will not be charged for one-hour cleaning period.



Area Scheduling & Reservation

Management of the Food Business Incubator is responsible for all production scheduling. An on-line calendar will be available for User review and scheduling requests. Users wishing to reserve an area MUST request time on the calendar by visiting www.stonybrook.edu/calverton or <https://app.thefoodcorridor.com/en/login>. Production time is requested by a User, and must receive approval from Management before the reservation is complete. Users will receive a confirmation email indicating the approval of requested time. Users with outstanding invoices in excess of 60 days will be prohibited from reserving production time until their account has been made current.

Cancellation Policy

Stony Brook University requires no less than 24-hour notice of cancellation of scheduled time. Failure to provide 24-hour notice will require payment of an administration fee of \$25.00 associated with each reservation.

Facility Access

Stony Brook University will be available for use 24 hours a day to approved Users. Access will be granted only by the use of ID cards provided by University to approved users. The food processing areas are only accessible to licensed Users or pre-approved individuals. No one under the age of 18 is permitted in the food processing area. You are responsible for your employees. Do NOT leave your employees unattended at any time.

Meat Production – USDA

The Food Business Incubator is not an approved USDA facility. Therefore, processing of a food item having any meat content is prohibited. Violation of this policy shall result in immediate termination of use of Food Business Incubator.

Cleaning Fee

Companies not properly cleaning after kitchen operations will be billed a \$30 cleaning fee. This fee is necessary to maintain the level of cleanliness and safe operation required of a food processing facility.



Authorization Form

I, _____, Owner of _____

Authorize the staff of the Stony Brook University Food Business Incubator to:

[YES/NO] Accept delivery of any and all packages, items, and/or certified mail addressed to the company at the address of: 4603 Middle Country Road, Calverton, NY 11933

[YES/NO] Offer the company information to potential vendors offering services to the company

- Name: _____
- Company: _____
- Email: _____
- Phone Number: _____
- Company Website: _____

[YES/NO] Offer the company information to potential customers interested in the company products

- Name: _____
- Company: _____
- Email: _____
- Phone Number: _____
- Company Website: _____

[YES/NO] Allow images and non-confidential information related to my company to be used in the facility and on the Stony Brook University Food Business Incubator's website, social media, and other marketing activities

Signature: _____

Date: _____



Five Basic Label Requirements

- Identity of Food in Package Form
 - Name of Manufacturer, Packer or Distribution
 - Place of Business
 - Ingredient Declaration
 - Net Quantity of Contents
-

➤ Identity of Food in Package Form

- a. The principal display panel of a label for a food in package form shall bear as one of its principal features a statement of the identity of the commodity by its common or usual name.
- b. Where a food is marketed in various forms (grated, sliced, diced, etc.) the particular form shall be considered as part of the identity statement.
- c. The statement of identity shall be present in bold type on the principal display panel and shall be in a size reasonably related to the most prominent printed matter.

➤ Name of Manufacturer, Packer or Distributor

- a. In the case of a corporation, only the actual corporate name, and this may be preceded or followed by the name of the particular division involved.
- b. In the case of an individual, partnership or association, the name under which the business is conducted shall be used.
- c. When the food is not manufactured by the person whose name appears on the label, a qualifying phrase such as “manufactured for _____”, “Distributed by _____”, or other expression of facts shall appear with the name.



➤ **Place of Business**

The place of business shall include the street address, city, state and zip code. However, the street address may be omitted if it is shown in a current city or telephone directory.

➤ **Ingredient Declaration**

- a. The ingredients shall be listed by their common or usual name in descending order of predominance by weight, on a single panel of the label.
- b. The name of the ingredient shall be a specific name and not a collective name.
 1. If the ingredient is a designated spice, flavoring or natural color, it need only be stated as spices, artificial color or artificial flavor. Colorings subject to certification (FD&C) must be listed by their specific name, i.e. FD&C Yellow #5.
 2. If an ingredient used in the product conforms to a standard of identity or is a multi-ingredient product, its ingredients are required to be listed on the label.
 3. When blends of fats and/or oils are used, the common or usual name of each fat or oil used must be listed in parenthesis following the term vegetable shortening, animal fat or marine oil.
 4. If an individual fat and/or oil ingredient is used, not a blend, the common name of that product must be listed in the correct order of predominance.
- c. No abbreviations of an ingredient's common or usual name are permitted, unless explicitly provided for in the statutes.
- d. Water used in fabricated foods shall be declared on the label in its order of predominance.

➤ **Net Quantity of Contents**

- a. The principal display panel of a label for a food in packaged form shall bear a declaration of net quantity of contents.
 1. The declaration shall be expressed in terms of avoirdupois pound and ounce, volume, and/or numerical count.



- 2. The declaration shall appear as a distinct item within the lower 30 percent of the principal display panel. The declaration shall be printed in boldface print or type in letters and numbers in a size in relationship to the total square inches of the principal display panel.

<u>Area of PDP</u>	<u>Minimum Type Size</u>
5 sq. inches or less	1/16 inch (1.6mm/6 point)
> 5 sq. inches, but < 25 sq. inches	1/8 inch (3.2mm/14 point)
> 25 sq. inches, but < 100 sq. inches	3/16 inch (4.8mm/20 point)

- 3. The declaration of net quantity of contents shall be expressed in the following terms:
 - a. Weight (one pound, but less than four pounds) expressed in ounces and followed by the largest whole unit in parenthesis, i.e. NET WT. 24 OZ (1 LB 8 OZ).
 - b. Fluid measure (one pint, but less than one gallon) expressed in fluid ounces and followed by the largest whole unit in parenthesis, i.e. 20 FL OZ (1 PT 4 OZ).
- 4. A separate statement of the net quantity of contents in terms of the metric system is required to appear on the principal display panel as part of the required declaration, i.e. NET WT 9 OZ (255 g) or 9 FL OZ (266 ml).

➤ **General Label Information**

- a. Principal Display Panel:

The term “principal display panel” as it applies to food in packaged form means the part of the label that is mostly to be displayed, presented, shown or examined under customary conditions of display for retail sales. The principal display panel shall be large enough to accommodate all the mandatory label information required to be placed thereon with clarity and conspicuousness and without obscuring design, vignettes, or crowding.

- b. Information Panel:

The term “information panel” as it applies to packaged food means that part of the label immediately contiguous and to the right of the principal display panel as observed by an individual facing the principal display panel.

- c. Labeling Information Requirements:

All information appearing on the principal display panel or information panel shall appear prominently and conspicuously, but in no case may the letters/numbers be less than one-sixteenth of an inch in height, except for those requirements previously addressed.



d. Language:

1. All required label information shall appear in the English language.
2. If the labeling bears any statutory information in a foreign language, all the required labeling information shall appear in both the foreign and English language.

e. Imitation foods:

If any food product is an imitation of another, and is nutritionally inferior to that product, it must be labeled "Imitation _____", with the space being filled in with the name of the food imitated, and with the word "imitation" in type of uniform size and prominence as used for the name of the food.

f. Packaging:

A Package or commodity in packaged form means any commodity put up or packaged in any manner in advance for retail sale. This should include cellophane wrapped products kept in a closed display case, even in these products need to be weighted and priced at the time of sale.

g. Nutrition Information:

Information as to the requirements for inclusion of nutrition information on a label should be addressed to this agency.

The New and Improved Nutrition Facts Label – Key Changes



The U.S. Food and Drug Administration has finalized a new Nutrition Facts label for packaged foods that will make it easier for you to make informed food choices that support a healthy diet. The updated label has a fresh new design and reflects current scientific information, including the link between diet and chronic diseases.

1. Servings

The number of “servings per container” and the “Serving Size” declaration have increased and are now in larger and/or bolder type. Serving sizes have been updated to reflect what people actually eat and drink today. For example, the serving size for ice cream was previously 1/2 cup and now is 2/3 cup.

There are also new requirements for certain size packages, such as those that are between one and two servings or are larger than a single serving but could be consumed in one or multiple sittings.

2. Calories

“Calories” is now larger and bolder.

3. Fats

“Calories from Fat” has been removed because research shows the type of fat consumed is more important than the amount.

4. Added Sugars

“Added Sugars” in grams and as a percent Daily Value (%DV) is now required on the label. Added sugars includes sugars that are either added during the processing of foods, or are packaged as such (e.g., a bag of table sugar), and also includes sugars from syrups and honey, and

Current Label

Nutrition Facts	
Serving Size 2/3 cup (55g) Servings Per Container About 8	
Amount Per Serving	Calories from Fat 72
Calories 230	% Daily Value*
Total Fat 8g	12%
Saturated Fat 1g	5%
<i>Trans</i> Fat 0g	
Cholesterol 0mg	0%
Sodium 160mg	7%
Total Carbohydrate 37g	12%
Dietary Fiber 4g	16%
Sugars 12g	
Protein 3g	
Vitamin A	10%
Vitamin C	8%
Calcium	20%
Iron	45%

* Percent Daily Values are based on a 2,000 calorie diet. Your daily value may be higher or lower depending on your calorie needs.

	Calories: 2,000	2,500
Total Fat	Less than 65g	80g
Sat Fat	Less than 20g	25g
Cholesterol	Less than 300mg	300mg
Sodium	Less than 2,400mg	2,400mg
Total Carbohydrate	300g	375g
Dietary Fiber	25g	30g

New Label

Nutrition Facts	
8 servings per container Serving size 2/3 cup (55g)	
Amount per serving Calories 230	
Total Fat 8g	% Daily Value*
Saturated Fat 1g	10%
<i>Trans</i> Fat 0g	5%
Cholesterol 0mg	0%
Sodium 160mg	7%
Total Carbohydrate 37g	13%
Dietary Fiber 4g	14%
Total Sugars 12g	
Includes 10g Added Sugars	20%
Protein 3g	
Vitamin D 2mcg	10%
Calcium 200mg	15%
Iron 8mg	45%
Potassium 235mg	6%

* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

Transitioning to the New Label

Manufacturers still have time to begin using the new and improved Nutrition Facts label, so you will see both label versions for a while. However, the new label is already starting to appear on products nationwide.

sugars from concentrated fruit or vegetable juices. Scientific data shows that it is difficult to meet nutrient needs while staying within calorie limits if you consume more than 10 percent of your total daily calories from added sugar.

5. Nutrients

The lists of nutrients that are required or permitted on the label have been updated. Vitamin D and potassium are now required on the label because Americans do not always get the recommended amounts. Vitamins A and C are no longer required since deficiencies of these vitamins are rare today. The actual amount (in milligrams or micrograms) in addition to the %DV must be listed for vitamin D, calcium, iron, and potassium.

The daily values for nutrients have also been updated based on newer scientific evidence. The daily values are reference amounts of nutrients to consume or not to exceed and are used to calculate the %DV.

6. Footnote

The footnote at the bottom of the label has changed to better explain the meaning of %DV. The %DV helps you understand the nutrition information in the context of a total daily diet.

SIDE-BY-SIDE COMPARISON

Original Label

Nutrition Facts	
Serving Size 2/3 cup (55g)	
Servings Per Container About 8	
Amount Per Serving	
Calories 230	Calories from Fat 72
% Daily Value*	
Total Fat 8g	12%
Saturated Fat 1g	5%
<i>Trans</i> Fat 0g	
Cholesterol 0mg	0%
Sodium 160mg	7%
Total Carbohydrate 37g	12%
Dietary Fiber 4g	16%
Sugars 1g	
Protein 3g	
Vitamin A	10%
Vitamin C	8%
Calcium	20%
Iron	45%
* Percent Daily Values are based on a 2,000 calorie diet. Your daily value may be higher or lower depending on your calorie needs.	
	Calories: 2,000 2,500
Total Fat	Less than 65g 80g
Sat Fat	Less than 20g 25g
Cholesterol	Less than 300mg 300mg
Sodium	Less than 2,400mg 2,400mg
Total Carbohydrate	300g 375g
Dietary Fiber	25g 30g

New Label

Nutrition Facts	
8 servings per container	
Serving size	2/3 cup (55g)
Amount per serving	
Calories	230
% Daily Value*	
Total Fat 8g	10%
Saturated Fat 1g	5%
<i>Trans</i> Fat 0g	
Cholesterol 0mg	0%
Sodium 160mg	7%
Total Carbohydrate 37g	13%
Dietary Fiber 4g	14%
Total Sugars 12g	
Includes 10g Added Sugars	20%
Protein 3g	
Vitamin D 2mcg	10%
Calcium 260mg	20%
Iron 8mg	45%
Potassium 235mg	6%
* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.	

Note: The images above are meant for illustrative purposes to show how the new Nutrition Facts label might look compared to the old label. Both labels represent fictional products. When the original hypothetical label was developed in 2014 (the image on the left-hand side), added sugars was not yet proposed so the "original" label shows 1g of sugar as an example. The image created for the "new" label (shown on the right-hand side) lists 12g total sugar and 10g added sugar to give an example of how added sugars would be broken out with a % Daily Value.