



COTTAGE FOOD OPERATION REGISTRATION AND SELF CERTIFICATION CHECKLIST

The following requirements are outlined in the Cottage Food Operations (CFO) regulations and are provided as minimum standards of health and safety for the preparation of approved cottage foods in the home.

BUSINESS INFORMATION

COTTAGE FOOD OPERATION (CFO) BUSINESS NAME _____

COTTAGE FOOD OPERATION OWNER _____

PHYSICAL ADDRESS OF COTTAGE FOOD OPERATION _____

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

WEBSITE ADDRESS _____

PLEASE CHECK THE APPROPRIATE COTTAGE CATEGORY BUSINESS WILL BE OPERATING UNDER:

CLASS A
(DIRECT SALES ONLY)

CLASS B
(DIRECT AND INDIRECT SALES)

PROHIBITED ITEMS:

Foods containing cream, custard, or meat fillings are potentially hazardous and are not allowed. A Cottage Food Operation (CFO) can prepare only foods that are on the California Department of Public Health list of approved food items... These are food items that do not require refrigeration to keep them safe from bacterial growth therefore reducing the likelihood of food-borne illness.

1. **PRODUCT(S) THAT WILL BE PREPARED AT COTTAGE FOOD OPERATION:** _____

2. **LIST OF ALL INGREDIENTS USED IN YOUR COTTAGE FOOD OPERATION:**
(PLEASE ATTACH SEPARATE LIST IF NECESSARY)

3. **POTABLE WATER SOURCE (CHECK THE WATER SOURCE YOU WILL USE IN YOUR COTTAGE OPERATION):**

CITY WATER DISTRICT: _____

PRIVATE WELL*

4. **WASTEWATER DISPOSAL (INDICATE THE TYPE OF SYSTEM YOU WILL USE TO DISPOSE OF WASTEWATER):**

PUBLIC SEWER SYSTEM: _____

PRIVATE SEPTIC SYSTEM*

*FOR COTTAGE FOOD OPERATIONS:

- BE ADVISED THAT THE ADDITIONAL WASTEWATER FLOWS FROM YOUR COTTAGE FOOD OPERATION MAY HAVE AN IMPACT ON YOUR SEPTIC SYSTEM.
- IF THE SITE IS SERVED BY A WATER WELL, COUNTY ENVIRONMENTAL HEALTH SERVICES REQUIRES THAT THE WATER BE ANALYZED BY A PRIVATE LAB TO ENSURE MINIMUM BACTERIAL AND CHEMICAL STANDARDS ARE MEET. CONTACT THIS OFFICE FOR ADDITIONAL INFORMATION AT (760) 924-1830

SELF CERTIFICATION CHECKLIST

This self-certification checklist shall verify that the Cottage Food Operation conforms to the following requirements. Please check the boxes and provide information as requested below:

FACILITY REQUIREMENTS:

YES NO

1. The CFO is located in a dwelling where the CFO operator currently resides.
2. All CFO food preparation will take place in the private kitchen within that home.
3. Additional storage used for the CFO will be within the home.
 - A. If YES, is the room used exclusively for storage?
4. Sleeping quarters are excluded from areas used for CFO food preparation or storage.

ZONING REQUIREMENTS:

YES NO

5. I have complied with the applicable zoning requirements for the CFO.
6. I have attached documentation from the planning office (if required).

EMPLOYEE AND TRAINING REQUIREMENTS:

YES NO

7. Have all persons preparing or packaging CFO products completed CDPH food processor course or plan to complete the course within three months?
8. The CFO has no more than one full-time equivalent employee? (immediate family or household)
Within 3 months of being approved to operate by Environmental Health Services, you must provide proof of completion of the required California Department of Public Health (CDPH) food processor course.

*Proof of completion may be faxed to the Department at (760) 924-1831
For information on CDPH course availability, visit their web site at www.cdph.ca.gov.*

SANITATION REQUIREMENTS:

YES NO

9. Kitchen equipment and utensils used to produce CFO products are clean and maintained in a good state of repair.
10. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any CFO products shall be washed, rinsed, and sanitized before each use.
11. All food preparation and food equipment storage areas shall be maintained free of rodents and insects.

FOOD PREPARATION REQUIREMENTS (INCLUDES PACKAGING AND HANDLING)

YES NO

12. Handwashing is required immediately prior to handling foods and after engaging in any activity that contaminates the hands such as after using the toilet, coughing, or sneezing, eating, or smoking.
13. Warm water, hand soap and clean towels are available for and washing.
14. All food ingredients used in the CFO products are from an approved source.
15. Potable water shall be used for handwashing, ware washing and as an ingredient.
 - A. If water source is from a private well, have you completed testing for bacteria and nitrate?
 - B. If water source is a public water system or community service district, what is the name of the system: _____

DURING THE PREPARATION, PACKAGING OR HANDLING OF CFO PRODUCTS:

YES NO

- 16. Domestic activities such as family meal preparation, dish washing, clothes washing or ironing, kitchen cleaning or guest entertainment are excluded from the kitchen.
- 17. Infants, small children, and pets are excluded from the kitchen.
- 18. Smoking is excluded.
- 19. Any persons with a contagious illness shall refrain from work in the CFO.

LABELING REQUIREMENTS:

YES NO

- 20. A copy of the label has been submitted to this department for review and approval.
- 21. A sample label has been attached.

All cottage food must be labeled in accordance with the Federal Food, Drug, and Cosmetic Act (Title 21 of the U.S. Code; Sect. 343 et seq.).

The cottage food label shall include the following:

- A. The words **“Made in a Home Kitchen”** in 12-point type
- B. The name commonly used for the food product
- C. The name of CFO which produced the food
- D. The registration or permit number and, **for Class B** (direct and indirect sale)
- E. The name of the local enforcement agency that issued the permit
- F. The product ingredients in descending order by weight
- G. **For Class B Operations only:** Products served without packaging or labeling shall be identified as home- made to the customer at a food facility; this can be done on the menu, menu board or any other easily accessible location

By signing below, you are certifying that you meet the requirements of the California Homemade Food Act, AB 1616 as it pertains to a “Class A” Cottage Food Operations. Prior to making any changes, I acknowledge that I must notify Mono County Environmental Health Services of any intended changes to the above statement.

Cottage Food Operator Checklist completed and submitted by:

Signature

Print Name

Date