



COTTAGE FOOD OPERATIONS (CFO) SELF-CERTIFICATION CHECKLIST

NAME OF CFO _____	DATE _____
NAME OF OWNER _____	PHONE _____
CFO PHYSICAL ADDRESS _____	
CFO MAILING ADDRESS _____	
BUSINESS LICENSE # _____	E-MAIL ADDRESS _____
<p>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.</p>	
Facility Requirements	YES NO N/A
The CFO is located in a private dwelling where the CFO operator currently resides.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
CFO food preparation will take place in the private kitchen within that home.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Additional storage used for the CFO will be within the home.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If YES, is the room used exclusively for storage?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Are sleeping quarters within areas used for CFO food preparation or storage?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Employee and Training Requirements	
Have all persons preparing or packaging CFO products completed the CDPH food processor course?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If YES, copies of certificates are attached.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If NO, complete course within 3 months of CFO registration.....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Does the CFO have more than 1 employee? (Immediate family or household members are not included.).....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Sanitation Requirements	
Kitchen equipment and utensils used to produce CFO products shall be clean and maintained in a good state of repair.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
I have test papers to check sanitizer level in final rinse of dishwashing.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
All food preparation and food and equipment storage areas shall be maintained free of rodents and insects.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Food Preparation Requirements (includes packaging and handling)	
Hand washing 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.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Warm water, pump soap and single use paper towels are available for hand washing.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
All food ingredients used in the CFO products are from an approved source.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Potable water, as defined by the California Safe Drinking Act, Section 116270, shall be used for hand washing, ware washing and as an ingredient.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is your water source a private well, spring, or surface water?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If YES, have you completed testing for a CFO water source?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Test results attached.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
All water test results shall be kept on file for review at the request of SCEHD.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is your water source a public water system or community services district?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If YES, what is the name of the system or district? _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

COTTAGE FOOD OPERATIONS (CFO) SELF-CERTIFICATION CHECK LIST-cont.

	YES	NO	N/A
Food Preparation Requirements (includes packaging and handling)-cont.			
During the preparation, packaging or handling of CFO products:			
Domestic activities such as family meal preparation, dishwashing, clothes washing or ironing, or guest entertainment are excluded from the home kitchen.			
Infants, small children, or pets are excluded from the kitchen.			
Smoking will be excluded from the kitchen.			
Will any person with a contagious illness be working in the CFO?			
Labeling Requirements			
All CFO products are labeled in compliance with the Federal Food, Drug and Cosmetic Act.....			
The label also includes:			
The words "Made in a Home Kitchen" in 12-point type.			
Common name of product or a descriptive name.			
Name of the Cottage Food Operation.			
Registration or permit number and county issuing permit.			
Ingredients list in descending order of weight.			
A sample label is attached. (Please attach a label for each food produced)			
Permissible Sales Requirements			
CFO products will be sold via direct sales.			
CFO products will be sold via indirect sales.			
Gross sales of CFO products will be less than:			
\$35,000 for 2013.			
\$45,000 for 2014.			
\$50,000 for 2015 and beyond.			
Registration/Permit Requirements			
A CFO with a "Class A" Registration may be inspected on the basis of a consumer complaint. A charge may be assessed if the CFO is found to be out of compliance.			
A CFO with a "Class B" Permit will be inspected prior to the issuance of a permit and then annually. Additional inspections may occur on the basis of a consumer complaint.			
The CFO registration or permit is non-transferable and valid only for the person, location, type of food sales and distribution activity specified.			
Business license required within Cities. (Attach copy).....			
Zoning Requirements			
I have complied with the applicable zoning requirements for the CFO.			
Jams, Jelly, Preserves, or Fruit Butter Manufactures			
Jams, jellies, preserves, and fruit butter will comply with the standard described in Part 150 of Title 21 of the Code of Federal Regulations			

Signature of Cottage Food Operator

Date

NOTE: Additional information may be required by SCEHD and will need to be provided prior to registration/permit number is issued.