



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 _____

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.

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

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:			
Class A \$75,000 annually			
Class B \$150,000 annually			
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 Manufacturers			
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.