



PLUMAS COUNTY ENVIRONMENTAL HEALTH

270 County Hospital Road, Ste. 127 Quincy, CA 95971

Phone: (530) 283-6355 ~ Fax: (530) 283-6241

**COTTAGE FOOD OPERATIONS (CFO)
SELF-CERTIFICATION CHECKLIST**

NAME OF CFO _____ DATE _____

NAME OF OWNER _____ PHONE _____

CFO PHYSICAL ADDRESS _____

CFO MAILING ADDRESS _____

EMAIL 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

- The CFO is located in a private dwelling where the CFO operator currently resides. Yes No
- CFO food preparation will take place in the private kitchen within that home. Yes No
- Additional storage used for the CFO will be within the home. Yes No
- If YES, is the room used exclusively for storage? Yes No
- Sleeping quarters are excluded from areas used for CFO food preparation or storage. Yes No

Employee and Training Requirements

- Have all persons preparing or packaging CFO products completed the CDPH approved training? Yes No
- If YES, copies of certificates are attached? Yes No
- If NO, complete course within 3 months of CFO registration. Yes No
- The CFO has no more than 1 full-time equivalent employee? (Immediate family or household members are not included.) Yes No

Sanitation Requirements

- Kitchen equipment and utensils used to produce CFO products are clean and maintained in a good state of repair. Yes No
- 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. Yes No
- All food preparation and food equipment storage areas shall be maintained free of rodents and insects. Yes No

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. Yes No
- Warm water, pump soap and single use paper towels are available for hand washing. Yes No
- All food ingredients used in the CFO products are from an approved source. Yes No
- Potable water shall be used for hand washing, ware washing and as an ingredient. Yes No
- Is your water source a public water system or community services district? Yes No
- If YES, what is the name of the system or district? _____
- If NO, contact Environmental Health for additional requirements for a private water supply.

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

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, kitchen cleaning or guest entertainment are excluded from the kitchen. Yes No
- Infants, small children, or pets are excluded from the kitchen. Yes No
- Smoking is excluded. Yes No
- Any person with a contagious illness shall refrain from work in the CFO. Yes No

Labeling Requirements

All CFO products are labeled in compliance with the Federal Food, Drug and Cosmetic Act. Yes No

The label also includes:

- The words "Made in a Home Kitchen" in 12-point type. Yes No
 - Common name of product or a descriptive name. Yes No
 - Name of the Cottage Food Operation. Yes No
 - Registration or permit number and county issuing permit. Yes No
 - Ingredients list in descending order of weight. Yes No
- A sample label **for each product** is attached. Yes No

Permissible Sales Requirements

- CFO products will be sold via direct sales. Yes No
- CFO products will be sold via indirect sales. Yes No
- Gross sales of CFO products will be less than:
 - \$35,000 for 2013 Yes No
 - \$45,000 for 2014 Yes No
 - \$50,000 for 2015 and beyond Yes No

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. Yes No
- A CFO with a 'Class B' Permit will be inspected prior to the issuance of a permit and then annually. Yes No
- Additional inspections may occur on the basis of a consumer complaint. Yes No
- The CFO registration or permit is non-transferable and valid only for the person, location, type of food sales and distribution activity specified. Yes No

Signature of Cottage Food Operator

Date

Additional Comments _____

