

Cottage Food Operation (CFO) Registration

| | | |
|---|---|----------|
| Class A (direct sales only) <input type="checkbox"/> | Class B (direct and indirect sales) <input type="checkbox"/> | |
| Name of CFO: | | |
| Owner name: | | |
| Address of CFO: | | |
| City: | Zip | phone |
| Mailing address: | | |
| City: | State | Zip code |
| Email address: | | |

| | |
|--|---|
| Is this residence on a private water system? Yes <input type="checkbox"/> No <input type="checkbox"/> | Is this residence on a Septic System? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| **Additional review may be required for operations that use private wells and septic systems** | APN |

Products to be made: (ingredients and preparation procedures may be required for review)

*****For purposes of determining compliance with Chapter 11.5 “Cottage Food Operations” of the CA Health & Safety Code, a representative of the Santa Cruz County Environmental Health Services may access, for inspection purposes, the registered area of a private home where a cottage food operation is located. Inspections will be on an annual basis for Class B cottage food operations; or for either Class A or B operations, when the representative has, on the basis of a consumer complaint, reason to suspect that adulterated or otherwise unsafe food has been produced by the cottage food operation, or that the cottage food operation has violated this chapter.*****

Signature : _____
 Date: _____

| | | | |
|--|---------------|--------------|------------------------|
| FOR OFFICIAL USE ONLY | | Check# _____ | Check Date ___/___/___ |
| Permit # _____, | Fee. \$ _____ | CASH/CHK | DIST # _____ PR# _____ |
| Application Approved by: _____, R.E.H.S. Date: _____ | | | |

Self-Certification Checklist for CFO

| Please acknowledge the following requirements: | | |
|--|--------------------------------|---|
| Facilities/ Equipment | | |
| <input type="checkbox"/> | Location | Food is prepared or packaged in the permitted area of the private home where the cottage food operator resides |
| <input type="checkbox"/> | Storage | No sleeping accommodations shall be allowed in any area where food is prepared or stored. |
| <input type="checkbox"/> | Separate Processing | No cottage food preparation, packaging, or handling may occur in the home kitchen concurrent with any other domestic activities, such as family meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning, or guest entertaining |
| <input type="checkbox"/> | Equipment | Kitchen equipment and utensils shall be clean and maintained in good repair. |
| Procedures | | |
| <input type="checkbox"/> | Sanitized Utensils | All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any cottage food products shall be washed, rinsed, and sanitized before each use. |
| Illness Prevention/ Personal Hygiene | | |
| <input type="checkbox"/> | No working when ill | Persons with a contagious illness shall refrain from work in the registered or permitted area of the cottage food operation. |
| <input type="checkbox"/> | Clean hands | A person involved in the preparation or packaging of cottage food products shall keep his or her hands and exposed portions of his or her arms clean and shall wash his or her hands before any food preparation or packaging activity in a cottage food operation |
| <input type="checkbox"/> | First Aid | Individuals conducting activities for the CFO must treat cuts, burns or abrasions promptly. A clean bandage and gloves shall be worn during food preparation if the employee has cuts, sores, or burns. Gloves must also be worn if the individual has a rash or is wearing artificial nails, nail polish or rings. |
| <input type="checkbox"/> | No smoking | Smoking shall be prohibited in the portion of a private home used for the preparation, packaging, storage, or handling of cottage food products and related ingredients or equipment, or both, while cottage food products are being prepared, packaged, stored, or handled. Individuals preparing food must wash their hands prior to commencing work after smoking. |
| Prevention of Contamination | | |
| <input type="checkbox"/> | Water | Water used during the preparation of cottage food products shall meet potable drinking water standards |
| <input type="checkbox"/> | Exclusion of pets and children | No infants, small children, or pets may be in the home kitchen during the preparation, packaging, or handling of any cottage food products. |
| <input type="checkbox"/> | Vermin excluded | All food preparation and food and equipment storage areas shall be maintained free of rodents and insects |
| Other Requirements and Restrictions | | |
| <input type="checkbox"/> | Training | A person who prepares or packages cottage food products shall complete a food processor course. |
| <input type="checkbox"/> | Employees | There shall be no more than one full-time equivalent cottage food employee. Not including a family member or household member of the CFO |
| <input type="checkbox"/> | Foods | Only those foods described on the CFO application will be produced |
| <input type="checkbox"/> | Labeling | Product is properly labeled including the words “Made in a Home Kitchen”, common product name, name of CFO, registration number, and ingredients |
| <input type="checkbox"/> | Annual Sales | CFO’s are limited to \$35,000 or less gross sales in 2013;\$45,000 or less gross sales in 2014; and \$50,000 or less gross sales in 2015 |
| <input type="checkbox"/> | Zoning | I am aware that my operation may be subject to local zoning and business license requirements. |

I hereby acknowledge that I have read and understand this document and agree to implement and adhere to these practices and pertinent sections of the California -Retail Food Code.


Signature of CFO operator: _____ Date: _____

Printed Name of CFO operator: _____

Floor Plan for CFO

CFO diagram: Include a diagram of the private home indicating the areas of the home that will be used for the preparation, storage, or packaging of the cottage food product.

Please sketch the floor plan of the Cottage Food Operation premises (either in the space provided or on a separate sheet of paper) identifying what areas of the residence will be used for the cottage food activities. The diagram must clearly identify and show locations of 1) All cottage food operation preparation equipment, 2) Food contact work surfaces, 3) Equipment washing and sanitizing sinks, tubs, etc. 4) Primary toilet room, 5) Hand washing areas, 6) Storage areas, and 7) Pet and child areas, if applicable.

A large, empty rectangular box with a black border, intended for the user to sketch the floor plan of their cottage food operation premises. The box is currently blank.

Labeling Requirements for CFO

| | |
|--|---|
| “Made in a Home Kitchen” * <input type="checkbox"/> | The words “Made in a Home Kitchen” in 12-point type |
| Product name <input type="checkbox"/> * | The name commonly used for the food product or an adequately descriptive name. |
| CFO name <input type="checkbox"/> | The name of the cottage food operation which produced the cottage food product. |
| Address <input type="checkbox"/> | The city and zip code of the CFO operation which produced the cottage food product is required. If the CFO is not listed in a current telephone directory, then a street address must also be included on the label. (A contact phone number or email address is optional) |
| Registration # <input type="checkbox"/> | The registration or permit number of the “Class A” or “Class B” cottage food operation, respectively, which produced the cottage food product and, in the case of a “Class B” cottage food operation, the name of the county of the local enforcement agency that issued the permit number. |
| Ingredients <input type="checkbox"/> | The ingredients of the cottage food product, in descending order of predominance by weight, if the product contains two or more ingredients. |
| Net Weight <input type="checkbox"/> * | An accurate statement of the quantity of the contents in terms of weight, measure, or numerical count. |
| Allergens <input type="checkbox"/> | A declaration on the label in plain language if the food contains any of the major food allergens such as milk, eggs, fish, shellfish, tree nuts, wheat, peanuts, and soybeans. |

Items marked with “*” are required to be on the Primary Display Panel

Additional information regarding cottage food operations including the approved list of cottage food products and proper labeling procedures can be found on the California Department of Public Health (CDPH) website.

<http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx>

Example:

MADE IN A HOME KITCHEN
Santa Cruz County Env Health Permit # 1234
Chocolate Chip Cookies
 Charlie’s Cookies
 123 Main St.
 Sunny CA, 12345
Santa Cruz County

Ingredients: Enriched flour (Wheat flour, niacin, reduced iron, thiamine, mononitrate, riboflavin and folic acid), butter (milk, salt), chocolate chips (sugar, chocolate liquor, cocoa butter, butterfat (milk), soy lecithin, walnuts, sugar, eggs, salt, artificial vanilla extract, baking soda.
 Contains: Wheat, eggs, milk, soy, walnuts
 Net Wt. 3 oz