

Cottage Food Operation (CFO) Registration

Class A (direct sales only)		Class B (direct and indirect sales)	
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 No	Is this residence on a Septic System? Yes No
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		
	Location	Food is prepared or packaged in the permitted area of the private home where the cottage food operator resides
	Storage	No sleeping accommodations shall be allowed in any area where food is prepared or stored.
	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
	Equipment	Kitchen equipment and utensils shall be clean and maintained in good repair.
Procedures		
	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		
	No working when ill	Persons with a contagious illness shall refrain from work in the registered or permitted area of the cottage food operation.
	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
	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.
	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		
	Water	Water used during the preparation of cottage food products shall meet potable drinking water standards
	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.
	Vermin excluded	All food preparation and food and equipment storage areas shall be maintained free of rodents and insects
Other Requirements and Restrictions		
	Training	A person who prepares or packages cottage food products shall complete a food processor course.
	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
	Foods	Only those foods described on the CFO application will be produced
	Labeling	Product is properly labeled including the words “Made in a Home Kitchen”, common product name, name of CFO, registration number, and ingredients
	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
	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” *	The words “Made in a Home Kitchen” in 12-point type
Product name *	The name commonly used for the food product or an adequately descriptive name.
CFO name	The name of the cottage food operation which produced the cottage food product.
Address	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 #	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	The ingredients of the cottage food product, in descending order of predominance by weight, if the product contains two or more ingredients.
Net Weight *	An accurate statement of the quantity of the contents in terms of weight, measure, or numerical count.
Allergens	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