



COTTAGE FOOD OPERATION HOME SELF-CERTIFICATION CHECKLIST

The following requirements are outlined in the Cottage Food Operation (CFO) guidance and regulations. They are provided as minimum standards of health and safety for the preparation of approved cottage foods in the home.

Certify that the following statements are true and accurate:

Facility Requirements

1. The CFO shall be located in a private dwelling where the CFO operator currently resides or on a farm property.
Yes
2. CFO food preparation will take place in the private kitchen within that home or another appropriately designed and equipped kitchen on a farm property under the control of the cottage food producer.
Yes
3. Sleeping quarters are excluded from areas used for CFO food preparation or storage.
Yes
4. The kitchen sink is not used for hand washing after toilet use; therefore, there must also be a sink in the toilet room.
Yes

Equipment Sanitation Requirements

5. Kitchen equipment and utensils used to produce cottage food products are clean and maintained in good repair before use and during storage.
Yes
6. All food contact surfaces, equipment, and utensils used to prepare, pack, or handle any cottage food products are washed, rinsed, and sanitized before each use.
Yes
7. All food preparation and food and equipment storage areas are maintained free of rodents and insects.
Yes
8. Chemicals, including pesticides, are used according to the label instructions and stored in a manner to prevent contamination of food contact surfaces, ingredients and finished products, single-use articles, and packaging materials.
Yes

Food Preparation Requirements (includes packaging and handling)

9. Proper handwashing is carried out often—after touching bare body parts, such as the face or hair; after using the toilet; after touching animals; after coughing or sneezing, after eating, drinking, or using tobacco; after handling soiled equipment; when changing tasks; before donning gloves; and any other activity that could contaminate the hands.
Yes
10. Employees involved with the preparation and packaging of cottage food products will clean their hands and exposed portions of their arms before starting food processing and after any activity that renders the hands unsanitary.
Yes
11. Liquid soap, paper towels, and water warm to the touch are used for handwashing and are available at the handwashing sink at all times.
Yes
12. Potable water is used for handwashing, ware-washing, and as an ingredient.
Yes
13. All persons involved in the preparation, packaging, or handling of food will not have bare hand contact with ready-to-eat foods through the use of single-service gloves, bakery papers, tongs, or other utensils.
Yes
14. During the preparation, packaging, or handling of cottage food products, the following are prohibited where cottage food activities are taking place:
- Pets are not allowed.
Yes
 - Smoking, vaping, and tobacco use are not allowed.
Yes
 - Eating/drinking/chewing gum are not allowed.
Yes
15. I will make every effort to separate domestic activities, such as family meal preparation, clothes washing, ironing, or guest entertainment, from cottage food operations, such as preparation, packaging, or handling cottage food products.
Yes
16. Utensils used for tasting are not used more than once before being washed.
Yes
17. Any person with a contagious illness, diarrhea, temperature with a sore throat, vomiting, jaundice, or a lesion containing pus on hands or wrists shall refrain from working in the cottage food operation.
Yes

18. Cuts on wrists or hands are covered with a bandage and a disposable glove during food preparation and packaging.

Yes

19. Hair is restrained during food preparation and packaging; tied back or up; covered with a hat, hairnet, or scarf, and clothes are free from soil and debris.

Yes

Transportation

20. When transporting your cottage foods, the vehicle is clean, and your food products are transported in containers that keep dirt, dust, bugs, or other contaminants away from the food products.

Yes

21. When selling your cottage foods at a market or public event, your booth is clean and clutter-free, and your pre-packaged food products are protected from contamination.

Yes

Chilled and Frozen Foods

22. Do you prepare any foods or use any ingredients that require refrigeration or freezing?

Yes No

If you answered yes, answer the following three questions:

23. Chilled foods are stored in a refrigerator in the home kitchen at 41°F or below and are checked frequently to ensure maintenance of this temperature.

Yes

24. Frozen foods are stored in a freezer capable of maintaining a freezing point at 32°F.

Yes

25. During purchase, transport, and sale, chilled foods and ingredients are kept at 41° F or below, and frozen foods are kept solidly frozen at 32° F or below via mechanical refrigeration, a cooler with ice, or other non-mechanical refrigeration. A thermometer is used and checked periodically after transport and during sales to ensure that the temperature is maintained.

Yes

Signature

Yes I certify that the above information is true and accurate.

Signature: _____ Date: _____