

Cottage Food Facility Self-Inspection Checklist

This checklist is designed to assist you in reviewing the condition of your home kitchen (Cottage Food Facility) prior to or between inspections by this department. The items listed below represent the major areas evaluated during a routine inspection; however, it may not include all items that are evaluated during a routine inspection. Please call (916) 875-8440 and ask for a Cottage Food Facility Specialist if you have any questions.

Demonstration of Knowledge

- Self-certification checklist submitted (Class A)
- Food handler card or food manager's certificate completed within 90 days of initial date of application submitted
 - The CFO has no more than 1 full-time equivalent employee (immediate family or household members are not included)

Employee Health & Hygiene Practices

- No ill employees or workers
- No smoking in CFO
- Employees shall not contaminate food
 - Employee's hair is properly confined
 - Clothing, personal beverages, phones, and medications are stored away from CFO

Prevent Contamination by Hands

- Hand washing station stocked and available
 - Warm water (at least 100°F)
 - Single service soap and paper towel dispensers are operable, stocked, and accessible
- Hands washed prior to food preparation
 - 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, eating, or smoking
- Proper glove use

Approved food item

- Food prepared from approved food list only
 - All food ingredients used in the CFO products are from an approved source

Water

- Potable water source
 - If water source is from a private well, complete testing for bacteria and nitrate

Protection from Contamination/Warewashing

- Food free from contamination and adulteration
- Kitchen equipment and utensils clean and in good repair
- Food contact surfaces are cleaned and sanitized
 - Hot water is at a minimum of 120°F at ware washing sink
 - 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
 - All food preparation and food and equipment storage areas shall be free of rodents and insects
 - Sanitizer test strips are available and used regularly to measure sanitizer concentration
- No infants, small children, or pets in kitchen during CFO hours
- Domestic activities such as family meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning or guest entertainment are excluded from the kitchen

Facility Requirements

- Adequate storage for food and related equipment
 - All food and cooking equipment is stored a minimum of 6 inches off the floor
- Food preparation AND food and equipment storage occurs in private kitchen of CFO

- Garage storage and outside storage is not permitted
- CFO located in private dwelling /operator residence
 - Sleeping quarters are excluded from areas used for CFO food preparation or storage

Labeling

- Must be included on product's label:
 - "Made in a Home Kitchen" or "Repackaged in a Home Kitchen" in 12-point font
 - Common name of product
 - Name of CFO
 - Full address of CFO
 - Complete address can be omitted if subscribed to a business directory. Provide proof of subscription to a business directory.
 - Name of the county local enforcement agency that issued the permit number, i.e. "Issued by Sacramento County EMD"
 - Ingredients listed
 - Declaration in plain language if the food contains any of the eight major food allergens
 - Registration or permit number, i.e. "PRXXXXXXXX-A or PRXXXXXXXX-B"
- If operation has a website, add following CFO information to website:
 - "Made in a Home Kitchen" or "Repackaged in a Home Kitchen"
 - Name of the county local enforcement agency that issued the permit number, i.e. "Issued by Sacramento County EMD"
 - Registration or permit number, i.e. "PRXXXXXXXX-A or PRXXXXXXXX-B"

Vermin

- No rodents, insects, or animals within CFO

Compliance and Enforcement

- CFO operating with valid permit or registration
- Approved direct sales to consumers
- Approved indirect sales in county of origin
- Approved number of employees
- Meets gross sales requirements
- Incorporated City Business License or Unincorporated part of Sacramento County Business License

Other

- A monitoring thermometer accurate to +/-2°F is provided
- An accurate metal probe thermometer (0-220°F) or thermo-couple, suitable for measuring food temperatures, is readily available and regularly used to check food temperatures
- First Aid Kit available
- Potentially hazardous foods are maintained below 41°F