Cottage Food Registration Packet

Owner/Operator Name:_____________________________
Home Address: ________________________________
Home City: ________________________________
State: ___________ Zip: _________________
County: ________________________________
Phone: ________________________________
Personal Email: ________________________________

Business Contact Information:

Name of Cottage Food Operation:

______________________________

Cottage Food Operation Address:

_____________________________________________________________________
City: ________________________________
State: ___________ Zip: _________________
County: ________________________________
Business Phone: ________________________________
Business Email: ________________________________
Business Website: ________________________________

Food Service Protection Manager Certificate ID number:

______________________________Exp. Date: ________________

Previously registered? □Yes □No

If yes, Cottage Food Registration number ________________________________
Section 2: Product Categories

A cottage food operation may produce a wide variety of food and drink in their home kitchen.

Please check off all products you intend to produce.

Low-risk shelf stable products:
☐ Jams, Jellies, Preserves, Syrups
☐ Fruit Butters, Fruit Pies, Fruit Pastries, Empanadas
☐ Bread, Tortillas, Cookies, Scones or Other Baked Goods without Frostings or Cheese.
☐ Dehydrated or Dried Fruits, Vegetables, and Spices
(dried spices, herbal teas, fruit leathers, apple chips, etc.)
☐ Roasted and/or Ground Coffee or Nuts
☐ Candies and Caramels

Items with additional instruction:
☐ Salad dressings, Vinegars, Infused Oils.
☐ Cheesy Bread or other Baked Goods Containing Cheese.
☐ Fermented Foods (kimchi, kraut, etc.).
☐ Acidified Fruits or Vegetables (pickle, shrubs, hot sauces, relishes, condiments).
☐ Cakes, Cupcakes, and Other Baked Goods with Frostings and Icings.
☐ Fresh Cut Fruit & Vegetables (zucchini noodles, pasta salads with veg, fruit bowls, etc.).
☐ Canned Tomato Products.
☐ Vegan soups, Vegan Meals, or other Heat-Treated Produce.
☐ Fresh-Pressed Juices or Bottled Drinks.

Other:
___________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Section 3: Sales Avenues

Food and drink produced by a cottage food operation shall be sold directly to consumers for their own consumption and not for resale. Sales to retail stores such as restaurants, grocery stores, or bakeries are prohibited. Sales to third party distributors for resale are prohibited. Sales to third party distributors that deliver products on your behalf are prohibited. All sales of cottage foods are limited to within the state of Illinois. A cottage food operation may sell products outside of the municipality or county where the cottage food operation is located. A copy of your certificate of registration must be available upon request by the Department and any local health department. Please indicate how you will sell your products.

Check all that apply.

- [ ] Pick-up from my home or farm (Note: cottage food businesses selling from their home may be prohibited from some sales activities at home by local laws that apply to all cottage food operations. Please check with your unit of local government about requirements on parking, signage, customer counts, etc.)
- [ ] On-farm store
- [ ] Delivery to or pick-up from a third party private property with consent of the property holder (i.e. drop off/pick-up location/pop-up stand)
- [ ] Online sales
- [ ] Delivery directly to customer
- [ ] Farmers Market/Fairs/Festivals/Pop up stand/Public event
- [ ] Shipping (Each cottage food product that is shipped must be sealed in a manner that reveals tampering, including, but not limited to, a sticker or pop top. Cottage foods may not be shipped across state lines.)
- [ ] Other: ________________________
HOME SELF-CERTIFICATION CHECKLIST

The following requirements are outlined in the Cottage Food Operation (CFO) guidance and regulations and 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 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 handwashing 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 a good state of repair before use and during storage. **Yes**

6. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of 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 ☐ No ☐

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 ☐ No ☐

11. Liquid soap, paper towels, and water warm are always used for handwashing and available at the handwashing sink. Yes ☐ No ☐

12. Potable water is used for hand washing, ware-washing, and as an ingredient. Yes ☐ No ☐

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 ☐ No ☐

During the preparation, packaging or handling of cottage food products, the following are prohibited where cottage food activities are taking place:

14. Pets are not allowed. Yes ☐ No ☐

15. Smoking, vaping, and tobacco use are not allowed. Yes ☐ No ☐

16. Eating/drinking/chewing gum are not allowed. Yes ☐ No ☐

17. I will make every effort to separate domestic activities, such as family meal preparation, clothes washing, or ironing, or guest entertainment, from cottage food operations, such as preparation, packaging, or handling of cottage food products. Yes ☐ No ☐

18. Utensils used for tasting are not used more than once before being washed. Yes ☐ No ☐

19. Any person with a contagious illness, diarrhea, temperature with sore throat, vomiting, jaundice, or a lesion containing pus on hands or wrists shall refrain from working in the cottage food operation. Yes ☐ No ☐
20. Cuts on wrists or hands are covered with a bandage and a disposable glove during food preparation and packaging. Yes ☐ No ☐

21. 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 ☐ No ☐

**Transportation**

22. 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 ☐ No ☐

23. 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 ☐ No ☐

**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 degrees F or below and are checked frequently to ensure maintenance of this temperature. Yes ☐ No ☐

24. Frozen foods are stored in a freezer capable of maintaining a freezing point at 32 degrees F. Yes ☐ No ☐

25. During purchase, transport, and sale, chilled foods and ingredients are kept at 41 degrees F or below, and frozen foods are kept solidly frozen at 32 degrees 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 being maintained. Yes ☐ No ☐

**Signature** __________________________________________________

**Date:** _______________________

Yes ☐ I certify that the above information is true and accurate.
Do I need a cottage food safety plan?

When is a food safety plan required?

A food safety plan is required if you are making acidified or fermented foods and are not following a recipe approved by the United States Dept. of Agriculture’s National Center for Home Food Preservation or the Cooperative Extension office of any state. A food safety plan is not required for canned tomatoes or canned tomato products because the producer must follow exactly an approved recipe from the USDA National Center for Home Food Preservation or any cooperative extension office OR provide a lab-certified pH test for the recipe and any variations on the recipe.

How many food safety plans do I need?

A completed food safety plan is required for each acidified or fermented product that undergoes a different production process. The food safety plan is focused on “processes” and not individual recipes. It is not required for every variation of a recipe. For example, if you make sweet pickles and sour pickles using the same pickling process, you only need one food safety plan. If you make kimchi and pickles, you need two food safety plans.

Is a pH test from a laboratory required as part of my food safety plan?

Yes. You must submit lab-tested pH results with your food safety plan as evidence that your plan is safe. Your food safety plan may cover several recipe variations; however, you are only required to submit your pH test lab results for one recipe. pH testing typically ranges in price from $15- $35.

How often must I complete a food safety plan?

The food safety plan must be re-submitted every three years to your local health department with your cottage food registration. In addition, your health department should be notified of any updates to your plan within that three-year span. The addition of any new products also requires the submission of a new food safety plan. For example, if you have registered your cottage food operation to make kimchi, but want to add sauerkraut to your product line half way through the year, you will need to notify your health department and complete a food safety plan for the sauerkraut.

What are Critical Control Points?

A step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.
What are Critical Limits?

Critical limits are the acceptable levels in which your Critical Control Points must function. Critical Limits must be things you can measure. For example: The critical limit for the final pH of your product is 4.6 or below.

When critical limits are not met, your final product is at risk. A plan must be in place for corrective action. For example, what will you do when the refrigerated product is held at a temperature above 41F? What if the final product tests above 4.6 pH?

Do I need to train friends, family, and employees that help me prepare my products?

Yes. Anyone who prepares and packages food on your behalf must be trained to follow the food safety plan that you outline below.
COTTAGE FOOD SAFETY PLAN

Complete the questions below to create your Food Safety Plan. This food safety plan is focused on processes and not individual recipes. Please complete the following Food Safety Plan for each acidified and fermented food with a different production process.

1. **Your Name:**

2. **Your Cottage Food Business Name:**

3. **What category of products will this food safety plan be for?**
   (you need a separate food safety plan for each category of product with a different process)

4. **Please include a list of all ingredients in your recipe and possible variations** (quantities, measurements, and varieties are not required).
   Indicate if ingredients are fresh or otherwise processed (i.e. dried, pickled, etc.).
   a. If using a processed food product as an ingredient (i.e. jam, pickled peppers, etc) you need only include the name of the product and not all of the individual ingredients that make up that product

5. **Do you intend the product to be shelf stable, or to be refrigerated or frozen?**
   - [ ] Shelf Stable
   - [ ] Refrigerated
   - [ ] Frozen
6. Please select the equipment you will use in the production process.

Monitoring Devices
☐ Thermometer
☐ Digital pH meter
☐ pH strips

Additional: ________________________________

Utensils
☐ Large metal pots
☐ Canner
☐ Metal spoons
☐ Funnel
☐ Strainer
☐ Measuring devices
☐ Knife
☐ Non-wooden Cutting Board
☐ Mandolin
☐ Vegetable Peeler
☐ Blender

Additional: ________________________________

7. Describe your process for cleaning cooking equipment:
8. **Describe your production process with a flow diagram.**
   
   See example below:

<table>
<thead>
<tr>
<th>Sample Acidified Food Flow for Pickles</th>
<th>Include your flow diagram here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive whole vegetables</td>
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<td>↓</td>
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</tr>
<tr>
<td>Prepare equipment</td>
<td></td>
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<td>↓</td>
<td></td>
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<tr>
<td>Wash, cut, refrigerated</td>
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<td>↓</td>
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<tr>
<td>Pack in jars</td>
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<tr>
<td>Cover with a hot brine</td>
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<tr>
<td>Process jars</td>
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<td>↓</td>
<td></td>
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<tr>
<td>Cool</td>
<td></td>
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<td>↓</td>
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<tr>
<td>Measure equilibrium pH</td>
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<tr>
<td>Label</td>
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<tr>
<td>Store</td>
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<td></td>
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<tr>
<td>Sell product</td>
<td></td>
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</tbody>
</table>

8. **Describe how and where your products will be stored**

   

9. **Describe how your products will be transported (if applicable)**

   


Food Safety Plan - VERIFICATION

☐ I agree to follow the food safety plan described above and to inform my local health department in advance via written notice of any significant changes in the process or ingredients that may affect the accuracy or effectiveness of the plan, and to update my food safety plan accordingly.

☐ I have included a copy of pH test lab results for at least one recipe that follows the production plan outlined above.

☐ I certify that I will train persons that are making food to follow the food safety plan described above.

Signature: ______________________________________________________

Date: _____________

HAZARD ANALYSIS

Fill-in the blank chart with your hazard analysis. Detailed instructions and a sample chart are also provided below.

Hazard analysis is the identification of potentially hazardous ingredients, storage conditions, packaging, critical process points and relevant human factors which may affect product safety or quality.
<table>
<thead>
<tr>
<th>Process Step</th>
<th>Are there any potential food safety hazards in this step? (Yes or No)</th>
<th>If Yes, does it require control at this step? If no, explain where it will be taken care of later.</th>
<th>If yes, list the Critical Control Point</th>
<th>What are the critical limits</th>
<th>How will measurements be taken?</th>
<th>Who will measure?</th>
<th>When will measurements be taken?</th>
<th>How often will measurements be taken?</th>
<th>Where will measurements be recorded?</th>
<th>Corrective Actions</th>
</tr>
</thead>
<tbody>
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</table>
### Sample Hazard Analysis Chart

<table>
<thead>
<tr>
<th>Process Step</th>
<th>Are there any potential food safety hazards in this step? (Yes or No)</th>
<th>If Yes, does it require control at this step? If no, explain where it will be taken care of later</th>
<th>If yes, list the Critical Control Point</th>
<th>What are the critical limits</th>
<th>How will measurements be taken?</th>
<th>Who will measure?</th>
<th>When will measurements be taken?</th>
<th>How often will measurements be taken?</th>
<th>Where will measurements be recorded?</th>
<th>Corrective Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received whole vegetables</td>
<td>Yes</td>
<td>Yes</td>
<td>Ingredient integrity/quality</td>
<td>No spoiled or rotting produce</td>
<td>Visually</td>
<td>Jill</td>
<td>Before starting a batch</td>
<td>Every batch</td>
<td>Jill’s log</td>
<td>Spoiled and rotting produce will be discarded</td>
</tr>
<tr>
<td>Prepared equipment</td>
<td>Yes</td>
<td>Yes</td>
<td>Equipment calibration for pH meter and thermometer</td>
<td>Calibrated to manufacturer’s directions</td>
<td>Yes</td>
<td>Jill</td>
<td>Prior to starting the first batch in each month</td>
<td>Monthly</td>
<td>Jill’s Log</td>
<td>If not calibrating, replace equipment</td>
</tr>
<tr>
<td>Wash and cut vegetables</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>No. Any bacteria introduced at this time will be killed through pasteurization and pH later on</td>
<td>Yes</td>
<td>Jill</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packed in jars</td>
<td>Yes</td>
<td>Yes</td>
<td>Equipment calibration for pH meter and thermometer</td>
<td>Calibrated to manufacturer’s directions</td>
<td>Yes</td>
<td>Jill</td>
<td>Prior to starting the first batch in each month</td>
<td>Monthly</td>
<td>Jill’s Log</td>
<td>If not calibrating, replace equipment</td>
</tr>
<tr>
<td>Covered with hot brine</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>No. pH will be measured later on</td>
<td>Yes</td>
<td>Jill</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process Jars</td>
<td>Yes</td>
<td>Yes</td>
<td>Processing time</td>
<td>Jars must be processed for 12 minutes</td>
<td>Processing time will be measured with an oven timer</td>
<td>Jill</td>
<td>During the processing</td>
<td>Every batch</td>
<td>Jill’s log</td>
<td>If the processing time is interrupted, the processing time will be started all over again</td>
</tr>
<tr>
<td>Cool</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jill</td>
<td></td>
<td></td>
<td></td>
<td>If temperature is not held at 180°F for the duration, the processing will start all over again once temperature is achieved, or the jars will be discarded</td>
</tr>
<tr>
<td>Measure equilibrium pH</td>
<td>Yes</td>
<td>Yes</td>
<td>Final pH levels</td>
<td>Final pH must be 4.6 or below</td>
<td>With a pH meter</td>
<td>Jill</td>
<td>Once products have cooled to room temperature (next day)</td>
<td>Every batch</td>
<td>Jill’s Log</td>
<td>If pH level is not achieved, discard product and adjust acid levels for next batch</td>
</tr>
<tr>
<td>Label</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jill</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Store</td>
<td>Yes</td>
<td>Yes</td>
<td>Storage Temperature</td>
<td>Must be below 80 degrees</td>
<td></td>
<td>Jill</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Transport product</td>
<td>Yes</td>
<td>Yes</td>
<td>Transportation time and temperature</td>
<td>Must not be held above 80 degrees for longer than 5 hours</td>
<td>Vehicle Thermometer</td>
<td>Jill</td>
<td>At the start of any trip lasting over 5 hours</td>
<td>At the start of any trip lasting over 5 hours</td>
<td>Jill’s Log</td>
<td>Product will be discarded</td>
</tr>
<tr>
<td>Sell product</td>
<td>Yes</td>
<td>Yes</td>
<td>Transportation time and temperature</td>
<td>Must not be held above 80 degrees for longer than 5 hours</td>
<td>Weather App</td>
<td>Jill</td>
<td>At the start of any pop-up event or sales venue lasting longer than 5 hours</td>
<td>At the start of any pop-up event or sales venue lasting longer than 5 hours</td>
<td>Jill’s Log</td>
<td>Product will be discarded</td>
</tr>
</tbody>
</table>
## Cottage Food Operation Complaint/Foodborne Illness Investigation Report

**Local Health Department (LHD)**
Address: 
City/State/ZIP: 

**Cottage Food Operation (CFO)**
Name: 
Name of Cottage Food Operator: 
CFO Registration Number: 

**Address of CFO:**
Address: 
City/State/ZIP: 
CFO Phone number(s): 
CFO Email: 

**Purpose of Inspection:**
- [ ] Complaint
- [ ] Foodborne Illness
- [ ] Follow-up

---

Mark each item: **IN**=in compliance  **Out**=out of compliance  **NA**=not applicable  **NO**=not observed

### CFO operating with valid registration, annual registration, copy provided, may submit self-certification checklist.
- [ ] IN
- [ ] OUT
- [ ] NA
- [ ] NO

### CFO located in person’s primary domestic residence where operator resides or appropriately designed/equipped kitchen on a farm under the control of CFO.
- [ ] IN
- [ ] OUT
- [ ] NA
- [ ] NO

### Only approved food prepared.
- [ ] IN
- [ ] OUT
- [ ] NA
- [ ] NO

### Canned tomato approved recipe or commercial lab results annually.
- [ ] IN
- [ ] OUT
- [ ] NA
- [ ] NO

### Approved recipes for fermented/acidified foods, Food Safety Plan submitted annually, pH testing every three years.
- [ ] IN
- [ ] OUT
- [ ] NA
- [ ] NO

### Fermented or acidified canned must be processed in boiling water in Mason jar or glass container.
- [ ] IN
- [ ] OUT
- [ ] NA
- [ ] NO

### Fermented or acidified not canned shall be sold in new container and at 41 degrees F or below.
- [ ] IN
- [ ] OUT
- [ ] NA
- [ ] NO

### Certified Food Protection Manager Certificate(s) provided.
- [ ] IN
- [ ] OUT
- [ ] NA
- [ ] NO

### Labels: Name of CFO and LHD, registration number and LHD, common name of product, ingredients listed, produced in home kitchen on label, process date, allergens.
- [ ] IN
- [ ] OUT
- [ ] NA
- [ ] NO

### Point of sale placard; website notice.
- [ ] IN
- [ ] OUT
- [ ] NA
- [ ] NO

### Direct sales to consumers-no resale, public events, farmers markets, delivery.
- [ ] IN
- [ ] OUT
- [ ] NA
- [ ] NO

### In-state sales only by website, only non-potentially hazardous foods shipped, tamper seal.
- [ ] IN
- [ ] OUT
- [ ] NA
- [ ] NO

### Cessation of sale, suspension of registration.
- [ ] IN
- [ ] OUT
- [ ] NA
- [ ] NO

### Private water well-provide a copy of water test results showing satisfactory E. coli/coloform bacteria results.
- [ ] IN
- [ ] OUT
- [ ] NA
- [ ] NO
Employees are trained and follow good hygienic practices, no ill employees or workers, hair restrained, employees shall not contaminate food. □ IN □ OUT □ NA □ NO

Separate domestic activities from CFO operations. □ IN □ OUT □ NA □ NO

Eating, drinking, chewing gum is not allowed. □ IN □ OUT □ NA □ NO

Toxic chemicals properly labeled, used according to label, stored away from food. □ IN □ OUT □ NA □ NO

No smoking, vaping, tobacco use inside. □ IN □ OUT □ NA □ NO

Food contact surfaces (kitchen equipment and utensils) are clean and in good condition. □ IN □ OUT □ NA □ NO

Adequate handwashing sink, soap and paper towels supplied, hands washed prior to food preparation, proper glove use, avoid bare hand contact. □ IN □ OUT □ NA □ NO

Food is properly stored; food free from contamination and adulteration including during transportation. □ IN □ OUT □ NA □ NO

No rodents or insects within CFO. □ IN □ OUT □ NA □ NO

All food contact surfaces, equipment, utensils used for the preparation, packaging, or handling shall be washed, rinsed, and sanitized before each use. □ IN □ OUT □ NA □ NO

No pets in kitchen during CFO hours of operation. □ IN □ OUT □ NA □ NO

Proper functioning sink in toilet room for handwashing. □ IN □ OUT □ NA □ NO

Adequate equipment for temperature control; thermometers provided and accurate. □ IN □ OUT □ NA □ NO

Utensils used for tasting used once. □ IN □ OUT □ NA □ NO

Sleeping quarters are excluded from areas of food prep or storage. □ IN □ OUT □ NA □ NO

OTHER: ______________________ □ IN □ OUT □ NA □ NO

All items listed on this investigation report are from the Food Handling Regulation Enforcement Act Section 4- Cottage Food Operation and the Cottage Food Operation Registration form, Food Safety Plan, and the Self-Certification Checklist.

<table>
<thead>
<tr>
<th>CFPM Verification (name, expiration date, ID#):</th>
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| Water Supply: ___________________________ Wastewater System: ___________________________ |

**Temperature and Sanitizer Observations**

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Temperature °F</th>
<th>ppm</th>
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Observations/Comments Section

Local health department received a complaint or possible foodborne illness regarding:


<table>
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<tr>
<th>Observation</th>
<th>Corrective Action</th>
<th>Correct by Date or Corrected on Site</th>
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☐ The cottage food registration for CFO named above is in good standing at this time.

OR

☐ Due to item(s) observed above this cottage food operation must cease until all corrections noted on this investigation form have been corrected and determined to be in compliance by the local health department.

Name of person interviewed: ______________________

Signature: ________________________________

LHD Representative: __________________________ Signature: __________________________

Follow-up: ☐ Yes ☐ No Follow-up Date: ________________

Note: The local health department may impose a fee for this inspection.