



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 (pickles, 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: _____

If you selected "Shipping" from above, please describe how you will seal your product in a manner that reveals tampering:

Section 4: Signage

At the point of sale, notice must be provided in a prominent location that states the following: "This product was produced in a home kitchen not inspected by a health department that may also process common food allergens. If you have safety concerns, contact your local health department."

At a physical display, notice shall be a placard.

Online, notice shall be a message on the cottage food operation's online sales interface at the point of sale.

Please indicate all the ways in which you will notify customers at point of sale:

- Prominent placard at my booth/stall (8in x 10in minimum)
- Signage placed prominently at the pick-up location at my home/farm (8in x 10in minimum)
- Language placed prominently at the point of sale on my website.
- Other: _____

Section 5: Labeling:

All cottage food products must be pre-packaged in the home kitchen. The food packaging must conform to the labeling requirements of the Illinois Food, Drug and Cosmetic Act, and must contain the following phrase in prominent lettering: "This product was produced in a home kitchen not inspected by a health department that may also process common food allergens. If you have safety concerns, contact your local health department."

Special Labeling Opportunity for Local Ingredients

Are you using any ingredients grown or raised on an Illinois farm and purchased directly from the farmer? If so, you are entitled and encouraged to use the following terminology on your label: Illinois Grown, Illinois-Sourced, Illinois Farm Product

Request for a labeling exemption:

Cottage food operators may request an exemption from product packaging for foods that are not easily packaged (i.e. wedding cakes), for foods that are more suited to bulk containers or display cases (i.e. donuts or scones), or for other reasons. If the exemption is granted, the cottage food producer must include all labeling requirements on a receipt or similar document that is delivered to that consumer with the product, and the cottage food warning sign must still be present at point of sale. The local health department has the authority to accept or deny the exemption request.

- Request for product packaging exemption

Please list the products for which you are requesting an exemption and provide a rationale:

Section 6: Employees

Employees are allowed under cottage food law. All persons that prepare or package food must have their Certified Food Protection Manager (CFPM) Certificate. The CFPM is not required for employees that handle sales, marketing, admin., or other facets of the business.

Please list the persons that prepare or package food:

Name: _____ CFPM number: _____ Exp.Date: _____
Name: _____ CFPM number: _____ Exp.Date: _____

Section 7: Checklist of Required Information

- A copy of a valid Food Service Protection Manager Certificate.
- A product label for each product category selected in Section 2, demonstrating that you are complying correctly with labeling regulations.
- If on a private water supply, a copy of water test results showing satisfactory E. coli/Coliform bacteria results.
- If producing acidified or fermented foods (pickles, kraut, kimchi, etc.), one of the following:

A. A completed food safety plan and representative pH Test for each product with a different food safety process.

Example: Delia makes pickled cucumbers, pickled beets, kimchi, and hot sauces. Each of these four products requires a different process to make. She will need to submit a food safety plan and pH test for all four products.

Example: Janae makes a pickled cucumber recipe that has five different variations (one with dill, one with jalapenos, one with more sugar, one with stevia, and one with ginger). Although the recipes vary slightly, the pickling process is the same for all five recipes. Janae must submit just one food safety plan and a pH test for at least one pickle recipe as evidence that her process is safe. A pH test and food safety plan is not required for all five recipe variations.

B. An approved recipe from the USDA National Center for Home Food Preservation or the cooperative extension office of any state.

- If producing canned tomatoes or canned tomato products (i.e. salsa, pasta sauce, etc), one of the following:

A. pH test for each canned tomato recipe.

B. An approved canning recipe from the USDA National Center for Home Food Preservation or the cooperative extension office of any state.

- Home self-certification checklist.

Section 8: Owner Statement

The information provided in this application accurately represents my operation; and I understand that I must grant the local health official access to my residence for the purpose of inspection in the event of an illness outbreak, upon notice from a different local health department, or if the Department or a local health department has reason to believe that an imminent health hazard exists or that a cottage food product has been found to be misbranded, adulterated, or not in compliance with the conditions for cottage food operation Law.

I understand that if an inspection is warranted, I may be charged a fee by the health department of up to \$250.00 per incident.

Signature _____ Date _____

For office use only

Registration Number: _____

Remarks / Notes:

EHS/P: Accepted Denied By: _____ Date: _____

Supervisor: Accepted Denied By: _____ Date: _____

Additional notes:

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** **No**
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** **No**
3. Sleeping quarters are excluded from areas used for CFO food preparation or storage. **Yes** **No**
4. The kitchen sink is not used for handwashing after toilet use; therefore, there must also be a sink in the toilet room. **Yes** **No**

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** **No**
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** **No**
7. All food preparation and food and equipment storage areas are maintained free of rodents and insects. **Yes** **No**
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** **No**

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 halfway 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:

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

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.

Sample Hazard Analysis Chart

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

