



## PLUMAS COUNTY ENVIRONMENTAL HEALTH

270 County Hospital Road, Ste. 127 Quincy, CA 95971

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### COTTAGE FOOD OPERATIONS (CFO) SELF-CERTIFICATION CHECKLIST

NAME OF CFO \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

CFO PHYSICAL ADDRESS \_\_\_\_\_

CFO MAILING ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

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

#### Facility Requirements

The CFO is located in a private dwelling where the CFO operator currently resides. ....  Yes  No  
CFO food preparation will take place in the private kitchen within that home. ....  Yes  No  
Additional storage used for the CFO will be within the home. ....  Yes  No  
If YES, is the room used exclusively for storage? ....  Yes  No  
Sleeping quarters are excluded from areas used for CFO food preparation or storage. ....  Yes  No

#### Employee and Training Requirements

Have all persons preparing or packaging CFO products completed the CDPH approved training? ....  Yes  No  
If YES, copies of certificates are attached? ....  Yes  No  
If NO, complete course within 3 months of CFO registration. ....  Yes  No  
The CFO has no more than 1 full-time equivalent employee? (Immediate family or household members are not included.) ....  Yes  No

#### Sanitation Requirements

Kitchen equipment and utensils used to produce CFO products are clean and maintained in a good state of repair. ....  Yes  No  
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. ....  Yes  No  
All food preparation and food equipment storage areas shall be maintained free of rodents and insects. ....  Yes  No

#### Food Preparation Requirements (includes packaging and handling)

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, coughing or sneezing, eating or smoking. ....  Yes  No  
Warm water, pump soap and single use paper towels are available for hand washing. ....  Yes  No  
All food ingredients used in the CFO products are from an approved source. ....  Yes  No  
Potable water shall be used for hand washing, ware washing and as an ingredient. ....  Yes  No  
Is your water source a public water system or community services district? ....  Yes  No  
If YES, what is the name of the system or district? \_\_\_\_\_  
If NO, contact Environmental Health for additional requirements for a private water supply.

