



Cottage Food Operation/Home-To-Market Home Self-Certification Checklist

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

Please check to certify that the following statements are true.

Facility Requirements

- The CFO shall be located in a private dwelling where the CFO operator currently resides or farm property.
- 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.
- Sleeping quarters excluded from areas used for CFO food preparation or storage.
- Kitchen sink **cannot be used** for handwashing after toilet use; therefore, there must also be a sink in the toilet room.

Equipment Sanitation Requirements

- 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.
- 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.
- All food preparation and food and equipment storage areas are maintained free of rodents and insects.
- Chemicals, including pesticides, are used according to the label instructions, and stored in a manner to prevent contamination of food contact surfaces, ingredients, finished products, single use articles, and packaging materials.

Food Preparation Requirements (includes packaging and handling)

- Proper handwashing is carried out often:
 - after touching bare body parts, such as the face or hair;
 - after using the toilet, coughing or sneezing;
 - after touching animals;
 - after eating, drinking, or using tobacco;
 - after handling soiled equipment;
 - when changing tasks and before donning gloves;
 - and any other activity that could contaminate the hands.
- Employees involved with the preparation and packaging of cottage food products shall clean their hands and exposed portions of their arms before starting food processing and after any activity that renders the hands unsanitary.
- Liquid soap, paper towels, and water warm to the touch are used for handwashing and are available at the handwashing sink at all times.
- Potable water is used for hand washing, ware-washing and as an ingredient.
- All persons involved in the preparation, packaging, or handling of food will avoid bare hand contact with ready-to-eat foods through the use of single-service gloves, bakery papers, tongs, or other utensils.



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- 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**.
 - Smoking, vaping and tobacco use are **not allowed**.
 - Eating/drinking/chewing gum are **not allowed**.
- I will make every effort to separate domestic activities, such as family meal preparation, clothes washing, ironing, guest entertainment, from cottage food operations, such as preparation, packaging, or handling of cottage food products.
- Utensils used for tasting are not used more than once before being washed.
- 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.
- Cuts on wrists or hands are covered with a bandage and a disposable glove during food preparation and packaging.
- 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.

Transportation

- 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.
- 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.

Chilled and Frozen Foods

- Do you prepare any foods or use any ingredients that require refrigeration or freezing?
Yes No

If you answered yes, check the following statements:

- Chilled foods stored in a refrigerator in the home kitchen are kept at 41°F or below and are checked frequently to ensure temperature is maintained.
- Frozen foods are stored in a freezer capable of maintaining a freezing point at 32°F.
- 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 product temperature is being maintained.

Signature

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

Signature: _____ Date: _____

Attach to and submit with completed registration form to WCHD by one of the following methods:

In Person: 555 N. Court St., Rockford IL · **Mail:** P.O. Box 4009, Rockford, IL 61110-0509 · **E-mail:** environmental@publichealth.wincoil.gov