

## COTTAGE FOOD OPERATION 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.

Please certify that the following statements are true and accurate:

Establishment Information	
<b>Establishment Name:</b>	
<b>Address:</b>	
Complete	Facility Requirements
<input type="checkbox"/>	The CFO shall be located in a private dwelling where the CFO operator currently resides or a farm property.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Sleeping quarters are excluded from areas used for CFO food preparation or storage.
<input type="checkbox"/>	The kitchen sink cannot be used for handwashing after toilet use; therefore, there must also be a sink the toilet room.
Complete	Equipment Sanitation Requirements
<input type="checkbox"/>	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
<input type="checkbox"/>	All food contact surfaces, equipment, and utensils used for the preparation, packaging or handling of any cottage food products shall be washed, rinsed, and sanitized before each use.
<input type="checkbox"/>	All food preparation and food and equipment storage areas are maintained free of rodents and insects.
<input type="checkbox"/>	Chemicals, including pesticides, should be 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.
Complete	Food preparation Requirements (includes packaging and handling)
<input type="checkbox"/>	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 contaminates the hands.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Liquid soap, paper towels, and water warm to the touch are used for handwashing and are available at the handwashing sink at all times.
<input type="checkbox"/>	Potable water is used for hand washing, ware-washing, and as an ingredient. - If on a private water supply, annual water testing for E. coli/coliform bacteria required, provide a copy of the water test results to the DeKalb County Health Department.
<input type="checkbox"/>	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.
<input type="checkbox"/>	During the preparation, packaging or handling of cottage food products, the following are prohibited where cottage food activities are taking place: <ul style="list-style-type: none"> <li>• Pets are not allowed.</li> <li>• Smoking, vaping, and tobacco use are not allowed.</li> <li>• Eating/drinking/chewing gum is not allowed.</li> </ul>

<input type="checkbox"/>	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.
<input type="checkbox"/>	Utensils used for tasting are not used more than once before being washed.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Cuts on wrists or hands are covered with a bandage and a disposable glove during food preparation and packaging.
<input type="checkbox"/>	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.
<input type="checkbox"/>	I certify that no prohibited ingredients are used in my cottage food products (For more details on allowable and unallowable foods and drinks, please refer to the 2023 IDPH Cottage Food Guide.)

<b>Complete</b>	<b>Transportation</b>
<input type="checkbox"/>	When transporting your cottage foods, make sure the vehicle is clean, and your food products are transported in containers that will keep dirt, dust, bugs, or other contaminants away from the food products.
<input type="checkbox"/>	When selling your cottage foods at a market or public event, keep your booth clean and clutter-free, and protect your pre-packaged food products from contamination.

<b>Complete</b>	<b>Chilled and Frozen Foods</b>
<input type="checkbox"/>	<p>Do you prepare any foods or use any ingredients that require refrigeration or freezing? (see IL Cottage Food Guidelines for a list of foods) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If you answered yes, answer the following three questions:</b></p> <ol style="list-style-type: none"> <li>Chilled foods are stored in a refrigerator in the home kitchen that is kept at 41 degrees F or below and is checked frequently to ensure maintenance of this temperature. Yes <input type="checkbox"/></li> <li>Frozen foods are stored in a freezer that is capable of maintaining a freezing point at 32°F. Yes <input type="checkbox"/></li> <li>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 <input type="checkbox"/></li> </ol>

<b>Complete</b>	<b>Certification</b>
<input type="checkbox"/>	I certify that the above information is true and accurate. Yes <input type="checkbox"/>

<b>Signature of Cottage Food Operator</b>			
<b>Print Name of Person-in-Charge:</b>			
<b>Signature of Person-in-Charge:</b>		<b>Date:</b>	