

**Fulton County Health Department  
Cottage Food Operation  
Home Self-Certification Checklist**

OFFICE USE ONLY
REC'D BY: _____
DATE: _____
REG #: _____

Business Name: \_\_\_\_\_ Operator Name: \_\_\_\_\_

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:

Facility Requirements

1. The CFO shall be located in a private dwelling where the CFO operator currently resides or on farm property under the control of the CFO operator.

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 CFO operator.

Yes

3. Rooms/areas used as sleeping quarters will not be used for CFO food preparation and/or storage.

Yes

4. The kitchen sink cannot be used for handwashing immediately 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 shall be washed, rinsed, and sanitized before each use.

Yes

7. All food preparation and food and equipment storage areas will be maintained free of rodents and insects.

Yes

8. Chemicals, including pesticides, will be 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.

Yes

Food Preparation Requirements (includes packaging and handling)

9. Proper handwashing is carried out often—after touching 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 after any other activity that contaminates the hands.

Yes

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

11. Liquid soap, paper towels, and water warm to the touch are used for handwashing and are available at the handwashing sink at all times.

Yes

12. Potable water is used for hand washing, ware-washing, and as an ingredient.

Yes

13. 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.

Yes

14. 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.

Yes

Smoking, vaping, and tobacco use are not allowed.

Yes

Eating/Drinking/Chewing gum is not allowed

Yes

15. I will make every effort to separate domestic activities such as family meal preparation, clothes washing or ironing, or guest entertainment from my cottage food operations, such as preparation, packaging, or handling of cottage food products.

Yes

16. Utensils used for tasting are not used more than once before being washed, rinsed, and sanitized.

Yes

17. 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 CFO.

Yes

18. Cuts on wrists or hands are covered with a bandage and a disposable glove during food preparation and packaging.

Yes

19. Hair is restrained during food preparation and packaging: tied back or up and covered with a hat, hairnet, or scarf. Clothes are clean and free from soil and debris.

Yes

### Transportation

20. When transporting your cottage foods, 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.

Yes

21. When selling your cottage foods at a market or public event, booth is kept clean and clutter-free, and pre-packaged food products are protected from contamination.

Yes

### Chilled and Frozen Foods

22. Do you use any ingredients (such as milk, eggs, or butter) or prepare any foods that require refrigeration or freezing? (see Cottage Food Guidelines for a list of foods)

Yes  No

If you answered yes to the above:

23. Chilled foods are stored in a refrigerator in the home kitchen that is kept at 41 degrees F or colder, and is checked frequently to ensure maintenance of this temperature.

Yes

24. Frozen foods are stored in a freezer that is capable of maintaining freezing temperature at 32 degrees F or colder.

Yes

25. During purchase, transport, and sale, chilled foods and ingredients are kept at 41 degrees F or colder, and frozen foods are kept solidly frozen at 32 degrees F or colder 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

I certify that the above information is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_