



COTTAGE FOOD OPERATOR CLASS A AND B INSPECTION CHECKLIST

CHECKLIST ITEMS FOR HOME KITCHEN INSPECTIONS

The items provided in this checklist are to aid Class A and B Cottage Food Operators in conducting home kitchen self-inspections. Environmental Health Services (EHS) will be looking for the items in this checklist when performing annual inspections for Class B Cottage Food Operations (CFO). It is essential that the CFO is in compliance with the safe food handling items in this checklist. Items marked "No" will require corrective action.

DEMONSTRATION OF KNOWLEDGE	YES	NO
1. Manually Warewashing Dishes: Batch Washing Method - First Compartment: Thoroughly wash all utensils as a batch in warm water (maintained above 100° F) and with approved detergent. Second Compartment: Rinse utensils in clean water by fully submerging them. Afterwash: Drain, clean and sanitize first compartment. Must be clean and free of all soap and food debris. Utensils are to remain in the second compartment until the first compartment is clean and sanitized. First Compartment: Prepare sanitizer solution with appropriate concentration and immerse utensils for appropriate time in sanitizer. Allow dishes to air dry.	<input type="checkbox"/>	<input type="checkbox"/>
2. Automatic Dishwasher Use: Dishes are achieving a utensil surface temperature of 160° F, as measured by an irreversible registering temperature indicator.	<input type="checkbox"/>	<input type="checkbox"/>
3. Sanitizer levels for food contact surfaces: The CFO maintain knowledge of appropriate levels of sanitizer concentrations when measuring sanitizer levels for cleaning and sanitizing food contact surfaces. A test strip to measure quaternary ammonium must reach 200ppm and for chlorine sanitizer it must reach 100ppm.	<input type="checkbox"/>	<input type="checkbox"/>
4. San Bernardino County Food Handler Card: The CFO must obtain a valid San Bernardino County Food Handler Card within 90 days (three months) of becoming a CFO, and a new card must be obtained every three years while the CFO is in operation (For additional information see StateFoodSafety website: https://www.statefoodsafety.com/food-handler/california/san-bernardino-county).	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE HEALTH AND HYGIENE PRACTICES	YES	NO
1. No ill employees or workers: Any person with a contagious illness must refrain from work in the registered or permitted area of the CFO.	<input type="checkbox"/>	<input type="checkbox"/>
2. No smoking in the CFO.	<input type="checkbox"/>	<input type="checkbox"/>
PREVENT CONTAMINATION BY HANDS	YES	NO
1. Handwashing station stocked and available: Warm water measured at 100° F, soap and paper towels; easily accessible.	<input type="checkbox"/>	<input type="checkbox"/>
2. Hands washed prior to food preparation.	<input type="checkbox"/>	<input type="checkbox"/>
3. Proper glove use: Food employees must minimize bare hand and arm contact with non-prepackaged food that is in a ready-to-eat form. (a) Food employees must use nonlatex utensils, including scoops, forks, tongs, paper wrappers, gloves or other implements. (b) Single-use nonlatex gloves must be worn when contacting food and food-contact surfaces if the employee has any cuts, sores, rashes, artificial nails, nail polish, rings, other than a plain ring, (i.e. wedding band, uncleanable orthopedic support devices or fingernails that are not clean, smooth or neatly trimmed).	<input type="checkbox"/>	<input type="checkbox"/>
APPROVED FOOD ITEMS	YES	NO
1. The CFO only makes food items that have been approved by EHS Cottage Food Specialist.	<input type="checkbox"/>	<input type="checkbox"/>
WATER SOURCE	YES	NO
1. The CFO utilizes water from a potable source: Potable drinking water must be used during the preparation or as an ingredient in cottage food products. The CFO using a private well as a water source must provide evidence of potable drinking water, including test results for: Bacteriological (quarterly), Nitrates (annually) and Nitrites (every three years).	<input type="checkbox"/>	<input type="checkbox"/>

CHECKLIST ITEMS FOR HOME KITCHEN INSPECTIONS (Continued)

PROTECTION FROM CONTAMINATION	YES	NO
1. Food free from contamination or adulteration: In the refrigerator, raw foods items such as eggs must be stored below ready-to-eat food items (e.g. cookies, muffins, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
2. Kitchen equipment and utensils are clean and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
3. Food contact surfaces are cleaned and sanitized.	<input type="checkbox"/>	<input type="checkbox"/>
4. The CFO utilizes test strips according to the associated sanitizer to measure concentration levels when sanitizing food contact surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
5. No infants, small children or pets are in the kitchen during the CFO operation hours.	<input type="checkbox"/>	<input type="checkbox"/>
6. No domestic activities (e.g. laundry, ironing, family meal preparation or vacuuming) are completed during the CFO operation hours).	<input type="checkbox"/>	<input type="checkbox"/>
FACILITY REQUIREMENTS	YES	NO
1. Adequate storage for food and food related equipment: Food must be stored at least six inches off the floor.	<input type="checkbox"/>	<input type="checkbox"/>
2. Food preparation occurs in the private kitchen.	<input type="checkbox"/>	<input type="checkbox"/>
3. The CFO is located inside the operator residence.	<input type="checkbox"/>	<input type="checkbox"/>
LABELING	YES	NO
1. Made in a home kitchen in 12-point font	<input type="checkbox"/>	<input type="checkbox"/>
2. Common name of product	<input type="checkbox"/>	<input type="checkbox"/>
3. Name of the CFO which produced the food	<input type="checkbox"/>	<input type="checkbox"/>
4. Ingredients and sub-ingredients list in descending order by weight	<input type="checkbox"/>	<input type="checkbox"/>
5. Physical address (street number, street name, city, state, zip code)	<input type="checkbox"/>	<input type="checkbox"/>
6. Declaration on the label of any of the major food allergens (e.g. milk, eggs, tree nuts, wheat, peanuts, soybeans)	<input type="checkbox"/>	<input type="checkbox"/>
7. Net Weight (must be stated in both English units (pounds) and metric units (grams))	<input type="checkbox"/>	<input type="checkbox"/>
8. Registration or Health Permit number issued by EHS (PR number)	<input type="checkbox"/>	<input type="checkbox"/>
9. Name of the county issuing the Cottage Food Registration or Health Permit	<input type="checkbox"/>	<input type="checkbox"/>
VERMIN	YES	NO
1. No rodents, insects or pests within the CFO.	<input type="checkbox"/>	<input type="checkbox"/>
COMPLIANCE AND ENFORCEMENT	YES	NO
1. The CFO maintains a valid Cottage Food Registration or Health Permit: Payments are due annually at the time of expiration. If the CFO no longer operates within San Bernardino County, or has moved to a new location within San Bernardino County, written notification must be provided directly to EHS to deactivate the permit. Additionally, if the CFO has moved to a new location a new Cottage Food application must be filled out for the location of the new residence.	<input type="checkbox"/>	<input type="checkbox"/>
2. Class A Operations comply with direct sales only.	<input type="checkbox"/>	<input type="checkbox"/>
3. Class B Operations comply with direct and indirect sales.	<input type="checkbox"/>	<input type="checkbox"/>
4. The operation has no more than one full-time equivalent food employee, not including a family member or household member.	<input type="checkbox"/>	<input type="checkbox"/>
5. The CFO complies with gross annual sale restrictions.	<input type="checkbox"/>	<input type="checkbox"/>
6. Exemption Letter obtained from Land Use Services for the CFO in unincorporated areas.	<input type="checkbox"/>	<input type="checkbox"/>
7. The CFO located within city limits, if applicable, maintains a valid business license and home occupation permit along with any other requirements.	<input type="checkbox"/>	<input type="checkbox"/>

