

**Cottage Food Operation Inspection Report**

County of San Diego, Department of Environmental Health
 P.O. Box 129261, San Diego, CA 92112-9261
 (858) 505-6900 (800) 253-9933 www.sdcdelh.org

Inspection Date:
 Record ID:
 Business Type: Class ___ Cottage Food Operation

| Facility Name | Address | City | Zip Code | CT | District | # of Employees | |
|-----------------|------------------|---------------|-----------------|-------------------|------------|----------------|---------------|
| Permit Owner | Permit Exp. Date | Record Status | Inspection Type | Inspection Status | Total Time | # Viol | # Repeat Viol |
| Related Records | Record ID | Business Type | Record Status | Permit Exp. Date | | | |

Major violations pose a threat to public health and must be corrected immediately. Uncorrected majors may warrant closure of the Cottage Food Operation (CFO). A reinspection may be conducted and fees assessed as authorized by San Diego County Code ordinance. Unmarked items are Not Observed, Not Applicable, or In Compliance.

| Demonstration of Knowledge | MINOR | MAJOR |
|--|-------|-------|
| 1a. Self-certification checklist submitted | | N/A |
| 1b. Food processor course complete | | N/A |
| Employee Health & Hygiene Practices | MINOR | MAJOR |
| 2a. No ill employees or workers | N/A | |
| 2b. No smoking in CFO | | N/A |
| 2c. Employees shall not contaminate food | | |
| Prevent Contamination By Hands | MINOR | MAJOR |
| 3a. Hand washing station stocked and available | | |
| 3b. Hands washed prior to food preparation | | |
| 3c. Proper glove use | | |
| Approved Food Item | MINOR | MAJOR |
| 4. Food prepared from approved food list only | | |
| Water | MINOR | MAJOR |
| 5. Potable water source Handsink: _____ Warewashing sink: _____ | | |
| Protection From Contamination | MINOR | MAJOR |
| 6a. Food free from contamination and adulteration | | |
| 6b. Kitchen equipment and utensils clean and in good repair | | |
| 6c. Food contact surfaces are cleaned and sanitized Sanitizer: <input type="checkbox"/> Chlorine <input type="checkbox"/> Quat Amm Location and Concentration: _____ | | |
| 6d. No infants, children, or pets in kitchen during CFO hours | | |

| Facility Requirements | MINOR | MAJOR |
|---|-------|-------|
| 7a. Additional storage is available, approved and separate from personal dwelling space | | |
| 7b. Food preparation occurs in private kitchen of CFO | | |
| 7c. CFO located in private dwelling /operator residence | | |
| Labeling | MINOR | MAJOR |
| 8a. "Made in a Home Kitchen" on package in 12-point type or font | | |
| 8b. Common name of food product on package | | |
| 8c. Name of CFO on package | | |
| 8d. Ingredients listed on package | | |
| 8e. Registration or permit number on package | | |
| Vermin | MINOR | MAJOR |
| 9. No rodents, insects or animals within CFO | | |
| Compliance and Enforcement | MINOR | MAJOR |
| 10. CFO operating with a valid permit or registration | | |
| 11. Approved number of employees | | |
| Sales | MINOR | MAJOR |
| 12a. Approved direct sales to consumers | | |
| 12b. Approved indirect sales in county of origin | | |
| 12c. Complies with other local agency requirements | | |
| Other: | | |

| ITEM / LOCATION | TEMP (°F) | ITEM / LOCATION | TEMP (°F) | ITEM / LOCATION | TEMP (°F) |
|-----------------|-----------|-----------------|-----------|-----------------|-----------|
| | | | | | |
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| OBSERVATIONS AND CORRECTIVE ACTIONS |
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| COMPLIANCE AND ENFORCEMENT: NOTICE ISSUED |
|--|
| <input type="checkbox"/> No Valid Permit <input type="checkbox"/> Impoundment <input type="checkbox"/> Hearing Scheduled |
| <input type="checkbox"/> THIS REPORT IS AN OFFICIAL NOTICE OF VIOLATION. CORRECTIONS MUST BE COMPLETED WITHIN THE TIME SPECIFIED. A REINSPECTION FEE MAY BE CHARGED IF THE VIOLATIONS ARE NOT CORRECTED BY THE REINSPECTION DATE: |

| REASON FOR CLOSURE |
|--|
| <input type="checkbox"/> Fire <input type="checkbox"/> Power Outage <input type="checkbox"/> Water Outage <input type="checkbox"/> Major Violation(s) <input type="checkbox"/> Lack of Valid Permit/Registration <input type="checkbox"/> Other Reason |

| | | |
|-----------------------|--------------------------|------------------|
| Received by (Print): | Received by (Signature): | Title: |
| Specialist (Print): | Specialist (Signature): | Title: Phone: |
| Secondary Inspectors: | | |

Summary of corresponding laws and regulations that apply to violations listed on the front side of this form. This summary page lists the general requirements for each item. Additional sections may be cited as applicable.

1. A "Class A" cottage food operation shall have submitted a completed self-certification checklist approved by the local enforcement agency. "Class A" and "Class B" cottage food operations must complete a food processor course approved by the department within three months of becoming registered/permitted. **(114365, 114365.2)**
2. Employees with a communicable disease shall be excluded from the food facility/preparation of food. **(114365.2)** Gloves shall be worn if an employee has cuts, wounds, and/or rashes. **(113973)** No employee shall commit any act that may contaminate or adulterate food, food contact surfaces, or utensils. **(113967)** No employee shall smoke in any work area of a cottage food operation. **(114365)**
3. Hands must be washed prior to food preparation. Hands must be washed with warm water, soap and then dried with a clean single use towel. Employees are required to wash their hands: before beginning work; before handling food/equipment/utensils; as often as necessary during food preparation to remove soil and contamination; when switching from working with raw to ready to eat foods; after touching body parts; after using the toilet room; or any time when contamination may occur. **(113953.3)** Hands shall be washed prior to glove use. Gloves shall be worn if the employee has cuts, sores, rashes, artificial nails or nail polish, uncleanable orthopedic devices or fingernails that are not clean, smooth or trimmed. **(113973)**
4. Food prepared and sold by a cottage food operation must be nonpotentially hazardous and shall include, but not be limited to, the following: baked goods without cream, custard, or meat fillings, such as breads, biscuits, churros, cookies, pastries, and tortillas; candy, such as brittle and toffee; chocolate-covered nonperishable foods such as nuts and dried fruit; dried fruit; dried pasta; dry baking mixes; fruit pies, fruit empanadas, and fruit tamales; granola, cereals, and trail mixes; herb blends and dried mole paste; honey and sweet sorghum syrup; jams, jellies, preserves, and fruit butter that comply with the standard described in part 150 of title 21 of the code of federal regulations; nut mixes and nut butters; popcorn; vinegar and mustard; roasted coffee and dried tea; waffle cones and pizelles. **(114365.5)**
5. Water used during the preparation of cottage food products must meet the potable drinking water standards for transient noncommunity water systems pursuant to the California Safe Drinking Water Act. **(113869)** Approved water source must be used for cleaning any equipment used for preparation, cleaning of hands, and as an ingredient. **(114365.2)**
6. All food shall be manufactured, produced, prepared, compounded, packed, stored, transported, kept for sale, and served so as to be pure and free from adulteration and spoilage. **(113980)** Kitchen equipment and utensils used to produce food products shall be clean, maintained, and in good repair. All food contact surfaces, equipment, and utensils used for the preparation, packaging, storage, or handling of food products shall be washed, rinsed, and sanitized before each use. No cottage food operations may be conducted concurrent with any other domestic activities. No infants, small children, or pets may be in the home kitchen during any cottage food operations. **(114365)**
7. Cottage food operations must occur within the registered or permitted area of a private home where the cottage food operator resides and where cottage food products are prepared or packaged for direct and/or indirect sale to consumers. **(113758)**. Rooms for cottage food operation storage must be exclusive to the operation and not used for sleeping or living quarters. **(114285, 114286)**
8. Each product must be labeled with the following: the words "made in a home kitchen" in 12-point font on the cottage food product's primary display panel; the name commonly used for the food product or an adequately descriptive name; the name and address of the cottage food operation which produced the cottage food product; the registration or permit number of the "Class A" or "Class B" cottage food operation, respectively, which produced the cottage food product; the name of the county of the local enforcement agency that issued the permit/registration number; the ingredients of the cottage food product in descending order of predominance by weight if the product contains two or more ingredients; a declaration of any major allergens present in the cottage food product; the net weight of the product listed in ounces (oz) and grams (g). **(114365.2)**
9. Cottage food operations shall be kept free of vermin: rodents (rats, mice), cockroaches, flies. **(114259.5)**
10. Cottage food operations shall not be open for business without a valid permit or registration as it pertains to their classification; Class A or Class B.. **(114365)**
11. Cottage food operations may not have more than one full-time equivalent cottage food employee, not including a family member or household member of the cottage food operator. **(113758)**

If an imminent health hazard is found, an enforcement officer may temporarily suspend the registration/permit and order the cottage food operation immediately closed. **(114405 114407, 114409, 114411, 114413)**