

Cottage Food Checklist

THE BUSINESS SIDE

Registered with the local county health department where you reside.
Registered as a vendor at the Farmers Market. May contact Farmers Market Manager.
Products for sale are listed on the local county health department registration.
Products for sale are compliant with the Illinois Cottage Food Law are permitted for sale and labeled correctly.
The person preparing and selling the product has a valid Food Protection Manager Certificate (CFPM).
If preparing samples at the market, the person packaging has a valid CFPM and a Farmers Market Food Product Sampling Handler Certificate .
If preparing samples in the home kitchen, the person preparing has a valid CFPM, and products are individually wrapped or placed in sample cups with lids. A sign or product with a label listing food allergen ingredients is displayed at the point of sale.

HEALTH AND HYGIENE

No symptoms of nausea, vomiting, fever, diarrhea or a continuous runny nose.
No smoking, eating, or chewing gum during food preparation and serving.
Hair is restrained during food preparation and packaging; tied back or up; covered with a hat, hairnet, or scarf.
Cuts on wrists or hands are covered with a bandage and a disposable glove during food preparation and packaging.
Fingernails are short, cleaned, trimmed without fingernail polish during food preparation and packaging.

CLEAN KITCHEN

Pets are kept out of the kitchen during food preparation and packaging.
Countertops are cleaned and sanitized before and after production.
Paper towels are used to clean kitchen surfaces. If cloth towels are used, they have been washed in the hot cycle of the washing machine.

FOOD PREPARATION, STORAGE AND TRANSPORT

Wash hands with warm water and soap; scrub hands, fingers and wrists for 10-15 seconds; rinse and dry with paper towels before, after and during food preparation.
Food for home consumption is prepared separately from food used for cottage food.
Raw meat, poultry and fish are stored below ready-to-eat food in the refrigerator.
Food kept in the freezer is 0°F or lower and food kept in the refrigerator is 40°F or lower.
Potentially hazardous food is not left in the danger zone (40-140°F) for more than 2 hours.
If transporting chilled food, a thermometer is placed in an insulated hard-sided cooler with enough ice or cooler packs to keep food 40°F or below.
A thermometer is placed in an insulated hard-sided cooler with dry ice to keep food frozen solidly if transporting frozen food.

WHAT TO BRING WITH YOU

Registration forms, CFPM certificate, copy of recipes, Farmers Market Food Product Sampling Certificate (if applicable).
Display (canopy tent, table, chairs, tablecloth, business signs, etc.)
A placard that reads "This product was produced in a home kitchen not subject to public health inspection that may also process common food allergens."
Business cards, promotional flyers
Cash box with adequate change, calculator, receipt book with pen and tablet to record transactions
Shopping bags for customers
First aid kit
Hand sanitizer or portable hand washing station
Personal items (extra clothing, water, snacks, etc.)
Other:

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Food Testing Labs

The labs listed below are a few examples of private accredited labs that may provide food testing, such as pH, nutritional analysis, contaminant, allergen and shelf life testing. Lab testing may vary in price and is subject to change. Contact the lab for pricing and to determine how samples should be packaged for shipping.

- 1. Certified Laboratories of the Midwest**
(does not test for pH only)
2505 Diehl Road
Aurora, IL 60502
Phone: (630) 783-8600
www.certified-laboratories.com
- 2. IEH Laboratories & Consulting Group**
15300 Bothell Way NE
Lake Forest Park, WA 98155
Phone : (206) 522-5432
www.iehinc.com
- 3. Deibel Labs**
7120 N. Ridgeway Ave
Lincolnwood, IL 60712
Phone (847) 329-9900
www.deibellabs.com
- 4. EMSL Food Testing**
200 Rt. 130 N.
Cinnaminson, NJ 08077
Phone: (312) 590-4870
www.foodtestinglab.com/
- 5. Q Laboratories Inc.**
1400 Harrison Ave.
Cincinnati, OH 45214
Phone (513) 471-1300
[www.qlaboratories.com](http://www qlaboratories.com)

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