

Application for Cottage Food Operation Permit  
Garfield County Health District

***Applicant***

**Name of Cottage Food Operation:**

**Email:**

**Phone:**

**Owner Name(s):**

**UBI#:**

**Water Source:**

**Private Well**

**Public**

**Address of Domestic Home Kitchen:**

**City:**

**County:**

**State:**

**Zip:**

***Food Worker Card***

**Name of Cardholder:**

**Expiration Date:**

***Categories of Products Allowed with a Garfield County Cottage Food Permit:***

- Low risk baked goods and fried products that are cooked in an oven, on a stove top, or with an electric device designed for cooking food.
  - Candies that are not potentially hazardous and are cooked on a stove top or in a microwave, provided the operator maintains proper temperature control through the use of a candy thermometer.
  - Jams, Jellies, Preserves, Fruit Butters, Salsa, and Sauces that are stored in a refrigerator and not canned.
  - Recombined and packaged dry herbs, seasoning and mixtures obtained from approved sources.
  - "Take & Bake" home meals, that are produced with fully cooked products, and provide clear cooking instructions. The permit holder has full responsibility over this product and how the client prepares it.
- No raw products allowed in any "Take & Bake" home meals.**

*\*A list of products being made and sold will need to be listed on page 3. If an item changes or you would like to add to your list of products please contact the Garfield County Health District before the next scheduled event.*

***Owner's Statement***

I agree to grant the Garfield County Health District the right to enter, during normal business hours or at other reasonable times, the domestic residence housing the cottage food operation for the purpose of inspection, including the collection of samples. I acknowledge that issuance and retention of this permit are contingent upon satisfactory compliance with local requirements.

**Date:**

***Owner's Understanding***

A Garfield County cottage food operation allows for food that is not potentially hazardous such as baked goods, refrigerated jams, salsa or sauces, "take & bake" home meals, dry herbs, dry herb blends, or dry tea blends to be produced in the kitchen of a person's primary domestic residence in Garfield County, Washington and only for sale directly to the consumer. Cottage food operation products CANNOT be sold to restaurants, wholesale, or by mail order. Products CANNOT be sold out of Garfield County, Washington. Internet sales MUST be picked up or delivered in person within Garfield County Washington.

**Date:**

## Section 2

### Water Supply

If you are on city, community or other Municipal Water Systems you do not need to declare. **I declare that the private water supply used in my home kitchen has been tested and is potable water for drinking, cooking, and washing.**

**Owners Initials:**

### Labeling

Labels must be attached for each recipe variation. **Labels must include:**

- Name of Cottage Food Operation
- Physical address of Cottage Food Operation
- Product Name
- Identify allergens for each product
  - 8 most common allergens: Milk, Wheat, Eggs, Peanuts, Soybeans as well as Tree Nuts, Fish and Crustacean Shellfish. \*All dairy ingredients are to be identified as "Milk".
  - "Contains....."
- The following statement in at least 11pt. font: **"Made in a home kitchen that has not been subject to a standard inspection criteria."**
- If your ingredients consist of any type of alcohol, the label must include the statement **"This product contains liquor and the alcohol content is one percent or less of the weight of the product."**

### Packaging

Packaging must be food-grade. This means it is identified food grade, or understood to be a material that won't impart contamination to the product.

You must minimize bare hand contact with ready to eat foods by either wearing single use gloves or by using an appropriate utensil such as tongs.

### Cleaning & Sanitation

- No one with signs of upper respiratory infection (e.g., cold or flu-like symptoms), skin infections, open cuts, wounds, boils, eye infections, diarrhea, vomiting, jaundice, or other sickness is permitted to work with food.
- Always wash hands upon starting food prep, after using the restroom and after contaminating hands (e.g., taking money and other work-related activities).
- No eating or drinking is allowed while engaged in food handling. Wash hands after eating or drinking and before resuming food handling.
- Food contact surfaces, including cutting boards, should be smooth, nonporous and easily cleanable.
- Always keep bleach available to sanitize washed utensils, food preparation, and service surfaces. **(The proper ration is 1 tablespoon of bleach per 1 gallon of clear water.)**
- A domestic dishwasher may be used in lieu of a three-compartment sink. Kitchen utensils that will not fit into a dish machine must be washed, rinsed, and sanitized using a three-compartment sink method. The third compartment may include a large tub placed next to a two compartment domestic kitchen sink.



### **Section 3**

#### **Sales Plan**

*Sales may only be in Garfield County Washington and may not include consignment or wholesale. Delivery by mail or courier is prohibited.*

**Proposed Sales Location:**

**Proposed Sale Dates:**

*Examples of Proposed Sales Location and Proposed Sale Dates:*

- *"Pomeroy Market", June-August 2022, 2nd and 4th Wednesday from 4-7*
- *"At home or on farm", year round, once a month on Tuesdays.*
- *"Pomeroy Craft Fair", November 18th*

#### **Product List**

*Please provide a list of every product you will be making and indicate whether the product contains potential allergens\* and/or alcohol. **NO RAW ingredients are allowed in any "take and bake" products being sold.** \*Milk, Wheat, Eggs, Peanuts, Soybeans, Tree Nuts, Fish, Crustacean Shellfish.*

*Product:*

*Allergens Present      Alcohol*

#### **Child & Pet Management**

*You need a plan for infants or children under six year of age entry/access to the kitchen during operating hours. Include how you will control entry/access to ingredients and the finished product storage.*

*You need a plan if pets are present at the location, and briefly describe how you will control their entry/access to the kitchen during operating hours. Include how you will control entry/access to ingredients and finished product storage.*

#### **Transportation**

*Proper temperature must be maintained in transport and on site. Please keep hot foods at 135 degrees or above and cold foods 40 degrees or below at all times. All food transported to the site and all food kept on site must be protected from contamination (e.g., from dust and flies) at all times.*

**How long will it take to transport product to site?**

**How will food be kept hot or cold?**