Cascade County Cottage Food Operation Guidance and Registration Application



PLEASE READ ALL OF THE INFORMATION IN THIS PACKET. PROPERLY COMPLETING THIS PACKET WILL HELP US TO PROCESS YOUR APPLICATION IN A TIMELY MANNER.

1) **Approved cottage food list:**

a. **Baked goods** that are cooked in an oven including:
   i. Loaf breads, rolls, biscuits, quick breads, and muffins
   ii. Cakes
   iii. Pastries or scones
   iv. Cookies or bars
   v. Crackers
   vi. Cereals, trail mixes or granola
   vii. Nuts and nut mixes
   viii. Snack mixes
   ix. Pies

b. **Dried Fruits & Herbs** - Herbs and the following fruits can be dried, packaged and sold, as well as other fruits that have a pH of 4.6 or lower:
   i. Apples, apricots, grapefruit, lemons, limes, mangos, nectarines, oranges, peaches, plums, pomegranates, tangerines, blackberries, blueberries, cherries, cranberries, currants, gooseberries, grapes, raspberries, strawberries, and huckleberries

c. **Standardized Jams, Jellies, Preserves or Fruit Butters** that contain at least **55% sugar by weight.** Other formulations will need to be assessed to make sure they meet the safety requirements specified in 21 CFR 150. They cannot contain large chunks of fruit. The following are the only approved fruits:
   i. **Fruit Butters** made with apple, apricot, grape, pear, plum, prune, quince, and combinations of these fruits.
   ii. **Fruit jellies** made with apple, apricot, blackberry, black raspberry, boysenberry, cherry, crabapple, cranberry, dewberry, fig, gooseberry, grape, grapefruit, guava, loganberry, orange, peach, pineapple, plum, pomegranate, prickly pear, quince, raspberry, currant, strawberry and youngberry and combinations of these fruits.
   iii. **Fruit preserves and jams** made with the same fruits as fruit jellies, as well as blueberry, elderberry, huckleberry, rhubarb, tangerine, nectarine, cranberry, and tomato and combinations of these fruits.
      - *Other formulations will need to be assessed to make sure they meet the safety requirements specified in 21CFR150. They cannot contain large chunks of fruit.*

d. **Recombining and Packaging of Dry Herbs, Seasonings, or Mixtures** (e.g., dry soup, teas, coffees, spice seasonings)

e. **Popcorn, Popcorn Balls, or Cotton Candy**

f. **Fudge, Candies or Confections** that have a cook step

Approved Foods

Cottage foods must be **non-potentially hazardous** (non-PHF). This means they do not support the *growth* of pathogens and **don't require refrigeration**.

Products NOT ALLOWED:

- Buttercream or cream cheese frostings
- Pepper, sugar-free or low-sugar jams, jellies, preserves, or butters
- Products with meat or cheese
- Cheesecake
- Pumpkin, meringue, custard or unbaked fruit pies
- No-bake cookies

Dried Fruit & Herbs

1. Must have a minimum internal temperature of 160°F within 60 minutes of cutting fruit or removing herbs from stem.
2. Must have a minimum internal temperature of 140°F during the entire drying process.
3. Cannot be packaged in vacuum, reduced oxygen, or modified oxygen packaging.

g. **Molded Chocolate** using commercial chocolate melts
h. **Other products *may* be approved on a case-by-case** basis by the department if they are Non-Potentially Hazardous (non-PHF). Some products may require testing by a Process Authority or certified lab to determine if they are non-PHF. There is also a set of online books with tested recipes that may be used if the recipes are followed exactly as written. These books contain lab tested recipes including non-PHF versions of foods typically not allowed under cottage food law such as traditional buttercream frostings.

2) **Sanitary food preparation procedures**. Food must be produced in a clean kitchen. Food-contact surfaces, equipment, and utensils must be cleaned and sanitized before use. The kitchen must have restrictions on eating, drinking, and using tobacco during food preparation and packaging. Pets must not be allowed in the kitchen during food production. Do not handle Ready-To-Eat (RTE) foods with your bare hands; use single-use gloves or utensils. Do not prepare foods if you are experiencing symptoms of foodborne illness, have been diagnosed with a foodborne illness, or have persistent sneezing, coughing, or runny nose. Hands must be properly washed before beginning food prep and anytime they may become contaminated. Water used for food prep and cleaning must come from an approved drinking water source (i.e., public water system or well that is routinely tested).

3) **Compliant labels.** Your product will not be approved without an appropriate label. This is the most difficult step for applicants. Please review the labeling guidance in this packet before attempting to create a label. We recommend using Excel to create spreadsheets of your recipes.

4) **Sell directly to consumers.** A face-to-face transaction with the consumer is required. Foods may be delivered to the purchaser, sold at Farmer's Markets, flea markets, craft bazaars, fairs, etc. **Cottage food products cannot be sold to retail food stores, restaurants, distributors, wholesalers, or sent by mail.**

5) **Apply to Cascade City-County Health Department Environmental Health Division.** The application fee is a one-time registration fee of **$40.00**. However, if the location of the operation moves, or additional recipes and labels are submitted, the operator will be required to re-register and pay the fee again. All fees are non-refundable.

6) **Review the Administrative Rules of Montana** 37.110 Subchapter 5 Cottage Food Operations. These are the standards you are required to meet and maintain.

7) A Home occupancy license or certificate may be required.
Contact City of Great Falls Planning 406-455-8414 City of Great Falls Home Occupation Application **or Cascade County Planning Department 406-454-6905.** Cascade County Home Occupation Permit Application

You may complete your application in Word and/or Excel and submit electronically. CCHD still requires an original signature on page 4, "APPLICATION FOR COTTAGE FOOD OPERATION REGISTRATION"
and all 5 required sections must be submitted in full.

APPLICATION FOR COTTAGE FOOD OPERATION REGISTRATION

Name of Cottage Food Operation:	
Owner Name(s):	
Address of Domestic Home Kitchen: (must be in **Cascade County**)	City: Zip:
Mailing Address if different that above:	City: Zip:
Phone Numbers:	Email:
PREVIOUSLY REGISTERED? YES ☐ NO ☐	If yes, Registration #:
Water Source? ☐ Public Water System, PWS#: _____	☐ Private Well (water tests may be required)
Sewage Disposal? ☐ Public Sewer	☐ Individual system operated according to law, Septic Permit #: _____

Products (you must submit a recipe and label for each product listed)	
Please list the specific products you are registering (you may attach a complete list if the space provided is not adequate):	

Owner's Statement	
The information provided in this application accurately represents my operation. I understand that I must grant the local health official access to my residence for the purpose of inspection in the event of a complaint based on an illness associated with my product(s).	
Signature(s) of owner(s)	Date:

Please include $40 fee with application. Payment methods: mail check or money order payable to CCHD, call our administrative assistant at 761-9890 to pay over the phone with a credit card, or pay using any method at our office.

COMPLETED BY SANITARIAN

Approved by: _____ Signature: _____ Date: _____

Conditions:_____

Requirement #1 – Recipe Sheets

Create a Recipe List for each product you are registering. The recipe list is intended to be a tool to help you create your recipe sheets and labels. You can use Excel to create and sort your lists.

1. **List all the ingredients** in the recipe along with their measurements.

2. **Convert your measurements to weights.** Weight should be listed in **ounces** (oz.) or **grams** (g.). Choose one or the other and use consistently throughout the application.

Chocolate chip cookies with walnuts	grams
1/4 cup unsalted butter	56.7
1/4 cup vegetable oil	54.5
3/4 cup dark brown sugar	174.4
2 large eggs	97.6
1 teaspoon vanilla extract	4.3
2 1/4 cup all-purpose flour	281.1
12-ounce bag semisweet chocolate chips	340.2
3/4 teaspoon baking soda	3.5
1 teaspoon salt	6.1
1 cup chopped walnuts	125.0

3. **Sort the list in descending order by weight** (i.e. heaviest to lightest).

Chocolate chip cookies with walnuts	grams
12-ounce bag semisweet chocolate chips	340.2
2 1/4 cup all-purpose flour	281.1
3/4 cup dark brown sugar	174.4
1 cup chopped walnuts	125.0
2 large eggs	97.6
1/4 cup unsalted butter	56.7
1/4 cup vegetable oil	54.5
1 teaspoon salt	6.1
1 teaspoon vanilla extract	4.3
3/4 teaspoon baking soda	3.5

Sorted List

Details

Clearly explain the ingredients of your recipes and the measurements. Be specific (e.g., salted or unsalted butter, powdered or granulated sugar).

Each variation of a recipe needs to be submitted; for example, "Chocolate Chip Cookies" and "Chocolate Chip Cookies with Walnuts".

If you grease your pans/tins, list the specific grease used as an ingredient.

Conversions

When converting from a volume to a weight, use a conversion website or smartphone app that converts specific ingredients based on their density (e.g., 1 cup of butter is 227g, while 1 cup of powdered sugar is 120 g).

Website:

https://www.onlineconversion.com/weight_volume_cooking.htm

Android App:

https://play.google.com/store/apps/details?id=com.nataliepernа.cupful&hl=en_US&gl=US

iPhone or iPad App:

https://apps.apple.com/us/app/cupify/id1060658600

Requirement #1 – Recipe Sheets

Create a Recipe Sheet for each product. The Recipe Sheet must contain:

1. **Product Name** and **Number** (label must match)
2. **Sorted Ingredient List** (from previous step)
3. **Recipe Directions** that include all steps and listed ingredients

Product Name: _____ **Number**: _____

Sorted Ingredient List:

Ingredients with measurements	Grams (g) or Ounces (oz)

Recipe Directions:

Requirement #2 – Labels

Create a Label for each product with all the required components.

1. **Create a basic list of ingredients** for your labels using your Sorted Lists. Ingredient lists on labels must be in descending order by weight, so ingredients must be in the same order as your sorted list.

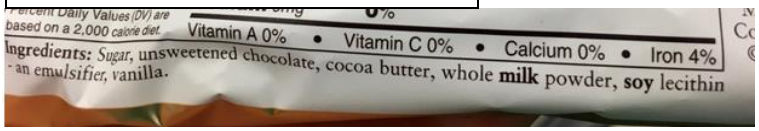
> **Ingredients**: Semisweet Chocolate Chips, All Purpose Flour, Dark Brown Sugar, Chopped Walnuts, Eggs, Unsalted Butter, Vegetable Oil, Salt, Vanilla Extract, Baking Soda.

Chocolate chip cookies with walnuts	grams
12-ounce bag semisweet chocolate chips	340.2
2 1/4 cup all-purpose flour	281.1
3/4 cup dark brown sugar	174.4
1 cup chopped walnuts	125.0
2 large eggs	97.6
1/4 cup unsalted butter	56.7
1/4 cup vegetable oil	54.5
1 teaspoon salt	6.1
1 teaspoon vanilla extract	4.3
3/4 teaspoon baking soda	3.5

2. **Add Sub-Ingredients** to your basic ingredient list. Look at the ingredient lists on your ingredient packaging. After the ingredient in *your list*, **list the ingredients from the packaging in parentheses**. If there is only a single ingredient listed on the packaging, no sub-ingredients need to be listed. Some packaging ingredients have their own sub-ingredients or synonyms (e.g. vitamins) in parentheses, so make sure you are closing each set of parentheses properly.

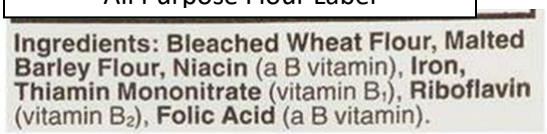
> **Ingredients**: Semisweet Chocolate Chips **(**sugar, unsweetened chocolate, cocoa butter, whole milk powder, soy lecithin-an emulsifier, vanilla**)**, All Purpose Flour **(**bleached wheat flour, malted barley flour, niacin (α B vitamin), iron, thiamin mononitrate (vitamin B_1), riboflavin (vitamin B_2), folic acid (α B vitamin)**)**, Dark Brown Sugar **(**sugar, molasses**)**, Chopped Walnuts, Eggs, Unsalted Butter **(**cream, natural flavor**)**, Vegetable Oil **(**soybean oil**)**, Salt, Vanilla Extract **(**vanilla bean, alcohol, water**)**, Baking Soda.

Semisweet Chocolate Chip Label



Semisweet Chocolate Chips **(**sugar, unsweetened chocolate, cocoa butter, whole milk powder, soy lecithin-an emulsifier, vanilla**)**

All Purpose Flour Label



All Purpose Flour **(**bleached wheat flour, malted barley flour, niacin (α B vitamin), iron, thiamin mononitrate (vitamin B_1), riboflavin (vitamin B_2), folic acid (α B vitamin)**)**

Requirement #2 – Labels continued

3. **Identify the allergens** and list them below the ingredient list.

> **Ingredients**: Semisweet Chocolate Chips (sugar, unsweetened chocolate, cocoa butter, soy lecithin, milk), All Purpose Flour (bleached wheat flour, malted barley flour, niacin, iron, thiamin mononitrate (vitamin B_1), riboflavin (vitamin B_2), folic acid (α B vitamins)), Dark Brown Sugar (sugar, molasses), Chopped Walnuts, Eggs, Unsalted Butter (cream, natural flavor), Vegetable Oil (soybean oil), Salt, Vanilla Extract (vanilla bean, alcohol, water), Baking Soda.
> **Contains: Wheat, Soy, Milk, Walnuts, Eggs**

4. **Add the other required components:**

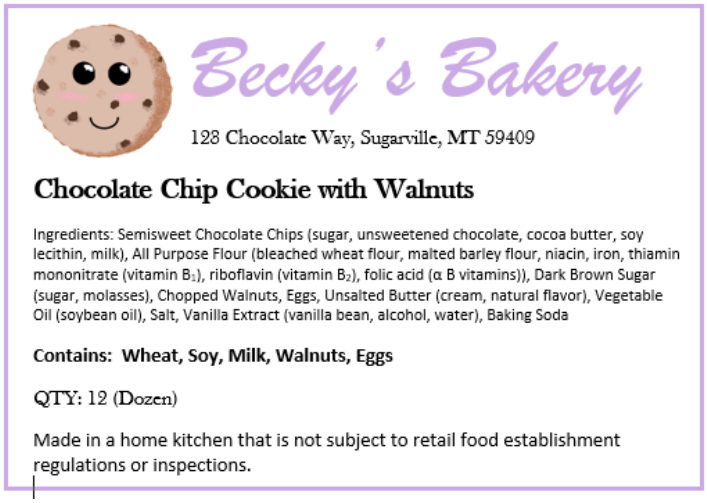
   a. **The statement "Made in a home kitchen that is not subject to retail food establishment regulations or inspections."** This statement must be in size **11 font** or larger.

   b. **The Product Name**. The name must match the recipe sheet.

   c. **Net Weight, Volume, or Quantity**. Choose what works best for your product. For example, honey is liquid so volumes such as pint, Fl oz, or gallon work. Cookies could be sold individually and have a net weight in oz (g) or be sold by the dozen and have the quantity as 12 or 1 dozen.

   d. **Your Name**. You may put your cottage food business name and/or your first and last name.

   e. **Your Address**. You must use your physical address. If your address is in a local directory under your name or business name (whichever is listed on the label), you may list just the city, state and zip code.



Major Allergens

The Big 8 are the most common food allergens and account for 90% of all food allergy reactions. These 8 allergens must be listed on your labels immediately after the ingredients:

- **Milk** (e.g., cream, casein, caseinate, curds, whey, lactose, lactate solids)
- **Wheat**
- **Eggs** (e.g., albumin, lysozyme, ova- or ovo- prefix)
- **Peanuts**
- **Tree Nuts** (e.g., pecans, almonds, cashews, walnuts, pistachios)
- **Soybeans or Soy** (e.g., soy milk, soy lecithin, soybean oil)
- **Fish**
- **Shellfish** (e.g., crab, lobster, shrimp)
- **Sesame**

Allergens should be declared in a "contains" statement. We recommend bolding the type to make it highly visible.

Ex: **Contains wheat, milk, and soy.**

Requirement #3 – Production Process

1. Describe processing steps that are <u>not</u> listed on the recipe sheet.
2. List special equipment you use during production.

Examples of non-listed steps:

- Boiling canning jars prior to filling
- Cooling cake on cooling rack on counter for 2 hours after baking.

Production

Some processing steps may be identified in the recipe and some may be identified in packaging. This page is to identify any non- listed steps of the processing in detail to review for hazards that may be introduced.

Several recipes may have the same process. If so, you may list all the recipes that have the same process on one sheet. Indicate which recipes the process will be used for. For example, you may have 5 different jam recipes that are all processed the same way.

Processing Steps and Special Equipment

Requirement #4 – Packaging

1. Describe all the types of packaging you will use and the process of how the product will be packaged.

2. Describe how and where the labels will be attached to the packaging.

If there are multiple varieties of products in one package, the package must have all the varieties listed, along with the ingredients and allergens.

Examples:

- Using disposable gloves, I place 2 cookies in a plastic zip-loc bag. Label stickers are attached to the front.

- Using disposable gloves, I place 1 cake pop in a cellophane bag and seal with a twist tie. Small label cards are tied to packaging.

- I use canning jars and 2-piece commercial canning lids to seal jam while hot.

Packaging

Some packaging steps may be identified in the recipes or production steps. This page is to identify any non-listed steps for packaging in detail to review for hazards that may be introduced.

Several recipes may have the same packaging or packaging process. If so, you may list all the recipes that have the same packaging and packaging process on one sheet. Indicate which recipes will be using a particular type of packaging and packaging process. For example, you may package all cookies by the dozen in boxes and individually wrap cake pops in cellophane bags.

Packaging Process

Requirement #5 – Cleaning and Sanitizing Processes

1. Describe how equipment, utensils, and food-contact surfaces will be cleaned and sanitized, and how often.
2. Describe how you will control allergens.
3. Describe how allergens will be stored.

See ARM 37.110.5 "Cottage Food Operations" and FAQ on CCHD Website for more information on requirements.

Examples:

- Dishes and utensils are cleaned and sanitized in dishwasher using the sanitize cycle. Sink, countertops, and table are cleaned with dish soap, rinsed, and then sanitized with bleach solution. I make sanitizer using 1 TBSP bleach per gallon of water.
- Make allergen free foods before allergen containing foods and clean and sanitize food-contact surfaces after preparing allergen containing foods. I store allergens in sealed containers in separate cupboard.

Cleaning & Sanitizing

Cleaning is the process of removing food debris and residue with soap.

Sanitizing reduces the number of germs to a safe level. We recommend regular unscented liquid bleach (1 TBSP bleach/1 gal. water).

You cannot use disinfectants such as bleach wipes, Lysol, or other chemicals on food-contact surfaces, equipment, or utensils.

Allergen contamination can cause life threatening reactions in individuals with allergies. Allergens must be stored away from other products. Include how you will clean and sanitize food-contact surfaces, equipment, or utensils between preparing products with allergens. Describe other methods you use to prevent allergen contamination.

CLEANING STEPS AND PRODUCTS USED

ALLERGEN STORAGE TO PREVENT CROSS-CONTAMINATION