

Cascade County Cottage Food Operation Guidance and Registration Application



CITY-COUNTY HEALTH DEPARTMENT

115 4th Street South Great Falls, MT 59401
(406) 454-6950



As of October 1, 2015, Montana implemented a Cottage Food Program. This allows certain food items to be produced in a home kitchen and sold to the general public. Cottage Food Operators in Montana must specifically meet the requirements of the Administrative Rules of Montana 37.110 Subchapter 5. <http://www.mtrules.org/gateway/Subchapterhome.asp?scn=37%2E110.5>

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

- 1) **Implement sanitary food preparation operations.** Items must be produced in a kitchen that is clean and sanitized. The kitchen must have restrictions on eating, drinking, and using tobacco during packaging of cottage foods. Pets are not allowed in the kitchen during food production. **Bare hand contact with ready to eat food (food that will not be cooked or is already cooked) is not allowed. Gloves or utensils must be used to handle any ready to eat foods**

- 2) **Only produce foods on the approved cottage food list.** This includes:
 - a) Baked good products that may be cooked in an oven including:
 - i) Loaf breads, rolls, biscuits, quick breads, and muffins (no cheese or meat)
 - ii) Cakes (except cheesecake and similar)
 - iii) Pastries or scones (no cheese or meat)
 - iv) Cookies or bars; (must have a cook step; NO-BAKE cookies are not permitted)
 - v) Crackers
 - vi) Cereals, trail mixes or granola
 - vii) Nuts and nut mixes
 - viii) Snack mixes (no cheese or meats)
 - ix) Pies (except meringue, custard style, fresh (unbaked) fruit; pumpkin, or any type that require refrigeration after baking)
 - b) Dried fruits – 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
 - ii) by following an approved procedure
 - Must have a minimum internal food temperature of 160°F within 60 minutes of cutting fruit.
 - Must have a minimum internal temperature of 135°F during the entire drying process.
 - Must have a minimum internal temperature of 135°F during the entire drying process.
 - Cannot be packaged in vacuum, reduced oxygen or modified oxygen packaging.
 - c) Standardized Jams, Jellies, Preserves, and Fruit Butters (made with regular sugar; not sugar-free or low sugar, or made with sugar substitutes). **They must contain at least 55% total sugars by weight.** The following are the only approved fruits (Pepper jellies and similar are not approved without being assessed by a food process authority):
 - **Fruit Butters** made with apple, apricot, grape, pear, plum, prune, quince, and combinations of these fruits.
 - **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.
 - **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 (dry soup, teas, coffees, spice seasonings)
- e) Popcorn, popcorn balls, or cotton candy
- f) Fudge, candies or confections that require a cook step and do not require refrigeration after cooking
- g) Molded chocolate using commercial chocolate melts
- h) *Other products may be approved on a case by case basis by the department in consultation with the local health authority.*

- 3) **Create compliant labels (see example).** 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. They 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 or distributors, wholesale, or by e-mail or mail order.**
- 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) **Please review the Administrative Rules of Montana 37.110 Subchapter 5 “Cottage Food Operations”.** These are the standards you are required to meet and maintain.
<http://www.mtrules.org/gateway/Subchapterhome.asp?scn=37%2E110.5>
- 7) A Home occupancy license or certificate may be required.
Contact City of Great Falls Planning 406-455-8414
http://greatfallsmt.net/sites/default/files/fileattachments/planning_and_community_development/page/38551/home_occupation_certificate_application.pdf
or Cascade County Planning Department 406-454-6905.
<http://www.cascadecountymt.gov/doc/homeoccupationpermit.pdf>

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 6 required sections must be submitted in full.

APPLICATION FOR COTTAGE FOOD OPERATION REGISTRATION

A cottage food operation allows for food that is not potentially hazardous such as baked goods, jam, jellies, preserves, fruit butters, or dry spice blends to be produced in the kitchen of a person's primary domestic residence in Montana and only for sale directly to the consumer, by the producer.

Cottage Food Operation products cannot be sold to retail food stores, restaurants, wholesale via the internet, or by mail order. Products cannot be sold outside the state of Montana.

Name of Cottage Food Operation:	
Owner Name(s):	
Address of Domestic Home Kitchen: (must be in Cascade County)	
City:	Zip:
Mailing Address if different than above:	
City:	Zip:
Phone Numbers:	Email:
PREVIOUSLY REGISTERED? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, Registration #:
Water Source? Public Water <input type="checkbox"/> _____ Private Well <input type="checkbox"/> (water tests may be required)	
Sewage Disposal? Public <input type="checkbox"/> Individual system operated according to law <input type="checkbox"/> Septic Permit Number: _____	
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 remit check or money order for \$40.00, payable to CCHD (City-County Health Department) with this application. No refund of fees after receipt of Cottage Food Operation Application.

***** For office use only *****

Approved by: _____

Date: _____

Conditions: _____

Requirement #1 - Cleaning and Sanitizing Processes

Although Cottage Food Operations are not held to retail food standards, your food must be produced in a clean and sanitary kitchen that limits access of pets. See ARM 37.110 subchapter 5 "Cottage Food Operations" for expectations.

Submit:

- A list of how the equipment, utensils, and product contact surfaces will be cleaned and sanitized, and how often. There is a difference between "clean" and "sanitize". Dish detergent is used to clean; bleach is used to sanitize. **Regular, unscented bleach is recommended** since it is approved for sanitizing surfaces between allergens and it kills more viruses than other sanitizers.
- A description of how you will control allergens, including how you will clean and sanitize surfaces/utensils/equipment between preparation of products with allergens and products that do not contain allergens.
- A description of how allergens, such as flour, will be stored. (i.e. not near ingredients used in non-wheat products).

You may not use household cleaners such as bleach wipes, Lysol, Windex, 409, etc. on food contact surfaces, equipment, or utensils.

LIST CLEANING STEPS AND PRODUCTS USED (e.g. 1 Tbsp of plain, unscented, liquid bleach will be mixed with 1 gallon of lukewarm water and used to wipe down all food contact surfaces):

IDENTIFY HOW ALLERGEN INGREDIENTS WILL BE STORED TO PREVENT CROSS-CONTAMINATION (e.g. nuts will be stored in sealed container away from other products):

Requirement #2 - Recipes

Submit: You can do this in Excel and submit via email

Recipe List- Submit a recipe sheet for each the products you are applying to be registered
(Convert all the amounts of ingredients to weight (ounces, grams, etc.)

CONVERSIONS

1 large egg = 48.8 grams
Any conversion from volume to weight will depend on the product (i.e. 1 cup of flour and 1 cup of sugar have different weights). Use online convertors such as http://www.onlineconversion.com/weight_volume_cooking.htm

Recipe	Convert to grams
Chocolate chip cookies with walnuts	
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

Recipes

Clearly explain the ingredients of your recipes and the measurements.

Sort by weight (you can do this in Excel and submit as your Recipe Sheet via email)

Recipe	grams
Chocolate chip cookies with walnuts	
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

- ❖ Each variation of a recipe needs to be submitted. For example, “Chocolate Chip Cookies” and “Chocolate Chip Cookies with Walnuts”.
- ❖ If you are greasing a pan, the specific grease used also needs to be listed in your ingredients.

Using the sorted recipes, you can begin creating your labels since the ingredients must be listed by weight.

Requirement #3- Labeling

Submit: **You must submit a label for every recipe submitted.**

Using your sorted recipe to create your label helps insure accuracy.

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

Basic ingredients (by weight): **Semisweet Chocolate Chips, All Purpose Flour, Dark Brown Sugar, Chopped Walnuts, Eggs, Unsalted Butter, Vegetable Oil, Salt, Vanilla Extract, Baking Soda.**

Now add the sub-ingredients ONLY TO THE LABEL. This is a very import for identifying allergens.

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, riboflavin, folic acid), Dark Brown Sugar (sugar, molasses), Chopped Walnuts, Eggs, Unsalted Butter (cream, natural flavor), Vegetable Oil (soy bean oil), Salt, Vanilla Extract (vanilla bean, alcohol, water), Baking Soda**

Review all of the ingredients and their sub ingredients for allergens. Then call out the allergens in your recipe.

This is done by the "Contains:" list.

See example below.

(allergens do not need to be in bold; they are in bold here for easy identification)

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, riboflavin, folic acid), Dark Brown Sugar (sugar, molasses), Chopped **Walnuts, Eggs**, Unsalted Butter (**cream**, natural flavor), Vegetable Oil (**soy bean oil**), Salt, Vanilla Extract (vanilla bean, alcohol, water), Baking Soda

Contains: Wheat, Soy, Milk, Walnuts, Eggs

COMMON BAKING INGREDIENTS AND THEIR SUB-INGREDIENTS

- Confectioner's Sugar contains sugar and cornstarch
- Baking Powder may contain cornstarch, sodium bicarbonate, sodium aluminum sulfate, monocalcium phosphate.
- Brown sugar contains sugar and molasses
- Whipping cream may contain cream, milk, carrageenan, mono and diglycerides, polysorbate 80

Sub-ingredients must be listed on the label.

Some common allergens are found in sub ingredients.

For example, vegetable oil may contain soy.

MAJOR ALLERGENS:

These must be called out on your label if they are an ingredient or sub-ingredient in your product.

- **Milk** (includes: cream, caseinate, curds, whey, lactose, etc.)
- **Wheat**
- **Eggs**
- **Peanuts**
- **Tree Nuts** (includes: almonds, pecans, hazelnuts, walnuts, coconuts)
- **Soy** (includes soy milk, soy lecithin, soybean oil)
- **Fish**
- **Shellfish**

Requirement #4 – Label continued

This statement must in size 11 font or greater:

“Made in a home kitchen that is not subject to retail food establishment regulations or inspections.”

The size of the font for the other label requirements are up to you.

Example label. **ALL ELEMENTS OF THIS LABEL ARE REQUIRED.**

You may have more than one label, but this label is mandatory.

Made in a home kitchen that is not subject to retail food establishment regulations or inspections

Chocolate Chip Cookies with Walnuts

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, riboflavin, folic acid), Dark Brown Sugar (sugar, molasses), Chopped Walnuts, Eggs, Unsalted Butter (cream, natural flavor), Vegetable Oil (soy bean oil), Salt, Vanilla Extract (vanilla bean, alcohol, water), Baking Soda

Contains: Wheat, Soy, Milk, Walnuts, Eggs

Ashley Bryant 2550 Helena Lane Helena, MT 59620

Net weight 8 oz (227g)

Explanation of the required parts of the label:

This is the only statement on the label that needs to be in size 11 font.

Ingredients listed from highest weight to lowest weight. Make sure this matches your recipe. Include sub-ingredients.

Net quantity, weight, count, or volume. Cannot be approximate.

Name, address, city, state, and zip code of Cottage Food operation

Allergens must be called out as shown. Double check your recipes for these as ingredients and/or sub-ingredients.

Name of the Cottage Food Product (it must match the name on the recipe)

Made in a home kitchen that is not subject to retail food establishment regulations or inspections

Chocolate Chip Cookies with Walnuts

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, riboflavin, folic acid), Dark Brown Sugar (sugar, molasses), Chopped Walnuts, Eggs, Unsalted Butter (cream, natural flavor), Vegetable Oil (soy bean oil), Salt, Vanilla Extract (vanilla bean, alcohol, water), Baking Soda

Contains: Wheat, Soy, Milk, Walnuts, Eggs

Net weight 8 oz (227g)

Ashley Bryant 2550 Helena Lane Helena, MT 59620

Requirement #5- Production Process

Submit:

- A copy of all processing steps you take that are not listed in the recipe or packaging.
- List of equipment to be used within Registered Area (not including standard household appliances)

Examples of non-listed steps such as:

- Boiling jam jars prior to filling or
- Cooling and storing breads/cookies/cakes on a cooling rack placed on the counter for 3 hours after the bake step.
- Using filler for cupcakes or cake (how and when is that filler added)
- Brewing coffee for a recipe

- Processing

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

Several recipes may have the same process. If so, you may list all of the recipes that have the same process on one sheet.

LIST OF PROCESSING STEPS AND SPECIAL EQUIPMENT (e.g. dehydrator, pressure cooker):

Requirement #6- Packaging Process

Submit:

- ✓ A description of all the types of packaging you will use and the process of how the product will be packaged.
- ✓ REMINDER: Bare hand contact with ready to eat food is not allowed. Wash and glove!

Examples:

- “I use new plastic baggies from the grocery store, and with disposable gloves place two cookies in a baggie and seal with a twist tie then label.
- “I use canning jars and two piece commercial canning lids to seal the jam while it is hot.”

- *Packaging*

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

Several recipes may have the same process. If so, you may list all of the recipes that have the same process on one sheet.

LIST OF TYPE OF PACKAGING AND THE PROCESS (e.g. boiling glass jars; items are wrapped individually with clear food wrap):