



UTAH DEPARTMENT OF AGRICULTURE AND FOOD
REGULATORY SERVICES DIVISION
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CHECKLIST FOR HOME FOOD PRODUCTION

- Complete the Application for Cottage Food Establishment. Be sure to include all the information required, including recipes (up to ten at a time), business plans for storage, packaging, transportation and sales, and labels or ingredient lists.
- If you have pets in your home, be prepared to demonstrate to the inspector how they will be permanently prevented from accessing the kitchen area at all times.
- Any person who will be handling food needs to get a Food Handler's Permit from their local health department. Arrange separate storage for all Cottage Food ingredients, including separate refrigeration if needed.
- Products with any of the eight major allergens (peanuts, tree nuts, milk, egg, soy, wheat, fish, and shellfish) must be prepared in a way that will not contaminate products which do not contain those allergens. Be prepared to explain how you will accomplish this.
- Production of Cottage Food products may not occur at the same time as domestic food preparation in the same kitchen.
- When Cottage Food processing is taking place, all unauthorized persons, including family members and visitors, must be excluded from the processing area.
- All cooking utensils and equipment must be washed, rinsed, and sanitized after use or exposure to contamination. Separate utensils for business use only are recommended. Be prepared to demonstrate your procedures.
- Sanitizer test strips must be available for testing of bleach or other sanitizer solution strength; these strips can be obtained at restaurant supply stores.
- Multi-use equipment and utensils (such as cutting boards, counter tops, knives, spoons, and tongs) shall be constructed of safe materials, including finishing materials; shall be corrosion resistant and shall be non-absorbent; and shall be smooth, easily cleanable and durable under conditions of normal use.
- All equipment and utensils, including plastic ware, shall be designed and fabricated for durability under conditions or normal use; shall be made from safe materials and shall be resistant to denting, buckling, pitting, chipping and crazing.
- The use of wood is restricted to non-absorbent, hardwood surfaces such as cutting boards.

BASIC LABELING GUIDELINES FOR HOME PRODUCED FOODS

The State of Utah through the Utah Code Annotated (UCA) has adopted the regulations promulgated under the Federal Fair Packaging and Labeling Act as set forth in the Code of Federal Regulations (CFR).

The following information is required by law to be on a food label for a home produced food before the product is offered for sale. The minimum print height for any of this required information is 1/16 inch (based on the lower case letter "o" unless only upper case letters are used).

- Statement of Identity (Common or usual name of product). (21 CFR 101.3)
- The net quantity statement. (21 CFR 101.105)
- The words "Home Produced" in bold and conspicuous 12 point type on the principal display panel. (R70-560-6)
- An ingredient statement (unless it is a single ingredient product). (21 CFR 101.4)
- The name, street address, city, state, zip code, and telephone number of the cottage food production operation. (21 CFR 101.5 and R70-560-6)
- Nutrition Statement: Most products must also have a Nutrition Facts statement following the FDA approved format. (21 CFR 101.9)

1. The product name must appear on the principal display panel (PDP = the portion of the label expected to be displayed when the product is offered for sale.) It must be prominent and in bold type and be an appropriate descriptive name that is not misleading. It should be printed generally parallel to the base of the package and at least 1/2 the size of the largest print on the label.

2. The net quantity statement must be appropriate for the type of product. Generally, products that are solid, semi-solid, viscous, or a mixture of liquid and solid, are labeled by net weight (unless trade custom allows them to be labeled by count.) Liquids are generally labeled in fluid volume. Some products are required to be labeled by dry volume, length, area, etc. Any net content statement that does not permit price and quantity comparison is forbidden.

The net quantity is to be stated as a definite amount - do not use qualifying statements such as: when packed, approximately, minimum, or words of similar import. Nor shall any unit of weight or measure be qualified with terms that tend to exaggerate the amount of the commodity, such as: jumbo, giant, full, etc. On the average the quantity of the commodity in the package must **at least equal** or exceed the **labeled quantity** with no unreasonable shortages in any package even when overages in other packages compensate for such shortage.

The net quantity statement must appear in the bottom 1/3 of the PDP label in the largest whole units of both the US System of Measures and the metric equivalent. This means the net weight will show the **total number of ounces** if product net weight is **less than one pound**, or show both **ounces and pounds** if the net weight is **one pound or more**. Either US or metric quantity may be printed first, the equivalent quantity following in parenthesis. Do not use periods behind abbreviations or "s" to indicate plurals. Metric abbreviations must be printed in lower case letters, except you may use either "l" or "L" to indicate liter and "ml" or "mL" for milliliter. (Use **1 oz = 28.3495 g** to calculate net weight conversions or **1 fluid ounce = 29.5735 mL**, then round appropriately.)

The print size required for the net quantity statement is based on the area of the principal display panel (print size is based on the height of the lower case letter "o" unless only upper case letters are used.) The statement must be prominent, conspicuous and easy to read. An area equal to the height of the required lettering **above and below** the quantity statement must be left **free** of other print.

Area of Principal Display Panel

5 square inches or less

More than 5, but not more than 25 sq. in.

More than 25, but not more than 100 sq. in.

More than 100, but not more than 400 sq. in.

Over 400 square inches

Type Size Required

Not less than 1/16 inch

Not less than 1/8 inch

Not less than 3/16 inch

Not less than 1/4 inch

Not less than 1/2 inch

3. The words "**Home Produced**" must appear in bold, 12 point type on the principal display panel.

