

Colorado Cottage Food Producer Checklist

Name _____

Date _____

Address _____

(Note: You must be a Colorado resident producing your product in a Colorado facility to qualify.)

1. Products. What food products are you interested in selling?

Please check √	Cottage Foods allowed	Please specify types you intend to sell: (use additional paper if more space is needed)
	Spices	
	Teas	
	Dehydrated produce	
	Nuts	
	Seeds	
	Honey	
	Jams, jellies, preserves (except jalapenos)	
	Fruit butter (except pumpkin)	
	Candies	
	Allowed baked goods	

The following list contains examples of food products that are **NOT** allowed under Colorado's Cottage Food Act, and therefore must be processed in a commercial kitchen:

- Fresh or dried meat or meat products including jerky,
- Fish and shellfish products,
- Milk and dairy products including hard or soft cheeses and yogurt,
- Canned fruits, vegetables, flavored oils, salsas, sauerkraut, etc.,
- Barbecue sauces, ketchups or mustards,
- Canned pickled products (corn relish and pickles),
- Baked goods such as cream, custard or meringue pies and cakes or pastries with cream cheese icing or fillings,
- Focaccia-style breads with vegetables or cheeses,
- Raw seed sprouts,
- Cut fresh fruits and vegetables or juices made from fresh fruits or vegetables,
- Ice and ice products.

2. Training.

Have you received food safety training? Yes _____ No _____

Type/Provider of food safety training: _____

Effective dates: from _____ month/year to _____ month/year.

Information about cottage foods and food safety training is included in this brochure from Colorado Dept. of Public Health and Environment: <http://www.cdphe.state.co.us/cp/index.html>
Please provide a photocopy of your training certificate. Note that ServSafe® Manager Training certificates expire 5 years from the date of issue. Colorado State University Extension agents who offer ServSafe®: <http://www.ext.colostate.edu/safefood/safetyworks/servsafe.pdf>.

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3. Insurance.

Type/Name of product liability insurance: _____

You are encouraged (and may be required by those who carry your products) to obtain insurance to cover the specific products you propose to sell (produced in the home, not in a commercial kitchen). The Colorado Farmers Market Association insurance program offers member markets **liability insurance only**. It covers bodily injury and property damage to a third party (such as customers, vendors, and property owners) for which the market is negligent. Markets are covered for product liability only for products sold or given away by the market itself. The policy does not cover individual vendors – it is the responsibility of each vendor to obtain his/her own property and liability insurance.

4. Labeling.

Do your product labels include the following? (Check all that apply.)

- _____ The identification of the cottage food product
- _____ Your name and the address at which the cottage food was produced
- _____ Your current phone number and email address
- _____ The date on which the food was produced
- _____ A complete list of ingredients
- _____ The following statement: "This product was produced in a home kitchen that is not subject to state licensure or inspection and that may also contain common food allergens such as tree nuts, peanuts, eggs, soy, wheat, milk, fish and crustacean shellfish. This product is not intended for resale."

Note that the Cottage Foods Act specifically states that the label **MUST** include the above-listed information. Please attach a sample of YOUR label to this form.

5. Are you purchasing fresh produce or grains to process and sell at markets? Yes ____ No ____

Do you have a license? Yes ____ No ____ Type of license: _____

Under the Cottage Food Act, vendors must obtain either a Farm Product Dealers License (for purchases of fresh fruits and vegetables, and honey) or a Commodity Handlers License (for purchases of seeds, beans and grains), both available from the Colorado Department of Agriculture. More information about these two licensing categories is available at <http://cofarmtomarket.com/food-regulations-licensing/general-licensing-requirements/>.

If you have any questions regarding the production of a particular cottage food product please contact your local public health agency or the Division of Environmental Health and Sustainability at 303-692-3645. A listing of local public health agencies by county can be found at: <http://www.cdphe.state.co.us/opp/localist.html>.

The Colorado Department of Agriculture and Colorado State University are posting market- and business-related information on the Cottage Foods Act to: <http://cofarmtomarket.com/value-added-products/cottage-foods/>. Please check often for updates and new information. Please refer your vendors to this website also.