



COTTAGE FOOD OPERATION PRODUCT ADDITION REQUEST PACKET

Individuals with an existing Cottage Food Operation (CFO) registration or permit may request to add food products to their approved foods list by submitting a Product Addition Request Packet for review. All new products must be reviewed and approved by Environmental Health (EH) before they are produced or offered for sale.

A Food Plan Review fee of \$125 per hour, per quarter-hour, or fraction thereof will be invoiced for the review.

Cottage Food Operation (CFO) Contact Information		
COTTAGE FOOD OPERATION NAME (Please print):	PHONE (including area code):	
OWNER NAME(S):	EMAIL ADDRESS:	
ADDRESS OF DOMESTIC HOME KITCHEN:	PR#:	NUMBER OF NEW PRODUCTS FOR REVIEW: _____
SIGNATURE OF OWNER(S):	DATE:	

To begin the CFO Product Addition Request, please complete the steps outlined below.

Step 1: Complete all of the following documents in the CFO Product Addition Request Packet:

- ☐ CFO Contact Information section above
- ☐ Food Products & Ingredients List (Attachment 1)
- ☐ Sample labels for each newly proposed product(s) (refer to Attachment 2)

Step 2: Submit the completed CFO Product Addition Request Packet for review to EH staff by one of the options below. A confirmation email will be sent once received with the assigned SR reference number to track your review. *All product addition requests are reviewed in the order they are received within 20 business days.*

- ☐ **Option 1:** Submit CFO Product Addition Request Packet via email to EHCottageFood@ochca.com.
- ☐ **Option 2:** Submit CFO Product Addition Request Packet in-person at County of Orange Environmental Health located at **1241 East Dyer Road, Suite 120, Santa Ana, CA 92705**. The hours of operation are Monday through Friday 8 a.m. until 5 p.m.
- ☐ **Option 3:** Mail CFO Product Addition Request Packet to County of Orange Environmental Health at **P.O. Box 25400, Santa Ana, CA 92799**.

Step 3: EH staff will complete a review of the CFO Product Addition Request Packet within 20-business days of receipt and will email the cottage food operator as needed for any required updates or revisions to complete the review process. Once a correction letter is issued the CFO Product Addition Request will remain active for 90 days.

Step 4: The CFO will be invoiced for the amount of time EH spent reviewing the CFO Product Addition Request Packet. **A Food Plan Review fee of \$125 per hour, per quarter-hour, or fraction thereof will be invoiced and mailed to the billing address on file by our accounting department for the review.** *Note, the Food Plan Review fee for the CFO Product Addition Request is non-refundable.*



FOOD PRODUCTS & INGREDIENTS LIST

Please list all individual food products and ingredients in the areas provided below. **If a primary ingredient contains 2 or more sub ingredients, the sub ingredients will also need to be listed.** Refer to the sample label in Attachment 4. If you are making a product that contains components like frosting or filling, list the components separately with the ingredients. Please attach additional pages, if necessary, to ensure all food products with the respective components are captured.

PRODUCT NAME	INGREDIENTS
EXAMPLE: Chocolate Walnut Brownie with Chocolate Frosting	EXAMPLE: Brownie - granulated sugar, enriched flour (Wheat flour, niacin, reduced iron, thiamine, mononitrate, riboflavin and folic acid), butter (milk, salt), milk chocolate chips (sugar, chocolate, cocoa butter, nonfat milk, milkfat, soy lecithin, natural flavor), walnuts, unsweetened cocoa powder, eggs, pure vanilla extract (vanilla bean extractives in water and alcohol (41%)). Chocolate Frosting - confectioners' sugar (sugar, cornstarch), butter (milk, salt), unsweetened cocoa powder, water.

SAMPLE LABELS

Cottage food products are to be prepackaged with the appropriate labeling affixed. A prepackaged product can be individually wrapped, placed in some type of bag, or boxed. The labels affixed to each unit of food product are required by law contain vital information to the consumer. Consumers have a right-to-know who made the product, where the product was made, the net weight of the product and most importantly for those consumers with food allergies, what ingredients can be found in the product. For more information regarding Cottage Food Labeling Requirements visit the California Department of Public Health website at www.cdph.ca.gov.

The following must be provided on the cottage food label:

1. "Made in a Home Kitchen" or "Repackaged in a Home Kitchen" in 12-point type*
2. Common name of the food product
3. Name of the Cottage Food Operation and address where the food product is produced*
4. Registration or permit number
5. Ingredient list, in descending order of predominance by weight, if the food product contains two or more ingredients
6. "County of Orange"
7. Net quantity of contents measured by "Net Weight," "Net Count," or "Net Volume"
8. Allergen declaration if the food contains any of the major food allergens.

<p>MADE IN A HOME KITCHEN</p> <p>Chocolate Walnut Brownie with Chocolate Frosting</p> <p>Betty's Bright Bakery Anytown, California 9XXXX County of Orange Registration/Permit Number: PR#XXXXXXX</p> <p>Ingredients: Brownie - granulated sugar, enriched flour (Wheat flour, niacin, reduced iron, thiamine, mononitrate, riboflavin and folic acid), butter (milk, salt), milk chocolate chips (sugar, chocolate, cocoa butter, nonfat milk, milkfat, soy lecithin, natural flavor), walnuts, unsweetened cocoa powder, eggs, pure vanilla extract (vanilla bean extractives in water and alcohol (41%)).</p> <p>Chocolate Frosting - confectioners' sugar (sugar, cornstarch), butter (milk, salt), unsweetened cocoa powder, water.</p> <p>Contains: wheat, eggs, milk, soy, walnuts</p> <p>Net Wt. 3 oz. (85.049 g)</p>
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Please include a sample label for each additional product for review by this Agency.

NOTES:

- * A cottage food product that is served in a retail food facility without packaging or labeling shall be identified to the consumer as Made in a Home Kitchen on the menu, menu board, or other location that would reasonably inform a consumer of its homemade status.
- * If the Cottage Food Operation is listed in a major phone directory showing the name of the business and the address then just the city, state, and zip code may be printed on the label.