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PR _____

333 N. Rancho Dr., Ste 450, Las Vegas, NV 89106 (702)759-1258 [www.snhd.info](http://www.snhd.info)

**COTTAGE FOOD OPERATION REGISTRATION APPLICATION AND QUESTIONNAIRE**

<b>BUSINESS INFORMATION</b>		
Business Name (DBA):		
Owner's Name:		
Business Address:		
City:	State:	ZIP:
Phone:	E-mail:	

I, \_\_\_\_\_ (Print Name), am registering as a Cottage Food Operation which is exempt from the requirement for a health permit per NRS 446.866. I affirm and attest the following are true and correct to the best of my knowledge:

<b>PLEASE READ AND INITIAL THE FOLLOWING</b>	<b>INITIAL</b>
I understand that inspections will not be conducted and that I will be solely and fully responsible for the safety of the food product sold from this cottage food operation	
I understand that I will be financially liable for any fees and/or costs incurred by the Health Authority in regard to any investigation of foodborne illness complaints filed against my Cottage Food Operation which are found to be valid.	
I understand that Cottage Food Operations found to be in violation of NRS 446.866 will be issued an order to "cease and desist" food sales.	
I understand that Cottage Food Operations may only sell direct to consumers, may not wholesale, and may only sell packaged foods from approved public locations (no sampling or internet/phone sales).	
I understand that all foods sold from a Cottage Food Operation must bear a label stating <b>"MADE IN A COTTAGE FOOD OPERATION THAT IS NOT SUBJECT TO GOVERNMENT FOOD SAFETY INSPECTION."</b>	
<b>I understand that all labels of foods sold from a Cottage Food Operation must meet applicable requirements of 21 U.S.C. § 343(W) and 9 C.F.R Part 101 and 21 C.F.R. Part 101.</b>	
I have been provided food safety information and labeling guidelines for my Cottage Food Operation.	

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## COTTAGE FOOD OPERATION QUESTIONNAIRE

**Types of foods to be sold. Check all that apply.**

<input type="checkbox"/> Nuts and Nut Mixes	<input type="checkbox"/> Candies	<input type="checkbox"/> Jams, Jellies, and Preserves
<input type="checkbox"/> Vinegar and Flavored Vinegars	<input type="checkbox"/> Dry Herbs and Seasoning Mixes	<input type="checkbox"/> Dried Fruits
<input type="checkbox"/> Cereals, Trail Mixes and Granolas	<input type="checkbox"/> Popcorn and Popcorn Balls	<input type="checkbox"/> Baked Goods*

\* Baked goods 1) must not be potentially hazardous, 2), must not contain cream, uncooked egg, custard, meringue or cream cheese frosting or garnishes, and 3) must not require time or temperature control for safety.

Do any product require refrigeration?  No  Yes (list):

Are labels attached for review?  No (provide list of foods)  Yes (submit sample label for each product)

Foods packaged for sale off premises must be labeled in compliance with applicable requirements of 21 U.S.C. §343(W) , 9 C.F.R. part 317 and 21 C.F.R Part 101. **All labels must bear the statement: "MADE IN A COTTAGE FOOD OPERATION THAT IS NOT SUBJECT TO GOVERNMENT FOOD SAFETY INSPECTION"**

Will any products be cooked, baked, boiled or fried?  No  Yes (check all that apply)

Will foods be packaged?  No  Yes – describe packaging:

Where will foods be sold?  From home and/or delivered directly to customer  
 Farmer's Market  Swap Meet/ Flea Market  
 Transient Event (church bazaar, garage sale, craft fair)

**SIGNATURE OF OWNER**

**PRINT OWNER NAME**

**OFFICE USE ONLY**

RECEIVED DATE:

BY:

INITIAL REVIEW DATE:

COMMENTS:

NOTES:

APPROVED

NOT APPROVED – REASON:

PROPOSED FOODS DO NOT MEET THE REQUIREMENTS OF NRS 446.866

PROPOSED BUSINESS MODEL DOES NOT MEET THE REQUIREMENTS OF NRS 446.866



## Label Review Process for Cottage Food Operations

NRS Chapter 446.866 specifies labeling requirements of food prepared by cottage food operations. Food packaging must be affixed with labeling that:

- Complies with the federal labeling requirements set forth in 21 U.S.C. 343(w), 9 C.F.R. Part 317 and 21 C.F.R. Part 101 (General label content outlined below), and
- Labeled with “MADE IN A COTTAGE FOOD OPERATION THAT IS NOT SUBJECT TO GOVERNMENT FOOD SAFETY INSPECTION” printed prominently on the food item label.

This document will assist you in developing labels that are compliant with the law.

### Label Submission and Review Process

- Once you believe that your labels are correctly prepared with all of the data required in the food labeling guide and this document, submit them along with your Cottage Food Registration application and application fee to the Facilities Design Assessment and Permitting office at 333 North Rancho, Suite 450, Las Vegas, NV.
- Labels are typically reviewed within 2 business days. If you have questions regarding the status of your application, call **702-759-1258** or send an e-mail to [FoodRev@snhdmail.org](mailto:FoodRev@snhdmail.org) (be sure to include your business name in the e-mail).
- There is a \$64 label review fee for the initial submission and one review for corrections. There is a \$64 fee for review for additional labels (submitted after the initial application) or additional corrections.

### How do I make sure my labels are correct for submission?

Providing correct labels the first time saves you time, money, and results in a faster approval. There are five major categories of information that must be on EVERY cottage food label in ENGLISH:

1. The Product’s Name/Statement of Identity
2. Net Quantity of Ingredients (by weight or volume in English System of Measure, or piece count)
3. Ingredient Statement (ALL ingredients, and ingredients of ingredients where necessary)
4. The FULL Name and Address of the Manufacturer (Street address, City, State and ZIP Code)
5. Allergen Statement (“**Contains**” statement) for the **Big 8** food allergens:

Tree nuts*	Wheat
Peanuts	Eggs
Soy	Crustacean Shellfish
Milk	Fish

\* includes coconuts, coconut oil, almond extract, etc.

Do not list the specific ingredient (“almonds”), list the allergen type (“Tree nuts”).

Common mistakes: This list is not all-inclusive, but covers some of the most common issues:

- **The typeface is unreadable by either size or design:**
  - ✓ For the critical information required by law, use easily readable, common typefaces versus elaborately designed typefaces. Some good typeface choices are: Arial, Calibri, Times New Roman, and Cambria. typefaces are poor choices for labels.
  - ✓ Ensure that all fonts are at least 1/16<sup>th</sup> of an inch in height based on the lower case “o”. For many (but not all) fonts, this equates to an 8 point font or larger. However, for some typefaces 8 point is still not big enough to meet the 1/16 of an inch requirement.
  - ✓ Avoid using ALL CAPS for large bodies of text, like the ingredients listings. ALL CAPS

are good for titles and distinct snippets of information, but reduce readability of bodies of text.

- **Ensure that the allergen “Contains” statement directly follows the ingredient list.**
  - ✓ If a product DOES NOT specifically contain an allergen, then DO NOT use the Contains statement. An OPTIONAL Facility allergens warning may be used if the facility or equipment used in the production of a food also produces a food that contains one of the “Big 8” allergens. It would look something like this: *“This product is made in a facility that also processes: peanuts, tree nuts, and crustacean shellfish”*
  - ✓ Sometimes allergens are hidden within the ingredients of ingredients, which is why it is so important to ensure nothing is left off the label. For more information, visit the website *ABOUT FOOD ALLERGIES* at <http://www.foodallergy.org/allergens> . This website provides a good idea of where some of the unknown allergens are found.
- **The listing of ingredients is not in order and/or does not list all of the “ingredients of ingredients” properly:**
  - ✓ Ensure that all ingredients are listed in the ingredient list. For example, chocolate covered strawberries with peanut sprinkles should have peanuts listed as an ingredient. Listing all ingredients is CRITICAL because there are hidden allergens that may have not been detected without the full listing of ingredients within ingredients
  - ✓ Ensure that all ingredients are listed in descending order by weight or volume. If you have a product that has distinct components such as a cake with frosting, the cake ingredients and the frosting ingredients can be listed separately to avoid confusion.
  - ✓ In addition, include ingredients (in parentheses) of any ingredient which itself contains two or more ingredients. For example, if butter was an ingredient it may read the following: “butter (pasteurized cream derived from milk, salt)”.
  - ✓ The following common ingredients may require “ingredients of ingredient” lists. Note this list is not all inclusive, so you will need to check your ingredients’ packaging.

INGREDIENTS THAT MAY CONTAIN 2 OR MORE INGREDIENTS					
Basic Baking Ingredients	Extracts	Milk Products	Fruit, jams, jellies, spreads	Candies	Prepared foods used as ingredients
Brown sugar Cake flour Confectioner’s sugar Corn syrup Flour Margarine Powdered sugar Shortening Vegetable oil	Vanilla extract Artificial Vanilla Clear Imitation Vanilla Extract Cinnamon Extract Pure Almond Extract Imitation Almond Extract Imitation Banana Extract Imitation Butter Flavor	Butter Buttermilk Natural Cheese (all kinds) Imitation Cheese Cream cheese Evaporated Milk Heavy cream Powdered Milk Sour cream Sweetened condensed milk	Almond Butter Cashew Butter Applesauce Coconut milk Jams and Jellies Nutella (Hazelnut spread) JIF (Hazelnut spread) Orange juice Peanut butter Shredded coconut	Andes Candies Caramel Dark Chocolate Dark/Mint Chocolate Chips Lemon Chocolate M&M’s Milk Chocolate Candies Marshmallow	Breads Bread crumbs Graham crackers Oreo cookies Pasta and Noodles Pretzels Soy sauce Ketchup Prepared mustard Mayonnaise

**EXAMPLES of Cottage Food Labels:**

**ORANGE CREAM CUPCAKES**

**Ingredients:** **Cupcake** [Flour (wheat flour, malted barley, niacin, iron, and folic acid), sugar, eggs, baking powder, butter (cream, salt), vanilla (vanilla bean extractives in water and alcohol (35%)), baking soda, salt, orange juice, orange zest]. **Frosting** [powdered sugar (sugar, cornstarch), butter (cream, salt), vanilla (vanilla bean extractives in water and alcohol (35%)), orange juice, and milk]. **Rainbow Sprinkles** [Icing Sugar, Hydrogenated Palm Kernel Oil, Corn Starch, Glucose, Soya Lecithin, FD&C Artificial Colors (Red 40, Yellow 5, Red 3, Yellow 6, Blue 1), Gum Arabic, Confectioner's Glaze].

**Contains: wheat, milk, eggs, soy**

SNHD BAKERY 330 S. Valley View Blvd. Las Vegas, NV 89106 702-759-0654

Net Contents: 1 Cupcake (OR) Net Wt: 12 oz

*MADE IN A COTTAGE FOOD OPERATION THAT IS NOT SUBJECT TO GOVERNMENT  
FOOD SAFETY INSPECTION*

**GRANDMA'S STRAWBERRY JAM**

**Ingredients:** Strawberries, pure cane sugar, fruit pectin

SNHD BAKERY 330 S. Valley View Blvd. Las Vegas, NV 89106 702-759-0654

Net Wt: 12 oz

*MADE IN A COTTAGE FOOD OPERATION THAT IS NOT SUBJECT TO GOVERNMENT  
FOOD SAFETY INSPECTION*

**GRANDMA'S GRAND NUT MIX**

Peanuts, whole cashews, pecan halves, sea salt, rice krispies (rice, sugar, salt, malt flavor, BHT added for freshness).

**Contains: Peanuts, Tree nuts**

SNHD BAKERY 330 S. Valley View Blvd. Las Vegas, NV 89106 702-759-0654

Net Wt: 4 oz

*MADE IN A COTTAGE FOOD OPERATION THAT IS NOT SUBJECT TO GOVERNMENT  
FOOD SAFETY INSPECTION*



## **Kitchen Sanitation and Food Safety Guidelines**

1. The preparation, packaging and handling of cottage foods should take place separately from other domestic activities, such as family meal preparation, dishwashing, clothes washing, kitchen cleaning or guest entertainment. No infants, small children or pets should be present in the kitchen during cottage food preparation.
  - Do not allow smoking during a cottage food operation.
  - Do not allow anyone with a contagious illness to work in the cottage food operation while ill.
  - Wash hands and exposed portions of arms before any food preparation or packaging.
  - Minimize bare hand by using utensils, single-use gloves, bakery papers or tongs, especially when preparing/packaging ready-to-eat foods.
2. Keep all kitchen equipment and utensils used to produce cottage food products clean and in a good condition.
  - Wash, rinse and sanitize all food contact surfaces, equipment and utensils before each use.
  - Ensure water used during the preparation of cottage food products meets potable drinking water standards.
  - Keep all food preparation and food and equipment storage areas free of rodents and insects.
3. Keep all food that is manufactured, produced, prepared, packed, stored, transported, and kept for sale free from adulteration and spoilage.
  - Get ingredients from approved sources.
  - Protect food from dirt, vermin, unnecessary handling, droplet contamination, overhead leakage, or other environmental sources of contamination.
  - Prevent cross contamination of foods and ingredients with raw animal products and chemicals.
  - Prepackage all food to protect it from contamination during transport, display, sale and purchase by consumers.