



COTTAGE FOOD OPERATION INSPECTION DEBIT CRITERIA

The following list of criteria is based on Chapter 69.04 RCW (Revised Code of Washington) Intrastate Commerce in Food, Drugs, and Cosmetics, Chapter 69.22 RCW Cottage Food Operations, 16-149 WAC (Washington Administrative Code) Cottage Foods, 16-167 WAC Intrastate Commerce in Foods and other statutes and regulations as adopted.

- If any CRITICAL criteria are in violation and they are not corrected during the inspection, the establishment fails the inspection.
- If three or less SIGNIFICANT criteria are in violation and none of the CRITICAL criteria are in violation, the establishment passes the inspection.

NO	CATEGORIES AND CRITERIA Debit Types: Critical=C Significant=S	DEBIT
PREREQUISITES		
1A	Permittee has a valid Cottage Food Operation Permit. RCW 69.22.030 (1), WAC 16-149-030 (1), 16-149-060(1)(b)(i), 16-149-070	C
1B	Permittee has prior written department approval for all cottage food product recipes. WAC 16-149-030 (2)	C
1C	Permittee has current signed "right to enter" document on file with the department and permittee allows department staff access to residence for inspection. RCW 69.22.030 (3), WAC 16-149-050 (3), (5)	C
1D	Permittee is in compliance with all applicable municipal laws and ordinances; Master Business License current with copy on-site. WAC 16-149-030 (4)	C
1E	Water supply tested annually if from private source; written records verify water supply is potable. WAC 16-149-030 (5), 16-149-080 (1)(e)	C
1F	All persons preparing or handling cottage food products have a current food worker card. RCW 69.22.030 (2), 69.22.040 (2)(f)(i), WAC 16-149-030 (6), 16-149-080 (1)(a), 16-149-090 (3)(i)(i)	C
LIMITATIONS		
2A	Gross annual sales do not exceed \$35,000/calendar year. RCW 69.22.050 (1), WAC 16-149-040 (1)	C
2B	Direct to consumer sales only; mail, consignment, wholesale, and interstate sales prohibited. WAC 16-149-040 (2)	C
2C	Cottage food operation producing only cottage food products that are listed on the permit; copy of permit posted at all sales locations; permittee understands this requirement. WAC 16-149-040 (3), 16-149-090 (3)(a)	C
PRODUCTION REQUIREMENTS		
3A	All food contact surfaces are smooth and easily cleanable. WAC 16-149-080 (1)(b)	S
3B	Adequate sanitary standards and practices maintained. WAC 16-149-080 (1)(c)	S
3C	Carpeting, rugs, not used as flooring material. WAC 16-149-080 (1) (c)(i)	S
3D	Domestic dishwasher or 3 compartment sink method used to wash, rinse, and sanitize kitchen equipment and utensils. WAC 16-149-080 (1)(c)(ii—iv), 16-149-090 (3)(g)(i—iii)	S
3E	Dispensed liquid hand soap and paper towels available in designated toilet room and home kitchen. WAC 16-149-080 (1) (c)(v)	S
3F	Effective active controls used to protect uncovered food from contamination. WAC 16-149-080 (1)(c)(vi)	S
3G	Pet control plan in place if pets are present in the domestic residence; no pets are present in home kitchen during food processing and related activities. RCW 69.22.040 (c), WAC 16-149-080 (1)(c)(vii), 16-149-080 (3)(b), 16-149-090 (3)(e)	C
3H	No children under 6 years of age are present in home kitchen during food processing and related activities. RCW 69.22.040 (c), WAC 16-149-080 (1) (c)(viii), 16-149-090 (3)(d)	C
3I	Storage areas used for all cottage food product related business items separated from domestic residence items. WAC 16-149-080 (1)(d)	S

3J	No domestic activities allowed in home kitchen during food processing and related activities. RCW 69.22.040 (2)(b), WAC 16-149-080 (3) (a), 16-149-090 (3)(c)	C
3K	Washing or cleaning of pet cages and similar items in home kitchen prohibited. WAC 16-149-080 (3)(c)	C
3L	Placing of any pet litter boxes or similar items in the home kitchen prohibited. WAC 16-149-080 (3)(d)	C
3M	Only permittee and authorized persons in home kitchen while food processing is occurring. RCW 69.22.040 (2)(a), WAC 16-149-080 (3)(e)	C
3N	Cottage food products processed using only the recipes originally submitted to the department. WAC 16-149-080 (4)	C
INSPECTIONS		
4A	Permittee understands the operational and direct supervision requirements of the Cottage Food Operation Permit. RCW 69.22.040 (2)(a), WAC 16-149-090 (3)(a), (b)	S
4B	Only residential style kitchen equipment and utensils used. WAC 16-149-090 (3)(f)	S
4C	Food contact surfaces of kitchen equipment and utensils are washed, rinsed, and sanitized before each use. RCW 69.22.040 (2)(d), WAC 16-149-090 (3)(g)	C
4D	No pests present in home kitchen and other permitted areas. RCW 69.22.040 (2)(e), WAC 16-149-090 (3)(h)	S
4E	No ill persons preparing or handling cottage food products. RCW 69.22.040 (2)(f)(ii), WAC 16-149-090 (3)(i)(ii)	C
4F	Permittees and authorized persons properly wash and dry their hands at all required times. RCW 69.22.040 (2)(f)(iii), WAC 16-149-090 (3)(i)(iii)	C
4G	Permittees and authorized persons avoid bare-hand contact with ready to eat foods using approved methods. RCW 69.22.040 (2)(f)(iv), WAC 16-149-090 (3)(i)(iv)	C
4H	Authorized persons directly supervised by permittee. RCW 69.22.040 (2)(a), WAC 16-149-090 (3)(i)(v)	S
RECORDKEEPING		
5	Required records available on-site, current, clear, understandable, and retained for required time-frame. RCW 69.22.060 (1), WAC 16-149-100 (1)(a-f), (2)(a-c)	C
LABELING		
6A	Cottage foods properly packaged. WAC 16-149-100 (1), (2)	S
6B	Product label complete, accurate, and includes "MADE IN A HOME KITCHEN THAT HAS NOT BEEN SUBJECT TO STANDARD INSPECTION CRITERIA" statement. WAC 16-149-110 (1)(a)-(d), (g), (2)(a-b)	C
6C	Allergen labeling meets Federal requirements. WAC 16-149-110 (1)(e)	C
6D	If a health or nutritional claim is made on a cottage food product, all nutritional details are provided on the label. WAC 16-149-110 (f)	S
6E	Cottage food products not misbranded. RCW 69.04.250—69.04.330	C
6F	Only non-potentially hazardous foods produced for sale as cottage food products. WAC 16-149-120	C