

# Standard Operating Procedure (SOP)

## Cross-contact Prevention Measures During Food Storage and Service

This SOP details **cross-contact prevention measures during food storage and service**, emphasizing the importance of preventing allergen contamination. It covers proper labeling and segregation of allergenic ingredients, dedicated storage areas, use of separate utensils and equipment, staff training on allergen awareness, cleaning and sanitization protocols, and safe food handling practices. The goal is to ensure the safety of individuals with food allergies by minimizing the risk of cross-contact and maintaining a contaminant-free environment throughout food storage and service processes.

### 1. Scope

This SOP applies to all personnel involved in the receipt, storage, preparation, and service of food products in the facility.

### 2. Responsibilities

- **Managers/Supervisors:** Ensure implementation and compliance with this SOP.
- **All Food Handlers:** Adhere strictly to procedures outlined for cross-contact prevention.
- **Training Staff:** Provide regular education on allergen management.

### 3. Procedure

#### 1. Receiving and Storage

- Label all incoming ingredients with allergen information upon receipt.
- Store allergenic ingredients in designated, clearly labeled areas separate from non-allergenic foods.
- Use closed, sealed containers for allergenic products to prevent spillage or contact.
- Place allergenic items on lower shelves to prevent drips or spills onto other food.

#### 2. Preparation and Service

- Use dedicated utensils, cutting boards, equipment, and storage containers for allergenic foods.
- Color-code or clearly mark allergen-specific utensils and equipment.
- Prepare allergen-free orders first, or in a dedicated area, to minimize risk of cross-contact.
- Do not reuse oil, water, or surfaces that have contacted allergenic foods for non-allergen dishes without thorough cleaning.

#### 3. Cleaning and Sanitization

- Clean and sanitize all food contact surfaces, utensils, and equipment before and after handling allergenic ingredients.
- Use single-use towels or clean cloths, and change gloves between handling different allergens.

#### 4. Staff Training and Awareness

- Conduct regular training on allergen awareness and cross-contact prevention for all staff.
- Display allergen information and reminders in staff-only areas.

#### 5. Labeling and Communication

- Ensure all products are clearly labeled with allergen information, both in storage and on menus.
- Communicate clearly with customers regarding allergen content and prevention measures.

### 4. Documentation

- Log all allergen training sessions attended by staff.
- Maintain cleaning checklists for allergen-specific areas and equipment.
- Keep records of allergen incidents or near misses.

### 5. Review and Verification

- Review SOP annually or as needed following changes in menu, operations, or regulation.
- Conduct routine audits to ensure compliance with cross-contact prevention protocols.

### 6. Reference Table: Common Food Allergens

Allergen	Examples
Milk	Milk, cheese, butter, yogurt
Eggs	Eggs, mayonnaise, some baked goods
Fish	Salmon, tuna, cod
Crustacean Shellfish	Shrimp, crab, lobster
Tree Nuts	Almonds, walnuts, cashews
Peanuts	Peanuts, peanut butter
Wheat	Bread, pasta, flour
Soybeans	Soy sauce, tofu, edamame

**Note:** Failure to follow these procedures can result in serious allergic reactions and is a violation of company policy and public health requirements.