

# SOP: Clear Labeling of Allergenic Ingredients on Menus

This SOP establishes guidelines for the **clear labeling of allergenic ingredients on menus**, ensuring that all food items containing common allergens are accurately identified. It includes procedures for ingredient verification, menu design standards, staff training on allergen awareness, and regular updates to menu information. The objective is to protect customers with food allergies by providing transparent and accessible allergen information, thereby reducing the risk of allergic reactions and promoting safe dining experiences.

## 1. Purpose

To outline procedures for the identification and labeling of allergenic ingredients on all menu items in order to safeguard customers with food allergies.

## 2. Scope

This SOP applies to all menu items and beverage offerings at all locations and covers staff involved in menu development, preparation, and service.

## 3. Procedures

### 1. Ingredient Verification

- Review all recipes and ingredient lists for menu items.
- Identify and document any of the following common allergens: peanuts, tree nuts, eggs, milk, soy, wheat, fish, shellfish, sesame.
- Verify allergen information with suppliers and manufacturers as needed.

### 2. Menu Design Standards

- Clearly indicate allergens next to each menu item using symbols and/or bold text.
- Include a key or legend explaining the allergen symbols used.
- Ensure font and formatting make allergen information easily visible and legible.

### 3. Staff Training

- All staff must receive training on allergen awareness and correct communication of allergen information.
- Regular refresher training sessions to be held at least annually.

### 4. Communication with Customers

- Staff must proactively inform customers about the availability of allergen information.
- Menus (both physical and digital) must be updated promptly with any changes in ingredients.

### 5. Review and Updates

- All menu allergen information to be reviewed each time there is a recipe/component change.
- Conduct regular quarterly audits to ensure compliance and accuracy.

## 4. Responsibilities

- **Head Chef/Kitchen Manager:** Oversee ingredient verification and communication to menu team.
- **Menu Development Team:** Implement clear allergen labeling in menu design.
- **Front-of-House Staff:** Communicate allergen information to customers and answer questions accurately.
- **Training Coordinator:** Schedule and document allergen awareness training sessions.

## 5. Documentation

- Maintain a master list of current menu items and their allergen status.
- Record of staff training completion.
- Audit logs of menu reviews and updates.

## 6. References

- Food Allergen Labeling guidelines (FDA/USDA/Local regulations)
- Company allergen communication policy

## 7. Revision History

- **Date:** [Insert Date] **Version:** 1.0 **Summary:** Initial creation of SOP for allergen labeling on menus.