

SOP Template: Designated Allergen-Free Preparation Areas and Utensils

This SOP establishes **designated allergen-free preparation areas and utensils** to prevent cross-contamination and ensure the safety of individuals with food allergies. It outlines specific protocols for segregating allergen-free zones, using dedicated utensils and equipment, cleaning and sanitization procedures, staff training requirements, and monitoring practices to maintain allergen control within food preparation environments.

1. Purpose

- To prevent cross-contact with allergens during food preparation.
- To ensure consistent use of allergen-free equipment and areas.
- To safeguard consumers with food allergies.

2. Scope

- This SOP applies to all staff involved in food preparation, handling, and cleaning within the facility.

3. Procedures

- 1. Identification & Segregation of Allergen-Free Preparation Areas**
 - Designate and clearly label separate zones for allergen-free food preparation.
 - Use physical barriers, signage, or distinct color coding to differentiate allergen-free areas.
 - Ensure only authorized and trained personnel access the allergen-free zones.
- 2. Use of Dedicated Utensils and Equipment**
 - Assign color-coded or clearly labeled utensils, cutting boards, gloves, containers, and equipment for exclusive use in allergen-free areas.
 - Store allergen-free utensils and cookware separately from those used in other areas.
- 3. Cleaning and Sanitization**
 - Thoroughly clean and sanitize all allergen-free preparation areas and utensils before and after use according to the facility's cleaning protocols.
 - Use dedicated cleaning equipment for allergen-free zones when possible.
- 4. Staff Training**
 - Provide initial and periodic training to all staff on allergen awareness, cross-contact prevention, and proper use of designated allergen-free areas and utensils.
 - Maintain training records and retrain staff as necessary.
- 5. Monitoring and Verification**
 - Supervisors inspect allergen-free areas and utensils regularly to ensure compliance with this SOP.
 - Document inspections and address any identified issues immediately.

4. Documentation

- Maintain logs of cleaning, sanitization, equipment assignment, and staff training for a minimum of one year.

5. Review

- Review this SOP at least annually and update it as needed based on operational changes, incidents, or regulatory requirements.