

# SOP Template: Designation and Storage of Allergen-Free Ingredients and Menu Items

This SOP details the **designation and storage of allergen-free ingredients and menu items**, covering proper identification, segregation, labeling, and storage protocols to prevent cross-contact with allergens. It ensures safe handling practices, staff training, and regular monitoring to maintain allergen-free status, thereby protecting customers with food allergies and complying with food safety regulations.

## 1. Purpose

To provide clear procedures for the identification, segregation, labeling, and storage of allergen-free ingredients and menu items, thereby minimizing the risk of allergen cross-contact and protecting customers with food allergies.

## 2. Scope

This SOP applies to all employees involved in the receiving, storing, preparing, and serving of allergen-free ingredients and menu items within the facility.

## 3. Responsibilities

- **Manager/Supervisor:** Ensure staff are trained and SOPs are followed.
- **Food Handlers:** Follow protocols for allergen-free items.
- **Receiving Staff:** Verify receipt of allergen-free products and confirm labeling.

## 4. Procedures

1. **Identification:**
  - Clearly label all allergen-free ingredients and prepped items with "Allergen-Free" tags/stickers immediately upon receipt or preparation.
  - Assign a specific color code or symbol for allergen-free products.
2. **Segregation:**
  - Store allergen-free ingredients in separate, designated storage bins or shelves, away from allergen-containing products.
  - Use physical barriers or distance to ensure separation.
3. **Labeling:**
  - Date and identify all allergen-free items upon receipt and after preparation.
  - Labels must be legible, durable, and use standardized wording and color codes.
4. **Storage Protocols:**
  - Store allergen-free items above allergen-containing products in refrigerators/freezers to prevent contamination from spills.
  - Use dedicated, sanitized containers, utensils, and equipment for allergen-free items.
5. **Handling Practices:**
  - Wash hands and change gloves before handling allergen-free products.
  - Use only designated tools for allergen-free preparation and service.

## 5. Staff Training

- Conduct regular training on allergen awareness, safe handling, and SOP compliance.
- Document all training sessions and ensure new staff are promptly trained.

## 6. Monitoring and Verification

- Supervisors will conduct routine checks to ensure correct segregation, labeling, and storage.
- Maintain a log of allergen-free inventory and storage locations.
- Promptly address and document any incidents of cross-contact or SOP deviations.

## 7. Records

- Maintain records of allergen-free inventory, staff training, audits, and incident reports for at least one year.

## 8. Review & Revision

- Review this SOP annually or when significant menu/ingredient changes occur.
- Document all revisions and inform all staff of updates.

*Approval:* \_\_\_\_\_

*Date:* \_\_\_\_\_