

# SOP: Signage and Labeling for Dietary Restrictions/Allergens

This SOP details the requirements for **signage and labeling for dietary restrictions and allergens**, including accurate identification of allergenic ingredients, clear and visible signage in food preparation and serving areas, standardized labeling protocols for packaged foods, staff training on allergen communication, and regular review and updating of signage to prevent allergic reactions and ensure the safety of individuals with dietary restrictions.

## 1. Purpose

To ensure all food items are accurately labeled and all signage is visible and clear to prevent allergic reactions and accommodate dietary restrictions for all individuals.

## 2. Scope

This SOP applies to all food preparation, serving, and packaged food areas within the facility, as well as to all staff involved in food handling and distribution.

## 3. Definitions

Term	Definition
Allergen	A substance that causes an allergic reaction.
Dietary Restriction	A voluntary or medically required avoidance of certain foods or ingredients.
Signage	Notice or display presenting information to staff and consumers.
Labeling	Attaching or printing information about the contents and ingredients on food packaging.

## 4. Procedure

- Allergen Identification:**
  - All recipes must be reviewed to identify major allergens (e.g., *milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, soybeans, sesame*).
  - Allergen information must be updated with any recipe or ingredient changes.
- Signage in Food Preparation and Serving Areas:**
  - Signs clearly indicating the presence of allergens or restricted ingredients must be posted at food preparation and serving stations.
  - Signage must be easily visible and understandable (including using icons or color coding when possible).
- Standardized Labeling Protocol:**
  - Packaged foods must be labeled in accordance with regulatory guidelines, listing all ingredients and highlighting allergens.
  - Labels must include clear allergen warnings (e.g., "Contains: peanuts, milk").
- Staff Training:**
  - All relevant staff must receive training on allergen communication and the importance of accurate labeling/signage.
  - Staff must know how to answer questions about ingredients and dietary restrictions.
- Review and Updating:**
  - All signage and labeling should be reviewed quarterly or whenever menu/recipe changes occur.
  - Immediate updates are required if new allergens or dietary restrictions need to be communicated.

## 5. Responsibilities

- Food Service Manager:** Oversees implementation and compliance with this SOP.
- Kitchen and Serving Staff:** Ensure signage is in place and labeling is accurate; communicate dietary/allergen information when asked.
- Quality Assurance:** Conducts regular audits and training updates.

## 6. Documentation

- Maintain records of ingredient lists and allergen identification for all recipes and products.
- Keep records of signage review dates and staff training completion.

## 7. References

- FDA Food Allergen Labeling and Consumer Protection Act (FALCPA)
- Local public health regulations regarding food labeling and allergen disclosure

**Important: Failure to provide adequate allergen signage and labeling may result in severe health risks for individuals with allergies or dietary restrictions.**