

Standard Operating Procedure

Allergen Control

Issued on: [DATE]

Issued by: [NAME]

Version No: [NUMBER]

Revised on: [NEW DATE]

Supersedes: [PRIOR NUMBER]

Page **1 of 3**

Objective:	To control risk of allergen cross-contact in the facility and to prevent mislabeling of product(s).
Personnel Scope:	All product handlers and warehouse personnel are responsible for controlling the storage, movement, and processing of allergens.
Frequency:	Ongoing
Materials:	Product Receiving Log, allergen labels, Packing Order Log, Storage Inspection Log, dedicated cleaning supplies necessary to control allergens, Utensil/Equipment Cleaning Log
Procedures:	<p>Receiving, Holding & Distribution</p> <ol style="list-style-type: none"> 1. All incoming allergens are indicated on the <i>Product Receiving Log</i>. 2. All incoming allergens are labeled prior to going into storage. 3. Products containing allergens are stored separately from non-allergens to prevent cross-contact. They are physically separated by racks or some other form of physical barrier. 4. Allergens cannot be stored above or on top of non-allergens. 5. Open containers of products containing allergens will be stored with sealable cover or impermeable barrier. 6. Products will be clearly labeled to indicate the specific allergen(s). <p>Handling (i.e. aggregating/packing of mixed product boxes)</p> <ol style="list-style-type: none"> 1. Follow SOP for product aggregation/handling. 2. Review list of items/ingredients for packing and make sure all allergens are identified and properly labeled. 3. Always handle products that contain allergens last. Always handle products that do not contain allergens before those that do. 4. If handling multiple allergens, between each one: <ul style="list-style-type: none"> • wash hands with soap and water – or if disposable gloves are worn, replace them. • clean equipment that is used to process different food allergens; allow to air dry. • document that cleaning steps have occurred.

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Page **2 of 3**

	<ol style="list-style-type: none"> If equipment is used – such as scoops, aprons, containers or scales – designate separate ones for each allergen, or clean equipment between handling of different allergens.
Monitoring:	<ol style="list-style-type: none"> Warehouse receiver and/or Drivers will reference <i>Product Receiving Log</i> and invoices to ensure allergens are properly identified and labeled. Warehouse Manager will conduct a daily visual inspection of cooler and warehouse storage to ensure allergens are properly segregated and indicate completion of this task by initialing the <i>Storage Inspection Log</i>. Employees who aggregate/handle products will confirm that the above steps were followed by initialing the <i>Packing Order Log</i>. Employees who pack products containing allergens will confirm that the above steps were followed by initialing the <i>Utensil/Equipment Cleaning Log</i> for allergen control.
Corrective Action:	<ol style="list-style-type: none"> Determine the root cause of the cross-contact. If the cause is due to employee error, retrain the employee and document training. If the cause is due to labeling error, re-evaluate labeling scheme and document any revisions. Evaluate whether any lots may have been impacted by cross-contact. Activate recall procedures if cross-contact is found to have occurred.
Verification:	<ol style="list-style-type: none"> On a weekly basis, General Manager will review all record-keeping documents listed below. If corrective actions occur, General Manager or supervisor will review the corrective action steps within 7 days and revise as needed.
Record-keeping:	<p>Hard copies of the following will be stored in office filing cabinet:</p> <ol style="list-style-type: none"> Product Receiving Log Packing Order Log Storage Inspection Log Utensil/Equipment Cleaning Log

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