

# Standard Operating Procedure

## Allergen Control

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

<b>Corrective Action:</b>	<ol style="list-style-type: none"> <li>1. Determine the root cause of the cross-contact.</li> <li>2. If the cause is due to employee error, retrain the employee and document training.</li> <li>3. If the cause is due to labeling error, re-evaluate labeling scheme and document any revisions.</li> <li>4. Evaluate whether any lots may have been impacted by cross-contact.</li> <li>5. Activate recall procedures if cross-contact is found to have occurred.</li> </ol>
<b>Verification:</b>	<ol style="list-style-type: none"> <li>1. On a weekly basis, General Manager will review all record-keeping documents listed below.</li> <li>2. If corrective actions occur, General Manager or supervisor will review the corrective action steps within 7 days and revise as needed.</li> </ol>
<b>Record-keeping:</b>	<p>Hard copies of the following will be stored in office filing cabinet:</p> <ol style="list-style-type: none"> <li>1. Product Receiving Log</li> <li>2. Packing Order Log</li> <li>3. Storage Inspection Log</li> <li>4. Utensil/Equipment Cleaning Log</li> </ol>

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