

Food Allergen Management Plan

A Food Allergen Management Plan explains your processes and policies to control food allergens. Creating a Food Allergen Management Plan gives you and your employees a resource to turn to when there are questions.

Use this template as a starting point towards a plan that is right for your establishment. There may be information that does not apply to your establishment. You may also need to add information that is not listed here. If your establishment is subject to corporate policies, use this document to review those policies and address establishment-specific concerns for your establishment.

StateFoodSafety provides this document as a suggestion for controlling allergens in a food establishment. StateFoodSafety cannot be held responsible for any damage, injury, or other grievous consequences of food service.

Employees and Training

Create your Food Allergen Management Plan with your employees in mind. If possible, get your employees' input. You decide when to update your plan, but it should be done regularly—yearly, when an ingredient that you use changes, or when you update your menu or items for sale.

You may not always be there to resolve allergen-related issues. You may need to choose employees who will handle food allergen concerns.

Who in your establishment will handle these tasks?

Store allergen-free foods _____

Learn ingredient lists _____

Clean and sanitize allergen-free equipment _____

Address customers' concerns _____

Train new employees to use this plan _____

Other: _____

How often will you update your plan? (Consider a regular schedule, including when an ingredient that you use changes or when you update your menu or product offering.)

Controlling Allergens in Food Preparation

The flow of food is every step that food goes through before it is served. Consider the flow of food in your establishment, from purchasing and receiving to service and cleaning.

Receiving

How will food be placed before during receiving to prevent contact between allergens and non-allergenic foods?

What are signs of cross-contact in received foods? (Consider damaged packaging, spills, and improper storage during transport.)

How will you prevent cross-contact when taking the temperature of food?

Other:

Storage

How will refrigerated foods be stored to avoid contact with allergens?

How will dry foods be stored to avoid contact with allergens?

How are utensils stored to avoid cross-contact?

Preparation

What equipment will you use to prepare allergen-free orders? Will it be color-coded or marked, or will it be cleaned and sanitized before it is used? Will you prepare allergen-free foods before allergenic foods? Will you have a cook or other employee designated to prepare allergen-free orders?

Holding/Serving

Does your establishment allow self-service? What will you do to protect your customers with allergies? (Consider providing signs, advisories, or separate allergen-free orders.)

What methods will employees use to communicate allergen-free orders? (Consider color-coded tickets or plates, specific warnings on tickets, or dedicated servers.)

If you hold food for later service, how will you prevent cross-contact with allergens? Will you use separate equipment and utensils?



Other:

Cleaning

What equipment and surfaces will need to be cleaned and sanitized to remove food allergens?

How often will your employees clean and sanitize equipment and surfaces?

Special Considerations

Labeling

If you prepare, package, and display food for sale, you will need to label the allergens in the food. How will you label these foods to make the allergens information stand out to customers?

Spills & Cross-Contact

Spills are a part of food service. Spills have the potential to spread allergens to non-allergenic foods. Train your employees to treat every spill like it could cause cross-contact.

Rework

If you process food and reuse scraps or leftovers, you deal with rework. Rework can endanger allergic customers if you mix different kinds of rework together. For example, if extra ice cream base using peanut butter is added to a batch of chocolate, this would be dangerous to customers with peanut allergies. Rework should be added "like into like." Address rework in your plan if you use rework.