



FARE

Food Allergy Research & Education

Food Allergy Dining Audit

foodallergy.org

Section	Area	Yes/No	Comments
1	Ingredient Accuracy (for regular menu items)		
1.1	Vendor agreements prohibit substitutions without prior approval		
1.2	<p>There is a written policy for all vendors that considers* the following:</p> <ul style="list-style-type: none"> • The ingredient information the university expects vendors to provide for ordered items • University expectations if an ordered item is no longer available • Whether a manufacturer or distributor will send alerts if an item's ingredients are changing • Any ingredients or items that are restricted from being sold in your facility <p>* Even if your vendor is not required to supply all this information, this can still be a yes. However, you must be familiar with what your vendor does and does not do so you can proceed accordingly.</p>		

Section	Area	Yes/No	Comments
1.3	Standardized recipes are established		
1.4	Standardized recipes are followed		
1.5	Staff has access to printed or electronic versions of recipes		
1.6	There is a system in place to hold staff accountable if recipes are not followed		
1.7	Full ingredient lists (including sub-ingredients) are available for standard menu items. This may be online/mobile, posted on-site, or upon request.		
1.8	Package labels are reviewed at established, regular intervals to ensure ingredient lists are correct		
Section 1 Summary Can you provide accurate ingredient information for regular menu items to students with food allergies?		Yes You must answer yes to items 1.3-1.8 to select yes here.	No
2	Receiving		

Section	Area	Yes/No	Comments
2.1	Watch a shipment coming in to observe any areas or items at high risk for cross-contact. Pay particular attention to items prone to spilling or becoming airborne (e.g. milk cartons, wheat flour, etc.) and open items vulnerable to experiencing cross-contact (e.g. produce). Based on your observations, note any areas of concern that need to be addressed in procedures and/or training:		
2.2	Procedures are in place regarding how staff should handle high-risk items (e.g. bags of flour) to lower the risks of cross-contact		
2.3	There is a policy in place regarding how staff handles damaged items		
2.4	Receiving staff is trained on allergens and the importance of working to avoid-cross-contact		
2.5	Receiving staff is trained to notify a person in charge if a substitute item comes in without prior notice and/or to review the package of the substitute item to ensure ingredient lists remain accurate		

Section	Area	Yes/No	Comments
<p>Section 2 Summary</p> <p>Do you have effective procedures in place to lower the risk of cross-contact in receiving?</p>	<p>Yes You must answer yes to items 2.2-2.5 to select yes here.</p>	<p>No</p>	
<p>3</p>	<p>Storage</p>		
<p>3.1</p>	<p>Review storage areas to observe areas or items at high risk for cross-contact. Pay particular attention to items that are at higher-risk for spilling (e.g. sauces in hotel pans), items prone to becoming airborne (e.g. wheat flour) and open items vulnerable to cross-contact (e.g. produce). Based on your observations, note any areas of concern that need to be addressed in procedures and/or training:</p>		

Section	Area	Yes/No	Comments
3.2	<p>Shelves or storage areas are labeled or there is a planogram to keep storage areas organized and consistent. This may be by product type (example: bread and pasta) rather than by individual product (example: John's Bread & Jane's Pasta).</p> <p>Examples include having a separate labeled cold storage for different types of products (dairy refrigerator vs. a produce refrigerator), separate dry storage for different types of products or simply labeling or creating a planogram for shared storage spaces so bread is all stored in the same area, canned goods are stored in the same area, etc.</p>		
3.3	<p>If specific allergy-friendly items are stocked (e.g. gluten-free bread, nut-free granola, etc.), they are stored separately from items containing the allergens they do not contain.</p> <p>Example: gluten-free bread should be stored on a separate shelf and not below regular bread</p>		
3.4	<p>Items at high risk of becoming airborne (e.g. wheat flour) are stored on low shelves and away from open items</p>		

Section	Area	Yes/No	Comments
3.5	<p>Prepared sauces and other items at high risk for spilling (e.g. not items in cans or sealed jars) are stored on lower shelves or stored above like-allergen-containing items</p> <p>Example: A prepared pesto sauce containing pine nuts should be stored below, rather than above, a marinara sauce</p>		
3.6	Prepared food items are stored with like-allergen-containing items grouped together (e.g. pastas together on one shelf area)		
3.7	Open items, like produce, are kept segregated from other items		
3.8	Storage containers are covered		

Section	Area	Yes/No	Comments
Section 3 Summary Do you have effective procedures in place to lower the risk of cross-contact in storage?		Yes You must answer yes to items 3.2 - 3.8 to select yes here.	No
4	Self-Serve Dining Options: Back-Of-House		
4.1	Observe preparation for a meal service to identify areas at high-risk for cross-contact. Based on your observations, note any areas of concern that need to be addressed in procedures and/or training:		
4.2	Procedures are in place to prevent cross-contact during food preparation		
4.3	Barrier methods (cutting boards, foil, etc.) are used when preparing ingredients		

Section	Area	Yes/No	Comments
4.4	Meal items are each prepared separately (e.g. preparing the chicken pasta and then the chicken fried rice, but not both together)		
4.5	Staff washes their hands and changes their gloves between preparing each meal item		
4.6	Preparation surfaces are washed and sanitized between preparing every meal item, using cleaning practices appropriate for allergen removal. Simply sanitizing surfaces is not adequate to remove allergens.		
4.7	Clean utensils, cutting boards and other kitchen tools are used for each new meal item		
4.8	If cross-contact occurs with an ingredient not included in the meal item, the meal is either thrown out or labeled to include the accidental ingredient		

Section	Area	Yes/No	Comments
Section 4 Summary Do you have effective procedures in place to lower the risk of cross-contact in back-of-house for self-serve food items?		Yes You must answer yes to items 4.2 - 4.8 to select yes here.	No
5	Self-Serve Dining Options: Front-Of-House		
5.1	Observe the self-serve areas of the dining hall for a period of time to identify areas where cross-contact is happening or is likely to happen. Based on your observations, note any areas of concern that need to be addressed in procedures and/or training:		
5.2	There is an established procedure for layout of the self-serve areas to group like-allergen-containing items together (e.g. on the salad bar grouping the lettuces together, then the vegetable toppings, then croutons and cheese on the other end)		

Section	Area	Yes/No	Comments
5.3	There is a procedure in place allowing students to request self-serve items from back-up containers		
5.4	There is highly visible signage notifying students that accommodations can be made and requesting they disclose their special dietary needs rather than taking food from the self-serve areas		
5.5	There are separate tongs or serving utensils for every item in self-serve areas		
5.6	Items in self-serve area are clearly labeled		
5.7	Food labels include at least the top allergen information		
5.8	Labels on self-serve items are consistent and accurate, particularly for items with multiple ingredients (e.g. salad dressings, pastas, sauces, etc.)		

Section	Area	Yes/No	Comments
5.9	Full ingredient information for self-serve areas is available online or on-site		
5.10	Staff avoids overfilling self-serve containers to prevent spills		
5.11	Self-serve areas are promptly cleaned and kept free from spills and debris		
5.12	Staff uses fresh cleaning supplies/buckets for cleaning self-serve areas		

Section	Area	Yes/No	Comments
	<p>Section 5 Summary</p> <p>Do you have effective procedures in place to lower the risk of cross-contact in front-of-house for self-serve food items?</p> <p>Due to the risk of cross-contact in front-of-house self-serve areas, FARE advises students with food allergies not to serve themselves from this area. If your university passes section 5 and self-serve items are considered an option for students with food allergies, students must be given an option to request a serving from a backup supply.</p> <p>Steps in section 5 are still important as many students with food allergies may serve themselves from this area, regardless of warnings.</p>	<p>Yes</p> <p>You must answer yes to items 5.2 – 5.12 to select yes here.</p>	<p>No</p>
6	Made-to-order Stations		

Section	Area	Yes/No	Comments
6.1	<p>Order a meal as if you have an allergy to an ingredient present at the station. Watch every step of food preparation to identify areas at risk for cross-contact. Based on your observations, note any areas of concern that need to be addressed in procedures and/or training:</p> <p>Example of an issue procedure would need to address: If gluten-free bread is offered at a sandwich station, but staff makes the gluten-free sandwich using the toppings used for all other sandwiches, it is likely that cross-contact will have occurred previously from gloved hands (which have handled regular bread) and crumbs from preparing sandwiches on the counter above the toppings. Those toppings are not safe for a student with a wheat allergy or celiac disease.</p>		
6.2	<p>There is an established procedure for staff to follow if a student makes a special dietary meal request</p> <p>Example: See Addendum A</p>		
6.3	<p>There are visual reminders at the station of the procedure staff is expected to follow if a student makes a special dietary meal request</p> <p>Example: Create procedures and post a laminated copy behind the counter for staff to reference during meal prep</p>		

Section	Area	Yes/No	Comments
6.4	<p>If the made-to-order station uses a flat-top grill or other shared cooking surface, there is a procedure in place to prevent cross-contact during cooking</p> <p>Example: Using a pan instead of the grill to make a burger for a student with an allergy</p>		
6.5	<p>Toppings and ingredients are taken from back-up containers if a student makes a special dietary meal request</p>		
6.6	<p>Separate tongs or serving utensils are used for each topping/ingredient at the station. This is important for all toppings, but is particularly critical when staff prepares a meal for a student with food allergies or celiac disease using back up ingredients</p>		
6.7	<p>Meals for diners with special dietary needs are made on a separate surface</p> <p>Example: Sandwiches are prepared on a clean cutting board or a clean, separate countertop than the other sandwiches are being prepared on.</p>		
6.7	<p>If an allergy-friendly meal comes into contact or may have come into contact with an allergen, it is discarded and remade</p>		

Section	Area	Yes/No	Comments
6.8	There is highly visible signage notifying students that accommodations can be made and requesting they disclose their special dietary needs when ordering		
6.9	Full ingredient information is available online or on-site for ingredients at the made-to-order station (e.g. sauces at a stir-fry station)		
Section 6 Summary Do you have effective procedures in place to lower the risk of cross-contact in made-to-order stations?		Yes You must answer yes to items 6.2 – 6.9 to select yes here.	No
7	Pre-ordered Meals (if applicable)		

Section	Area	Yes/No	Comments
7.1	Place an order for a special diet meal and watch every stage of preparation, storage of the meal and pickup for cross-contact. Based on your observations, note any areas of concern that need to be addressed in procedures and/or training:		
7.2	There is an established procedure for staff to follow to make a pre-ordered meal for a student with a special diet meal		
7.3	Students are able to text, email or order online and note their special dietary needs in advance		
7.4	Staff washes their hands and changes gloves before preparing each pre-ordered meal. Note: Even if staff has 10 pre-ordered meals to make in a meal period, it is important they follow proper cleaning procedures between each one as student allergens may vary.		
7.5	Staff cleans and sanitizes the preparation surface before preparing each pre-ordered meal		

Section	Area	Yes/No	Comments
7.6	Meals are prepared on clean barriers (e.g. cutting boards) or freshly cleaned surfaces		
7.7	Meals are prepared using clean, dedicated utensils and equipment		
7.8	Meals are prepared in a designated area of the kitchen that has been reviewed for cross-contact risks		
7.9	Meals are promptly covered after being prepared		
7.10	Meals are stored in a designated area while waiting for pickup		
7.11	Meals are labeled to ensure the student gets the correct item upon pickup		
7.12	If an allergy-friendly meal comes into contact or may have come into contact with an allergen, it is discarded and remade		

Section	Area	Yes/No	Comments
Section 7 Summary Do you have effective procedures in place to lower the risk of cross-contact for pre-ordered meals?		Yes You must answer yes to items 7.2 – 7.12 to select yes here.	No
8	Allergy-friendly station (if applicable)		
8.1	Observe the food process from storage to meal preparation to service and watch for any areas that are at risk of cross-contact with allergens prohibited from the station. Based on your observations, note any areas of concern that need to be addressed in procedures and/or training:		
8.2	The station is staffed at all times during service		
8.3	The staff at the station has gone through food allergy training		

Section	Area	Yes/No	Comments			
8.4	There is an established procedure for staff to follow at the station, as well as a list of restricted allergens.					
8.5	The food present at the station is free from all allergens restricted from the station					
8.6	The station protects against cross-contact during cooking by:					
	<table border="1"> <tr> <td>8.6a</td> <td>Having dedicated cooking equipment (ovens, microwave, grill, etc.)</td> </tr> <tr> <td colspan="2" style="text-align: center;">AND/OR</td> </tr> <tr> <td>8.6b</td> <td>Having an established procedure to prevent cross-contact from occurring on shared cooking equipment</td> </tr> </table>			8.6a	Having dedicated cooking equipment (ovens, microwave, grill, etc.)	AND/OR
8.6a	Having dedicated cooking equipment (ovens, microwave, grill, etc.)					
AND/OR						
8.6b	Having an established procedure to prevent cross-contact from occurring on shared cooking equipment					

Section	Area	Yes/No	Comments			
8.7	The allergy-friendly station protects against cross-contact during storage by:					
	<table border="1"> <tr> <td>8.7a</td> <td>Having its own dedicated storage areas or designated areas in shared storage rooms</td> </tr> <tr> <td colspan="2" style="text-align: center;">AND/OR</td> </tr> <tr> <td>8.7b</td> <td>Using labels or planograms in storage to keep items well-organized and separate from prohibited allergens</td> </tr> </table>			8.7a	Having its own dedicated storage areas or designated areas in shared storage rooms	AND/OR
8.7a	Having its own dedicated storage areas or designated areas in shared storage rooms					
AND/OR						
8.7b	Using labels or planograms in storage to keep items well-organized and separate from prohibited allergens					
8.8	Dedicated utensils, pans, baking sheets and other kitchen tools are used					
8.9	If a mistake is made on an item at the station, it is discarded and remade					
8.10	Food labels are present identifying dishes at the station					
8.11	Full ingredient information is available online or on-site for meals at the station					

Section	Area	Yes/No	Comments
8.12	There is signage identifying the station & what allergens it is free from		
8.13	Diners are required to take a fresh plate from this station rather than using a plate from another station or a plate that may already have food on it. There must be signage or a staff person at the station advising students of this.		
Section 8 Summary Do you have effective procedures in place to lower the risk of cross-contact in the allergy-friendly station?		Yes You must answer yes to items 8.3 – 8.13 to select yes here.	No
9	Staff Training		
9.1	There is a policy in place regulating staff training requirements. This policy should address who needs to be trained, what they need to be trained on and how often training must occur. Training should be done at least annually and upon hire.		
9.2	Staff receives training explaining the seriousness of food allergies and celiac disease		

Section	Area	Yes/No	Comments
9.3	Staff is trained on proper cleaning methods to avoid cross-contact		
9.4	Dining staff is trained on proper procedures in their area to prevent cross-contact and prepare a meal for a diner with a special dietary need. This may be done for designated employees rather than all employees.		
9.5	There is at least one trained staff member at every dining facility during operating hours who can handle special dietary requests and questions		
9.6	Managers are trained on: <ul style="list-style-type: none"> • Recognizing anaphylaxis • Proper treatment for anaphylaxis • University policies regarding emergency response for anaphylaxis • Which first responders respond to anaphylactic reactions and whether they carry epinephrine 		
9.7	Non-managerial dining staff are trained on: <ul style="list-style-type: none"> • Recognizing anaphylaxis • How to respond to anaphylaxis in accordance with university policies 		

Section	Area	Yes/No	Comments
10	Communication with Students		
10.1	Labeling and signage is consistent throughout every dining location on campus		
10.2	Disclaimers, in accordance with university policy, are posted at every dining location		
10.3	Students are able to access full ingredient lists online, at on-site kiosks or in writing in the dining halls.		
10.4	There is signage in the dining locations advising students what to do if they have a special dietary need		
10.5	Food allergies and celiac disease are discussed on the dining services website		
10.6	Student responsibilities are written and provided to students with special dietary needs		
10.7	Students with food allergies and celiac disease are asked to provide feedback on their dining experiences		



FOOD ALLERGY PROCEDURE SAMPLES

Please note that the proper steps to prepare allergy-friendly foods may vary in your facility and from station to station. These sample procedures should be used as a starting point only, and the specifics of each facility should be considered when creating a final procedure to prevent cross-contact. For more information on creating food allergy procedures for your facility, visit www.foodallergy.org/collegeprogram

SANDWICH STATION

- Confirm which item(s) the diner must avoid
- Wash your hands with soap and water and dry with a clean cloth
- Put on new gloves
- Use a clean cutting board to prepare the sandwich on
- Use a clean utensils
- Get ingredients from backup containers, using fresh tongs for each ingredient
- Place the sandwich on a clean plate and hand directly to the diner

STIR-FRY STATION

- Confirm which item(s) the diner must avoid
- Wash your hands with soap and water and dry with a clean cloth
- Put on new gloves
- Use a clean pan to cook the meal in
- Use a clean utensils
- Get ingredients from backup containers, using fresh tongs for each ingredient
- Place the meal on a clean plate and hand directly to the diner

FLAT-TOP GRILL STATION

- Confirm which item(s) the diner must avoid
- Wash your hands with soap and water and dry with a clean cloth
- Put on new gloves
- Lay down foil on the grill surface to use for preparation of meal
- Use a clean utensils
- Get ingredients from backup containers, using fresh tongs for each ingredient
- Place the meal on a clean plate and hand directly to the diner



Addendum A

FLAT-TOP GRILL STATION (VERSION 2)

- Confirm which item(s) the diner must avoid
- Wash your hands with soap and water and dry with a clean cloth
- Put on clean gloves
- Use a clean utensils
- Get ingredients from backup containers, using fresh tongs for each ingredient
- Cook the item in a clean pan on the stove rather than on the grill surface
- Place the meal on a clean plate and hand directly to the diner

ICE CREAM SHOP

- Confirm which item(s) the diner must avoid
- Wash your hands with soap and water and dry with a clean cloth
- Put on clean gloves
- Get a clean ice cream scoop
- If serving ice cream in a cone, get a cone from a back-up supply
- If serving ice cream in a bowl, use a clean bowl
- Take ice cream from a fresh, unopened ice cream container
- Hand the ice cream directly to the diner

SMOOTHIE SHOP

- Confirm which item(s) the diner must avoid
- Wash your hands with soap and water & dry with a clean cloth
- Put on clean gloves
- Use a clean blender
- Get ingredients from unopened, back-up containers, taking care to use fresh scoops for each ingredient
- If adding protein powder as an ingredient, double check the package label to ensure the diner's allergen(s) isn't contained in the powder.
- Serve smoothie in a clean cup and hand directly to the diner