Food allergy is a serious medical condition that can be life-threatening. Although nearly any food may cause an allergic reaction, nine major food allergens cause the most food allergy reactions in the United States. Food workers must be trained on food allergens as it relates to their job duties such as knowing the major food allergens, the symptoms of an allergic reaction, how to communicate with customers about allergens, and ways to prevent allergens when preparing or serving food.

Toolkit: Allergen Awareness

**Note**: Use this document to help your establishment maintain Active Managerial Control (AMC). Be sure to work with your local health department for any additional information as needed. ([www.doh.wa.gov/localhealthfoodcontacts](http://www.doh.wa.gov/localhealthfoodcontacts))

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| **Section 1: Food Establishment Information** |
| **Establishment Name**      | **Phone**      |
| **Street (Physical Address)**      | **City**      | **ZIP**      | **Email**      |
| **Contact Name**      | **Title / Position**      |
| **Section 2**: **Menu Evaluation** |
| Evaluate supplies and carefully read package labels to find potential allergens. Select all used in your establishment. |
| [ ]  **Fish** such as salmon, cod, halibut, tilapia | [ ]  **Soybeans** such as edamame, miso, soy sauce, tempeh, tofu |
| [ ]  **Crustacean shellfish** such as crab, lobster, shrimp | [ ]  **Peanuts** such as peanut butter, peanut flour, mixed nuts |
| [ ]  **Eggs** such as egg, eggnog, meringue, mayonnaise | [ ]  **Wheat** such as breads, couscous, pasta, wheat grass |
| [ ]  **Milk** such as butter, cheese, cream, ghee, milk | [ ]  **Sesame** such as sesame seeds, sesame oil, tahini |
| [ ]  **Tree nuts** such as almonds, cashews, coconut, hazelnuts, macadamia, pecans, pine nuts, pistachios, walnuts |
| **Section 3**: **Symptoms of Food Allergies** |
| All food workers, including servers, need to know what to look for in customers with food allergies.**Severe reactions need immediate medical attention, including calling 911**. |
| * Hives
* Flush skin
* Tingling in mouth
* Face, tongue, or lip swelling
 | * Vomiting or diarrhea
* Coughing or wheezing
* Dizziness, confusion, anxiety
* Swelling of the throat
 | * Abdominal cramps
* Difficulty breathing
* Loss of consciousness
* Other symptoms are possible
 |
| **Section 4: Cross-Contact** |
| Food allergens can transfer when foods and surfaces touch. Be sure to always use clean kitchen tools when preparing allergen-friendly foods. Proper cooking does not reduce allergens. If a mistake is made, the food must be remade. |
| **Source of cross-contact** | **Examples** |
| **Hands (even if wearing gloves) and utensils** | * Touching almonds and then handling cheese
* Using the same spatula to flip a fish patty before a burger patty
 |
| **Surfaces such as cutting boards, pots, pans** | * Cooking bacon on a grill after cooking eggs on the grill surface
* Slicing cheese on a board after cutting bread
 |
| **Steam, splatter, crumbs** | * Steam from cooking shellfish sprays on nearby food
* Pancake mix with flour spreads onto bacon
 |
| **Storage** | * Milk drips onto vegetables in refrigerator
* Artificial crab stored in same container with cooked crab
 |
| **Condiments** | * Putting a knife used to spread peanut butter into a jelly jar
* Soy sauce added to a house-made salad dressing
 |
| **Cooking liquids and oils** | * Reusing cooking oil to sauté vegetables after sauteing fish
* Cooking fries in a deep fryer after cooking breaded chicken tenders
 |
| **Mistakes** | * Picking croutons off a salad
* Scraping eggs off a plate instead of making a new dish
 |
| **Prevent cross-contact.** Cleaning with soap and water will remove allergens from surfaces. Wash, rinse, sanitize, and air dry all utensils and food contact surfaces before use. For each allergen-friendly menu item, only use clean:* hands
* utensils such as spatulas, spoons, knives, and gloves
* surfaces such as cutting boards, pots, pans, baking sheets
* cooking oil and water
 |



Toolkit: Allergen Awareness

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| **Section 5: Hidden Sources of Allergens** |
| Prepared and packaged foods can have hidden sources of allergens. Read “ingredients” and “contains” carefully. The following examples might indicate presence of an allergen but is not a complete list. |
| **Crustacean Shellfish** | Bouillabaisse, cuttlefish ink, fishmeal, fish sauce, fish stock, glucosamine, powdered seafood flavorings, seafood cooking vapors, surimi |
| **Eggs** | Albumin, binder, emulsifier, globulin, livetin, lecithin, lysozyme, words starting with “ova” or “ovo”, vitelin |
| **Fish** | Anchovies in salad dressing, barbecue and Worcestershire sauce, fishmeal, fish sauce (nuoc mam), fish stock, kosher gelatin, oils, roe, seafood cooking vapors, seafood flavoring, shark cartilage/fin, surimi |
| **Milk** | Artificial butter flavor, caramel color/flavoring, casein, ghee, lactalbumin phosphate, lactic acid starter culture, lactose, natural flavoring, rennet casein, skim milk powder, solids, sour milk, tagatose, whey, yogurt |
| **Peanuts** | African, Asian, and Mexican dishes and sauces; arachis oil, peanut oil (unless highly refined), emulsifier, flavoring, marzipan, peanut butter, sunflower seeds (if processed on shared equipment) |
| **Sesame** | Breads, buns, cereals, cookies, crackers, falafel, hummus, margarine, melba toast, pretzels, protein bars, salad dressing, sesame flour, sesame oil, stir fry, sushi, tahini, tempeh |
| **Soy** | Edamame, guar gum, hydrolyzed vegetable protein (HVP), lecithin, MSG, protein extender, shoyu, soy sauce, soybean oil (unless highly refined), starch, tamari, tempeh, texturized vegetable protein |
| **Tree Nuts** | Artificial nuts, baklava, gianduja, granola bars, lychee, macaroons, marzipan, nougat, nut distillates/alcoholic extracts, nut extracts, nut flours, nut oils, nut pastes, pesto, pine nut, praline, wintergreen flavoring |
| **Wheat** | Breadcrumbs, bulgur, bran, cornstarch, farina, farro, flours, freekeh, gelatinized starch, gluten, hydrolyzed vegetable protein, Kamut, matzoh, modified starch, MSG, protein, semolina, spelt, starch, triticale, vegetable gum, vegetable starch, vital gluten, wheat germ oil, wheat grass |
| **Section 6**: **Notification and Training** |
| **Employee Training**: Employees must be properly trained on the following: |
| * Know 9 major food allergens
* Symptoms of an allergic reaction
* What to do if someone has an allergic reaction
 | * Communicating with customers, PIC, and designated staff
* Cleaning and sanitizing to prevent cross-contact
* How to prepare or substitute food to prevent allergens
 |
| [ ]  | Who will be trained to prepare allergen-friendly meals or determine if different meal options are needed?[ ]  All staff [ ]  Person in Charge/Manager [ ]  Main chef/cook [ ]  Other:       |
| [ ]  | How will front of house staff notify manager or back of house staff of allergen-free meal request?[ ]  Verbally [ ]  Written [ ]  Both – Written and Verbal [ ]  Other:       |
| [ ]  | How often are employees trained?[ ]  At hire [ ]  Annually [ ]  When errors observed [ ]  Other:       |
| [ ]  | How are employees trained?[ ]  Read & sign document [ ]  Signage posted [ ]  Online/Classroom allergen training [ ]  Other:       |
| [ ]  | How are customers notified in writing of allergen-friendly options?[ ]  On menu [ ]  Posted sign at entrance [ ]  At point of sale [ ]  Other:       |
| **Section 7**: **Additional Facility-Specific Information** |
|       |
| **Section 8: Signature** |
| Plan prepared by:       |
|                    |
| Signature Date | Printed Name Phone |

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