

FARE  
College Food  
Allergy Program

# Food Allergy Dining Audit



**FARE**  
Food Allergy Research & Education



**FoodAllergy.org**

| Section    | Area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Compliant? | Comments |
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| <b>1</b>   | <b>Ingredient Accuracy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |          |
| <b>1.1</b> | Vendor agreements prohibit substitutions without prior approval                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |          |
| <b>1.2</b> | <p>There is a written policy for all vendors that considers the following:</p> <ul style="list-style-type: none"> <li>• The ingredient information the university expects vendors to provide for ordered items</li> <li>• University expectations if an ordered item is no longer available</li> <li>• Whether a manufacturer or distributor will send alerts if an item's ingredients are changing</li> <li>• Any ingredients or items that are restricted from being sold in your facility</li> </ul> |            |          |
| <b>1.3</b> | Package labels are reviewed on a schedule (e.g., once a week) to ensure that product and ingredients align with purchase order                                                                                                                                                                                                                                                                                                                                                                          |            |          |
| <b>1.4</b> | Standardized recipes are in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |          |

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| 1.5                                                                                                                | Standardized recipes are followed without exception or prior approval from manager                                                                    |                                                                |                                      |
| 1.6                                                                                                                | Staff has access to printed or electronic versions of recipes                                                                                         |                                                                |                                      |
| 1.7                                                                                                                | There is a system in place to hold staff accountable if recipes are not followed                                                                      |                                                                |                                      |
| 1.8                                                                                                                | Full ingredient lists (including sub-ingredients) are available for all recipes                                                                       |                                                                |                                      |
| 1.9                                                                                                                | Standardized recipes include Top 9 (and gluten) allergen tags                                                                                         |                                                                |                                      |
| Based on your responses in section 1, you can provide accurate ingredient information to guests with food allergy. |                                                                                                                                                       | <input type="checkbox"/> PASS<br><input type="checkbox"/> FAIL | If FAIL, indicate corrective action: |
| 2                                                                                                                  | Receiving                                                                                                                                             |                                                                |                                      |
| 2.1                                                                                                                | Procedures are in place regarding how staff should handle high-risk items (example: bags of flour, fresh or frozen seafood)                           |                                                                |                                      |
| 2.2                                                                                                                | There is a policy in place regarding how staff handles damaged items (including proper clean-up procedures and who to notify if cross-contact occurs) |                                                                |                                      |
| 2.3                                                                                                                | Receiving staff is trained on allergens and the importance of working to avoid-cross-contact                                                          |                                                                |                                      |
| 2.4                                                                                                                | Receiving staff is trained to flag and/or review substitute items that come in                                                                        |                                                                |                                      |

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| <b>2.5</b>                                                                                                                                      | 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: |                                                                |                                      |
| Based on your responses and observations in section 3, the procedures in place are effectively limiting the risk of cross-contact in receiving. |                                                                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> PASS<br><input type="checkbox"/> FAIL | If FAIL, indicate corrective action: |
| <b>3</b>                                                                                                                                        | <b>Storage</b>                                                                                                                                                                                                                                                                                                                                                                                  |                                                                |                                      |
| <b>3.1</b>                                                                                                                                      | Shelves are color-coded and labeled or there is a planogram to keep storage areas organized and consistent (example: store gluten-free alternative products together)                                                                                                                                                                                                                           |                                                                |                                      |
| <b>3.2</b>                                                                                                                                      | Items at high risk of becoming airborne are covered and stored on low shelves and away from open items (example: flour)                                                                                                                                                                                                                                                                         |                                                                |                                      |
| <b>3.3</b>                                                                                                                                      | Sauces and other items at high risk for spilling are stored on lower shelves or stored above like-allergen-containing items                                                                                                                                                                                                                                                                     |                                                                |                                      |
| <b>3.4</b>                                                                                                                                      | Prepared food items are stored with like-allergen-containing items grouped together (e.g., gluten-free alternatives together on one shelf area)                                                                                                                                                                                                                                                 |                                                                |                                      |

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| <b>3.5</b>                                                                                                                                    | Open items, like produce, are kept segregated from other items                                                                                                                                                                                                                                                                                                                                                    |                                                                |                                      |
| <b>3.6</b>                                                                                                                                    | Storage containers are covered                                                                                                                                                                                                                                                                                                                                                                                    |                                                                |                                      |
| <b>3.7</b>                                                                                                                                    | Review storage areas to observe areas or items at high risk for cross-contact. Pay particular attention to items that are at higher risk of 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: |                                                                |                                      |
| Based on your responses and observations in section 3, the procedures in place are effectively limiting the risk of cross-contact in storage. |                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> PASS<br><input type="checkbox"/> FAIL | If FAIL, indicate corrective action: |
| <b>4</b>                                                                                                                                      | <b>Self-Serve Dining Options: Back-of-House</b>                                                                                                                                                                                                                                                                                                                                                                   |                                                                |                                      |
| <b>4.1</b>                                                                                                                                    | Procedures are in place to prevent cross-contact during food preparation (example: prepare allergen-friendly and gluten-free options first)                                                                                                                                                                                                                                                                       |                                                                |                                      |

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| <b>4.2</b> | Barrier methods (cutting boards, foil, etc.) are used when preparing ingredients                                                                                                                                                                                                 |  |  |
| <b>4.3</b> | Meal items are each prepared separately (e.g., preparing the chicken pasta and then the chicken-fried rice, but not both together)                                                                                                                                               |  |  |
| <b>4.4</b> | Staff washes their hands and changes their gloves between preparing each meal item                                                                                                                                                                                               |  |  |
| <b>4.5</b> | Preparation surfaces are located away from work areas that may be cross-contact risk (example: gluten free foods prepared next to the bakery). Areas should be washed and sanitized between preparing every meal item, using cleaning practices appropriate for allergen removal |  |  |
| <b>4.6</b> | Clean, dedicated (potentially color-coded) utensils, cutting boards and other kitchen tools are used for each new meal item                                                                                                                                                      |  |  |
| <b>4.7</b> | 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                                                                                                                          |  |  |
| <b>4.8</b> | 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:                                                                          |  |  |

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| Based on your responses and observations in section 4, the procedures in place are effectively limiting the risk of cross-contact in the back-of-house for self-serve food items. |                                                                                                                                                                                                                       | <input type="checkbox"/> PASS<br><input type="checkbox"/> FAIL | If FAIL, indicate corrective action: |
| <b>5</b>                                                                                                                                                                          | <b>Self-Serve Dining Options: Front-of-House</b>                                                                                                                                                                      |                                                                |                                      |
| <b>5.1</b>                                                                                                                                                                        | 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 and placing the cheese on the other end) |                                                                |                                      |
| <b>5.2</b>                                                                                                                                                                        | There is a procedure in place allowing guests to request self-serve items from back-up containers                                                                                                                     |                                                                |                                      |
| <b>5.3</b>                                                                                                                                                                        | There is highly visible signage notifying guests that accommodations can be made and requesting they disclose their special dietary needs rather than taking food from the self-serve areas                           |                                                                |                                      |
| <b>5.4</b>                                                                                                                                                                        | There are separate tongs or serving utensils for every item in self-serve areas                                                                                                                                       |                                                                |                                      |
| <b>5.5</b>                                                                                                                                                                        | Items in self-serve area are clearly labeled                                                                                                                                                                          |                                                                |                                      |
| <b>5.6</b>                                                                                                                                                                        | Descriptive food labels include at least the top allergen (and gluten) information (example: pecan-crusted chicken)                                                                                                   |                                                                |                                      |

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| <b>5.7</b>  | Labels on self-serve items are consistent and accurate, particularly for items with multiple ingredients (e.g., salad dressings, pastas, sauces, etc.)                                                                                                         |  |  |
| <b>5.8</b>  | Full ingredient information for self-serve areas is available online or on-site                                                                                                                                                                                |  |  |
| <b>5.9</b>  | Staff avoids overfilling self-serve containers to prevent spills                                                                                                                                                                                               |  |  |
| <b>5.10</b> | Self-serve areas are promptly cleaned and kept free from spills and debris                                                                                                                                                                                     |  |  |
| <b>5.11</b> | Staff uses fresh cleaning supplies/buckets for cleaning self-serve areas                                                                                                                                                                                       |  |  |
| <b>5.12</b> | 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: |  |  |

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| <p><b>Based on your responses and observations in section 5, the procedures in place are effectively limiting the risk of cross-contact for self-serve food items in the front-of-house.*</b></p> <p>*Please note: Due to the risk of cross-contact in front-of-house self-serve areas, FARE advises against guests with food allergy serving themselves from this area. If your university passes section 4 &amp; 5 and self-serve items are considered an option for guests with food allergies, guests must be given an option to request a serving from a backup supply.</p> | <input type="checkbox"/> PASS<br><br><input type="checkbox"/> FAIL                                                                                                                                                                              | If FAIL, indicate corrective action: |  |
| <b>6</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Short-order Stations</b>                                                                                                                                                                                                                     |                                      |  |
| <b>6.1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | There is an established procedure for staff to follow if a guest makes a special dietary meal request                                                                                                                                           |                                      |  |
| <b>6.2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | There are visual reminders at the station of the procedure staff is expected to follow if a guest makes a special dietary meal request                                                                                                          |                                      |  |
| <b>6.3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | There are separate tongs or serving utensils for every topping/ingredient at the station                                                                                                                                                        |                                      |  |
| <b>6.4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | If the short-order station uses a flat-top grill or other shared cooking surface, there is a procedure in place to prevent cross-contact during cooking (e.g., using a pan instead of the grill to make a burger for a guest with food allergy) |                                      |  |

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| 6.5                                                                                                                                                            | Toppings and ingredients are taken from back-up containers if a guest makes a special dietary meal request                                                                                                                                                                       |                                                                |                                      |
| 6.6                                                                                                                                                            | Meals are prepared on a surface that is not above the ingredients/toppings area of the station (e.g., at a sandwich station, sandwiches are not prepared on the counter ledge directly above the toppings)                                                                       |                                                                |                                      |
| 6.7                                                                                                                                                            | If an allergy-friendly meal comes into contact or may have come into contact with an allergen, it is discarded and remade                                                                                                                                                        |                                                                |                                      |
| 6.8                                                                                                                                                            | There is highly visible signage notifying guests 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 short-order station (e.g., sauces at a stir-fry station)                                                                                                                                       |                                                                |                                      |
| 6.10                                                                                                                                                           | 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: |                                                                |                                      |
| Based on your responses and observations in section 6, the procedures in place are effectively limiting the risk of cross-contact at the short-order stations. |                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> PASS<br><input type="checkbox"/> FAIL | If FAIL, indicate corrective action: |

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| <b>7</b>   | <b>Pre-ordered Meals (if applicable)</b>                                                                              |  |  |
| <b>7.1</b> | There is an established procedure for staff to follow to make a pre-ordered meal for a guest with a special diet meal |  |  |
| <b>7.2</b> | Guests are able to text, email or order online and note their special dietary needs in advance                        |  |  |
| <b>7.3</b> | Staff washes their hands and changes gloves before preparing each pre-ordered meal                                    |  |  |
| <b>7.4</b> | Staff cleans and sanitizes the preparation surface before preparing each pre-ordered meal                             |  |  |
| <b>7.5</b> | Meals are prepared on clean barriers (e.g. cutting boards)                                                            |  |  |
| <b>7.6</b> | Meals are prepared using clean, dedicated utensils and equipment                                                      |  |  |
| <b>7.7</b> | Meals are prepared in a designated area of the kitchen that has been reviewed for cross-contact risks                 |  |  |

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| <b>7.8</b>                                                                                                                                               | Meals are promptly covered after being prepared                                                                                                                                                                                               |                                                                |                                      |
| <b>7.9</b>                                                                                                                                               | Meals are stored in a designated area while waiting for pickup                                                                                                                                                                                |                                                                |                                      |
| <b>7.10</b>                                                                                                                                              | Meals are labeled to ensure the guest gets the correct item upon pickup                                                                                                                                                                       |                                                                |                                      |
| <b>7.11</b>                                                                                                                                              | If an allergy-friendly meal comes into contact or may have come into contact with an allergen, it is discarded and remade                                                                                                                     |                                                                |                                      |
| <b>7.12</b>                                                                                                                                              | 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: |                                                                |                                      |
| Based on your responses and observations in section 7, the procedures in place are effectively limiting the risk of cross-contact for pre-ordered meals. |                                                                                                                                                                                                                                               | <input type="checkbox"/> PASS<br><input type="checkbox"/> FAIL | If FAIL, indicate corrective action: |

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| <b>8</b>   | <b>Allergy-friendly station</b> (if applicable)                                                                  |                                                                                                     |  |
| <b>8.1</b> | There is an established procedure for staff to follow at the station, as well as a list of restricted allergens. |                                                                                                     |  |
| <b>8.2</b> | Is the food present at the station free from all allergens restricted from the station?                          |                                                                                                     |  |
| <b>8.3</b> | The station protects against cross-contact during cooking by:                                                    |                                                                                                     |  |
|            | <b>8.3a</b>                                                                                                      | Having dedicated cooking equipment (ovens, microwave, grill, etc.)                                  |  |
|            | <b>8.3b</b>                                                                                                      | Having an established procedure to prevent cross-contact from occurring on shared cooking equipment |  |
| <b>8.4</b> | The allergy-friendly station protects against cross-contact during storage by:                                   |                                                                                                     |  |

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|            | <p><b>8.4a</b></p> <p>Having its own dedicated storage areas or designated areas in shared storage rooms</p> <p><b>AND/OR</b></p> <p><b>8.4b</b></p> <p>Using labels or planograms in storage to keep items well-organized and separate from prohibited allergens</p> |  |  |
| <b>8.5</b> | Dedicated utensils, pans, baking sheets and other kitchen tools are used                                                                                                                                                                                              |  |  |
| <b>8.6</b> | The station is staffed at all times during service                                                                                                                                                                                                                    |  |  |
| <b>8.7</b> | The staff at the station has completed food allergy training                                                                                                                                                                                                          |  |  |
| <b>8.8</b> | If a mistake is made on an item at the station, it is discarded and remade                                                                                                                                                                                            |  |  |
| <b>8.9</b> | Food labels are present identifying dishes at the station                                                                                                                                                                                                             |  |  |

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| <b>8.10</b>                                                                                                                                                        | Full ingredient information is available online or on-site for meals at the station                                                                                                                                                                                                       |                                                                |                                      |
| <b>8.11</b>                                                                                                                                                        | Signage identifies the allergen-friendly station and identifies the allergens avoided                                                                                                                                                                                                     |                                                                |                                      |
| <b>8.12</b>                                                                                                                                                        | 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: |                                                                |                                      |
| Based on your responses and observations in section 8, the procedures in place are effectively limiting the risk of cross-contact in the allergy-friendly station. |                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> PASS<br><input type="checkbox"/> FAIL | If FAIL, indicate corrective action: |
| <b>9</b>                                                                                                                                                           | <b>Staff Training</b>                                                                                                                                                                                                                                                                     |                                                                |                                      |
| <b>9.1</b>                                                                                                                                                         | There is a policy in place regulating staff training requirements upon hire, annually and as needed                                                                                                                                                                                       |                                                                |                                      |
| <b>9.2</b>                                                                                                                                                         | Staff receives training explaining the seriousness of food allergy and celiac disease                                                                                                                                                                                                     |                                                                |                                      |
| <b>9.3</b>                                                                                                                                                         | Staff is trained on proper cleaning methods to avoid cross-contact                                                                                                                                                                                                                        |                                                                |                                      |

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| 9.4                                                                                                                                            | Staff are trained on identifying Top 9 allergens (and gluten) in various menu items (example: macaroni and cheese contains milk, soy, wheat, and gluten)                                                                                                                                                                            |                                                                |                                      |
| 9.5                                                                                                                                            | 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                                                                                                                                                                                      |                                                                |                                      |
| 9.6                                                                                                                                            | There is at least one trained staff member at every dining facility during operating hours who can handle special dietary requests and questions (and staff trained on who this allergen champion is per shift)                                                                                                                     |                                                                |                                      |
| 9.7                                                                                                                                            | Managers are trained on: <ul style="list-style-type: none"> <li>• Recognizing anaphylaxis</li> <li>• Proper treatment for anaphylaxis</li> <li>• University policies regarding emergency response for anaphylaxis</li> <li>• Which first responders respond to anaphylactic reactions and whether they carry epinephrine</li> </ul> |                                                                |                                      |
| 9.8                                                                                                                                            | Non-managerial dining staff are trained on: <ul style="list-style-type: none"> <li>• Recognizing anaphylaxis</li> </ul> How to respond to anaphylaxis in accordance with university policies                                                                                                                                        |                                                                |                                      |
| Based on your responses and observations in section 9, the procedures in place are effectively training staff on food allergy + celiac disease |                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> PASS<br><input type="checkbox"/> FAIL | If FAIL, indicate corrective action: |
| 10                                                                                                                                             | Communication with Guests                                                                                                                                                                                                                                                                                                           |                                                                |                                      |
| 10.1                                                                                                                                           | Labeling and signage is accurate and consistent throughout every digital or printed menu at the dining location                                                                                                                                                                                                                     |                                                                |                                      |

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| <b>10.2</b>                                                                                                                                                           | Disclaimers, in accordance with university policy, are posted at every dining location                                      |                                                                |                                      |
| <b>10.3</b>                                                                                                                                                           | Guests are able to access full ingredient lists online, at on-site kiosks or in writing in the dining halls.                |                                                                |                                      |
| <b>10.4</b>                                                                                                                                                           | There is signage in the dining locations advising guests what to do and how to disclose if they have a special dietary need |                                                                |                                      |
| <b>10.5</b>                                                                                                                                                           | Food allergy and celiac disease are discussed on the dining services website                                                |                                                                |                                      |
| <b>10.6</b>                                                                                                                                                           | Guest responsibilities are written and provided to guests with special dietary needs                                        |                                                                |                                      |
| <b>10.7</b>                                                                                                                                                           | Guests with food allergies and celiac disease are asked to provide feedback on their dining experiences                     |                                                                |                                      |
| <b>Based on your responses and observations in section 10, the procedures in place effective in communicating with guests on food allergens present in menu items</b> |                                                                                                                             | <input type="checkbox"/> PASS<br><input type="checkbox"/> FAIL | If FAIL, indicate corrective action: |

| Section     | Area                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Comments: |
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| <b>11</b>   | <b>Allergen Mapping</b><br>Choose a common and frequently used ingredient that is susceptible to cross-contact (example: cheddar cheese) <i>follow its process through your facility. Identify areas where cross-contact occurs or is likely to occur based on your observations. Make note of any concerns for each area. Consider repeating this process with 3 to 5 items so you can identify and address cross-contact risks for multiple allergens.</i> |           |
| <b>11.1</b> | On the shipment truck                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |
| <b>11.2</b> | During unloading                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |
| <b>11.3</b> | While being moved from loading dock to storage                                                                                                                                                                                                                                                                                                                                                                                                               |           |
| <b>11.4</b> | In storage                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |
| <b>11.5</b> | While being taken from storage for food preparation                                                                                                                                                                                                                                                                                                                                                                                                          |           |

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| <b>11.6</b>  | During food preparation                                                                                                                                                      |  |
| <b>11.7</b>  | During food service                                                                                                                                                          |  |
| <b>11.8</b>  | In storage (leftovers)                                                                                                                                                       |  |
| <b>11.9</b>  | During reheating (leftovers)                                                                                                                                                 |  |
| <b>11.10</b> | Based on the allergen mapping in section 11, note any areas that may need new policies or procedures to address cross-contact concerns and share any updates with your team: |  |