



Sanitation, Allergen & Environmental Monitoring Kit

Master sanitation schedule, allergen matrix and changeover, EMP swab log and pest log with flags.

What's inside

File	What it is / how to use it
01_Sanitation_Allergen_EMP_Workbook.xlsx	Sanitation schedule, allergen matrix, EMP and pest logs.
02_Allergen_Control_Program.docx	Program template.
03_EMP_Program.docx	EMP program template.

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Food safety plans must be prepared or overseen by a Preventive Controls Qualified Individual (PCQI) where 21 CFR 117 applies, and HACCP plans by trained staff. Validate critical limits with scientific sources for your product.

About the author

Built by Matt Norman, US Navy veteran and former SpaceX Falcon 9 quality inspector and QA supervisor. (Not affiliated with or endorsed by SpaceX.) Norman Quality Tools is Veteran-Owned & Operated. Contains no SpaceX, government, or customer proprietary information; all example data is made up.

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Allergen Control Program

Sanitation, Allergen & Environmental Monitoring Kit - Document 02 - Rev A (2026-10)

1. Purpose and scope

Prevent undeclared allergens and cross-contact at [Facility].

2. Responsibilities

Role	Responsibility
Quality manager	[Define]
Approver	[Define]

3. Procedure

1. Keep the allergen matrix current for every ingredient and product.
2. Segregate and label allergen ingredients in storage.
3. Schedule allergen runs last or before a full clean.
4. Verify changeovers (visual + test where validated).
5. Check every label against the matrix at new product and label change.
6. Train staff at hire and annually.

4. Records

- Allergen matrix
- Changeover records
- Label checks

5. Revision history

Rev	Date	Change	Approved

Role	Name	Signature	Date
Prepared by			
Approved by			

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