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| Title: Food Labeling | |
| SOP#: 1042 | Division: DPR |
| Category: Animal Husbandry & Colony Management | Subcategory: |
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1.0 Purpose, Scope & Background

A variety of fresh produce, dry goods, juices, yogurt, frozen treats, and other foods are stored in various locations at WaNPRC. These should be stored and labeled in a consistent manner so as to ensure freshness and to reduce wastage through spoilage. This document includes food treats, food items used by veterinary staff as drug- administration vehicles, and food and juice items used as positive reinforcement/rewards in research.

For standard monkey diet storage and use, see SOP# 1044.

The type of labeling varies according to the nature of the foodstuff, the information on the packaging, and the location of storage.

This SOP pertains to all employees responsible for storage and providing any food or liquid nourishment to NHPs for purposes of enrichment, nutritional support, drug administration, or research reinforcement.

2.0 Procedure

A. Printed labels for original items and secondary containers:

1. See Appendix A for label template.
2. Label items shortly after arrival and upon transfer from original packaging.
3. Be sure to include the year when writing date (e.g., 9/1/09, mo/day/yr)
4. **Received:** Date (mo/day/yr) arrived at WaNPRC
 - a. Donated items: mark with date Received; if without original packaging, treat as "opened" (add date Opened) and assign appropriate discard date (See section D below).
5. **Opened:** Date (mo/day/yr) opened. Put date on both original package, and secondary container if transferred. Once an item is opened, determine the discard date (See section D below).
6. **Expiration:** For items with an Expiration or a "use by" date, copy that information to the label. For items with no listed expiration date, determine the discard date (See section D below).

B. Laminated and erasable list for items stored in refrigerators and freezers:

1. For large quantities of items no longer in the original packaging or for items difficult to individually label, use a laminated list posted on the door of the refrigerator or freezer.
2. List the date of arrival or date of creation (for frozen treats, medications or nutritional support) and record the expiration or discard date. See section D below for discard date guidelines.
3. See Appendix B for laminated list template.

C. Storage:

1. When storing food items, rotate stock so that older items are at the front or in designated location (e.g., particular shelf in refrigerator or freezer).
2. Items needing refrigeration or freezing should be refrigerated as soon as possible after delivery.

D. For items without specified expiration dates, or items that have been opened, refer to the following discard date guidelines:

1. Produce: generally 2 weeks after delivery
2. Refrigerated items: 2 weeks after opening
3. Frozen items: 6 weeks after creation
4. Dry goods (e.g., cereal, nuts, peanuts, dried fruit): 6 months after opening
5. Candies and marshmallows: 12 months after opening
6. Honey, spices, dried beans: no discard date unless obviously contaminated

A. Appendix: Label template for original or secondary containers (use Avery 5160 labels)

B. Appendix: List template for refrigerated or frozen items (lamine for reuse)