SOP – 1110.002: No Bake Chocolate Snowball Protocol

Approvals:	Name	Date	Signature
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Document History:

Revision Number	Date	Purpose	Effector
1.A	2009-10-19	Initial release	Jelena Jensen

1. **Purpose:**
   1.1. To manufacture a batch (4-6) of no-bake cookies.

2. **Scope:**
   2.1. To practice mass measuring techniques using the top loading or analytical balance.
   2.2. To learn about the manufacturing process and the quality system.

3. **Responsibilities:**
   3.1. It is the responsibility of the course instructor /lab assistant to ensure that this SOP is performed as directed and to update the procedure when necessary.
   3.2. It is the responsibility of the students/technicians to follow the SOP as described and to inform the instructor about any deviations or problems that may occur while performing the procedure.

4. **References:**
   4.1. *Experiment No. 1 Density of a Salt Solution*- Instructions for using a Mettler Analytical Balance.
   4.2. Batch Record BR-1110.002

5. **Definitions**:
   5.1. "**g**" or "**gm**" refers to a gram

6. **Precautions**:
   6.1 Wipe down all surfaces before beginning and after the procedure. There is a possibility of contaminating food products prepared in the lab- take extra care to make sure no ingredients or cookie 'dough' is contaminated. **Use a new weighing dish and a dedicated spoon** or spatula **when weighing each new ingredient.**

7. **Material**s **& Equipment:**
   7.1. **Material**s

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7.1.1. Weighing dishes – (Dixie cups for ingredients with more volume)
7.1.2. Wax Paper or paper plates
7.1.3. Mixing bowl
7.1.4. Mixing spoon
7.1.5. Dedicated (labeled) spoon for measuring each ingredient
7.1.6. Margarine
7.1.7. Sweetened Condensed milk
7.1.8. Vanilla
7.1.9. Salt
7.1.10. Coconut
7.1.11. Sugar
7.1.12. Cocoa
7.1.13. All-purpose flour
7.1.14. Oatmeal
7.1.15. Powdered Sugar

7.2. **Equipment:**
7.2.1 Top Loading balance

8. Procedure:

8.1. Use this SOP with BATCH RECORD-1110.002.
8.1.1. Record all amounts, manufacturers, lot numbers, and expiration dates on the batch record.
8.1.2. Record any variations, problems, or important events on the batch record.

8.2. Cream margarine and sugar well in mixing bowl.
8.3. Add milk, a little at a time.
8.4. Add cocoa, a dash of vanilla, and salt.
8.5. Stir in flour, oatmeal and coconut.
8.6. Form balls the size of your thumb.
8.7. Roll the balls in powdered sugar.
8.8. Compare your cookies to those made by other groups.
8.9. Record results in on the batch record- include the appearance and texture and taste of your chocolate snowballs.
8.10. Record any observations and recommendations on batch record.
8.11. Wash dishes, put in dish drainer to dry.
8.12. Throw away all garbage.
8.13. Wipe the balance and counters.

9. **Attachments:** n/a

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