SOP – 1110.002: Chocolate Snowball Snack 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.B	2009-10-20	Revision 1	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 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
   5.2. "Cream" is a verb that means to mix until smooth and creamy.

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.**
   6.2 Check ingredient labels to for items that class members may be allergic to. **Do not include any ingredients that may cause food allergies.**
   6.3 To avoid contamination, never put excess ingredients back in their original container. Any excess ingredients gathered for use in your product must be discarded if not used. Try to not take more than you need.

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7. Materials & Equipment:

7.1. **Materials**

7.1.1. Dixie Cups to be used as Weighing dishes
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, mix milk into mixture by stirring.
8.4. Add cocoa, a dash of vanilla, and salt. Stir.
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 (taste other groups product if possible).
8.9. Record results on the batch record in the comment section.
8.10. Record any observations and recommendations on batch record.
8.11. Wash or discard dirty dishes.
8.12. Throw away all garbage.
8.13. Wipe the balance and counters.

9. **Attachments:** BATCH RECORD – 1110.002 : Chocolate Snowball Snack Production

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