

## Checklist for Reviewing Recipes During Recipe Verification Phase of Recipe Standardization Process

Title	Does the title reflect content?				
	Is title appealing to customers?				
Recipe category	Are recipes organized by USDA meal pattern or operation-defined category?				
Ingredients	Are all the ingredient names clear?				
	Are the ingredients listed in the order they are used?				
	Does each ingredient name indicate product type/form (i.e., fresh, frozen, canned [drained, packed in syrup, packed in juice], dried, dehydrated, cooked)?				
	Does each ingredient name indicate the pre-preparation technique to be applied to the ingredient (i.e., peeled, sliced, chopped, diced, grated, minced) and size, if applicable (¼ in., ½ in.)?				
Weight or volume	Is there a weight or volume listed for each ingredient?				
Instructions (directions)	Do the written instructions (directions) clearly describe exactly what needs to be done to prepare the recipe?				

N/A = Not Applicable

Cooking temperature and time	Is the cooking temperature stated on the recipe?				
	Is the cooking time stated on the recipe?				
Serving size	Is the serving size stated on the recipe?				
	Is the serving weight given?				
	Are directions given for how to divide the product into individual servings?				
Recipe yield	Is the recipe yield indicated?				
Equipment	If preparation equipment is needed, is it indicated?				
	Is the cooking equipment indicated?				
	Is the serving utensil listed?				

N/A = Not Applicable

## Decision Guide for Checklist for Reviewing Recipes During Recipe Verification Phase of Recipe Standardization Process

Title	Does the title reflect content?			<ul style="list-style-type: none"> <li>◆ If yes, leave the title as listed, move to next title question.</li> <li>◆ If no, consider new title.</li> </ul>
	Is the title appealing to customers?			<ul style="list-style-type: none"> <li>◆ If yes, leave title as listed, move to next review step.</li> <li>◆ If no, consider alternate title to be used on menu.</li> </ul>
Recipe category	Are the recipes organized by USDA meal pattern or operation-defined category?			<ul style="list-style-type: none"> <li>◆ If yes, move to next review step.</li> <li>◆ If no, identify recipe category on recipe.</li> </ul>
Ingredients	Are all the ingredient names clear?			<ul style="list-style-type: none"> <li>◆ If yes, move to next ingredient question.</li> <li>◆ If no, rewrite ingredient name.</li> </ul>
	Are the ingredients listed in the order they are used?			<ul style="list-style-type: none"> <li>◆ If yes, move to next ingredient question.</li> <li>◆ If no, change order so ingredients are listed in order used.</li> </ul>
	Does each ingredient name indicate product type/form (i.e., fresh, frozen, canned [drained, packed in syrup, packed in juice], dried, dehydrated, cooked)?			<ul style="list-style-type: none"> <li>◆ If yes, move to next ingredient question.</li> <li>◆ If no, add product type information to ingredient name.</li> </ul>
	Does each ingredient name indicate the pre-preparation technique to be applied to the ingredient (i.e., peeled, sliced, chopped, diced, grated, minced) and size, if applicable (¼ in., ½ in.)?			<ul style="list-style-type: none"> <li>◆ If yes, move to next review step.</li> <li>◆ If no, indicate the preparation technique to the ingredient name.</li> </ul>
Weight or volume	Is there a weight or volume listed for each ingredient?			<ul style="list-style-type: none"> <li>◆ If yes, move to next review step.</li> <li>◆ If no, indicate weight (preferred) or volume for each ingredient.</li> </ul>
Instructions (directions)	Do the written instructions (directions) clearly describe exactly what needs to be done to prepare the recipe?			<ul style="list-style-type: none"> <li>◆ If yes, move to next review step.</li> <li>◆ If no, write specific directions for preparing the recipe.</li> </ul>

N/A = Not Applicable

Cooking temperature and time	Is the cooking temperature stated on the recipe?				<ul style="list-style-type: none"> <li>◆ If yes, move to next cooking temperature and time question.</li> <li>◆ If no, write down the cooking temperature.</li> </ul>
	Is the cooking time stated on the recipe?				<ul style="list-style-type: none"> <li>◆ If yes, move to next review step.</li> <li>◆ If no, write cooking time on the recipe.</li> </ul>
Serving size	Is the serving size stated on the recipe?				<ul style="list-style-type: none"> <li>◆ If yes, move to next serving size question.</li> <li>◆ If no, the serving size will need to be determined when the recipe is prepared as part of the justification phase and written on recipe.</li> </ul>
	Is the serving weight given?				<ul style="list-style-type: none"> <li>◆ If yes, move to next serving size question.</li> <li>◆ If no, the serving size weight will need to be determined when the recipe is made during the justification phase and written on recipe.</li> </ul>
	Are directions given for how to divide the product into individual servings?				<ul style="list-style-type: none"> <li>◆ If yes, move to next review step.</li> <li>◆ If no, write the directions for portioning the product.</li> </ul>
Recipe yield	Is the recipe yield indicated?				<ul style="list-style-type: none"> <li>◆ If yes, move to next review step.</li> <li>◆ If no, the yield will need to be determined when the recipe is made during the justification phase and written on recipe.</li> </ul>
Equipment	If preparation equipment is needed, is it indicated?				<ul style="list-style-type: none"> <li>◆ If yes, move to next equipment question.</li> <li>◆ If no, write down what size pan should be used.</li> </ul>
	Is the cooking equipment indicated?				<ul style="list-style-type: none"> <li>◆ If yes, move to next equipment question.</li> <li>◆ If no, write down which piece(s) of equipment should be used.</li> </ul>
	Is the serving utensil listed?				<ul style="list-style-type: none"> <li>◆ If yes, review is complete.</li> <li>◆ If no, indicate the serving utensil.</li> </ul>

N/A = Not Applicable