Effective Date: July 25, 2016

METABOLIC KITCHEN
SOP

“Carry Out Meal Policy”

For metabolic kitchen meals that study subjects pick up to take home:

1. Carry Out Pick Up is available for all studies:
   - Monday 10:00 AM to 6:00 PM
   - Wednesday 6:30 AM to 6:00 PM
   - Friday 6:30 AM to 6:00 PM

2. This means, we will provide meals in this order:
   - Monday pick up for Tues and Wed meals
   - Wednesday pick up for Thurs and Fri meals
   - Friday pick up for Sat, Sun, Mon meals

3. There will be no pick up on weekends.

4. If you have a study subject who is admitted as a CRC outpatient or inpatient for study testing on another day (Saturday, Sunday, Tuesday or Thursday), then we will accommodate that subject for pick-up of their carry out when they finish their study testing that day (we must know at least 2 days in advance of the testing day).