Effective Date: August 26, 2016

METABOLIC KITCHEN
SOP

“Menu Development and Meal Scheduling Policy”

For all Metabolic Kitchen Meals:

1. Menu development requests go directly to the Vanderbilt Diet, Body Composition, and Human Metabolism CORE
   - Menus will be developed ~ 2 weeks prior to first subject
   - CORE will invoice study PI directly, whether funding is from VICTR or external

2. CRC inpatient or outpatient meal request:
   - go through the CRC ACCESS scheduling system
   - Must be in the system at least 3 days in advance of subject visit to CRC
   - Upload Food Restriction survey form with the request
     - The request will not be processed without the survey form
     - Subjects will not have menus tailored to their needs if the form is late.
     - We will no longer be able to tailor all food preferences – only serious medical conditions (example: history of anaphylactic reaction to a food item).