**Write a Standard Operating Procedures (SOP) To Minimize Potential Risks**

The goal of creating a SOP is to clearly and succinctly convey the specific actions that are absolutely required to complete a task. Anyone should be able to read it and complete the task without further communication or help.

This is your farm, your food safety plan and your SOP. Use whatever terminology and layout work for you. Many farms use tables when creating SOPS that present the steps as instructional materials for workers. The SOPs can be printed and laminated, and posted in the area where the task will be done for quick reference and recordkeeping.

**SOPs often include:**

• **Title:** Descriptive title

• **Policy**: Rule that the SOP serves (if one exists)

• **Purpose**: Explains why this procedure is needed and what is to be accomplished.

• **Scope:** Who is included and what areas of the operation are covered

• **Responsible Parties:** Who does it and who makes sure it gets done

• **When:** When and how often the procedure is performed

• **Materials**: A list of all the items needed to accomplish the task

• **Detailed** **Procedure**: Step-by-step, in order, instructions on how to complete the task. A few tips:

* Keep procedure focused on action by start each step with a verb
* Break steps into numbered tasks
* Be concise
* Be specific
* Articulate what will be done, rather than what won’t be done

**• Verification Procedures:** Will the effectiveness of this procedure be verified and how.

• **Documentation:** What documents will be produced as a result of this procedure

• **Procedure History:** When and by who the SOP was created, reviewed, approved, revised, and disturbed

Action Options:

Created

Reviewed & Approved

Distributed

Revised & Redistributed

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| --- | --- | --- |
| Procedure History | | |
| Action | Person | Date |
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