**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. Use SOPs to plan for farm systems that will minimize the chance that produce may become contaminated with a food-borne illness. SOPs are also a valuable tool for training, creating accountability, and to minimize record keeping.

***SOPs should include:***

• **Title, Date, and Author:** Descriptive title, date written and updated, and who wrote it

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

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

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

• **Detailed** **Procedure**: Step-by-step, in order, list of what one must do

***Additional information that is often included in SOPs:***

• **Policy**: Rules on practices on your farm to minimize risks

• **Purpose**: “Description” or “Why we do this”

• **Records:** What records will be kept of the action

***Suggestions for easy to follow SOPs***

Keep SOPs Focused On Action

* Start with a verb (action word) when possible
* Break steps into numbered tasks
* Be concise
* Be specific
* Best to articulate what will be done, rather than what won’t be done