<u>Standard Operating Procedure – EXAMPLE</u>

Below are Standard Operating Procedure examples taken from the Ohio State University Extension Fruit & Vegetable Safety Team on how to construct SOPs for your operation.

many resources online	yay to write a standard operating procedure. There are to help in the construction of SOPs. See back of ions and a blank template for making copies.
Objective Statement:	
Activity:	
Task:	
Steps: (may require m	any more steps and space than appear here)
Possible Problems:	

Example GHP standard operating procedure for proper hand washing:

Activity: Harvesting

Task: Hand Washing

Steps/Procedure:

- 1. Before entering the field to harvest, workers will wash their hands
 - a. Hand washing will be performed using proper protocol
 - b. Wet hands using potable water
 - c. Apply soap
 - Rub hands together vigorously for 20 to 30 seconds, making sure to rub back of hands, between fingers, at cuticles and finger nails
 - e. Hands will be rinsed clean with clean water
 - f. Hands will be dried with single use towel
 - g. Hand sanitizer may be applied after proper washing
- 2. Hand sanitizers are NOT a replacement for hand washing

Possible Problems: a) run out of soap or single-use towels

Ways of Reducing Risk:

- a) If supplies run low for hand washing
 - 1. Check all supplies for level
 - 2. Restock all supplies running low
 - 3. Sign wash facility log indicating date of restock and who did it.

NOTE the hand-washing procedure will be important for many aspects of Good Handling Practices including training, breaks, worker hygiene, injuries, and first aid kits.