

On-Farm Food Safety Standard Operating Procedure (SOP) Template

Well- written SOP’s benefit the farm business, managers and employees by clearly communicating expectations with step-by-step instructions. Consider creating SOP’s for any task that is done on a regular basis so that the job is always done consistently. SOP’s make worker training easier- reducing training time and assuring clear communication for the task at hand. For more information on how to write an SOP see examples at [onfarmfoodsafety.rutgers.edu.](https://onfarmfoodsafety.rutgers.edu/plan/)

Farm Name-

Farm Address-

Job Name-

Policy-

Objective-

Responsibility-

Equipment Needed/ Storage Details-

Procedure:

Documentation:

Date/ Version:

SOP Writer:

