



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.

Farm Name:

Farm Address:

Job Name:

Policy:

Objective:

Responsibility:

Equipment Needed/ Storage Details:

Procedure:

Documentation:

Date/ Version:

SOP Writer:

***on-farm food
safety team***