



## Standard Operating Procedure (SOP) Template !

Use this template to establish SOPs for specific farm tasks or chores. An SOP is a good idea for any task or chore that is to be accomplished more than once. Consider that farm tasks may take place in the office, in a processing facility, in the barn, in the field, or off the farm.

**Name of specific task or chore.**

**Objective/purpose**—Briefly describe why the task is accomplished (the purpose of the task).

**Scope**—Where and to whom does the SOP apply?

**Responsibility**—Who is responsible for making sure the task is completed? Proper names can be used for this section. However, the worker's title such a crew chief, foreman, or driver might be more useful. Consider including the skill level necessary of the worker.

**Materials**—What specific items (tools, equipment, instruments, supplies, etc.) are needed to complete the task?

**Procedure**—What are the steps to the task, in order (from start to finish)? Include preparation steps. Use \$ short, direct sentences and simple words wherever possible. Bulleted or numbered lists are usually good. \$

**Verification/documentation**—How will you verify that the procedure was completed correctly and what records will you keep?

**Date**

**SOP Writer (name)**

*Adapted with permission from UMASS Amherst – “Standard Operating Procedures” By Lisa McKeag, UMass Extension Vegetable Program, Center for Agriculture, Food and the Environment and Genevieve Higgins, UMass Extension Vegetable Program, Center for Agriculture, Food and the Environment*

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