



**G R O W**  
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**What is a SOP?**

# What is a SOP?

- Standard Operating Procedure:
  - Purpose:
    - Provides a set of instructions documenting routine activities and provide safety, health, and environmental info to perform a job safely
    - Facilitates consistency
    - Specific to an organization
    - If not written correctly, limited in value
    - The best written SOPs fail if not followed
    - Helps to maintain quality control



# Example of a SOP

**Laboratory:** Bioresearch  
**SOP prepared by:** R. Sanders

**Location:** RM 169  
**Last Revision:** 5/24/24

**General:** An Environmental Monitoring Program is a systematic way of testing the food production environment, including all food contact surfaces, for potential contamination, such as pathogens, to verify the effectiveness of your food safety programs. Environmental Monitoring Programs for food safety also facilitate compliance with regulatory requirements set by agencies like the FDA and USDA to help maintain product quality and brand reputation. The purpose of this protocol is to provide a standardized test to ensure the safety of lab stations in a food science facility.

**Safety:** Gloves

**Materials:**

Distilled water	Aerobic Petrifilm Count Plates
Whirl Pak Bags	Sterile Swabs
Incubator	Micropipetter (P-1000) and Tip (or Disposable Pipettes)
Graduated Cylinder	10% Bleach

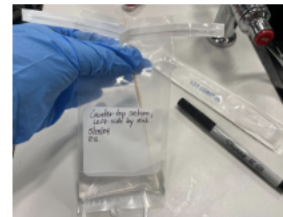
**Procedure:**

1. Label each whirl pak bag with location, date, and initials with a sharpie.

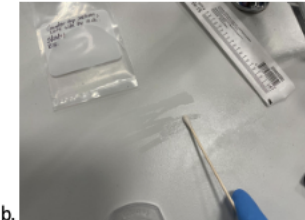


a.

2. Add 10mL of distilled water into a sterile whirl pak bag.
3. Repeat steps 1-2 for each location assigned to be tested.
4. Using a sterile swab, dip cotton swab tip into the whirl pak of distilled water then swab a 5cm<sup>2</sup> lab surface area and replace the swab tip into the appropriately labeled bag. (Wear gloves to avoid contamination.) Repeat this step for each assigned area in the lab.



a.



b.

