**Sample SOP: Hand Washing**

**Revision: 2.0
Date: 07/16/14**

1—Purpose

Describes the correct method for hand washing while working or visiting the farm.

2—Scope

Applies to all farm personnel including farm owners, and workers, and farm visitors.

3—Responsibility

Everyone on the farm should understand and practice proper hand washing, regardless of their job or activities on the farm.

4—Materials

* Sink
* Water
* Soap
* Single-use paper towels
* Trash can (preferably with a lid)

5—Procedure

*Procedure to be completed before the beginning of work, after each break, after eating or smoking, after using the toilet, at the end of the day, and at any other time hands become dirty.*

1. Wet hands with water.
2. Apply soap and lather. Be sure to wash the front and backs of hands as well as in between the fingers. Rub hands together for AT LEAST 20 seconds.
3. Rinse hands thoroughly.
4. Dry with a paper towel (and turn off faucet with used paper towel).
5. Throw the paper towel in the trash can.