Standard Operating Procedure

Tacoma-Pierce County Health Department
Healthy People in Healthy Communities

Procedure

Target *What you must do.*	
Instructions *Steps to complete including where, when, and how often.*	*Who is responsible.*
Monitoring & Verification *What to check and how often.*	*Who is responsible.*
Corrective Actions *What to correct and how.*	*Who is responsible.*

Reviewed with: Food worker name _____

Date _____ Trainer name _____