



# INTRODUCTION TO HARVEST AND POST-HARVEST HANDLING STANDARD OPERATING PROCEDURES

Created by Cultivating Community, Portland ME

## Summary

This workshop gives the trainer an opportunity to explain what a Standard Operating Procedure (SOP) is and walks through an SOP for when to wash your hands, how to wash your hands, and what produce to wash. It also introduces some common vocabulary around the wash station so that farmers and trainers can start to use the same language. The workshop goes on to set up a common harvest and post-harvest handling SOP for greens and for roots, which then can be hung up in the wash station to remind farmers of the proper SOP to follow.

## Who made this guide?

This teaching resource was developed by Cultivating Community in Portland ME and enhanced in collaboration with the Institute for Social and Economic Development (ISED). From 2015-2017, ISED partnered with refugee farmer training programs throughout the country to support the design of new and shareable teaching resources for culturally and linguistically diverse farmers. To access the whole list of newly developed teaching resources for refugee farmer training program, follow this link to the [‘New American Resource Library’ at https://nesfp.org/new-american-resources](https://nesfp.org/new-american-resources). For more in-depth explanations of the teaching approaches and activities used in these materials, you can refer to this [Refugee Farmer Teaching Handbook](#).



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Audience (TA or Tot)	TA (Technical Assistance for farmers)
Language and Literacy Level	Beginning or emerging English
Farmer Experience	Beginner
Pre-Requisites	None
Region or Climate	Any
Program Structure	Any that have a common wash station that all farmers use
Season	Winter/spring before farmers begin harvesting
Time	2.5 hours
Staff and Interpreters	One staff, one interpreter
Additional Supplies Needed	<ul style="list-style-type: none"> <li>• Big printed pictures representing each step in all of the 4 SOPs taught in this lesson and all the new English vocabulary words</li> <li>• Small flashcards depicting each step in the harvest and post-harvest handling (SOP #4)</li> </ul>
Background Material	

## TEACHING MATERIALS INCLUDED

1. "Introduction to Harvest and Post-Harvest Handling SOPs" PowerPoint



## CORE SKILLS IN THIS LESSON

- Harvest and post-harvest tools vocabulary
- Post-harvest washing/not washing
- Harvest time of day
- Harvesting and post-harvest hygiene SOP
- Washing hands SOP

## SUGGESTED TEACHING METHODS

### *Sorting, categorizing and matching*

- I print big 9x11 flashcards of most of the SOP slides in this presentation. I put them up on the wall to the side of the projector. For the 2nd SOP, when to wash your hands, I go through the slides and then ask the group when they should wash their hands. Whoever guesses a correct answer gets the big 9x11 flashcard and gets to put it up on the wall. That stays there for the rest of the workshop. I also print out two handouts for the What to Wash and What Not to Wash slides. I hand out the papers and ask the farmers what they should wash and not wash, and the farmers practice looking at a vegetable and being able to say the name out loud as we review what to wash and not to wash.

### *Vocabulary*

- I also print out the vocabulary pictures on big flashcards. I go through the vocabulary and say each word several times and have them repeat after me. After we do that with all new vocabulary words, I hold up the big 9x11 flashcards for each word and have them tell me what the picture represents. Whoever guesses correctly gets to put the 9X11 on the wall.

### *Ordering and sequencing*

- I print out the SOP for leafy greens and the SOP for roots on big flashcards and little flashcards. We go through the slides together first (doing one and reviewing it before doing the other), and I put up the big flashcards on the wall as we go through them. Then we go through the sequence on the wall together. Afterwards, I take down the big flashcards from the wall and hand out little flashcards, which they order and put into sequence either in groups or as individuals, depending on the level and comfort of the farmers. Finally, we review the sequence and see if the farmers agree on it. As they agree (or I guide them to the right answer) I put the big 9X11 flashcards up on the board in order.

### *Reflection questions*

- We review it one more time at the end, having the farmers tell me the steps by looking at the big flashcards on the wall. Then we go to the SOP for roots and do the same thing. I then hang up the big 9X11 flashcards in the wash station so they will have them to review all year long.

## TEACHING TIPS AND VARIATIONS

- *Can be connected to:* harvesting workshops, quality control workshops, and standards for selling workshops
- *Core skills to add:* This workshop is already a really long workshop, so I wouldn't add too many more core skills. But, if you wanted to spread this out over a few workshops each a couple of hours long, I would add: harvest quality standards, harvest maturity standards, harvest time of day, packaging and bunch size, appropriate harvest tools, and vegetable weighing.