

SOP Planning Tool - Cleaning & Disinfection

Farm Overview

Farm Name **Farm Address** **Driving Directions**

Premise ID

Type of Operation

Will you ask your own veterinarian to be present for CFIA initial visit?

Number of Barns/Areas

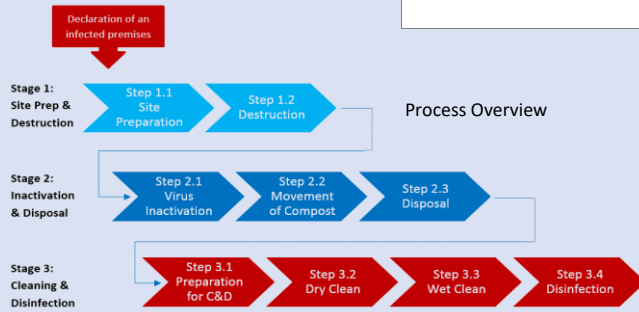
This SOP Planning Tool assists by developing an initial draft of a Standard Operating Procedure for the cleaning and disinfection on your farm. The draft can then be customized to suit your specific circumstances, based on CFIA direction.

There are three steps to using this Tool:

1. Complete this "Overview" tab
2. Complete the "Matrix" tab starting with defaults and adding your barn specifics
3. Edit the individual SOP's (tabs numbered 1,2,3 ... max 20) as required by you & CFIA

This workbook is meant to be a tool to make it easier to complete your SOP for cleaning & disinfection, but ultimately you are encouraged to review the full SOP binder and will be required to meet CFIA's requirements.

You are also encouraged to prepare a Site Plan and keep it updated and ready, as it will be required for CFIA visits.



* This tool deals with Stage 3 (cleaning & disinfection). Please consult the General SOP binder for Stage 1 & 2 details.

Contact Details

Primary Contact
 Name
 Primary Phone
 Cellular Phone
 E-mail

Does the Primary Contact reside at the premises?

Is this person the owner of the premises?

Is this person the owner of the animals?

Name of Premises Owner **Name of Owner of Animals**

Address of Premises Owner **Address of Owner of Animals**

Phone(s) for Premises Owner **Phone(s) for Owner of Animals**

Contractors potentially being used

List contractors to be used for any phase of the cleaning & disinfection process. The Matrix tab will let you select from this list.

	Company	Key Contact Name	Phone	E-mail
Contractor 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractor 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractor 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractor 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Next Steps

Next, please complete the "Matrix" worksheet tab. The matrix will create additional worksheets (numbered 1 to 20) for each of the barns and areas. Those individual SOP worksheets have grey shaded areas where you can customize the text by clicking the edit button.

TIP: this is the edit button ...

Once that is complete and you are ready to produce the SOP printout, click here ...

PDF the SOP