Home and Garden **Standard Operating Procedures**

The following are being created for the Home and Garden SOPs

* Community Program Office
* Healthy Families/Healthy Homes – Home Visiting
* Lead Based Paint Screening
* Residential Soil Assessment (yards and gardens)
* XRF Soil Screening
* Residential Soil Remediation (yards and gardens)
* Home Renovation Support Program
* Health and Safety
* Long Term Soil Study
* Produce Testing
* THE Database

Table of Contents:

1. SCOPE – brief description of the program, including a map of geographic area to which the program applies
2. OBJECTIVES - (or goals) SMART, targets and what are the end results you hope to achieve?
3. ELIGIBILITY AND PRIORITIES – who is the program available to and what are the priorities?
4. ROLES AND RESPONSIBILITIES – select those that apply and describe their role
   1. THEP Home and Garden team
   2. Teck
   3. Property Owner
   4. Residents
   5. Contractor
5. HEALTH AND SAFETY- describe the particulars a certain program. Overall Health and Safety Program will be detailed in a separate SOP. (Working alone, training, lead testing, first aid requirements)
6. MATERIALS, SUPPLIES AND EQUIPMENT
   1. Forms and Templates – documents, forms, template letters, etc.
   2. Educational materials – brochures, handouts, resources, etc.
   3. Supporting materials – give aways (vacuums, dust buster kits, sandboxes)
   4. Equipment – sampling equipment, XRF, etc.
7. PROCEDURES – describe the process step by step and include information on why it happens the way it does if needed (details)

For example: Soil Assessment

* 1. Consent to Access the Property:
     1. Details:
  2. Site Reconnaissance – photos, walkthrough, property condition checklist
  3. Sample Collection – depth, locations,
  4. XRF Soil Screening (may move to separate SOP)
  5. Laboratory analysis
  6. Data interpretation
  7. Information management - TheDB
  8. Reporting
  9. QUALITY CONTROL
     1. Duplicate sampling
     2. Garden Uncertainty sampling
     3. Laboratory report review

1. MONITORING, EVALUATING AND CONTINOUS IMPROVEMENT

* Workshop of what we did for the year
* Reporting to the community of how we did

1. REFERENCES