



Harvesting COLLARDS Standard Operating Procedure

Name of specific task or chore. Harvesting and storing Collards. Harvest collards in the early morning. When harvesting from a sunny location, it is best to provide a shade covering over your bin

Objective/purpose— Harvest dark green and 1 lb bunch of collards

Materials— Gloves, green bins, pack wash station (sinks), rubber bands, scale, plastic bags & snips

Duration — 1 person—45 min/per 100 ft bed at peak season

Procedure—

1. Always wash hands before handling produce, retrieve gloves, bins plastic bags & snips when heading out into the field
2. Identify a standard number of rubber bands per bed (we use 12-24 rubber bands to start)
3. If more than one person is harvesting, start on opposite ends of same bed OR separate bed (if using 30 in row bed spacing, you can harvest from one side as wider bed sides requires harvesting from both sides)
4. Starting at one end of the bed:
 - a. Harvest stems and create 1 lb bunches (leaves that are at least open palm hand sized leaves)
 - b. Remove and leave plant matter in the field that are yellowing, wilting, and or infested with disease/pest
5. Weigh bins, tare scale, weigh Collards in bins, then record weight
6. Rinse and cool Collards using at least two bins to double/triple dunk
7. Line bin with clear plastic bins to store Collards (10 lb boxes)
8. Clean harvesting materials knife with 70-100 % alcohol to avoid cross contamination to other plants, wash bins
9. Transport and store in fridge at distribution center

Verification/documentation— Weigh and record amount of Collards in Farm Alliance Harvest and Market log form

Date 7/10/2023

SOP Share Fowler



Harvesting Fish Peppers Standard Operating Procedure

Name of specific task or chore. Harvesting fish peppers.

Materials— Gloves, bins, scale, plastic bags,

Duration — 1 person—1.5-2hr/per 100 ft bed or 2 ppl— 45 min-1 hr/per 100 ft bed

PRECAUTION: If you come in contact with hot pepper sauce, please follow first aid guidelines, wash hands, flush eyes etc.

Procedure—

1. Retrieve all materials
2. Assign one or two workers per bed depending on the people that are available. Each worker will start on one bed or two workers will start on opposite ends of one bed and work their way to the middle of the bed.
3. Look under and in between the leaves of each fish pepper plant. ‘
4. Using both hands, pick firm red peppers into bins lined with plastic bags. *DON'T put damaged produce into bins (green and white peppers can be harvested as well)*
5. Remove damaged/diseased fruit from plants as you harvest (leave waste in the field)
6. Empty bucket into cubic bin, record weights and pack into 10lb standard case with label, date, variety
7. Clean, rinse and dry all materials
8. Store produce in refrigerator 32-36 degrees F

Verification/documentation—How will you verify that the procedure was completed correctly and what records will you keep?

Fellow workers can check if they missed any fish peppers on the bed by doing a quick lookover of the bed. The farm manager can also check. The weight in pounds that was harvested for that day is recorded in the harvest log.

[Link to SOP Videos](#)



Harvest OKRA Standard Operating Procedure (SOP)

Objective/purpose— Okra is harvested for eating, to go to market, food pantry or restaurant. It can be eaten from nose to tail. The okra pod, flower, leaves (can be sauteed or used raw) & seeds (can be ground for coffee substitute)

Materials— Gloves, long sleeved shirt, (keeping the body covered is important to avoid irritation from okra plant) bins, quart or pint containers, scale, plastic bags & snips

Duration: 1 person—45 min/per 100 ft bed or 2 ppl— 1 hrs/per 100 ft bed

Procedure—

1. Retrieve all materials
2. Always wash hands before handling produce
3. Line bin with clear plastic perforated bag
4. Assign one or two workers per bed depending on the people that are available. Each worker will start on one bed or two workers will start on opposite ends of one bed and work their way to the middle of the bed.
5. Inspect Okra by using hands to look for fruit by holding back all branches in the back sides & front to locate Okra
6. Snip fruit (2-5in preferable at the neck) Any fruit longer than 5 in - snip off the plant and leave in the field
7. Record weights in harvest log, label box with date, variety, crop for 10 lb standard case and add 10 lb bag of okra
8. Clean, rinse and wipe all materials used in the harvest process
9. Store at 45-50 F with 90-95% relative humidity





Harvest Sweet Potato Standard Operating Procedure (SOP)

Materials— Shovels, gloves, bulb crates with perforated sides, newspaper/long length paper equivalent scale, shovels, digging fork, or broadfork*, harvest log

Duration — 1 person—1.5-2 hr/per 100 ft bed or 2 ppl— 1.5 hrs/per bed

Take brakes, hydrate and stretch

Procedure—

1. Retrieve all materials
2. Set up weigh station (a place with flat surface to package bushels of sweet potatoes)
3. prepare at least 2-4 stickers per variety depending on bed size)
4. Gather and line all bins

In the field if growing 4 or more 2.5x100 ft beds (*strongly recommended when the soil is dry*)

1. Harvest and OR Mow sweet potato greens (handscale: use lawn mower on higher height setting or flail mower attachment

CAUTION: using a flail mower contributed to at least 10% of damage we experienced

2. Find the crown of the plant and then use a hand or garden fork to loosen the soil in an 18-inch (46 cm) wide circle around the plant. Lift the crown and use your hands to unearth the tubers.
3. Gently pull and shake plants (repeat Step 2. If the roots are anchored in the ground) and place harvested sweet potato on top of bed in linear fashion
4. Sort all sweet potatoes using a garden cart, hold sorted standard cases of 1s, seconds, and F&F (friends and family) sizes S/M OR L
 - 1s= 0-low damage (S/M/L)
 - 2s- some damage damage the size of a quarter is acceptable
 - 3rds- damage larger than quarter

We leave roots in the field that are damaged by 50% or more pest/disease/breakage. If you use animal husbandry, we encourage you to harvest a 4ths for animals or develop your own standards for seconds



5.

Photo of garden cart that can hold at least 8 bulb crates at minimum 1 layer

6. Sort, record weights and label each bin with (standard weight, crop: variety, date of harvest),
7. Cure sweet potatoes for 7-14 days at at 85 degrees F 70-80% humidity