# Sections of a Sample PB&J SOP

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| SOP | What could go wrong? |
| **Objective** |  |
| To guide a user through building a peanut butter and jelly sandwich. | Seems like we are off to a good start. The statement that this is used to build a single sandwich could help clarify if this is the correct SOP for the user’s needs. “To guide a user through building a **single** peanut butter and jelly sandwich.” |
| **Materials** |  |
| Peanut butter | Quantity: 5 gallons, 5 grams?  Quality: Smooth or Chunky?    Manufacturer: Does it matter what brand?  Alternate Materials: SunButter ok? Could peanut butter slices may be used in place of a spread? Could combined peanut butter and jelly be used by drawing separate amounts of peanut butter and jelly?  A picture containing yellow, plastic  Description automatically generated  Cold peanut butter may tear bread. Specify that the peanut butter should be at room temperature. |
| Slices of Bread (Quantity 2) | Type (wheat, raisin, …), Size, Acceptable size range (variability between components). Does anyone like the heal?  A picture containing floor, food, bread, piece  Description automatically generated  Alternatives?  Text  Description automatically generated |
| Jelly | Flavor of jelly may be important OR maybe you are writing a procedure that can use any flavor jelly.  Website  Description automatically generated with low confidence |
| **Equipment** |  |
| Knife | There are a lot of different implements someone may choose. Is the type of tool important to your process? If yes, specify what should be used! Model Number: Metal or plastic  A picture containing knife, weapon, laying  Description automatically generated |

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| **Procedure** |  |
| Assemble Supplies | Does it matter where you assemble the sandwich? Is sterile technique or clean hands required?  A picture containing red, container, plastic  Description automatically generated A picture containing ground, building material, stone, cement  Description automatically generated |
| Use knife to spread peanut butter on a side of a slice of bread. Use knife to spread jelly on one side of the second slice of bread. | We are finally there, spread the peanut butter and jelly. Everyone knew what you meant?  Pattern:  A picture containing bread  Description automatically generated  Same amount of peanut butter and jelly?  A piece of bread with a smiley face on it  Description automatically generated with low confidence  Optional step: Bread could be toasted before spreading without affecting the following steps of the SOP. Be sure to follow the SOP for using the toaster.  Clean knife between spreading peanut butter and jelly. Cross-contamination of jelly may be ok (since it is refrigerated) but may not want jelly in peanut butter.  A picture containing eaten, slice, fork, half  Description automatically generated |

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| Put slices together | Relative orientation:  A piece of bread on a tray  Description automatically generated with low confidence  Maybe all sandwiches should be rolled like a gyro.  A piece of food  Description automatically generated with low confidence  We may not all stack the way you envisioned. Does this matter? |
| Cut | Importance of a common language. Individuals may have different customs or usual ways of doing things.  A picture containing square  Description automatically generatedA picture containing red, case  Description automatically generated  Should trimming crust be a standard or optional step? Should it be done before or after spreading peanut butter. |
| Return supplies | Do you clean knife?  A close-up of a pipe  Description automatically generated with low confidence  What about clean up? Are there special disposal procedures for an empty peanut butter jar?  Ant with solid fillAnt with solid fillAnt with solid fill |
| Figure shows the finished product  A sandwich cut in half  Description automatically generated with low confidence | We like this! Figures are valuable as you try to reproduce someone elses work.  Did your user make the sandwich that you wanted?  Was it trickier than you thought to write a good SOP? |