**Standard Operating Procedures (SOP’s) and Critical Control Points in Barcoding**

**Objective of barcoding**

* To make the data collection more efficient and accurate
* To eliminate the possibility of human error
* To be used in both field and lab

**Materials needed:**

* Printers
* Barcode Labels
* Tags
* Barcode scanner (1D or 2D)
* Tablet or mobile with barcode scanner (Electronic fieldbook) and power bank

Table 1. Standard Operating Procedures and Critical Control Points for using Barcodes

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| **s/n** | **Standard Operating Procedures** | **Critical Control Points** |
| 1 | Identifying the potential areas to use the barcodes. E.g. Field data collection, labs, crossing, harvesting, etc | Ensure which barcodes are suitable depending on the for the purpose and requirements |
| 2 | Identifying the suitable barcode labels, e.g. VLX1085SWH for seedling nursery and CE, VLX1081SWH for AYT, PYT and UYT trials | Ensure that the barcode labels are available for the current season |
| 3 | Generating the barcode labels from cassavabase | Ensure the required barcode label design is available from cassavabase |
| 4 | Saving the barcode labels in to pdf files for printing | Directly printing the barcode labels from web site without saving them pdf may change the printing parameters |
| 5 | Printing the barcode labels using appropriate printer. | Before printing ensure with the supervisor regarding the plot name and other fields on the barcode |
| 6 | Handing over the barcode labels for the tagging on field or lab | Ensure with supervisor if the barcode labels are ok before tagging. |
| 7 | Tagging the barcode labels in the field or lab | Supervisor should ensure the barcode labels are tagged correctly |
| 8 | Capturing evaluation data using barcodes in field | Field technicians should be well trained to use the barcode while collecting evaluation data using field book app |