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

Pre-nursery bed preparation steps

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| s/n | Standard Operating Procedures | Critical Control Points |
| 1 | Use of sterilized forest-soils | Ensure availability of top forest soil (30cm) |
| 2 | Sieve the top soil to remove unwanted materials | Use sieve of about 2mm  |
| 3 | Fill the soils into black polythene pots and label them | Ensure proper labelling of the polythene bags |
| 4 | Print the barcode labels appropriately and sow according to individual families  | Ensure that every family is well labelled, and label appropriately placed in respective family |
| 5 | Seed sowing sorting for germinating test | Remove all float seeds |
| 6 | Sow at depth of 1-2cm to ensure proper germination | Ensure that seeds sown are not too shallow nor too deep |
| 7 | Availability of screen house for seed germination | Screen house should have ability to maintain 35oC |
| 8 | Watering of the seeds sowed must be done depending on moisture content in the polythene pot | Ensure watering is done whenever needed |
| 9 | Score for germination from two weeks after seed sowing using fieldbook | Supervisor /technicians should take note of germination count |
| 10 | Transplanting should be done when seedlings are about 15cm tall or 8 weeks | Adhere to transplanting pattern and plan  |
| 11 | Avoid mixtures by carrying families on separate trays | Avoid mixtures in transplanting |
| 12 | Use cassavabase to get the seed list and track the germination count | Proper naming of individual families |

**Seedling Nursey Steps**

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| s/n | Standard Operating Procedures | Critical Control Points |
| 1 | Seedling nursery preparation | Field should be well prepared (harrowing)  |
| 2 | Planting spaces: 1mx1m | Supervisor/technician make sure the spacing is maintaed |
| 3 | Water the seedlings after transplanting to the seedling nursery  | Care must be taken to ensure seedlings are not damaged while conveying to the field |
| 4 | Transplant seedlings in the evening hours and water or irrigate immediately after planting | Make reliable arrangements for irrigation or watering |
| 5 | Plant in serpentine way and tag according to each family using Barcode labels generated from cassavabase  | Ensure labels are in correct orientation  |
| 6 | Use appropriate number of checks to border the families | Supervisor/technician in charge should ensure the checks are planted as designed  |
| 7 | Data on transplanted seedlings must be well documented (tablet etc) and uploaded to cassavabase | Data must be captured by competent personnel  |
| 8 | Proper field management after transplanting  | Ensure field is well managed |
| 9 | Put sign board to indicate information on the trial  | Sign board must display appropriate trial information  |
| 10 | Put fire break surrounding the trials during dry season | Make about 5m fire break |