

Standard Operating Procedure (SOP)

Cleaning Chemical Dilution, Storage, and Handling Procedures

This SOP defines the **cleaning chemical dilution, storage, and handling procedures** to ensure safe and effective use of cleaning agents. It includes guidelines for accurate dilution ratios, proper labeling, secure storage conditions, personal protective equipment requirements, and spill management. The procedures aim to minimize health risks, prevent contamination, and comply with safety regulations in the workplace.

1. Scope

This procedure applies to all personnel handling, using, or managing cleaning chemicals in the facility.

2. Responsibilities

- **Supervisors:** Ensure personnel are trained in these procedures.
- **Employees:** Comply with all outlined procedures and report any incidents.

3. Materials and Equipment

- Cleaning chemicals (as specified in approved list)
- Measuring & dilution equipment (e.g. graduated cylinders, dispensers)
- Labels and markers
- Personal Protective Equipment (PPE): gloves, goggles, aprons
- Spill kits and cleanup materials

4. Procedure

4.1 Chemical Dilution

- Review Safety Data Sheet (SDS) for each chemical before use.
- Refer to manufacturer's instructions to determine accurate dilution ratios.
- Use only approved dispensing equipment and clean, labeled containers.
- Add chemicals to water, not the reverse, unless specified.
- Mix in well-ventilated designated areas only.
- Double-check measurements before finalizing dilution.

4.2 Labeling

- Clearly label all diluted chemical containers with:
 - Product name and concentration
 - Date of dilution
 - Preparer's initials
 - Hazard information as per SDS
- Do not use unmarked or illegible containers.

4.3 Storage

- Store chemicals in designated, secure, and ventilated areas.
- Keep away from food, feed, and incompatible substances.
- Use secondary containment where required.
- Maintain storage area temperature and humidity within product specifications.
- Ensure all containers are tightly sealed and upright.

4.4 Handling

- Wear appropriate PPE as specified in the SDS.
- Wash hands thoroughly after handling chemicals.
- Never mix incompatible chemicals.
- Follow all warning signs and posted instructions in storage/handling areas.

5. Spill Management

- Evacuate area if spill poses immediate danger.
- Wear appropriate PPE before addressing the spill.
- Use spill kits to contain and clean the spill following SDS guidelines.
- Dispose of cleanup materials as hazardous waste if applicable.
- Report all spills to supervisor and complete incident documentation.

6. PPE Requirements

- Minimum PPE: chemical-resistant gloves, splash goggles, and apron.
- Additional PPE may be required depending on chemical (see SDS).
- PPE must be inspected before use and replaced if damaged.

7. Documentation

- Maintain records of chemical purchases, usage, and dilution logs.
- Update chemical inventory regularly.
- Keep MSDS/SDS accessible to all staff in storage and work areas.

8. References

- Manufacturer Safety Data Sheets (SDS)
- Facility Health & Safety Policies
- OSHA Hazard Communication Standard

Revision History

Version	Date	Change Description	Approved By
1.0	2024-06-24	Initial SOP Release	Safety Manager