

SOP Template: Damaged or Expired Product Disposal Process

This SOP describes the **damaged or expired product disposal process**, detailing the identification, segregation, documentation, and proper disposal methods to ensure compliance with safety and environmental regulations. It covers the responsibilities of personnel in handling damaged or expired items, steps for recording and reporting, and guidelines for safe and environmentally friendly disposal to prevent contamination, health risks, and regulatory violations.

1. Purpose

To outline the process for the identification, segregation, documentation, and safe disposal of damaged or expired products in compliance with safety and environmental laws.

2. Scope

This SOP applies to all staff involved in the storage, handling, and disposal of damaged or expired products at [Facility/Location Name].

3. Responsibilities

- **All Staff:** Identify and report damaged or expired products promptly.
- **Supervisors:** Oversee segregation, documentation, and reporting; coordinate disposal process.
- **Environmental/Safety Officer:** Ensure disposal is executed according to regulations and maintain records.

4. Definitions

- **Damaged Product:** Any item that is broken, leaking, compromised, or otherwise unsafe for intended use.
- **Expired Product:** Any product that has reached or surpassed its expiration or best-before date.

5. Procedure

- Identification**
 - Inspect product stocks regularly for signs of damage or expiry.
 - Tag and isolate any identified items immediately.
- Segregation**
 - Transfer damaged/expired products to a designated, labeled area for quarantine.
 - Ensure area is secure to prevent cross-contamination or unauthorized access.
- Documentation**
 - Complete a **Product Disposal Form** (see template below) for each batch of segregated product.
 - Record product name, batch/lot number, quantity, reason for disposal, and date identified.
- Reporting**
 - Notify supervisors and/or safety officer of segregated items and completed documentation.
- Disposal**
 - Arrange for disposal in accordance with local regulations and company policy (e.g., hazardous waste service, landfill, recycling).
 - Ensure use of appropriate PPE during handling and disposal.
 - Document method and date of disposal.
- Record Keeping**
 - Maintain completed forms and disposal receipts for regulatory compliance and audit purposes.

6. Product Disposal Form Template

Product Name	Batch/Lot Number	Quantity	Reason (Damaged/Expired)	Date Identified	Disposal Method	Date Disposed	Disposed By	Supervisor Approval

7. Safety & Environmental Considerations

- Always use PPE when handling hazardous or expired products.
- Follow local, state, and federal disposal regulations.
- Report any spills or incidents immediately to safety personnel.
- Ensure documentation is complete for traceability.

8. References

- [Insert relevant regulatory standards, waste management guidelines, internal company policies]