

Standard Operating Procedure (SOP)

Instructions for Proper Use and Disposal of Cleaning Chemicals

This SOP provides **instructions for proper use and disposal of cleaning chemicals**, detailing the correct handling, storage, application methods, and safety precautions to minimize health and environmental risks. It ensures compliance with regulatory standards and promotes responsible disposal practices to prevent contamination and protect workers, facilities, and the environment.

1. Purpose

To outline procedures for the safe use, storage, and disposal of cleaning chemicals in order to prevent injury, property damage, and environmental contamination.

2. Scope

This SOP applies to all employees and contractors who use, transport, or dispose of cleaning chemicals within the facility.

3. Responsibilities

- **Supervisors:** Ensure staff are trained and SOPs are enforced.
- **Employees:** Follow all SOP instructions and report spills or misuse.
- **Safety Personnel:** Monitor compliance and provide training as needed.

4. Procedures

1. Proper Handling

- Read Safety Data Sheets (SDS) before using any chemical.
- Wear appropriate personal protective equipment (PPE): gloves, safety goggles, and aprons as specified.
- Measure and dilute chemicals as instructed on product labels.
- Never mix different chemicals unless the label expressly allows it.

2. Storage

- Store chemicals in original containers with labels intact.
- Keep containers tightly closed when not in use.
- Store in a cool, dry, well-ventilated area, away from direct sunlight and incompatible substances.
- Ensure storage areas are marked and restricted to authorized personnel.

3. Application Methods

- Follow manufacturer's instructions for application and dilution.
- Use only the recommended tools (e.g., mops, cloths, spray bottles).
- Avoid overuse to prevent residue buildup.
- Ensure adequate ventilation during use.

4. Spill Response

- Contain and clean spills immediately using appropriate kits and PPE.
- Dispose of clean-up materials as hazardous waste if required by SDS.
- Report all spills to supervision and document the incident.

5. Disposal

- Do not pour chemicals down drains or into the environment unless specifically permitted by the SDS and local regulations.
- Segregate waste chemicals as per regulatory guidelines.
- Label waste containers clearly and store in designated hazardous waste areas.

- Arrange for disposal through authorized hazardous waste collection services.

5. Safety Precautions

- Always keep SDS accessible to users.
- Wash hands and exposed skin after handling chemicals.
- Seek immediate medical attention in case of exposure or injury.
- Report faulty equipment or container leaks promptly.

6. Regulatory Compliance

- Comply with OSHA, EPA, and local regulatory requirements.
- Maintain records of chemical inventories, usage, and disposal.

7. Training

- All personnel must receive documented training on this SOP and chemical-specific procedures before handling cleaning chemicals.
- Annual refresher training is required.

8. References & Resources

- Manufacturer Safety Data Sheets (SDS)
- OSHA Hazard Communication Standard
- EPA Hazardous Waste Regulations
- Company Health & Safety Manual

9. Revision History

Date	Version	Description	Author
2024-06-22	1.0	Initial SOP template created	[Your Name/Dept]