

# SOP Template: Product Usage, Storage, and Dispensing Guidelines

This SOP provides comprehensive **product usage, storage, and dispensing guidelines** to ensure safe and effective handling of all products. It covers proper methods for using products according to manufacturer instructions, safe storage conditions to maintain product integrity and prevent hazards, and accurate dispensing procedures to avoid contamination and wastage. The aim is to promote consistent product quality, enhance user safety, and comply with regulatory standards through standardized practices.

## 1. Purpose

To outline standardized protocols for using, storing, and dispensing products, ensuring safety, quality, and regulatory compliance.

## 2. Scope

This SOP applies to all personnel involved in the handling of products within the facility, including storage areas, production lines, and dispensing locations.

## 3. Responsibilities

- **All Staff:** Follow guidelines as outlined in this SOP.
- **Supervisors/Managers:** Ensure compliance, provide training, and maintain records.
- **Quality Assurance:** Monitor adherence and update SOP as needed.

## 4. Guidelines

### 4.1 Product Usage

- Always read and follow manufacturer instructions before using any product.
- Wear appropriate personal protective equipment (PPE) as specified.
- Do not mix products unless directed.
- Record batch/lot numbers where required.
- Immediately report any spills, incidents, or product malfunctions.

### 4.2 Product Storage

- Store products at recommended temperature, humidity, and light conditions (see Section 5).
- Keep storage areas clean, organized, and free from contaminants.
- Separate incompatible products as per safety data sheets (SDS).
- Use First-In-First-Out (FIFO) method to minimize expired stock.
- Clearly label all products, including expiration dates.

### 4.3 Product Dispensing

- Use clean, designated dispensers or tools for each product type.
- Avoid direct contact with product content to prevent contamination.
- Dispense only the amount needed; return or dispose of excess responsibly.
- Maintain records of dispensing activities where applicable.
- Secure product containers after use to prevent leaks or spills.

## 5. Storage Condition Reference Table

Product Type	Temperature	Humidity	Light Exposure
Refrigerated	2Â°C - 8Â°C	< 60% RH	Dark
Ambient	15Â°C - 25Â°C	30-70% RH	Avoid direct sunlight

Frozen	-20Â°C or below	N/A	Dark
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## 6. Documentation & Records

- Maintain records of product usage, storage conditions, and dispensing logs.
- File all reports of incidents, deviations, or product quality issues.
- Archive records according to company and regulatory retention policies.

## 7. Training

- All personnel must receive initial and ongoing training on this SOP.
- Document training completion and retraining intervals.

## 8. Revision History

Version	Date	Description
1.0	2024-06-15	Initial release.