

# SOP: Selection and Use of Approved Cleaning Agents

This SOP details the **selection and use of approved cleaning agents**, covering criteria for choosing effective and safe cleaning products, proper handling and storage practices, application methods for different surfaces and equipment, safety precautions to protect workers and the environment, and protocols for disposal of cleaning agents. The aim is to ensure efficient cleaning while minimizing health risks and environmental impact.

## 1. Purpose

To define standardized procedures for the selection, handling, application, and disposal of cleaning agents to ensure cleaning effectiveness, worker safety, and environmental protection.

## 2. Scope

This SOP applies to all personnel responsible for cleaning surfaces and equipment within the facility.

## 3. Responsibilities

- **Supervisors:** Approve cleaning agents and ensure personnel are trained.
- **Cleaning Staff:** Follow this SOP and use only approved agents.
- **SHE/QA Personnel:** Monitor compliance and update approved agent lists.

## 4. Criteria for Selection of Cleaning Agents

- Only products on the **List of Approved Cleaning Agents** may be used.
- Agents must be:
  - Effective against target soils/microorganisms
  - Compatible with surfaces and equipment
  - Safe for users and the environment
  - Compliant with local regulations and requirements
- Review Safety Data Sheets (SDS) before approval or use.

## 5. Handling and Storage

- Store agents in labeled, closed containers in designated areas.
- Do not store cleaning agents near food, potable water, or incompatible chemicals.
- Follow SDS requirements for temperature, ventilation, and segregation.
- Keep storage areas clean and free from leaks or spills.

## 6. Application Methods

Surface/Equipment Type	Method	Recommended Agent Type
Food contact surfaces	Wiping, spraying, immersion (as specified)	Food-grade, non-residual
Floors/walls	Mopping, spraying	General-purpose
Equipment	Manual cleaning, CIP (Clean-in-Place)	Agent compatible with equipment material

- Use the dilution and contact time specified by the manufacturer.
- Do not mix different agents unless approved and safe.

## 7. Safety Precautions

- Wear required PPE (e.g., gloves, goggles, aprons).
- Ensure adequate ventilation.
- Avoid ingestion, inhalation, and skin/eye contact.
- Know the location of emergency showers, eyewash stations, and first aid kits.
- Report spills or exposures immediately and follow emergency procedures.

## 8. Environmental Considerations

- Minimize use and prevent release of cleaning agents to drains or the environment unless permitted.
- Use biodegradable or low-impact agents where possible.
- Handle hazardous waste according to local environmental regulations.

## 9. Disposal Protocols

- Dispose of unused or expired cleaning agents according to local regulations and SDS instructions.
- Do not pour agents down drains unless permitted.
- Document all disposals and retain records as required.

## 10. Documentation and Records

- Maintain a current list of approved cleaning agents.
- Record all training, use, and disposal activities.
- File incident reports for any deviations or exposures.

## 11. Revision History

Version	Date	Description	Author
1.0	2024-06-06	Initial SOP release	QA Manager