

SOP: Food Storage and Waste Disposal

This SOP details **food storage and waste disposal** protocols, including proper food handling, storage conditions, shelf-life monitoring, waste segregation, recycling procedures, and sanitary waste disposal methods. It aims to maintain food safety, minimize contamination risks, reduce environmental impact, and ensure compliance with health regulations for an efficient and sustainable operation.

1. Purpose

To establish procedures for safe food storage, monitoring, waste segregation, and proper disposal to ensure food quality, prevent contamination, and comply with regulations.

2. Scope

This SOP applies to all staff involved in food handling, storage, and waste management.

3. Responsibilities

- Food Handlers:** Follow storage and waste disposal guidelines.
- Supervisors:** Oversee implementation and training, ensure compliance.
- Cleaning Staff:** Perform scheduled waste collection and area sanitation.

4. Food Storage Procedures

- Store food in designated, clean, and pest-free areas.
- Maintain appropriate temperatures:
 - Refrigerated foods: 0-5°C (32-41°F)
 - Frozen foods: -18°C (0°F) or below
 - Dry storage: 10-21°C (50-70°F)
- Label all items with received date and expiration/use-by date.
- Practice FIFO (First In, First Out) for inventory rotation.
- Keep raw and cooked foods separate to prevent cross-contamination.
- Use food-grade, sealed containers; cover all stored foods.

5. Shelf-life Monitoring

- Conduct daily checks for expired, spoiled, or damaged products.
- Remove any items past their use-by dates immediately.
- Record monitoring in the Food Storage Log.

Food Item	Storage Area	Date Received	Expiration Date	Status	Staff Initials
Milk	Refrigerator	2024-06-10	2024-06-15	Fresh	AB

6. Food Waste Segregation & Recycling

- Separate waste into the following categories:
 - Organic (food scraps, vegetable peels)
 - Recyclable (packaging, plastics, cardboard)
 - Non-recyclable/general waste
- Use color-coded, labeled bins for each waste type.
- Dispose of liquid waste down approved drains only.
- Compost organic waste if facility allows.

7. Waste Disposal Procedures

- Empty bins at least once per day; more during high activity periods.
- Clean and sanitize bins regularly.
- Store full waste bags in a designated area awaiting collection.
- Ensure external waste storage is secure, clean, and pest-free.

8. Sanitation and Hygiene

- Wash hands thoroughly after handling food waste.
- Wear gloves and appropriate PPE when dealing with refuse.
- Sanitize food storage and waste disposal areas daily.

9. Documentation & Records

- Maintain updated logs for temperature checks, shelf-life monitoring, and waste disposal.
- Archive records for at least one year for inspection.

10. Training

- All staff must undergo annual food safety and waste disposal training.
- Keep attendance and training records up to date.

11. Compliance

- Ensure all procedures comply with local, state, and federal food safety and environmental regulations.

12. Review and Revision

- Review SOP annually or after any regulatory changes.
- Update as required and communicate changes to all staff.