

SOP: Linen Handling, Collection, and Transport Procedures

This SOP details **linen handling, collection, and transport procedures** to ensure proper hygiene, safety, and efficiency. It covers guidelines for safe handling of soiled and clean linens, collection schedules, sorting protocols, use of protective equipment, and transportation methods. The goal is to prevent contamination, maintain linen quality, and comply with health and safety standards throughout the entire process.

1. Purpose

To establish standardized procedures for handling, collecting, and transporting linens to maintain hygiene, prevent cross-contamination, and comply with relevant health and safety regulations.

2. Scope

This SOP applies to all staff involved in handling, collecting, sorting, and transporting linen within the facility.

3. Responsibilities

- Housekeeping staff: Handle, collect, sort, and prepare linen for transport.
- Laundry personnel: Receive, process, store, and distribute linens.
- Supervisors/Managers: Ensure training, compliance, and adequate supplies of protective equipment.

4. Procedure

4.1. Equipment and Materials

- Personal protective equipment (PPE): gloves, masks, gowns/aprons
- Clearly labeled carts or trolleys for clean and soiled linen
- Plastic or fabric linen bags (color-coded if possible)
- Disinfectant wipes/sprays for cleaning equipment

4.2. Handling Soiled Linen

1. Wear designated PPE before handling any linen.
2. Avoid shaking linens to prevent the spread of contaminants.
3. Place soiled linens directly into designated, labeled linen bags at the point of use.
4. Seal bags when 2/3 full to avoid overfilling.

4.3. Collection Schedule and Sorting Protocols

1. Collect soiled linens at least once per shift, or as needed.
2. Separate linens by category (e.g., bedding, towels, uniforms) using color-coded bags when available.
3. Inspect for sharps or foreign objects before bagging.

4.4. Transport Procedures

1. Transport soiled and clean linens in separate, clearly labeled carts.
2. Disinfect carts before and after each use.
3. Designate specific routes for clean and soiled linens to prevent cross-contamination.
4. Do not place linen bags or carts in areas where food is prepared or consumed.

4.5. Handling Clean Linen

1. Store clean linens in a designated clean area, covered and off the floor.
2. Transport clean linens in clean, disinfected carts.
3. Perform hand hygiene before handling clean linens.

5. Health & Safety

- Always wear appropriate PPE when handling soiled linen.
- Ensure immediate hand hygiene after handling soiled linen or PPE removal.
- Report any incidents (e.g., exposure to blood or bodily fluids) to supervisor.

6. Documentation & Compliance

- 1. Record collection times and any incidents in the linen log sheet.
- 2. Supervisors to conduct routine audits of linen handling processes.

7. Revision & Approval

Version	Date	Prepared By	Approved By
1.0	2024-06-15	[Name/Position]	[Name/Position]