

Standard Operating Procedure (SOP)

Procedure for Storage and Documentation of Cleaning Chemicals

This SOP details the **procedure for storage and documentation of cleaning chemicals**, covering proper labeling, safe storage conditions, inventory management, usage logs, and compliance with safety regulations. The aim is to ensure safe handling, prevent contamination or accidents, and maintain accurate records for traceability and regulatory audits.

1. Purpose

To establish standardized methods for the safe storage and accurate documentation of cleaning chemicals used (specify location/department/lab as appropriate).

2. Scope

This SOP applies to all personnel responsible for handling, storing, receiving, and using cleaning chemicals in the facility.

3. Responsibilities

- **Facility Supervisor:** Overall responsibility for ensuring SOP compliance.
- **Designated Personnel:** Proper handling, storage, and record-keeping for cleaning chemicals.
- **All Staff:** Immediately reporting any incidents, spills, or non-compliance.

4. Procedure

4.1. Labeling

- All cleaning chemicals must be clearly labeled with:
 - Product name
 - Date of receipt/opening
 - Expiry date
 - Hazard symbols and safety instructions as per SDS (Safety Data Sheet)
- Labels must be legible, written in the local language, and affixed securely to original containers.
- Secondary containers must be similarly labeled if chemicals are transferred from the original container.

4.2. Safe Storage

- Store cleaning chemicals in a dedicated, well-ventilated, and secure area, away from food, water supplies, and incompatible materials.
- Temperature, humidity, and lighting should be controlled according to the manufacturer's recommendations.
- Chemicals should be stored off the floor, on shelves compatible with their weight and chemical properties.
- Segregate incompatible chemicals (e.g., acids from bases).
- Access to storage areas must be restricted to authorized staff only.

4.3. Inventory Management

- Maintain a current inventory of all cleaning chemicals.
- Inventory log should include:
 - Chemical name
 - Manufacturer and supplier details
 - Batch/Lot number

- Quantity received, in use, and disposed
 - Date of receipt/opening/expiry
 - Storage location
- Physical stock checks should be conducted at least quarterly.

4.4. Documentation of Usage

- Maintain a usage log for each chemical, recording:
 - Date and time of use
 - Staff name/signature
 - Quantity used
 - Purpose or area of use
- Log any incidents, spills, or deviations from standard use procedures.

4.5. Safety & Compliance

- Ensure availability of SDS (Safety Data Sheets) for all chemicals in the storage area.
- Provide proper PPE (personal protective equipment) and train staff in its use.
- Ensure fire extinguishers and spill kits are accessible and regularly checked.
- Dispose of expired or unwanted chemicals as per hazardous waste regulations.

5. Documentation Templates

Chemical Name	Batch/Lot #	Date Received	Date Opened	Expiry Date	Manufacturer	Quantity	Current Storage Location	Remarks

Date/Time	Chemical Name	Quantity Used	Staff Name/Signature	Purpose/Area of Use	Remarks (Spills/Deviations)

6. References

- Manufacturer Safety Data Sheets (SDS)
- Local/national chemical safety regulations
- Internal company safety policies

7. Revision History

Version	Date	Changes	Approved by
1.0	2024-06-XX	Initial release	