

# SOP Template: Safe Storage and Segregation of Received Materials

This SOP details the procedures for the **safe storage and segregation of received materials**, ensuring materials are properly identified, categorized, and stored to prevent contamination, damage, and safety hazards. It covers guidelines for handling different types of materials, storage conditions, segregation protocols to avoid cross-contamination, and regular inspection and maintenance of storage areas to maintain optimal safety and compliance with regulatory standards.

## 1. Purpose

To establish standardized procedures for the identification, categorization, storage, and segregation of all materials received to ensure safety, maintain quality, and comply with regulatory requirements.

## 2. Scope

Applies to all personnel involved in the receipt, handling, and storage of materials at [Facility/Organization Name].

## 3. Responsibilities

- **Warehouse Staff:** Ensure correct storage and segregation as per guidelines.
- **Supervisors:** Oversee compliance and conduct regular inspections.
- **Receiving Personnel:** Verify labeling and document materials received.
- **Safety Officer:** Train staff and monitor adherence to safety regulations.

## 4. Definitions

Term	Definition
Received Materials	All items, chemicals, components, and products delivered to the facility for processing or use.
Segregation	Physical separation of materials to prevent cross-contamination or hazardous interactions.
Storage Condition	Environmental parameters required for safe storage (e.g., temperature, humidity, ventilation).

## 5. Procedure

- Receiving and Identification**
  - Inspect all materials upon arrival for integrity and correct labeling.
  - Verify delivery documentation and match against purchase orders.
  - Assign lot numbers or identification codes as applicable.
- Categorization**
  - Categorize materials as per their type: chemicals, raw materials, perishables, hazardous, non-hazardous, etc.
- Safe Storage**
  - Store materials in designated areas according to their category and requirements (see Table 1 below).
  - Follow manufacturer instructions for temperature, ventilation, and isolation.
  - Ensure all materials are clearly labeled and accessible for inspection.
- Segregation Protocols**
  - Store incompatible materials separately (e.g., acids away from bases, flammables away from oxidizers).
  - Use physical barriers, separate shelving, or containment as necessary.
  - Clearly mark segregated areas with signage.
- Inspection and Maintenance**
  - Conduct routine inspections of storage areas for condition, labeling, and potential hazards.
  - Document inspection findings and corrective actions taken.
- Documentation**
  - Maintain records of material receipts, storage locations, inspections, and training activities.

## 6. Storage Condition Reference (Table 1)

Material Type	Storage Requirement	Segregation Rule
Chemicals (Acids)	Cool, well-ventilated, corrosion-resistant shelves	Separate from bases and flammables
Chemicals (Bases)	Cool, dry area; away from acids	Separate from acids and combustibles
Flammable Liquids	Explosion-proof cabinet, away from heat sources	Separate from oxidizers and acids
Oxidizers	Cool, dry, well-ventilated; isolation from organics	Separate from flammables and reducing agents
Perishable Goods	Refrigerated or temperature-controlled room	Separate from chemicals and open containers
General Raw Materials	Clean, dry, shielded from direct sunlight	Organize by first-in-first-out principle

## 7. Training

All relevant staff must receive training on safe storage, segregation protocols, and emergency procedures annually and upon hiring.

## 8. Compliance and References

- Adhere to applicable local, state, and federal regulations (e.g., OSHA, EPA, FDA)
- Review Material Safety Data Sheets (MSDS) for all chemicals
- Follow internal policies relating to material handling and safety

## 9. Revision History

Version	Date	Description	Approved By
1.0	[YYYY-MM-DD]	Initial SOP Release	[Name]