

# Standard Operating Procedure (SOP): Glassware and Utensil Washing and Storage

This SOP details the proper procedures for **glassware and utensil washing and storage**, including guidelines for pre-rinsing, washing techniques using appropriate detergents, thorough rinsing to remove residues, drying methods to prevent contamination, and safe storage practices to maintain cleanliness and prevent damage. The goal is to ensure all glassware and utensils are hygienically cleaned and stored to uphold food safety and prevent cross-contamination in kitchen and laboratory environments.

## 1. Purpose

To provide standard guidance for the effective washing and storage of glassware and utensils, ensuring hygiene, safety, and the prevention of cross-contamination.

## 2. Scope

This procedure applies to all employees handling glassware and utensils in kitchen and laboratory settings.

## 3. Responsibilities

- Staff are responsible for following this SOP when washing and storing glassware and utensils.
- Supervisors must ensure compliance and provide necessary training.

## 4. Materials and Equipment

- Protective gloves and safety eyewear (as required)
- Designated washing sinks or dishwashers
- Appropriate detergents and cleaning agents
- Non-abrasive scrubbers or brushes
- Clean drying racks or lint-free towels
- Storage cabinets or shelves

## 5. Procedure

### 5.1 Pre-rinsing

1. Immediately after use, **discard any residues** from glassware and utensils.
2. Rinse thoroughly with warm water to remove loose debris.

### 5.2 Washing

1. Fill sink or basin with hot water and add approved detergent.
2. Wash items using a non-abrasive brush or sponge to avoid scratching surfaces.
3. Pay special attention to crevices and hard-to-reach areas.
4. If using a dishwasher, load items according to manufacturer instructions, ensuring proper spacing for thorough cleaning.

**Do not wash laboratory and food-preparation items together to prevent cross-contamination.**

### 5.3 Rinsing

1. Rinse thoroughly under running hot water to remove all traces of detergent and residues.

### 5.4 Inspection

1. Inspect each item for cleanliness and the absence of cracks, chips, or residues.
2. Rewash if necessary.

### 5.5 Drying

1. Air-dry items on a clean drying rack, ensuring proper drainage and airflow.
2. Alternatively, use a clean, lint-free towel reserved for this purpose.
3. Avoid stacking wet items to prevent contamination and damage.

### 5.6 Storage

1. Store dry glassware and utensils in clean, designated cabinets or shelves away from contaminants and chemicals.
2. Place items upright or in a manner that prevents chipping, scratching, or breakage.
3. Ensure storage areas are regularly cleaned and maintained.

## 6. Safety Precautions

- Wear protective gloves and eyewear when handling hot water, detergents, or broken glassware.
- **Never use broken or chipped glassware; dispose of it according to safety guidelines.**
- Avoid mixing cleaning agents that may react with one another.

## 7. Records and Verification

- Maintain cleaning logs as required by your organization or regulatory authorities.
- Supervisors should periodically inspect glassware, utensils, and storage areas for compliance.

## 8. References

- Local health and safety regulations
- Manufacturer guidelines for detergents and dishwashers
- Internal food/lab safety manuals

## 9. Revision History

Date	Revision	Description	Approved by
2024-06-05	1.0	Initial release	[Name/Title]