

# SOP: Linen Collection, Transport, and Distribution Procedures

This SOP details the **linen collection, transport, and distribution procedures**, covering the safe and efficient handling of linens from collection points, through transportation processes, to final distribution. It includes guidelines for proper segregation, hygiene standards, contamination prevention, labeling, storage, and timely delivery to ensure cleanliness, reduce infection risks, and maintain operational efficiency in healthcare or hospitality settings.

## 1. Purpose

To outline standardized procedures for collecting, transporting, and distributing linen to ensure hygiene, safety, and timely delivery.

## 2. Scope

This SOP applies to all staff involved in the management of linen within the facility, including collection, internal transport, storage, and distribution processes.

## 3. Responsibilities

- **Linen Services Staff:** Responsible for collection, transport, and distribution of linens as per this SOP.
- **Supervisors/Managers:** Ensure the SOP is followed, monitor performance, and conduct regular training.
- **All Staff:** Adhere to hygiene and safety practices during linen handling.

## 4. Definitions

Term	Definition
Linen	Includes bed sheets, towels, uniforms, gowns, pillowcases, etc.
Soiled Linen	Linen that is used, dirty, or potentially contaminated with body fluids or infectious material.
Clean Linen	Linen that has been laundered and is ready for use.

## 5. Procedure

### 5.1 Collection

- Use designated collection points within each department/unit for soiled and clean linens.
- Segregate linen in color-coded or clearly labeled bags/containers:
  - **Red:** Infected/contaminated
  - **Blue/Green:** Soiled but non-infectious
  - **White:** Clean linen
- Ensure hands are washed and gloves used during collection of soiled or contaminated items.
- Check for sharps or foreign objects before removing linen.

### 5.2 Transport

- Transport soiled and clean linen in separate trolleys/carts to prevent cross-contamination.
- Cover linen carts during movement to prevent exposure.
- Disinfect carts after each use, especially if there has been a spill or leak.

- Follow designated routes and timing to minimize disruption and ensure efficiency.

## 5.3 Storage

- Store soiled linen in a clearly marked, ventilated area away from clean linen and patient care areas.
- Clean linen should be stored in a clean, dry, and dust-free environment; storage shelves should be off the floor.
- Avoid overloading shelves and maintain First-In-First-Out (FIFO) rotation.

## 5.4 Distribution

- Distribute clean linen to designated areas according to the established schedule.
- Ensure linen is neatly folded, counted, and checked for cleanliness before distribution.
- Record distribution details (e.g. date, department, quantity).

## 6. Hygiene & Infection Control

- Always wear appropriate PPE (gloves, masks, aprons as required).
- Practice hand hygiene before and after handling linen.
- Report any incidents of spills, exposure, or contamination immediately following incident reporting protocols.

## 7. Documentation

- Maintain records of linen collection, transportation, and distribution (logs, manifests, checklists, etc.).
- Document training and incidents as per organizational requirements.

## 8. Review & Audit

- Routine monitoring, audits, and reviews of compliance to SOP.
- Continuous improvement based on feedback and incident reports.

## 9. References

- Organizational infection control policy
- Local health authority guidelines
- Manufacturer's instructions on linen handling equipment

## 10. Appendices

- Sample forms: Linen Collection Log, Distribution Checklist
- List of approved detergents/disinfectants