

# Standard Operating Procedure (SOP): Proper Use and Storage of Cleaning Chemicals

This SOP details the **proper use and storage of cleaning chemicals**, emphasizing safe handling practices, correct dilution and application methods, proper labeling and identification, secure storage conditions to prevent contamination and accidents, personal protective equipment requirements, and emergency response procedures in case of spills or exposure. The objective is to ensure the safety of personnel and maintain environmental compliance while optimizing the effectiveness of cleaning agents.

## 1. Scope

This SOP applies to all personnel involved in the use, handling, and storage of cleaning chemicals on the premises.

## 2. Responsibilities

- **Supervisors:** Ensure all personnel are trained and SOP is implemented.
- **Staff:** Follow all procedures detailed herein and report incidents.

## 3. Procedure

### 3.1 Safe Handling Practices

1. Read and understand Safety Data Sheets (SDS) for each chemical.
2. Never mix chemicals unless specified by manufacturer instructions.
3. Keep chemicals away from food preparation and storage areas.
4. Always wear required **Personal Protective Equipment (PPE)** (see Section 5).

### 3.2 Dilution and Application

1. Always follow manufacturer's dilution instructions.
2. Use proper measuring tools; never estimate.
3. Apply chemicals only to appropriate surfaces for the prescribed contact time.

### 3.3 Labeling and Identification

1. Ensure all chemical containers are clearly labeled with:
  - Product name
  - Concentration (if diluted)
  - Date of preparation
  - Hazard warnings
2. Do not use or store chemicals in unlabeled containers.

### 3.4 Storage

1. Store chemicals in a secure, well-ventilated area away from direct sunlight, food, and heat sources.
2. Ensure chemicals are kept in their original containers when possible.
3. Maintain segregation between incompatible chemicals (e.g., acids and bases).
4. Keep storage area locked and access restricted to authorized personnel.

## 4. Emergency Response Procedure

Incident	Response
Spill	Contain area, use spill kit per SDS, ventilate, report to supervisor.
Skin Contact	Remove contaminated clothing, rinse skin 15 min, seek medical attention if irritation persists.
Eye Contact	Rinse eyes with water for 15 min, seek medical attention immediately.
Inhalation	Move to fresh air, seek medical attention if symptoms occur.

Ingestion	Do <b>not</b> induce vomiting. Seek immediate medical assistance.
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## 5. Personal Protective Equipment (PPE)

- Nitrile or latex gloves
- Safety goggles or face shield
- Protective apron or lab coat
- Respirator mask (if recommended by SDS)

## 6. Training

1. All personnel must receive training on chemical hazards, safe use, PPE, and emergency procedures prior to use of cleaning chemicals.
2. Refresher training annually and when new chemicals are introduced.

## 7. Documentation and Record Keeping

- Maintain current inventory and SDS for all chemicals.
- Keep training records and incident reports for at least three years.

## 8. Review

This SOP is to be reviewed and updated annually or as needed.

This document is intended as a template. Always follow applicable local, state, and federal regulations pertaining to chemical safety.