

# SOP Template: Handling and Disposal of Expired or Spoiled Items

This SOP details the proper **handling and disposal of expired or spoiled items**, including identification, segregation, safe removal, environmental compliance, and documentation procedures. It aims to prevent contamination, ensure workplace safety, and adhere to regulatory standards by managing expired or spoiled materials effectively.

## 1. Purpose

To establish procedures for the identification, handling, segregation, removal, and disposal of expired or spoiled items in a manner compliant with safety, health, and environmental regulations.

## 2. Scope

This SOP applies to all personnel involved in the storage, handling, and disposal of expired or spoiled items at [Facility/Department Name].

## 3. Responsibilities

- **All Staff:** Identify and report expired or spoiled items.
- **Supervisors:** Ensure proper segregation, disposal, and record-keeping.
- **Environmental/Safety Officer:** Oversee compliance with all relevant guidelines and regulations.

## 4. Procedure

1. **Identification:**
  - Inspect storage areas regularly for items past expiration date or evidence of spoilage (odor, discoloration, leaks, etc.).
  - Clearly label identified items as "Expired" or "Spoiled".
  - Log details in the expired/spoiled items register (item name, quantity, batch/lot number, date identified).
2. **Segregation:**
  - Immediately remove identified items from usable inventory.
  - Place in designated quarantine or expired-items area with appropriate signage.
3. **Handling and Safe Removal:**
  - Use appropriate personal protective equipment (PPE) as per item safety data sheet (SDS).
  - Handle items carefully to prevent spillage or further contamination.
4. **Environmental Compliance and Disposal:**
  - Dispose of items in accordance with local, state, and federal regulations.
  - Utilize approved waste contractors where required.
  - Ensure containers used for disposal meet regulatory and safety guidelines.
5. **Documentation:**
  - Update expired/spoiled items register with method, date, and person responsible for disposal.
  - Maintain records as required for audits and inspections (retain for at least [X] years).
6. **Incident Reporting:**
  - Immediately report any accidents, spills, or exposures according to the facility's emergency procedures.

## 5. References

- [List relevant regulations, company policies, and external guidance documents]

## 6. Revision History

Version	Date	Description	Approved by
1.0	[Date]	Initial SOP release.	[Name/Title]