

SOP: Correct Handling, Repackaging, or Disposal of Expired/Damaged Goods

This SOP details the **correct handling, repackaging, or disposal of expired/damaged goods**, covering procedures for identifying expired or damaged items, safe handling practices to prevent contamination or hazards, proper repackaging techniques to maintain product integrity, and environmentally responsible disposal methods. The goal is to ensure product safety, regulatory compliance, and minimize environmental impact while maintaining workplace hygiene and safety standards.

1. Purpose

To outline standardized procedures for identifying, handling, repackaging, and disposing of expired or damaged goods to prevent contamination, ensure safety, regulatory compliance, and protect the environment.

2. Scope

This SOP applies to all staff involved in the storage, handling, or disposal of inventory within the organization.

3. Responsibilities

- **Warehouse/Inventory Staff:** Identify, segregate, and report expired or damaged goods.
- **Supervisors/Managers:** Oversee adherence to procedures and authorize repackaging or disposal.
- **Environmental/Safety Officer:** Ensure safe and compliant handling and disposal practices.

4. Procedure

4.1 Identification of Expired/Damaged Goods

- Inspect inventory regularly for expiration dates and visible signs of damage such as leakage, breakage, or spoilage.
- Separate affected items immediately from saleable stock and label as "Expired" or "Damaged."
- Record identified items in the Expired/Damaged Goods Log (see section 6).

4.2 Safe Handling Practices

- Wear appropriate PPE (gloves, masks, etc.) based on product requirements and hazard assessment.
- Avoid direct contact with potentially hazardous or contaminated materials.
- Prevent cross-contamination by using dedicated equipment and workspaces for handling expired/damaged goods.

4.3 Repackaging Procedures

- Assess if goods can be safely repackaged and are within regulatory and company guidelines for rework.
- Use clean, new packaging materials. Clearly relabel items with updated lot numbers and expiration dates as required.
- Document all repackaging actions, maintaining traceability.

4.4 Disposal Procedures

- Determine the correct disposal method based on the product type (e.g., regulated waste, recyclable, landfill).
- Follow environmental regulations and company policies for hazardous or non-hazardous waste.
- Physically destroy products when required to prevent retrieval from waste.
- Arrange collection by licensed waste carriers, retaining disposal certificates as applicable.

4.5 Documentation and Reporting

- Complete the Expired/Damaged Goods Log with details of items handled, repackaged, or disposed of.
- Submit incident reports for significant losses or hazardous events to management within 24 hours.

5. Environmental and Safety Considerations

- Minimize environmental impact by recycling or using approved waste streams where possible.
- Maintain workplace cleanliness and hygiene throughout handling and disposal activities.
- Review procedures periodically to ensure continued compliance with legislative and company requirements.

6. Records & Documentation

Document Name	Description	Responsible Party
Expired/Damaged Goods Log	Record of all expired or damaged items, including date, product details, quantity, and handling actions.	Warehouse/Inventory Staff
Disposal Certificates	Proof of proper and authorized product disposal via licensed carriers.	Supervisors/Managers
Incident Reports	Reports for significant incidents, losses, or hazards involving expired/damaged goods.	Warehouse/Inventory Staff

7. Revision History

Date	Version	Description of Change	Approved By
2024-06-01	1.0	Initial SOP template creation	Operations Manager