SOP: Stain Identification and Removal Protocols

This SOP details the **stain identification and removal protocols**, encompassing the classification of various stain types, selection of appropriate cleaning agents, step-by-step stain treatment techniques, fabric care considerations, safety precautions during chemical use, and procedures for evaluating removal effectiveness. The goal is to ensure efficient and safe stain removal while preserving the integrity of the materials involved.

1. Purpose

To establish standard practices for identifying and removing stains from various materials in a manner that is both effective and safe.

2. Scope

This SOP applies to all personnel responsible for stain removal in textiles, upholstery, and similar materials within the facility.

3. Responsibilities

- All staff must adhere to this SOP during stain removal procedures.
- Supervisors are responsible for providing training and ensuring compliance.
- Personnel must report any material damage or safety incidents immediately.

4. Stain Classification

Stain Type	Description	Examples
Protein-Based	Stains from organic or bodily sources	Blood, egg, dairy, sweat, vomit
Tannin-Based	Stains from plant-derived materials	Coffee, tea, wine, fruit juices
Oil/Grease-Based	Stains from fats, oils, and lubricants	Butter, makeup, motor oil, dressings
Dye-Based	Stains from colored substances	Ink, grass, food coloring
Combination/Other	Complex or unknown compound stains	Cosmetics, adhesives, unknown stains

5. Materials & Cleaning Agents Selection

- Enzyme detergent â€“ for protein stains
- Acidic cleaner (e.g., vinegar solution) â€“ for tannin stains
- Solvent (e.g., rubbing alcohol, acetone) â€“ for oil/dye stains
- Oxygen bleach (non-chlorine) â€“ for general/discoloration stains
- pH-neutral soap â€“ for delicate fabrics

Always check fabric/content labels and test cleaning agents on inconspicuous areas first.

6. Stain Treatment Procedure

1. Identify the stain type and check fabric or material care labels.
2. Wear appropriate **Personal Protective Equipment (PPE)** (e.g., gloves, goggles).
3. Blot (do not rub) to remove excess substance using a clean, dry cloth.
4. Pre-treat the stain with the recommended cleaning agent (refer to section 5).
5. Allow agent to sit for the specified time, but do not let it dry on the fabric.
6. Gently agitate with a soft brush if necessary, working from the edges inward.
7. Rinse or blot with clean water or a damp cloth to remove all cleaning residues.
8. Repeat steps 4-7 if the stain persists, using caution to avoid fabric damage.
9. Launder following the manufacturer's instructions, if applicable.
10. Air dry and inspect for complete removal before further use or returning to service.

7. Fabric Care Considerations

- Consult care labels for washing and drying instructions.
- Avoid hot water on protein stains (may set stain).
- Do not use bleach on wool, silk, or delicate synthetics.
- Test stain removers on hidden areas to ensure colorfastness.
- Adjust methods for delicate or specialty fabrics.

8. Safety Precautions

- Wear appropriate PPE at all times (gloves, goggles, mask if fumes).
- Ensure adequate ventilation when using volatile or strong chemicals.
- Never mix cleaning agents (e.g., bleach and ammonia produce toxic gases).
- Store chemicals securely, following manufacturer's safety instructions.
- Immediately report and respond to spills or exposure incidents.

9. Evaluation and Documentation

1. Inspect the treated area under good lighting for complete stain removal.
2. Document persistent stains and any damage to materials.
3. Log cleaning methods used and outcomes for process improvement.
4. Report unremovable stains to supervisors and consider escalation to specialists if required.

10. References

- Material Safety Data Sheets (MSDS) for all cleaning agents used
- Manufacturer's care and cleaning recommendations
- Facility chemical safety guidelines