

Standard Operating Procedure (SOP)

Expired and Spoiled Food Disposal Procedures

This SOP details the **expired and spoiled food disposal procedures**, including identification and segregation of expired and spoiled food items, safe handling practices to prevent contamination, proper labeling and documentation, approved disposal methods such as composting or incineration, compliance with environmental and health regulations, and regular staff training to ensure hygienic and responsible food waste management. The aim is to maintain food safety, minimize health risks, and support sustainable waste disposal practices within the facility.

1. Purpose

To provide clear, step-by-step procedures for the safe and environmentally responsible disposal of expired and spoiled food items within the facility.

2. Scope

This SOP applies to all employees handling, storing, or disposing of food in the facility.

3. Responsibilities

- All staff must follow these procedures when encountering expired or spoiled food.
- Supervisors ensure compliance and provide necessary training.

4. Procedures

- 1. Identification and Segregation**
 - Regularly check food storage areas for expired or spoiled items.
 - Immediately remove any food showing signs of spoilage (odor, discoloration, texture change, or past expiry date).
 - Segregate expired/spoiled items from fresh stock in a designated holding area.
- 2. Safe Handling Practices**
 - Always wear gloves and other appropriate PPE when handling expired or spoiled food.
 - Avoid cross-contamination with fresh food products.
- 3. Labeling and Documentation**
 - Label all expired/spoiled items with the date of removal and reason for disposal.
 - Record details in the food disposal log, including item description, quantity, disposal method, and staff initials.
- 4. Approved Disposal Methods**
 - Compost food waste where appropriate and compliant with local regulations.
 - Arrange for proper incineration or use of municipal waste services for non-compostable items.
 - Never dispose of food waste in regular drains or non-approved areas.
- 5. Compliance**
 - Follow all local, regional, and national environmental and health regulations regarding food waste disposal.
- 6. Staff Training**
 - Conduct regular training sessions on up-to-date food storage, spoilage identification, and waste disposal procedures.

5. Records

- Maintain a food disposal log, which is reviewed weekly by the supervisor.
- Retain disposal documentation for audit and compliance purposes as required.

6. Review

This SOP should be reviewed at least annually or as regulations and facility practices change.

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