

SOP Template: Material Storage and Segregation Protocols

This SOP details **material storage and segregation protocols**, focusing on the proper organization, handling, and separation of various materials to prevent contamination, damage, and safety hazards. It includes guidelines for labeling, storage conditions, inventory management, and segregation based on material type, compatibility, and regulatory requirements. The objective is to maintain material integrity, ensure workplace safety, and optimize storage efficiency.

1. Purpose

To establish standardized procedures for storing and segregating materials to ensure their quality and safety while complying with regulatory requirements.

2. Scope

This SOP applies to all personnel involved in the receipt, storage, handling, and management of materials within the facility.

3. Responsibilities

- **Warehouse Manager:** Overall supervision and implementation of storage protocols.
- **Personnel:** Adherence to the storage and segregation guidelines.
- **Quality Assurance:** Conduct audits and ensure compliance.

4. Definitions

- **Segregation:** Physical separation of materials to prevent cross-contamination or incompatible reactions.
- **Material Integrity:** The condition in which a material maintains its original properties and suitability for intended use.

5. Procedure

5.1 Material Receipt and Inspection

- Inspect incoming materials for damage and proper labeling.
- Verify documentation and check for special storage requirements.
- Quarantine non-conforming materials separately until disposition.

5.2 Labeling

- Clearly label all materials with name, batch/lot number, receipt date, expiry date, and storage requirements.
- Use color-coded labels or signage for hazardous, perishable, and restricted materials.

5.3 Storage Conditions

- Store materials according to manufacturer instructions and regulatory requirements (e.g., temperature, humidity, light exposure).
- Utilize appropriate shelving, pallets, and containment measures.
- Maintain clear aisles and access to fire exits and emergency equipment.

5.4 Segregation Protocols

- Segregate materials by:
 - Type (e.g., raw materials, intermediates, finished goods)
 - Compatibility (e.g., acids away from bases, oxidizers away from flammables)
 - Hazard class (e.g., chemical, biological, pharmaceutical)
- Use designated zones, barriers, or containment units for incompatible materials.
- Clearly label restricted or controlled access areas.

5.5 Inventory Management

- Maintain up-to-date inventory records for all stored materials.
- Implement FIFO (First-In, First-Out) or FEFO (First-Expired, First-Out) systems as applicable.
- Conduct regular stock inspections and reconcile discrepancies promptly.

5.6 Housekeeping and Spill Management

- Keep storage areas clean, dry, and free from debris.
- Promptly clean up spills according to established spill response procedures.
- Dispose of waste materials safely and in compliance with regulations.

6. Documentation

- Material receiving and inspection log
- Inventory records and audit checklists
- Corrective and preventive action (CAPA) reports for deviations

7. References

- Applicable local, state, and federal regulations
- Manufacturer's storage guidelines
- Facility-specific health and safety policies

8. Revision History

Version	Date	Changes	Approved By
1.0	2024-06-17	Initial release	_____