

# SOP Template: Procedure for Product Retrieval, Transport, and Disposal

This SOP details the **procedure for product retrieval, transport, and disposal**, encompassing the identification and collection of products designated for retrieval, secure and compliant transportation methods, and environmentally responsible disposal practices. It ensures safe handling, minimizes risks during transit, and adheres to regulatory requirements to maintain product integrity and safeguard the environment.

## 1. Purpose

To outline the standard procedure for the safe and compliant retrieval, transportation, and disposal of products, ensuring regulatory and environmental requirements are met.

## 2. Scope

This SOP applies to all staff involved in the identification, collection, transport, and disposal of products as designated by the organization or regulatory authority.

## 3. Responsibilities

- **Authorized Staff:** Follow this procedure for all designated products.
- **Supervisors/Managers:** Ensure staff training and compliance with this SOP.
- **Transport Personnel:** Ensure secure, compliant handling and delivery of products for disposal.
- **Disposal Vendor:** Ensure products are disposed of in an environmentally responsible manner, in accordance with regulations.

## 4. Procedure

### 4.1 Product Identification and Retrieval

1. Review product inventory and identify products for retrieval based on expiry, recall, damage, or other criteria.
2. Document product details: name, batch/lot number, quantity, and reason for retrieval.
3. Label and segregate designated products in a secure, controlled area.
4. Complete necessary internal documentation and retrieval forms.

### 4.2 Preparation for Transport

1. Verify product information and match with documentation.
2. Package products securely, using leak-proof and tamper-evident materials as needed.
3. Affix appropriate labels (e.g., hazardous, biohazard, fragile, etc.).
4. Complete and attach transport documentation.

### 4.3 Transportation

1. Use authorized and compliant vehicles for product delivery to the designated disposal site/vendor.
2. Ensure products are secured to prevent movement, spillage, or contamination during transit.
3. Maintain transport logs, including times and personnel involved.
4. Follow safety and environmental guidelines throughout transit.

### 4.4 Product Disposal

1. Upon arrival, verify product details with the disposal facility/vendor.
2. Ensure products are received and accepted according to disposal site protocols.
3. Obtain a certificate or documented proof of disposal for records.
4. Retain all disposal records for the period required by regulations and company policy.

## 5. Documentation and Records

- Product retrieval, transport, and disposal forms

- Transport logs
- Disposal certificates/receipts
- Training records

## 6. Safety and Compliance

- Comply with all applicable local, state, and federal regulations.
- Wear appropriate Personal Protective Equipment (PPE) during handling and transport.
- Report any incidents, accidents, or breaches immediately to management.

## 7. Revision and Review

- Review this SOP annually or as required by regulatory changes.
- Record all revisions with dates and authorized personnel.

### Document Control:

SOP No.: \_\_\_\_\_ | Revision No.: \_\_\_\_\_ | Effective Date: \_\_\_\_\_ | Approved By: \_\_\_\_\_