

Standard Operating Procedure (SOP): Sorting and Pre-treatment of Laundry

This SOP details the **sorting and pre-treatment of laundry**, covering the proper categorization of fabrics by color, type, and soil level, the identification and removal of stains, the selection of suitable pre-treatment solutions, and the safe handling of soiled materials. The procedure ensures efficient laundering, fabric protection, and hygiene standards by minimizing cross-contamination and preparing laundry for optimal cleaning results.

1. Scope

This procedure applies to all personnel responsible for laundry processing, including sorting, pre-treatment, and pre-wash stages.

2. Responsibilities

- Staff must comply with hand hygiene and PPE requirements.
- Supervisors must oversee adherence to sorting and pre-treatment protocols.

3. Materials & Equipment

- Protective gloves and (if needed) masks or gowns
- Sorting tables or designated surfaces
- Laundry hampers or bins (color/soil/type-labeled)
- Approved detergent and pre-treatment solutions
- Stain-removal brushes or applicators

4. Procedure

1. Preparation

- Wear appropriate PPE before handling laundry.
- Ensure equipment and sorting area are clean and ready.

2. Sorting

- Sort laundry into separate bins by:
 - **Color:** Whites, lights, darks, coloreds
 - **Fabric type:** Cotton, synthetics, delicates, linens, etc.
 - **Soil level:** Lightly soiled, heavily soiled, contaminated (bodily fluids, chemicals)
- Do not overload sorting bins to avoid cross-contamination.

3. Stain Identification and Removal

- Inspect each item for visible stains, spots, or residues.
- Identify stain type (protein, oil, dye, etc.) where possible.
- Isolate heavily stained items for specialized treatment.

4. Pre-Treatment

- Apply recommended pre-treatment solution to stained/soiled areas as per manufacturer's instructions.
- Gently agitate with a brush or by hand, as required.
- Allow solution to act for the recommended contact time.
- Handle items with visible contamination separately.

5. Safe Handling of Soiled Materials

- Use gloves at all times when handling soiled/contaminated laundry.
- Bag biohazard or contaminated items separately and label accordingly.
- Wash hands and disinfect work area after completion.

5. Documentation

- Record any items requiring special or additional treatment.
- Maintain logs of heavily contaminated or biohazard materials handled.

6. Safety & Hygiene Notes

- Always follow local infection control and PPE regulations.
- Never mix chemicals during pre-treatment.
- Report any spills or exposure incidents to your supervisor immediately.

7. References

- Laundry chemical manufacturer guidelines
- Facility infection control protocols