

SOP Template: Use, Dilution, and Storage of Cleaning Chemicals

This SOP details the **use, dilution, and storage of cleaning chemicals**, emphasizing proper handling techniques, accurate dilution ratios, safe storage practices, and compliance with safety regulations. It aims to prevent chemical hazards, ensure effective cleaning, protect workers' health, and maintain a safe working environment by providing clear guidelines for the management of cleaning agents.

1. Purpose

To establish standardized procedures for the handling, dilution, and storage of cleaning chemicals to ensure safety, compliance, and cleaning effectiveness.

2. Scope

This SOP applies to all staff involved in the use, dilution, and storage of cleaning chemicals.

3. Responsibilities

- **Supervisors:** Ensure staff are trained and chemicals are available and properly labeled.
- **Employees:** Follow procedures described in this SOP and report hazards immediately.
- **Safety Personnel:** Conduct routine inspections for compliance.

4. Definitions

- **MSDS/SDS:** Material/Safety Data Sheet
- **PPE:** Personal Protective Equipment
- **Dilution Ratio:** The proportion of chemical to water specified by manufacturer for safe and effective use.

5. Procedure

5.1 General Handling

- Read the MSDS/SDS for each chemical before use.
- Wear appropriate PPE (gloves, goggles, apron) as specified.
- Never mix chemicals unless directed by manufacturer.
- Ensure all containers are clearly labeled with contents and hazard warnings.

5.2 Dilution of Cleaning Chemicals

Step	Action
1	Check manufacturer's instructions for specific dilution ratio.
2	Select proper measuring tools (graduated container, pump, etc.).
3	Add water to dilution container first unless otherwise specified.
4	Add chemical concentrate to water, never reverse.
5	Mix carefully and ensure chemical is fully dissolved/combined.

NOTE: Refer to manufacturer/safety guidelines for any exceptions.

5.3 Safe Storage Practices

- Store chemicals in original containers with intact labels.
- Keep chemicals in designated, well-ventilated, and secure storage areas.
- Separate incompatible chemicals (e.g., acids and bases).
- Keep storage away from food, equipment, and public areas.
- Follow expiration dates; rotate stock ("first in, first out").

6. Spill and Emergency Response

- In case of spill, follow the MSDS/SDS spill protocol immediately.
- Evacuate the area if necessary, contain spill, and notify supervisor.
- Use spill kits and wear appropriate PPE when cleaning up.
- Report all incidents via incident reporting procedure.

7. Training

- All users must receive training in chemical handling, dilution, and storage.
- Training records should be maintained and updated annually.

8. Documentation

- Maintain a log of chemicals in use and storage.
- Keep MSDS/SDS readily accessible for all cleaning chemicals.
- Document and report any incidents or exposure promptly.

9. References

- Manufacturer's instructions and MSDS/SDS for each chemical
- OSHA Hazard Communication Standard
- Company safety manual

10. Revision History

Date	Version	Author	Changes
YYYY-MM-DD	1.0	[Author Name]	Initial creation