

# SOP: Food Storage, Labeling, and Inventory Rotation Guidelines

## Purpose

This SOP provides comprehensive **food storage, labeling, and inventory rotation guidelines** to ensure food safety, minimize waste, and maintain product quality.

## Scope

Applicable to all staff involved in the handling, storage, and management of food products within the facility.

## Responsibilities

- **Managers:** Oversee implementation and compliance.
- **Staff:** Follow all procedures outlined herein for storage, labeling, and inventory rotation.

## Procedures

### 1. Food Storage Guidelines

Food Type	Storage Condition	Temperature Range	Additional Notes
Perishable (meat, dairy)	Refrigerator	0Â°C to 4Â°C (32Â°F to 39Â°F)	Store on lowest shelves to prevent cross-contamination.
Frozen foods	Freezer	-18Â°C (0Â°F) or below	Do not overload freezer to allow air circulation.
Dry goods	Pest-proof, dry storage	10Â°C to 21Â°C (50Â°F to 70Â°F)	Keep off floor; away from walls.
Ready-to-eat foods	Covered, separate from raw	As appropriate	Store above raw foods to avoid contamination.

- Check storage areas daily for cleanliness and organization.
- Maintain appropriate humidity levels; keep areas well-ventilated.
- Report any pest activity or signs of spoilage immediately.

### 2. Labeling Practices

1. All food items must be labeled with:
  - Product name
  - Preparation or receiving date
  - Expiration or use-by date
  - Batch/lot number, if applicable
  - Initials of responsible staff
2. Use waterproof, legible labels and food-safe ink.
3. Relabel repackaged and opened products with all necessary information.
4. Remove outdated or illegible labels promptly; discard products past expiration.

### 3. Inventory Rotation (FIFO)

1. Practice **First-In, First-Out (FIFO)** method for all inventory.
2. When new stock arrives, place it behind existing stock on shelves.
3. Regularly inspect inventory to ensure oldest items are used first.
4. Remove expired or spoiled items immediately.
5. Document all inventory movements and disposals.

## Documentation

- Maintain food inventory logs with date, product, and batch details.
- Record temperature logs for refrigerators, freezers, and storage areas daily.
- Log all instances of disposal or spoilage.

**Note:** Review and update this SOP annually, or whenever procedures or regulatory requirements change.

*By following these guidelines, food safety is maintained, waste is minimized, and the quality of products is preserved within all food handling environments.*