

# SOP: Sanitization Steps for Packaging and Receiving Area Post-Delivery

This SOP details the **sanitization steps for packaging and receiving area post-delivery**. It includes procedures for cleaning and disinfecting all surfaces, equipment, and tools used during delivery, proper disposal of packaging materials, ventilation of the area, and protocols to prevent cross-contamination. The objective is to maintain a hygienic environment, ensuring product safety and compliance with health standards immediately following delivery activities.

## 1. Scope

This procedure applies to all personnel responsible for sanitization in the packaging and receiving area immediately after product deliveries.

## 2. Required Materials & Equipment

- Disposable gloves, masks, and aprons
- Approved cleaning and disinfectant solutions
- Clean cloths, sponges, and mop
- Trash bags and bins
- Cleaning and disinfecting equipment (buckets, spray bottles, etc.)
- Ventilation fans (if applicable)

## 3. Procedure

### 1. Personal Preparation

- Wear disposable gloves, mask, and apron before commencing.
- Ensure all PPE (personal protective equipment) is appropriate and undamaged.

### 2. Removal of Packaging Materials

- Gather and dispose of all packaging waste (boxes, wraps, pallets, etc.) in designated trash containers.
- Seal trash bags and move them to the appropriate waste disposal area immediately.
- Wash hands or change gloves after waste disposal.

### 3. Cleaning of Surfaces and Equipment

- Remove visible dirt, dust, and debris from all work surfaces, equipment, and tools.
- Use clean cloths and appropriate cleaning solution.

### 4. Disinfection

- Apply approved disinfectant to all surfaces (work tables, handles, doorknobs, equipment, tools, etc.).
- Allow disinfectant to remain on surfaces for the recommended contact time stated on the product label.
- Wipe or air-dry surfaces as instructed.

### 5. Ventilation

- Enhance air circulation in the area by opening windows/doors or using ventilation fans for at least 15–30 minutes.

### 6. Cross-Contamination Prevention

- Use color-coded cleaning tools to differentiate between areas if applicable.
- Change gloves and cleaning cloths as needed between distinct areas/tasks.
- Avoid contact between sanitized surfaces and unsanitized materials or equipment.

### 7. Final Inspection & Documentation

- Inspect area to ensure thorough cleaning and disinfection.

- Document sanitization activities in the cleaning log (date, time, personnel, notes).

## **4. Responsibilities**

- Sanitation staff must follow this SOP and report any issues to supervisors.
- Supervisors are responsible for ensuring SOP implementation and record-keeping.

## **5. Safety Precautions**

- Always wear appropriate PPE during all cleaning and sanitization procedures.
- Follow manufacturer instructions for all cleaning and disinfectant products.
- Ensure safe storage of cleaning chemicals when not in use.