

Standard Operating Procedure (SOP)

Storage and Organization of Medical Supplies

This SOP details the **storage and organization of medical supplies**, focusing on proper inventory management, optimal storage conditions, labeling and categorization, expiration date monitoring, access control, and regular inspection protocols. Its aim is to maintain the quality, safety, and availability of medical supplies to support efficient healthcare operations and prevent contamination, loss, or misuse.

1. Scope

This SOP applies to all personnel responsible for receiving, storing, managing, and issuing medical supplies in [Facility Name].

2. Responsibilities

- **Storekeeper/Inventory Manager:** Maintain inventory records, oversee organization, and ensure compliance with storage protocols.
- **Medical Staff:** Request and return supplies as needed, report discrepancies or issues.
- **Supervisors:** Conduct regular inspections and audits.

3. Procedures

1. Receiving Supplies

- Check deliveries for accuracy, integrity, and expiration dates.
- Log received supplies in the inventory management system.

2. Inventory Management

- Record all incoming and outgoing supplies in real time.
- Use the First-Expire-First-Out (FEFO) method for distribution.
- Perform monthly inventory counts and reconcile discrepancies.

3. Storage Conditions

- Maintain supplies in a clean, dry, temperature-controlled environment (as per manufacturer requirements).
- Store hazardous/flammable materials in designated safety cabinets.
- Ensure adequate lighting and ventilation in storage areas.

4. Labeling and Categorization

- Label shelves and bins with clear supply names and codes.
- Group supplies by category (e.g., medications, consumables, PPE) and by frequency of use.
- Use color-coded labels if applicable.

5. Expiration Date Monitoring

- Check expiration dates during stock checks and upon receipt.
- Isolate and promptly remove expired or near-expiry items.

6. Access Control

- Limit storage areas to authorized personnel only.
- Maintain a log or electronic record of personnel accessing storage areas.

7. **Regular Inspection Protocols**

- Conduct weekly visual inspections for cleanliness, pest presence, and organizational order.
- Document inspections and corrective actions taken.

4. **Documentation & Records**

- Maintain up-to-date inventory logs, receiving and issuing records, and inspection reports for a minimum of [X] years.
- Store records securely, ensuring confidentiality and accessibility for audits.

5. **Compliance & Review**

- Ensure adherence to regulatory requirements (e.g., CDC, WHO, local health authorities).
- Review and update this SOP annually or when significant changes occur.

6. **References**

- Manufacturer guidelines for storage
- Regulatory and accreditation standards
- Facility policies

7. **Revision History**

Version	Date	Description	Author
1.0	2024-06-24	Initial release	[Your Name]