

# Standard Operating Procedure (SOP): Safe Use and Storage of Cleaning Chemicals

This SOP provides comprehensive **instructions for safe use and storage of cleaning chemicals**, including proper handling techniques, personal protective equipment requirements, appropriate labeling and storage conditions, procedures for dilution and application, ventilation guidelines, emergency response steps for spills and exposure, and disposal methods. The goal is to minimize health risks, prevent chemical accidents, and ensure a safe working environment.

## 1. Scope

This procedure applies to all employees who use or handle cleaning chemicals at [Facility Name].

## 2. Responsibilities

- Employees: Follow this SOP for safe use and storage of cleaning chemicals.
- Supervisors: Ensure staff are trained and have access to necessary PPE and SDS (Safety Data Sheets).
- Managers: Conduct regular inspections and ensure SOP compliance.

## 3. Personal Protective Equipment (PPE)

- Wear gloves, safety goggles, and appropriate protective clothing when handling chemicals.
- Refer to the product's Safety Data Sheet (SDS) for specific PPE requirements.

## 4. Safe Handling Techniques

1. Read and understand the label and SDS before use.
2. Do not mix chemicals unless instructed and safe to do so.
3. Use only the amount recommended by the manufacturer.
4. Avoid direct contact with skin and eyes.
5. Never eat, drink, or smoke while handling chemicals.

## 5. Labeling and Storage Requirements

- Keep chemicals in their original, labeled containers.
- Store chemicals in a cool, dry, and well-ventilated area.
- Separate incompatible chemicals (e.g., acids and bases, bleach and ammonia).
- Lock storage areas to prevent unauthorized access.

## 6. Dilution and Application Procedures

1. Always add chemical to water, not water to chemical, when diluting.
2. Use dedicated measuring tools for each chemical.
3. Apply according to manufacturer instructions-avoid overuse.
4. Ensure containers are properly resealed after use.

## 7. Ventilation Guidelines

- Ensure adequate ventilation in areas where chemicals are used or stored.
- Use local exhaust systems or open windows and doors for airflow.
- If ventilation is inadequate, use appropriate respiratory protection as per SDS.

## 8. Emergency Response Procedures

1. **Spills:** Evacuate area if necessary, contain spill, wear PPE, clean up with absorbent material, and dispose properly.

2. **Exposure:** Flush eyes/skin with water for at least 15 minutes. Seek medical attention immediately. Report exposure to supervisor.
3. Report all incidents to management immediately.

## 9. Disposal Methods

- Dispose of chemicals and contaminated materials per local, state, and federal regulations.
- Do not pour chemicals down drains unless instructed by the SDS.
- Contact hazardous waste service providers as required.

## 10. Training and Documentation

- All staff must receive training on this SOP and the use of cleaning chemicals.
- Keep records of training and chemical inventories.

## 11. References

- Safety Data Sheets for all chemicals used
- OSHA Hazard Communication Standard
- Local and regional chemical safety regulations

## 12. Revision History

Version	Date	Description
1.0	[YYYY-MM-DD]	Initial release