

SOP Template: Expiry Date Monitoring and Product Disposal Guidelines

This SOP details the procedures for **expiry date monitoring and product disposal guidelines**, ensuring accurate tracking of product shelf life, timely identification of expired items, proper documentation of expiry dates, and safe disposal methods compliant with regulatory standards. The goal is to maintain product quality, prevent usage of expired products, minimize waste, and safeguard consumer safety through efficient inventory control and responsible disposal practices.

1. Purpose

To outline standardized procedures for monitoring product expiry dates and the safe, compliant disposal of expired products.

2. Scope

This procedure applies to all personnel involved in the handling, storage, monitoring, and disposal of products within [Organization Name].

3. Responsibilities

- **Inventory Manager:** Ensure regular monitoring of product expiry dates and initiate disposal procedures.
- **Warehouse Staff:** Conduct physical checks, isolation, and documentation of expired products.
- **Quality Assurance:** Oversee compliance and maintain disposal records.

4. Definitions

- **Expiry Date:** The last date a product is deemed suitable for use.
- **Disposal:** The process of safely discarding products that are expired or no longer fit for use.

5. Procedure

5.1 Expiry Date Monitoring

- Upon receipt, record expiry date of all products in inventory management system.
- Implement **First-Expiry-First-Out (FEFO)** inventory method.
- Conduct monthly reviews of all products for approaching expiry dates (e.g., within 3 months).
- Tag or label products nearing expiry as “*Expiring Soon*” for prioritized use.

5.2 Identification and Isolation of Expired Products

- Identify expired products during routine checks.
- Immediately remove expired items from usable inventory and transfer to a designated isolation area.

5.3 Documentation

- Maintain records of expired products, including:
 - Product Name
 - Batch/Lot Number
 - Expiry Date
 - Date of Removal
 - Quantity
 - Disposal Method
 - Personnel Involved
- Use the Product Disposal Log (see Section 7) for recordkeeping.

5.4 Product Disposal

- Dispose of expired products per regulatory requirements (e.g., local waste management, hazardous materials protocols).

- Obtain necessary approvals or documentation before final disposal.
- Coordinate with authorized waste management vendors as needed.
- Ensure safe handling and prevent environmental contamination.

6. Compliance

- Adhere to all local, state, and federal regulations regarding expired product handling and disposal.
- Ensure employees are trained periodically on SOP procedures.

7. Product Disposal Log Template

Date	Product Name	Batch/Lot Number	Expiry Date	Quantity	Disposal Method	Handled By	Remarks

8. Review and Revision

- This SOP shall be reviewed annually or as needed according to changes in regulations or organizational processes.
- All revisions must be documented with version control.

9. References

- Regulatory guidelines relevant to product disposal (e.g., FDA, EPA, local ordinances)
- Internal quality and inventory management policies

Prepared by: _____ Date: _____

Approved by: _____ Date: _____