

# SOP: Handling and Disposal of Expired or Damaged Items

This SOP details the procedures for the **handling and disposal of expired or damaged items**, ensuring safe and compliant removal from inventory. It includes identification, segregation, documentation, and appropriate disposal methods to prevent environmental harm, maintain workplace safety, and comply with regulatory standards. The guidelines aim to minimize health risks, avoid contamination, and support sustainable waste management practices within the organization.

## 1. Purpose

To define standardized procedures for identifying, segregating, documenting, and safely disposing of expired or damaged items in compliance with legal and organizational requirements.

## 2. Scope

This procedure applies to all staff responsible for inventory management and waste handling within the organization.

## 3. Responsibilities

- All staff: Timely identification and reporting of expired or damaged items.
- Supervisors/Managers: Oversight of segregation, documentation, and disposal process adherence.
- Safety/Compliance Officer: Ensuring regulatory compliance and periodic training.

## 4. Procedure

1. **Identification**
  - Routinely inspect stock for expired or damaged items during inventory checks.
  - Items past their expiry date or showing signs of physical damage/contamination must be flagged.
2. **Segregation**
  - Remove identified items from main inventory immediately.
  - Place in a designated, clearly labeled quarantine/storage area to prevent accidental use.
3. **Documentation**
  - Record each expired or damaged item using the **Disposal Log**:

Date	Item Name	Batch/Lot #	Quantity	Reason for Disposal	Handled By	Disposal Method
[Date]	[Item]	[Batch/Lot #]	[Qty]	[Expired/Damaged]	[Name/Initials]	[Method]

- Retain log records for the period specified by organizational policies.
4. **Disposal**
    - Follow disposal methods appropriate for item type and regulatory requirements (e.g., hazardous waste removal, recycling, incineration, or return to supplier).
    - Ensure use of correct PPE (Personal Protective Equipment) during handling and disposal.
    - For hazardous items, coordinate with certified waste management vendors.
  5. **Final Inspection and Clean-Up**
    - Inspect area to confirm all expired/damaged items were removed.
    - Clean and disinfect storage/quarantine areas as needed.

## 5. Training

All relevant staff must complete training on handling, documentation, and safe disposal procedures annually or as regulatory changes dictate.

## 6. References

- Relevant local, state, and federal regulations
- Organizational waste management policy
- Material safety data sheets (MSDS)

## 7. Revision History

Version	Date	Description	Approved By
1.0	[Insert Date]	Initial release	[Name]