

SOP: Proper Food Segregation and Storage Organization

This SOP details **proper food segregation and storage organization**, focusing on techniques to prevent cross-contamination, maintain food quality, and ensure compliance with health standards. It covers the classification of food types, designated storage areas, temperature control requirements, labeling protocols, and routine monitoring practices to promote safe, efficient, and hygienic food handling throughout the storage process.

1. Purpose

To outline procedures that ensure the safe, organized, and hygienic storage of food products, preventing cross-contamination and supporting food quality and safety standards.

2. Scope

This SOP applies to all employees involved in the receipt, storage, movement, and monitoring of food items within the facility.

3. Responsibilities

- Food Handlers:** Follow the segregation and organization procedures at all times.
- Supervisors/Managers:** Ensure staff compliance and conduct regular inspections.
- Quality Assurance Team:** Monitor and verify adherence to SOP.

4. Food Classification

- Raw meats:** Poultry, beef, pork, seafood
- Ready-to-eat foods:** Deli meats, baked goods, sandwiches
- Dairy products:** Milk, cheese, yogurt
- Produce:** Fruits, vegetables
- Dry goods:** Cereals, rice, pasta
- Frozen items**
- Canned & preserved foods**
- Allergens:** Ingredients containing nuts, shellfish, etc.

5. Designated Storage Areas & Organization

- Assign dedicated storage zones for each food category (e.g., separate shelving for raw meats, dairy, produce).
- Store raw meats **below** ready-to-eat and produce items to prevent drips and cross-contamination.
- Use color-coded containers or labels to visually distinguish food categories.
- Maintain clear aisle space and proper shelf spacing for air circulation.

6. Temperature Control Requirements

Food Type	Storage Temperature
Refrigerated foods	± 4°C (40°F)
Frozen foods	± -18°C (0°F)
Dry goods	Cool, dry place (10–21°C/50–70°F)
Fresh produce	As per item; generally 1–7°C (34–45°F)

7. Labeling Protocols

- All items must be labeled with **product name, receiving date, expiration/use by date**, and **allergen**

information.

- Use “First In, First Out” (FIFO) method to rotate stock and minimize spoilage.
- Include storage instructions if specific conditions are required.

8. Monitoring & Documentation

- Conduct daily checks of storage temperatures and record in logbooks.
- Perform regular stock inspections for signs of spoilage, contamination, or expired items.
- Document corrective actions taken if any issues are found.
- Maintain cleaning and disinfection schedules for all storage areas.

9. Training

- Provide regular training on food segregation, storage organization, and cross-contamination prevention.
- Ensure all new staff are oriented on these SOPs before handling food items.

10. Review & Revision

- This SOP shall be reviewed annually or when changes in regulations or operational practices occur.

Prepared by: _____ **Date:** _____

Approved by: _____ **Date:** _____