

**SANITATION STANDARD OPERATING PROCEDURE – Labeling, Storage, and Use of Toxic Chemicals****INTRODUCTION**

Toxic chemicals are routinely used in all aspects of the food manufacturing process. Proper labeling, storage and use of these chemicals minimize the chance of finished product contamination as well as enhance employee safety.

**MATERIALS**

1. Supplies
  - a. Gloves
  - b. Goggles
  - c. Spill containment supplies
2. Hazards
  - a. Chemicals can cause damage to skin and eyes.
  - b. Chemicals used in the manufacturing and sanitation processes are approved for use in the food industry.

**PROCEDURE**

1. Labeling:
  - a. All chemicals, including mixed chemicals, should be properly labeled.
  - b. Chemical wastes should be labeled with red tags supplied by Environmental Health and Safety (EHS).
2. Chemical storage:
  - a. Chemicals should be stored and handled in an area that is dry, well ventilated, and separate from food handling areas.
  - b. All chemicals are to be stored so that incompatibles are not next to each other.
  - c. Chemical wastes should be stored in primary containers that are compatible with the waste and leak proof. These primary containers should be held in secondary containment in an approved accumulation area.
  - d. Stored chemicals must be inventoried annually.
  - e. Chemicals no longer in use or past their expiration date must be manifested to EHS for disposal.
3. Chemical usage:
  - a. Chemical agents, including detergents and sanitizers, should be used in a manner that prevents contamination of food, packaging materials, and food contact surfaces.
  - b. Chemicals should be mixed and stored in clean, labeled containers.
4. Training:
  - a. Chemicals should be handled by properly trained personnel.
  - b. Within 90 days of hire, all employees that will work with chemicals are required to attend an initial training provided by EHS. Annual refreshers for that training are mandatory.
  - c. Material safety data sheets for the chemicals currently in use are located in the CIP room or they can be accessed on the internet.

**RECORDKEEPING**

1. Chemical and hazardous waste handling training records will be maintained.
2. Records of the annual chemical inventory will be maintained.
3. A waste review log will be maintained at each accumulation area.

REFERENCES

1. Penn State's Environmental Health and Safety Office  
6 Eisenhower Parking Deck  
Phone 814-865-6391  
Fax 814-863-7427  
Website [www.ehs.psu.edu](http://www.ehs.psu.edu)
2. Material safety data sheets

The following individual is responsible for implementation of this SSOP and has the overall authority on-site:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_