

<i>HACCP</i> Europa.com	STANDARD OPERATING PROCEDURE	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	Storing and Using Poisonous or Toxic Chemicals	<i>Approved by:</i>	
		<i>Issue date:</i>	
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SCOPE: This procedure applies to foodservice employees who use chemicals in the kitchen.

PURPOSE: To prevent foodborne illness by chemical contamination.

RESPONSIBILITY: It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements.

INSTRUCTIONS:

1. Designate a location for storing the Material Safety Data Sheets (MSDS).
2. Follow manufacturer’s directions for specific mixing, storing, and first aid instructions on the chemical containers in the MSDS.
3. Label and date all poisonous or toxic chemicals with the common name of the substance.
4. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
5. Limit access to chemicals by use of locks, seals, or key cards.
6. Maintain an inventory of chemicals.
7. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
8. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the State or local health department.
9. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
10. Do not use chemical containers for storing food or water.
11. Use only hand sanitizers that comply with regulations. Confirm with the manufacturer that the hand sanitizers used meet the requirements.
12. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
13. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.

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14. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

MONITORING:

1. Employees and foodservice manager will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard any food contaminated by chemicals.
3. Label and properly store any unlabeled or misplaced chemicals.

VERIFICATION AND RECORD KEEPING:

1. The manager will complete the Food Safety Checklist daily to indicate that monitoring is completed.
2. Employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day.

RECORDS APPLIED TO THIS PROCEDURE:

- Damaged and Discarded Product Log.

DOCUMENTATION RETENTION:

The records applied to this procedure are to be kept on file for a minimum of 3 years.