**HACCP-Based SOPs**

**Storing and Using Poisonous or Toxic Chemicals**  
*(Sample SOP)*

**PURPOSE:** To prevent foodborne illness by chemical contamination.

**SCOPE:** This procedure applies to school nutrition employees who use chemicals in the kitchen.

**KEY WORDS:** Chemicals, Contamination, Safety Data Sheet

**INSTRUCTIONS:**
1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Designate a location for storing the Safety Data Sheets (SDS).
4. Follow manufacturer’s directions for specific mixing, storing, and first aid instructions on the chemical containers in the SDS.
5. Label and date all poisonous or toxic chemicals with the common name of the substance.
6. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
7. Limit access to chemicals by use of locks, seals, or key cards.
8. Maintain an inventory of chemicals.
9. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
10. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the state or local health department.
11. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
12. Do not use chemical containers for storing food or water.
13. Use only hand sanitizers that comply with the *FDA Food Code.* Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *FDA Food Code.*
14. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
15. 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.
16. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.
HACCP-Based SOPs

Storing and Using Poisonous or Toxic Chemicals, continued
(Sample SOP)

**MONITORING:**
School nutrition employees and school nutrition manager will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

**CORRECTIVE ACTION:**
1. Retrain any school nutrition 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:**
The school nutrition manager will complete the Food Safety Checklist daily to indicate that monitoring is completed. School nutrition 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 school nutrition manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Food Safety Checklist and Damaged and Discarded Product Logs are kept on file for a minimum of 1 year.

**DATE IMPLEMENTED:** ___________________ **BY:** ___________________

**DATE REVIEWED:** ___________________ **BY:** ___________________

**DATE REVISED:** ___________________ **BY:** ___________________