

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small></p>	<p>Document No: HUB.S.SOP.144 Effective Date: 01-August 2022 Revision Date: New</p>
<p>Storage and Handling of Chemicals SOP</p>	<p>Revised By: MDaskis Approved By: NRoss Reason for Revision: New</p>

PURPOSE:

This SOP outlines the procedure for the proper handling of all chemicals used and is designed to eliminate the possibility of chemical contamination of ingredients, food contact surfaces and finished products, as well as protecting the work area and the employees from exposure to hazardous chemicals.

MATERIALS REQUIRED: SDS file, protective masks, safety glasses, rubber gloves, and/ or as required on product SDS.

PROCEDURE:

1. All chemicals are stored in a locked Chemical Storage room (an SDS File containing all relevant SDS sheets is also stored in this room). THE MSDS sheets must be available for all HUB Users. Store in an easy to access location.
2. Keys for Chemical Storage room are with HUB Management, HUB Sanitation Crew and HUB User designate if needed.
3. Only regulatory approved chemicals are used. Chemical Names, Manufacturer, CFIA Acceptance dates are used. A List of Chemicals Used in Facility is maintained in the Cleaning and Sanitation Folder
4. Relevant personnel are trained in the proper use of chemicals and protective gear. Employee Chemical Training Records are maintained and documented in the Cleaning and Sanitation Folder.
5. No pesticide is stored anywhere in this premise and is the sole responsibility of the Pest Control Company to bring when needed and take back any unused pesticide. Pesticide licenses are filed in the Pest Control Program Binder.
6. Check WHMIS label on container to identify category. The label also contains directions for use, hazard warning, precautionary statements, and first aid procedures. For more information, check SDS file
7. Follow the manufacturer's directions for correct dilution of chemical. Sanitizer concentration is monitored daily and recorded on the sanitation record.
8. Ensure all containers are properly sealed or capped after use.
9. Discard all dirty/used diluted solutions per the appropriate disposal method.

Web Links:

[CFIA Chemical Approval List \(web link\)](#)

Supplier SDS file weblink