



Food Safety – Storage Dry/Refrigerated/Chemical

Safety and Environmental Management System

SEMS 4-12

Dry Storage

Purpose: Preventing contamination of foods in storage

Procedures - Receiving

- All foods are to be rotated.
- Before product arrives, make room for new stock.
- New stock is stored behind older stock, or if next to older stock, the older product is always stored closest to the entrance. First In/First Out (FIFO)
- Use oldest product first, newest product last. FIFO
- Remove excess cardboard from storage

Procedures - Normal Storage

- Remember, use the oldest product first: Check the date of any product you use.
- Partial containers of product must be protected against dirt, pests and other possible damage including moisture. Large or small liners, plastic wrap or plastic containers should be used to seal the product.
- Never use aluminum foil. Not only does it not provide any protection, it oxidizes, and may actually create more problems than it solves.
- Remember food should never be stored on the floor.

Procedures - Chemical Storage

Proper storage of chemicals is required to minimize the potential of a spill and contamination of food or other items in the storage area. Chemicals that SONOCO handles and stores are household cleaning products in household containers/packages only. Chemicals may be stored in the same room as food or food supplies, but only on the bottom shelf, and not next to any other goods. So if you store chemicals on a shelf, it must be a bottom shelf and nothing but chemicals may be stored on that shelf. Good housekeeping of storage areas and following best management practices will assist in preventing spills.

Refrigerated Storage

Purpose: Preventing contamination of foods in storage

Procedures – Receiving

- All foods are to be rotated. FIFO
- Before groceries arrive, make room for new stock. New stock is stored behind older stock. FIFO
- Inspect everything to ensure that it has been properly handled in transit. Look for signs of thawing/re-freezing
- Remove excess cardboard from storage
- Wrap or protect all perishable goods, especially produce



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- Date all products with the date received.

Procedures - Normal Storage

Be sure that each refrigerated space has a thermometer, even if it has a door thermometer.

Remember, use the oldest product first, but:

- Check the date of any product you use. Report products that are near expiration to the Executive Steward.
- Uncooked meats or any product that can drip and contaminate other items should be stored on the lower shelves of the cooler.
- Only fully cooked meats, poultry and seafood may be stored on upper shelves.
- Store raw meat, poultry and seafood on the bottom shelf of the cooler/refrigerator to prevent juices from dripping on other food items.

All products must be tightly sealed to protect against odor, moisture and freezer-burn, as follows:

- Items that will fit into a plastic storage container should be. Items too large to fit into a storage container should be protected with plastic over-wrap. Always double-wrap the item for added protection. Date all food.
- If using a partial box of frozen product, the remaining product should be completely wrapped and left in the box. The box should be closed and marked as partial, so it will be used first.
- Never store products in a metal container, a cooking utensil, or aluminum foil.
- Nothing may be stored on the floor

Chemical Storage

Purpose: Preventing food contamination due to improper chemical handling and storage

General Information

All chemicals used on your location must have an existing Material Safety Data Sheet. If you don't have an MSDS on a chemical SONOCO provides, contact the Safety Director or look it up online at www.sontheimeroffshore.com. Employees will be trained on chemical use, storage, spill prevention and response procedures as well as the communication required for a spill or release of material at a platform level on each job they work. This is done at a local specific level due to the differences in storage and response at each facility. Spill response materials of household chemicals can be as simple as a mop/mop bucket or may require a formalized spill kit. Spill kits must be large enough to handle any anticipated spills and may require additional training in their use.



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General Storage Requirements:

All chemicals must be identifiable, and must be stored in a location that is:

- ✓ Free of temperature extremes. Some chemicals react at high or low temperatures. Others will explode or ignite.
- ✓ Appropriately shelved. Chemicals should never be stored on the floor.
- ✓ Household chemicals should only be stored in the bunkhouse if at all possible
- ✓ Free of food. It is best to store chemicals in a location away from food. If this is not possible, then they should always be stored as far from the food as possible
- ✓ Store chemicals on the bottom shelf. Chemicals should not be stored on shelves near cooking equipment or utensils.

Other Storage requirements:

- ✓ All chemicals must be labeled. This includes spray bottles with bleach or other sanitizing solutions
- ✓ All chemicals must be closed when not in use.