	<b>SMSA</b> P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-HC16
	<b>STANDARD OPERATING PROCEDURE</b> <b>Handling of damaged containers</b> <b>containing spilled pharmaceuticals</b>	Revision no.	05
		Effective Date	01-06-2025
		Next Revision Date	31-05-2027
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## 1.0 PURPOSE

- 1.1 This document lays down the guidelines for the handling of damaged or broken containers containing spilled pharmaceuticals

## 2.0 SCOPE

- 2.1 This procedure is applicable to all SMSA warehouse personnel working within the Healthcare Warehouse and assigned to receive, dispatch, storage, and deliver drug products.

## 3.0 ABBREVIATIONS/DEFINITION

No.	Term	Description
1	PPE	Personal Protective Equipment
2	Spill Kit	A container of supplies, and related materials used to contain hazardous pharmaceuticals
3	SOP	Standard Operating Procedure

## 4.0 RESPONSIBILITY

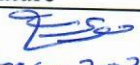
- 4.1 The Warehouse Inbound, Outbound, storage team leader and Pharmacist shall be responsible for the implementation and update for this procedure to fulfill operational requirements.
- 4.2 The Warehouse Assistant Manager shall be responsible for compliance and implementation of the Procedure.


## 5.0 PRECAUTION/INSTRUCTION

- 5.1 Wear PPEs before starting the activity.


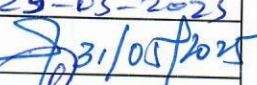

## 6.0 PROCEDURE

- 6.1 Spilled pharmaceuticals in the damaged containers need to be handled prior to disposal of the damaged containers.
- 6.1.1 Normal pharmaceutical (cream, cough syrup etc.) are to be wash off the containers before they are disposed.


	Name & Designation	Signature
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Reviewer ( Process Owner)	M. J. M. - Jareid Warehouse Supervisor	29-05-2025
Approving Authority	Pharmacist Supervisor	31/05/2025

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- 6.1.2 Tablets and injectable are to be removed from containers for disposal in the usual manner and shall be disposed of through approved Disposal Contractor.
- 6.2 Assess the size and scope of the spill. Call for trained help, if necessary.
  - 6.3 Obtain spill kit and respirator, if needed.
  - 6.4 Wear PPE including double gloves and respirator.
  - 6.5 Once fully garbed, contain spill using spill kit.
  - 6.6 Carefully remove any broken glass fragments and place them in a sharp container.
  - 6.7 Absorb liquids with spill pads or toweling.
  - 6.8 Absorb powder with damp disposable pads or soft toweling.
  - 6.9 Spill cleanup should proceed progressively from areas of lesser to greater contamination.
  - 6.10 Completely remove and place all contaminated material in the Hazardous waste disposal bags.
  - 6.11 Rinse the area with water and then clean with detergent.
  - 6.12 Rinse the area several times and place all materials used for containment and cleanup in disposal bags. Seal bags and place them in the appropriate final container for disposal as hazardous waste.
  - 6.13 Carefully remove all PPE using the inner gloves. Place all disposable PPE into disposal bags. Seal bags and place them into the appropriate final container.
  - 6.14 Remove inner gloves, contain in a small, sealable bag, Label Hazardous Waste and then place into the appropriate final container for disposal as hazardous waste.
  - 6.15 Wash hands thoroughly with soap and water.
  - 6.16 Once a spill has been initially cleaned, have the area re-cleaned by housekeeping, janitorial staff, or environmental services per facility policy.
  - 6.17 Keep Log/ manifest of all the disposed items/materials.

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## 7.0 RECORD

Title of Record	Custodian	Retention Period
NA	NA	NA


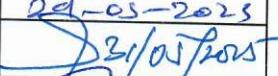
## 8.0 Attachment

NA

## 9.0 DOCUMENT CHANGE RECORD

Rev No.	Effective Date	Nature of Change	Document Change Request No:
00	26-01-2017	New Document	NA
01		Changes Made in SOP as follows: <ul style="list-style-type: none"> <li>SOP Document ID amended as SMSA-HC unique ID format for all SOP.</li> <li>Amended point 6.1.2 by adding the disposal through approved disposal contractor</li> <li>Amended point 6.10 by replacing Biohazardous to Hazardous.</li> <li>Amended point 6.14 by adding "label as hazardous waste".</li> <li>Incorporated point 6.17 for keeping log of disposal items.</li> </ul>	

END OF DOCUMENT

	Name & Designation	Signature
Author/ Originator of Doc Change	MOAYAD MOHAMEDAN PHARMACEUT	
Reviewer ( Process Owner)	M. J. M. Joneed Warehouse Supervisor	24-05-2025 
Approving Authority	Parent C. L. M. M.	