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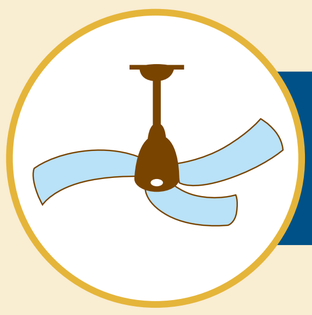
Health Commodities Storage Best Practices

Clean and disinfect storeroom regularly

- Prohibit the consumption and storage of food and drink in storerooms
- Follow sanitation and pest control regulations
- Provide waste bins



Keep storerooms dry, well lit and well-ventilated

- Keep products sealed in their cartons
- Use curtains, blinds or shade the windows to keep out sunlight
- Use air conditioners or ceiling fans for ventilation

Protect storeroom from water penetration

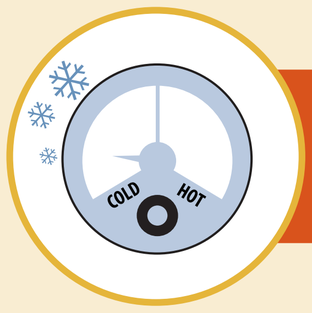
- Repair leaking roofs and windows
- Keep doors and windows closed to prevent rain penetration
- Use pallets and shelves to keep products off floor
- Perform regular maintenance of water pipes, taps and sprinklers
- Follow storeroom cleaning procedures

Keep fire safety equipment available, accessible, and functional

- Service fire equipment regularly
- Train staff in fire equipment use
- Keep equipment, aisles and emergency exits accessible at all times
- Strictly prohibit smoking or use of open flames in the storeroom
- Keep flammable products in a separate building, if possible

Store latex products away from electric motors, fluorescent lights and direct sunlight

- Keep latex products in their cartons as they degrade when exposed to light and heat

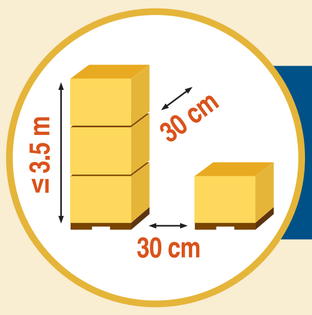


Maintain cold storage and cold chain

- Move received commodities into cold storage as soon as possible
- Minimize opening of cold storage
- Monitor temperature – check three times a day
- Use alarm-linked thermometers to indicate cold chain failure

Limit storage area access to authorized personnel

- Lock up controlled substances
- Maintain a register recording access to this area
- Limit access to keys to storerooms
- Maintain up-to-date stock cards

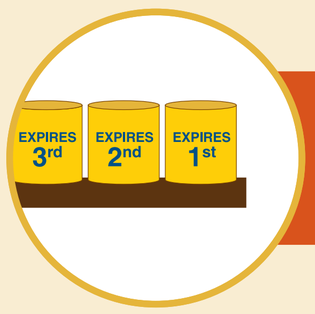


Stack cartons according to best practice

- Cartons should be stored:
  - At least 10 cm off the floor
  - 30 cm away from the walls and other stacks
  - No more than 3.5m high

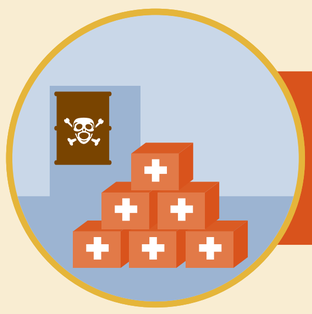
Store cartons with arrows pointing up

- Identification labels, expiry dates, and manufacturing dates should be clearly visible
- If space is an issue, consider organizing cartons by expiry date and mix batches



Stock and manage commodities according to First Expired, First Out (FEFO)

- Write expiry dates clearly on cartons, boxes and stock cards and ensure they are visible
- Place products that expire first in front or on top of products that will expire later
- Always issue products that will expire first
- Monitor expiry dates monthly as part of your stock count
- Return excess stock to central warehouse for redistribution



Store health commodities away from other supplies

- Keep health products away from insecticides, chemicals, and any other non-medicinal products

Isolate damaged and expired commodities

- Remove from inventory immediately
- Dispose of these products using established procedures

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