



GUIDELINES FOR PROPER STORAGE OF HEALTH COMMODITIES

1. Clean and disinfect the store regularly, and take precautions to discourage harmful insects and rodents from entering the storage area.
2. Store the health commodities in a dry, well-ventilated store and away from direct sunlight.
3. Protect the store from water penetration.
4. Keep fire safety equipment available, accessible and functional; and train the health facility staff on how to use it.
5. Store latex products away from electric motors and fluorescent lights.
6. Maintain cold storage, including a cold chain, for health commodities that require it.
7. Limit storage area access to authorized personnel and lock up controlled substances.
8. Stack cartons at least 10cm off the floor, 30cm away from the walls and not more than 2.5 meters high.
9. Arrange cartons with arrows pointing up (↑), and with identification labels, expiry dates and manufacturing dates clearly visible.
10. Store the health commodities to facilitate ease of application of “First-to-Expire, First-out” (FEFO) principle and stock management procedures.
11. Store the health commodities separately and away from insecticides, chemicals, flammable products, hazardous materials, old files, office supplies and equipment.
12. Keep narcotics and other controlled substances in a lockable cupboard/cabinet.
13. Separate damaged and expired health commodities from usable commodities, remove them from inventory immediately and dispose them off using established procedures.

