

Team Name: Environmental	
Services	
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Team Lead: Regional Manager-	
Environmental Services	Program Area: Support Services
Approved by: Regional Lead-	Policy Section: Housekeeping
Corporate Services & Chief	
Financial Officer	
Issue Date: January 11, 2023	Subject: Decanting Bulk Chemical
1554c Bate. 3411441 y 11, 2025	Products
Review Date:	
Revision Date:	

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PROCEDURE SUBJECT:

Decanting Bulk Chemical Products

PURPOSE:

To ensure bulk products will be decanted according to established procedure, recommended infection control standards, and Safety Data Sheet (SDS).

DEFINITIONS:

Decant: Transferring a controlled product from a large (bulk) container to smaller containers for convenience and ease of use.

Workplace label: A label applied by the employee to a container that has been filled with a product decanted from a larger container.

PROCEDURE:

- 1. Return empty containers to department specific designated area.
- 2. Wash containers.
 - 2.1. Wear appropriate protective equipment.
 - 2.2. Remove labels before washing containers (difficult to remove when wet).
 - 2.3. Rinse remaining product from containers and lids under running water.
 - 2.4. Fill sink with hot soapy water and wash containers and lids thoroughly (Use a brush if necessary).
 - 2.5. Rinse thoroughly under running water.
 - 2.6. Discard any containers that are worn, cracked or cannot be cleaned thoroughly.
 - 2.7. Air dry.

3. Decant bulk product.

- 3.1. Affix appropriate label to the container. Must use supplier workplace label, or a prelabeled container supplied by the company.
- 3.2. Wear appropriate equipment (as per SDS).
- 3.3. Decant bulk product into appropriate container.
 - 3.3.1. Stand empty container in the sink.
 - 3.3.2. Pour product into smaller container. Use funnel. If diluting the chemical with water, follow the manufacturer's instruction, write the new concentrations on the label.
 - 3.3.3. Cap bottle(s) and make sure container is dry.
 - 3.3.4. Clean sink and counter. Leave no residue.
 - 3.3.5. Remove protective equipment.
 - 3.3.6. Clean Personal Protective Equipment (PPE) and return to storage area.
 - 3.3.7. Return any unused bulk product to the storage area
 - 3.3.8. Place filled container in designated storage area.

EQUIPMENT/SUPPLIES:

- Approved cleaning solution
- Protective equipment gloves, cover gown, eye protection, footwear (as per SDS)
- Supplier's workplace label
- Container(s)
- > Bulk product