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# **DELIVER PROJECT**

## **GUIDELINES FOR PROPER STORAGE OF HEALTH COMMODITIES**

- Clean and disinfect storeroom regularly.
- Store supplies in a dry, well-lit, and well-ventilated storeroom, out of direct sunlight.
- Secure the storeroom from water penetration.
- Ensure that fire safety equipment is available and accessible, and that personnel are trained to use it.
- Store condoms and other latex products away from electric motors and fluorescent lights.
- Maintain cold storage, including a cold chain, for commodities that require it.
- Keep narcotics and other controlled substances in a locked place.
- Store flammable products separately using appropriate safety precautions.
- Stack cartons at least 10 cm (4 in) off the floor, 30 cm (1 ft) away from the walls and other stacks, and no more than 2.5 m (8 ft) high.
- Store medical supplies separately, away from insecticides, chemicals, old files, office supplies, and other materials.
- Arrange cartons so that arrows point up, and ensure that identification labels, expiry dates, and manufacturing dates are visible.
- Store supplies in a manner accessible for FEFO, counting, and general management.
- Separate and dispose of damaged or expired products without delay.