

STANDARD OPERATING PROCEDURE: DRUG STORAGE

Effective Date: 2023-10-01

1. Scope: Applies to all controlled substance products in cold storage.
2. Temperature Range: Must be maintained between 2°C and 8°C.
3. Audit Frequency: Weekly logs must be reviewed every Monday at 10:00.
4. Out-of-range Handling: Any deviation must be reported within 2 hours.
5. Documentation: All storage records must be retained for 5 years.

Approved by: Regulatory Compliance Officer