

# GOOD STORAGE PRACTICES FOR ADS COMMODITIES

## Ensure security

- Control access
- Use lockable cupboards

## Use orderly arrangement

- Provide sufficient shelving
- Use a system for arranging
- (e.g., dosage form, alphabetically or by generic name)



## Place bulky stock off the floor

- Ensure bulky goods are stored off the floor on pallets
- Do not overstack items to avoid crushing
- Stack boxes in upright position

## Use FEFO for stock rotation

- Place medicines on the shelf according to "First Expire First Out"



## Use stock cards or ledger

- Maintain an updated stock card for every medicine and commodity
- Place stock card next to the item



## Remove expired / damaged medicine

- Do not keep expired / damaged medicine with non-expired stock
- Follow procedure for disposing unusable stock

## Control lighting and ventilation

- Minimize direct light exposure on stock
- Allow air circulation between stock
- Consider use of appropriate mechanical ventilation tools (e.g., fan)



## Adhere to safety precautions

- Prohibit smoking in the storage areas
- Maintain a first aid kit within easy reach

