



# PHARMA DEVILS

HR DEPARTMENT

## STANDARD OPERATING PROCEDURE

**TITLE:** Cleaning & Sanitation of Drainage System

<b>SOP No.:</b>		<b>Department:</b>	HR
		<b>Effective Date:</b>	
<b>Revision No.:</b>		<b>Revision Date:</b>	
<b>Supersede Revision No.:</b>		<b>Page No.:</b>	1 of 4

### 1.0 OBJECTIVE:

To lay down a Procedure for Cleaning & Sanitation of Drainage System.

### 2.0 SCOPE:

This SOP is applicable to Cleaning & Sanitation of Drainage System existing in the factory premises as it is essential to control the Bio-burden as well as make the Premises free from any infectious organisms of .....

### 3.0 RESPONSIBILITY:

House Keeping In-Charge

### 4.0 ACCOUNTABILITY:

Head HR

### 5.0 ABBREVIATIONS:

SOP	Standard Operation Procedure
Ltd.	Limited
ml	milliliter
HR	Human Resource
QA	Quality Assurance
v/v	Volume/Volume
RO	Reverse Osmosis
min	minutes
No.	Number

### 6.0 PROCEDURE:

**6.1** Drainage will be cleaned and all the sludge will be removed from the outlet point provided for the same.

**6.2** From all the outlet point Sufficient qty. of Water will be flushed to wash out the settling.

**6.3** All the drainage points will be Sanitized using Phenyl Solution 0.25% v/v prepared as per below mentioned procedure.

#### 6.4 Method for Preparation of "Phenyl" (0.25 % v/v) Disinfectant Solution:

Preparation of Phenyl solution		Storage	Shelf life
Phenyl	= 25 ml	In plastic carboy	24 Hours
RO Water	= 9.975 liters		
25 ml Phenyl → 9.975 liter with RO Water			

➤ Take 9.975 liters RO Water in a plastic carboy and add 25 ml phenyl solution and stir well.



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**6.4.1** From individual Opening of Drainage line about 2.5 liters of Phenyl Solution will be poured into the drainage for 10 – 15 minutes proper Sanitation.

**6.5** Bleaching Powder will be also used for Sanitation.

**6.5.1** From individual Opening of Drainage line about 500 gm Bleaching Powder will be poured and 2 liters of water will be poured into the drainage for contact time proper Sanitation.

**6.6** Beta Cyfluthrin solution will be also used for perfect Sanitation of Drainage System by spraying it into the drain from all the opening points. It will be done fortnightly by Pest Controller on Contract basis.

**6.7 Frequency:** Drainage System will be cleaned weekly using Phenyl Solution as well as Bleaching Powder.

### **6.8 PRECAUTIONS:**

**6.8.1** Put on face mask and hand gloves while preparing the disinfectants.

**6.8.2** Wash the plastic carboy thoroughly with water before preparing the disinfectants.

**6.8.3** As phenyl is corrosive, thus handle carefully.

**6.9** Record the Cleaning & Sanitation details related with Drainage System in “**Cleaning and Sanitation Record of Drainage System**”, as per **Annexure-I**.

### **7.0 ANNEXURES:**

<b>ANNEXURE No.</b>	<b>TITLE OF ANNEXURE</b>	<b>FORMAT No.</b>
Annexure-I	Cleaning & Sanitation Record of Drainage System	

### **8.0 DISTRIBUTION:**

- Controlled Copy No. 01 Head HR
- Master Copy Quality Assurance

### **9.0 REFERENCES:**

Not Applicable



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### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Introduction of New SOP		

