



**STANDARD OPERATING PROCEDURE**

**Department:** Warehouse

**TITLE:** Cleaning of Dispensing Tools

<b>SOP No.</b>		<b>Revision No.</b>	
<b>Effective Date</b>		<b>Supersedes No.</b>	
<b>Review Date</b>		<b>Page No.</b>	1 of 4

**1.0 OBJECTIVE :**

To lay down a procedure for cleaning of dispensing Tools.

**2.0 SCOPE :**

This procedure is applicable for the cleaning of dispensing Tools in stores.

**3.0 RESPONSIBILITY :**

Stores Officer, Stores Executive,  
Head Stores

**4.0 PROCEDURE:**

**4.1 Cleaning of Scoops & Spatula:**

- 4.1.1 Put all used scoops & spatula in a poly bag and put the "TO BE CLEANED" label then transfer the bag along with scoops & spoons to the washing area.
- 4.1.2 Take out the scoops and spatula from the poly bag one by one.
- 4.1.3 Open the valve of the purified water and put the scoops and spoons under the running water.
- 4.1.4 Washout maximum adhered particles under the running water.
- 4.1.5 Scrub the scoops and spoons with 1% Teepol solution with the help of nylon scrubber.
- 4.1.6 Rinse the scoops and spoons thoroughly with sufficient purified water till no trace of particles is found on the surface.
- 4.1.7 Wipe the scoops and spoons with 70% v/v IPA solution and then wipe with dry cloth & allow it to dry.
- 4.1.8 Put the scoops and spoons into cleaned polythene bag separately & tie it up.
- 4.1.9 Put the "CLEANED" label on it and transfer all cleaned scoops & spoons to the dedicated storage area.
- 4.1.10 If the cleaned dispensing tools are not used within 7 days, re-clean with 70% IPA before use.
- 4.1.11 Record the activity in Annexure-I



**STANDARD OPERATING PROCEDURE**

**Department:** Warehouse

**TITLE:** Cleaning of Dispensing Tools

<b>SOP No.</b>		<b>Revision No.</b>	
<b>Effective Date</b>		<b>Supersedes No.</b>	
<b>Review Date</b>		<b>Page No.</b>	2 of 4

**Frequency:** Every Product Change Over.

**4.2 Cleaning Of Barrel Pump:**

- 4.2.1 Wipe the outer surface of Barrel pump with dry cloth.
- 4.2.2 Take approximately 5 Kg of respective solvent in S.S. container.
- 4.2.3 Dip the inlet of barrel pump in the solvent container.
- 4.2.4 Circulate the solvent through barrel pump by operating it and drain out the solvent from barrel pump in a separate container.
- 4.2.5 Cover the barrel pump with cleaned polybag.
- 4.2.6 Put the “CLEANED “ label on it.
- 4.2.7 Keep it into the dedicated area.
- 4.2.8 Record the activity in Annexure-I.

**Frequency:** Once in a month Or before use if not used within one month

**Note:**

- Discard the solvent to ETP after cleaning.
- The flexibility tubing used for dispensing of solvent shall be replaced if any sign of deformation observed.
- Clean the dedicated solvent final filter by compressed air.

**5.0 ANNEXURE (S):**

Annexure-I: Cleaning record of dispensing tools

**6.0 REFERENCE (S) :**

SOP: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

**7.0 ABBREVIATION (S) / DEFINITION (S) :**

S.S.: Stainless Steel.



# PHARMA DEVILS

WAREHOUSE DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Department:** Warehouse

**TITLE:** Cleaning of Dispensing Tools

<b>SOP No.</b>		<b>Revision No.</b>	
<b>Effective Date</b>		<b>Supersedes No.</b>	
<b>Review Date</b>		<b>Page No.</b>	3 of 4

ETP : Effluent Treatment Plant.

IPA : Iso Propyl Alcohol

STR : Store

### REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	--	--	NEW SOP	--

