



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Cleaning and Usage of Sampler and Sampling Devices and their numbering system	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

To lay down a procedure for cleaning of sampler and sampling devices.

**2.0 SCOPE:**

This procedure is applicable to cleaning of sampler and sampling devices, which are used for sampling of raw materials.

**3.0 RESPONSIBILITY:**

Lab Technician, Executive, Officer – Quality Control  
QC Incharge

**4.0 PROCEDURE:**

- 4.1 Lab Technician must wear the protective gloves for cleaning of sampler and sampling devices like scoop, spatula and sampling rod.
- 4.2 All the sampling devices which are used for sampling shall be cleaned thoroughly before use.
- 4.3 After sampling wrap the sampling devices in a polybag properly and affix the status label of “TO BE CLEANED” (Refer: Annexure-III), and then transfer it to washing room by the lab technician.
- 4.4 Sampling devices shall be washed as quickly as possible after use with running purified water continuously several times with the help of nylon brush.
- 4.5 During washing of the sampling devices, if any residue is visually seen, scrub the sampling device with appropriate nylon brush and wash it thoroughly with purified water.
- 4.6 After removal of all residues from the sampling devices, rinse the sampling devices thoroughly with purified water and finally rinse the sampling devices with IPA (70% v/v) and dry it.
- 4.7 After completion of drying, QC officer or lab technician shall verify the devices; if any abnormality is found re-clean the devices as per procedure 4.4 to 4.6.



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4.8 After completion of drying, wrap the sampling device in a clean polyethylene bag and put “CLEANED AND READY FOR USE” status label (Refer Annexure-II) on sampling devices.

4.9 Keep the sampling device in a designated place.

4.10 Record the cleaning activity in cleaning and usage log for sampling device as per Annexure - I.

4.11 If the cleaned sampling devices are not used within 7 days, re-clean with IPA 70% v/v before use.

4.12 Sampling devices identification number shall be assign as follows.

QCSR/XX

Where ,

QCSR : Quality Control Sampling Rod

XX : Serial number of Sampling Rod e.g. 01 ,02 , ---- etc.

QCSS/XX

Where ,

QCSS : Quality Control Sampling Spatula

XX : Serial number of Sampling Spatula e.g. 01 ,02 , ---- etc.

QCSD/XX

Where ,

QCSD : Quality Control Sampling Devices

XX: Serial number of Sampling Devices e.g. 01, 02, ---- etc.

Note: QCSD/XX shall be use for sampling of liquid material.

**5.0 ANNEXURE (S):**

Annexure-I: Cleaning and Usage Record for Sampling Devices.

Annexure-II: Specimen label for “CLEANED AND READY FOR USE”.

Annexure-III: Specimen label for “TO BE CLEANED”.



**PHARMA DEVILS**  
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**6.0 REFERENCE (S):**

SOP: Preparation, Approval, Distribution control, revision and Destruction of Standard operating Procedure (SOP).

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

IPA : Isopropyl alcohol

QC : Quality Control

**REVISION CARD**

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
01	00	---	---	New SOP	---





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**ANNEXURE II**  
**SPECIMEN LABEL FOR “CLEANED & READY FOR USE”**

<b>CLEANED &amp; READY FOR USE</b>
<b>Sampling device :</b>
<b>Previous material :</b>
<b>A. R. No. :</b>
<b>Sign :</b>
<b>Date :</b>
<b>Use before :</b>



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**ANNEXURE III**  
**SPECIMEN LABEL FOR “TO BE CLEANED”**

<b>TO BE CLEANED</b>	
<b>Sampling device :</b>	
<b>Sampled material :</b>	
<b>A. R. No. :</b>	
<b>Sign :</b>	
<b>Date :</b>	