



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Cleaning of Sampler and Sampling Devices	Effective Date:
Supersedes: Nil	Review Date:
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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 is used for sampling of raw materials.

3.0 RESPONSIBILITY:

Laboratory Assistant – Quality Control Department

Officer, Executive – Quality Control Department

Head – Quality Control Department

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

- 5.1 Laboratory Assistant must wear the protective gloves for cleaning of sampler and sampling devices like scoop, spatula and sampling rod.
- 5.2 All the sampling devices which is used for sampling shall be cleaned thoroughly before use.
- 5.3 Wrap the sampling devices after sampling in a polybag properly and transfer it to store washing room.
- 5.4 Sampling devices shall be washed as quickly as possible after use with running purified water continuously several times with the help of nylon brush.
- 5.5 During washing of the sampling devices, if any residue is visually seen, scrub the sampling device with nylon brush selected for the shape and size of the sampling devices and wash it thoroughly with purified water.
- 5.6 After removal of all residues from the sampling devices, rinse the sampling devices thoroughly



PHARMA DEVILS
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with purified water and finally rinse the sampling devices with IPA (70% v/v) and dry it.

- 5.7 After completion of drying, wrap the sampling device in a clean polyethylene bag and put “CLEANED & READY FOR USE” status label (Refer Annexure-II) on sampling devices.
- 5.8 Keep the sampling device in a designated place.
- 5.9 Record the cleaning activity in cleaning and usage log for sampling device as per Annexure-I.
- 5.10 If the cleaned dispensing tools are not used within 7 days, re-clean with IPA (70% v/v) before use.

6.0 ABBREVIATION(S):

QCD - Quality Control Department
SOP - Standard Operating Procedure
IPA : Isopropyl alcohol
QC : Quality Control

7.0 REFERENCE(S):

NA

8.0 ANNEXURE(S):

Annexure –I: Cleaning and Usage Log for Sampling Devices
Annexure – II: Label for ‘Cleaned and ready for use’

9.0 REVISION CARD:

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION



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ANNEXURE II

CLEANED & READY FOR USE	
Sampling device	:
Previous material	:
A. R. No.	:
Sign	:
Date	: