



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Disposal of Leftover Sample after Analysis	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for disposal of leftover sample after analysis.

2.0 SCOPE:

This SOP is applicable to disposal of left over samples of raw materials, finished products, In process samples & packing materials after testing.

3.0 RESPONSIBILITY:

Officer, Executive, Section Head - Quality Control
Head – Quality Control

4.0 PROCEDURE :

- 4.1 All the raw material leftover samples, finished product samples, In process samples and the residues obtained from loss on drying and loss on ignition are collected after completion of analysis.
- 4.2 Dissolve or suspend the material in water and make alkaline by adding 10 % w/v sodium hydroxide to a pH of approximately 8.5 and transfer it to ETP department.
- 4.3 Toxic volatile solvents shall be taken outside the laboratory and evaporated in a pit in open area.
- 4.4 Dissolve the leftover samples of finished products like tablets, capsules and dry powder injections in water.
- 4.4.1 Make the solution/suspension/alkaline by adding 10% w/v sodium hydroxide to a pH of approximately 8.5 and transfer it to ETP department.
- 4.5 Leftover samples of printed packaging materials shall be torned and shall be shredded before putting in scrap.
- 4.6 Left over samples of non-printed packaging materials like vials and seals shall be deshaped before putting in scrap.

5.0 ANNEXURE (S):

Nil



PHARMA DEVILS
QUALITY CONTROL DEPARTMENT

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6.0 REFERENCE (S):

SOP Ref.: Procedure for Operation of Effluent Treatment Plant

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

7.0 ABBREVIATION (S)/DEFINITION (S):

ETP : Effluent Treatment Plant

REVISION CARD

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