



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 in Quality Control Department.

3.0 RESPONSIBILITY:

Officer, Executive – Quality Control Department

Head – Quality Control Department

4.0 DEFINITION(S):

NA

5.0 PROCEDURE:

5.1 All the raw material leftover samples, In-process samples and the residues obtained from loss on drying and loss on ignition are collected in a glass beaker after completion of analysis.

5.2 Dissolve or suspend the material in water and make alkaline by adding 10% w/v sodium hydroxide to a pH of approximately 8.5.

5.3 Drain it in sink and flush with sufficient water.

5.4 The solution remains after analysis is also to be neutralized before pouring in the drain.

5.5 Toxic volatile solvents should be diluted with water and drained in the sink with running tap water.

5.6 Leftover samples of finished products like tablets and soft gelatin capsules are added to water.

5.7 The above slurry is made alkaline by adding 10% sodium hydroxide to a pH of approximately 8.5.

5.8 Drain it and flush with sufficient water.

5.9 Leftover samples of printed packaging materials shall be cut by means of scissors and shall be shredded before putting in scrap.



PHARMA DEVILS
QUALITY CONTROL DEPARTMENT

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6.0 ABBREVIATION(S):

QCD - Quality Control Department

SOP - Standard Operating Procedure

7.0 REFERENCE(S):

NA

8.0 ANNEXURE(S):

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9.0 REVISION CARD:

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