



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Handling, Usage and Destruction of Reagents and Chemicals	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for handling, usage and destruction of reagents & chemicals.

2.0 SCOPE:

This SOP is applicable to handling, usage and destruction of reagents & chemicals in quality control department.

3.0 RESPONSIBILITY:

Officer, Executive–Quality Control: To handling, usage and destruction of reagents & chemicals.
Head – Quality Control: Adherence to comply the SOP.

4.0 PROCEDURE:

4.1 Handling, Usage of Reagents & Chemicals:

- 4.1.1 After receipt of reagents & chemicals from suppliers, check the grade/ class of material like reagents / solvents against the details given in delivery challan and verify whether same reagents & chemicals was indented. Record the details in inward register as per annexure-III.
- 4.1.2 Check the integrity of pack before placing on rack.
- 4.1.3 Arrange the chemicals in dedicated place in the quality control laboratory and affix a reagent label on each container as per Annexure-I.
- 4.1.4 Assign shelf life/Expiry date of 5 years unless otherwise mentioned on the container. At the time of opening for use write the date of opening and use before date on the reagent/solvents label as per Annexure-I.
- 4.1.5 All reagents & chemicals (Except solvents) shall be used within 2 years from the date of opening or expiry date declared by the manufacturer, whichever is earlier.
All solvents shall be used within 1 year from the date of opening or expiry date declared by the manufacturer, whichever is earlier.
- 4.1.6
- 4.1.7 Reagents shall be visually examined during their usage.
- 4.1.8 If any discolouration, lump formation or precipitation (in case of liquids) or any unusual appearance is observed, it shall not be used and shall be discarded.



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4.1.9 All reagents & chemicals shall be stored at room temperature, unless any other storage condition is specified on the label.

4.1.10 Toxic reagents & chemicals shall be identified and stored separately under lock and key.

4.1.11 A list of all chemicals / reagents shall be prepared and numbered serially as follows.

For Solid chemicals: S1, S2, S3 etc.

For Liquid chemicals: L1, L2, L3 etc.

4.1.12 MSDS (material safety data sheets) of all toxic chemicals shall be maintained.

4.2 Disposal of laboratory reagents & chemicals:

4.2.1 At the end of the month, prepare a list of reagents & chemicals which are to be expired or if, any reagents & chemicals abnormal found in appearance during routine use for the same month.

4.2.2 Segregate the solid and liquid reagents & chemicals and cross the label.

4.2.3 Affix the label "For Destruction" for each reagents & chemicals bottle or container and hand over to ETP department for further disposal.

4.2.4 Maintain the destruction record of all reagents & chemicals after the expiry date or rejection due to any discoloration, lump formation or precipitate, as per Annexure – II.

Note: Use empty bottle of reagents & chemicals shall be rinse with water before sending to scrap yard.

5.0 ANNEXURE (S) :

Annexure - I : Specimen label for Chemical / Reagent.

Annexure - II : Destruction record of Reagents/ Chemicals

Annexure - III : Chemical / Reagent Inward register

6.0 REFERENCE (S):

SOP Reference: 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



PHARMA DEVILS
QUALITY CONTROL DEPARTMENT

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REVISION CARD

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

ANNEXURE I
SPECIMEN LABEL FOR CHEMICAL/REAGENT





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Chemical / Reagent	
Date of Receipt	
Assigned Expiry date	
Date of Opening	
Use before	
Sign Date	

ANNEXURE II
DESTRUCTION RECORD OF REAGENTS/CHEMICALS

S.No.	Name of Reagents/ Chemicals	Qty. Destroyed	Reason for destruction	Destroyed By /Date	Verified By

