



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Handling of Spillage in Microbiology Laboratory	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

- 1. Purpose:** To lay down the procedure for Handling of Spillage in Microbiology lab.
- 2. Scope:** This Standard Operating Procedure is applicable at microbiology section of Quality Control department.
- 3. References & Annexures:**
 - 3.1 References:**
 - 3.1.1 NA
 - 3.2 Annexures:**
 - 3.2.1 NA
- 4. Responsibilities:**
 - 4.1 Microbiologist / Executive - Quality control.**
 - 4.1.1 Responsible for handling of spillage in microbiology lab.
 - 4.1.2 To maintain all the records as per SOP.
 - 4.2 Quality Control (QC) Head.**
 - 4.2.1 Ensure proper control and compliance of the SOP.
 - 4.3 Quality Assurance (QA) Department:**
 - 4.3.1 To review the SOP.
 - 4.3.2 To ensure the implementation of SOP.
 - 4.4 Regulatory Affairs, Quality Head and Plant Head:**
 - 4.4.1 To review and approve new or revised SOP's.
- 5. Distribution:**
 - 5.1 QC
 - 5.2 QA
- 6. Abbreviations and Definition of Terms:**
 - 6.1 Abbreviations:**
 - 6.1.1 CC : Change Control



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- 6.1.2 ETP : Effluent treatment plant
- 6.1.3 IPA : Iso Propyl Alcohol
- 6.1.4 NA : Not Applicable
- 6.1.5 QA : Quality Assurance
- 6.1.6 QC : Quality Control
- 6.1.7 SOP : Standard Operating Procedure
- 6.1.8 v/v : volume / volume

6.2 Definition of Terms :

- 6.2.1 **Standard Operating Procedure (SOP):** A written authorized procedure, which gives instructions for performing operations.

7. Procedure:

- 7.1 Spillage of bacterial or yeast and mould culture suspensions and contaminated media shall be immediately flooded with validated disinfectant solution and allowed to be in contact at least for 10-15 minutes.
- 7.2 Mop the area with 70 % v/v IPA.
- 7.3 Put the cotton or cloth used for cleaning of the spillages in a beaker. Decontaminate it by following the current version of SOP No. BSQM/028 "Disposal of Used Media And Cultures"
- 7.4 Send the material to ETP.
- 7.5 Disinfect the hands with 70 % v/v IPA.
- 7.6 Wear hand gloves, mask and clean up the spills with cotton or cloth.

8. History:

Revision No.	Effective Date	Revision Details	CC No.
00		New SOP	NA