

STANDARD OPERATING PROCEDURE		
Department: Microbiology	SOP No.:	
Title: Procedure for Discarding of Microbiological Waste	Effective Date:	
Supersedes: Nil	Review Date:	
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1.0 OBJECTIVE:

To lay down a procedure for Discarding of Microbiological Waste.

2.0 SCOPE:

This SOP is applicable for Procedure for Discarding of Microbiological Waste in Microbiology Lab of Quality Control.

3.0 RESPONSIBILITY:

Operating Person – Microbiology

4.0 ACCOUNTABILITY:

Head - QC

5.0 ABBREVIATIONS:

- GPT Growth Promotion Test
- Ltd. Limited
- No. Number
- QA Quality Assurance
- QC Quality Control
- SOP Standard Operating Procedure

6.0 **PROCEDURE**:

- 6.1 Wear nose mask and hand gloves prior to start the destruction of microbial waste (used/contaminated media Petri plates, Cultures slants, Biological indicators, Culture suspension tubes, Tips, GPT & Positive control plates and tubes) and collect all waste media and contaminated glassware to discarding Area.
- **6.2** The material should be transported from the observation room to discard room through the pass box between observation room to discard room.
- **6.3** The used/released Petri plates/tubes should be kept in bio hazardous poly bags and tie with cable tie before keeping them in autoclave.
- **6.4** For Spatula and Forceps, Soak in Disinfectant Solution for 15 minutes and proceed cleaning as per SOP Titled "Cleaning of Glassware for Microbiological Testing".



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- **6.5** For expired Dehydrated Culture Media, empty out the content in a Glass bottle, add sufficient amount of water to dissolve the medium and decontaminate in autoclave.
- 6.6 Organize the Petri plates (with the tops up) and the Glassware containing used media in suitable bio hazardous poly bags & then place in vertical autoclave with chemical indicator.
- 6.7 Start Autoclave as per SOP Titled **"Procedure for Operation and Discarding of media in Vertical** Autoclave" for Operation of Autoclave and note down the start time of autoclave.
- 6.8 Note down the time when the temperature and pressure reached at 121 °C and 15 PSI respectively.
- **6.9** Hold the cycle for 30 minutes (note down the Holding Time). After completion of Hold Time open the exhaust valve and wait for exhaust.
- 6.10 After completion of cycle, switch "OFF" the Autoclave.

6.11 Open the Autoclave when Pressure release becomes 0 PSI. Check the status of Chemical Indicator for its change in colour from purple to green or as per manufacturer recommendation and take out the materials from autoclave. Collect the decontaminated autoclaved media in poly bag and send to outside party for further disposal with proper labeling in poly bag which include Date of Decontamination, Name of Decontaminated item, Decontamination cycle as per Annexure No.- I "Label for decontaminated item" format and record the submission detail of disposed media as per Annexure No.- II "Submission and receipt record for disposed media" in Format.

6.12 Record the Details of Destruction Process in Format, Titled **"Discarding of** microbiological waste by autoclave".

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure – I	Label for decontaminated item	
Annexure – II	Submission and receipt record for disposed media	

ENCLOSURES: SOP Training Record.

8.0 **DISTRIBUTION:**

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02
 Microbiology
- Master Copy Quality Assurance



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9.0 **REFERENCES**:

Not Applicable

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By





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ANNEXURE – I LABEL FOR DECONTAMINATED ITEM

:_____

Date of Decontamination

Name of Decontaminated item:

Decontamination cycle number : _____



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ANNEXURE – II SUBMISSION AND RECEIPT RECORD FOR DISPOSED MEDIA

Date	Material	Submission By (Name)	Received By (Name)

Reviewed By: Sign & Date