



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Procedure for Discarding of Microbiological Waste	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

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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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



PHARMA DEVILS
MICROBIOLOGY DEPARTMENT

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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