



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Cleaning of Glasswares for Microbiological Testing	Effective Date:
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1.0 OBJECTIVE:

To lay down a procedure for Cleaning of Glasswares for Microbiological Testing.

2.0 SCOPE:

This SOP is applicable for Cleaning of Glasswares for Microbiological Testing at Microbiology Section.

3.0 RESPONSIBILITY:

Officer / Executive – Microbiology

4.0 ACCOUNTABILITY:

Head – QC

5.0 ABBREVIATIONS:

°C	Degree Celsius
IPA	Isopropyl Alcohol
Ltd.	Limited
No.	Number
QA	Quality Assurance
QC	Quality Control
PPE	Personal Protection Equipment
ETP	Effluent Treatment Plant
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 PRECAUTIONS:

- 6.1.1** Wear Gloves, Nose Mask and other PPE (Whenever required) before washing the petriplate /glassware.
- 6.1.2** All microbiological glassware used in analysis should be decontaminated before washing.
- 6.1.3** To remove labeling of glassware use 70% IPA.

6.2 CLEANING OF NEW GLASSWARE:



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6.2.1 Unpack the newly received glassware and rinse it with flowing tap water and finally rinse it with purified water.

6.2.2 Newly manufactured (received) glassware is slightly alkaline and should be soaked for sufficient time in acid water (1% v/v solution of Hydrochloric or Nitric acid), and to be washed /cleaned with plenty of running water and finally with purified water.

6.3 CLEANING OF PETRI PLATES:

6.3.1 Wear Gloves and Nose Mask Before washing the petriplate.

6.3.2 Kept all Petriplate in a disposable autoclave bags and transfer in to autoclave, start the discard cycle of autoclave as per **SOP Titled “Procedure for Operation and Discarding of media in Vertical Autoclave”**.

6.3.3 After Autoclave Remove autoclaved disposable Petri plates into a disposable bag and send to outside party for further disposal.

6.3.4 After Autoclave Remove the content from the autoclaved Glass Petri plates into a disposable bag and keep aside for disposal.

6.3.5 Immerse the Glass Petri plates in tub containing 2% v/v (20 ml of cleaning agent added in purified water and make the volume to 1000 ml, using purified water) cleaning agent i.e. Extran solution for 20-30 minutes.

6.3.6 Finally, wash the Glass Petri plates with purified water to remove the cleaning agent completely as detected physically by absence of any foam.

6.3.7 Keep the washed Glass Petri plates in hot air oven at 50°C to 60° C and allow them to dry.

6.3.8 Whenever use glass Petri plates follow point number 6.1.5, 6.1.6 and 6.1.7.

6.3.9 Wash the hands with soap Solution and then Sanitize with 70% IPA after completion of work.

6.4 CLEANING OF CONICAL FLASKS/BOTTLES FOR MEDIA PREPARATION:

6.4.1 Wear gloves and nose mask before washing the conical flasks/bottles.

6.4.2 Wash with Purified water and then treat with 2% v/v cleaning agent i.e. Extran and keep for 20-30 minutes.

6.4.3 Finally wash the flasks/ Bottles with purified water to remove the cleaning agent i.e. Extran solution completely as detected physically by absence of any foam.



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6.4.4 Keep the washed flasks/ Bottles in hot air oven at 50°C to 60°C and allow them to dry.

6.4.5 Wash the hands with soap solution and then Sanitize with 70% IPA after completion of work.

6.5 CLEANING OF TEST TUBES:

6.5.1 Wear Gloves and Nose Mask before washing the test tubes.

6.5.2 After Autoclave remove the content from the autoclaved test tubes into a disposable bag and keep aside for disposal.

6.5.3 Immerse the test tubes in tub containing 2% v/v (20 ml of cleaning agent added in purified water and make the volume to 1000 ml, using purified water) cleaning agent i.e. Extran solution for 20-30 minutes.

6.5.4 Finally, wash the test tubes with purified water to remove the cleaning agent solution completely as detected physically by absence of any foam.

6.5.5 Keep the washed test tubes in hot air oven at 50°C to 60°C and allow them to dry.

6.5.6 Wash the hands with soap Solution and then Sanitize with 70% IPA after completion of work.

6.6 CLEANING OF FILTRATION ASSEMBLY AND OTHER ACCESSORIES:

6.6.1 Wear Gloves and Nose Mask before washing the all SS Assembly and other accessories.

6.6.2 Immerse the SS Assembly and other accessories in tub containing 2% v/v (20 ml of cleaning agent added in purified water and make the volume to 1000 ml, using purified water) cleaning agent i.e. Extran solution for 20-30 minutes.

6.6.3 Use stiff bristled brush to remove all stubborn residues from recesses and orifices.

6.6.4 Clean the porous grit of the filter support by first back flushing with water , follow by second back flushing

6.6.5 Finally, wash the SS Assembly and other accessories with purified water to remove the cleaning agent solution completely as detected physically by absence of any foam.

6.6.6 Do not wipe with paper and cloth.

6.6.7 Wash the hands with soap Solution and then Sanitize with 70% IPA after completion of work.

6.6.8 Record the Glasswares Cleaning details in **Annexure-I**, Titled **“Glasswares Cleaning Record”**.



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7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure – I	Glasswares Cleaning Record	

ENCLOSURES: SOP Training Record.

8.0 DISTRIBUTION:

- Controlled Copy No. 1 Quality Assurance
- Controlled Copy No. 2 Microbiology
- Master Copy Quality Assurance

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 GLASSWARES CLEANING RECORD

Date	Type of Glassware	Glassware's Qty. (In Nos.)	Cleaning Agent	Done By Sign & Date
	Bottles			
	Tubes			
	Flask			
	Petriplates			
	Bottles			
	Tubes			
	Flask			
	Petriplates			
	Bottles			
	Tubes			
	Flask			
	Petriplates			
	Bottles			
	Tubes			
	Flask			
	Petriplates			