



## STANDARD OPERATING PROCEDURE

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

### 1.0 OBJECTIVE:

To lay down a procedure for Handling of Spillage in Microbiology Laboratory.

### 2.0 SCOPE:

This SOP is applicable for Handling of Spillage in Microbiology Laboratory of Quality Control Department.

### 3.0 RESPONSIBILITY:

Officer / Executive – Microbiology

### 4.0 ACCOUNTABILITY:

Head – QC

### 5.0 ABBREVIATIONS:

%	Percentage
CAPA	Corrective and preventive action
IPA	Isopropyl alcohol
No.	Number
QA	Quality Assurance
QC	Quality Control
SOP	Standard Operating Procedure

### 6.0 PROCEDURE:

**6.1** In case of spillage of microbial culture, cleaning should be done immediately as per the procedure mentioned below:

**6.1.1** Wear Hand gloves and mask before handling the spillage.

**6.1.2** Spray available disinfectant solution to disinfect the spillage, collect the spilled materials with dry lint free cloth and dry the surface.

**6.1.3** If spillage is happened due to any breaking of glassware; adequate care shall be taken while collecting the broken glass pieces (using appropriate scoop etc.). Collects the glass pieces in a closed container and disinfect appropriately before discarding.

**6.1.4** In case of spillage of medium / microbial culture in laminar airflow bench, Spray available disinfectant solution to disinfect the spillage, collect the spilled materials with dry lint free cloth to dry the surface.



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**6.1.5** Incident Happened /identified shall be reported immediately.

**6.1.6** The Investigation shall be carried out for Root Cause Analysis.

**6.1.7** CAPA shall be taken for identified Root Cause.

**7.0 ANNEXURES:**

Not applicable.

**ENCLOSURES:** SOP Training Record

**8.0 DISTRIBUTION:**

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

**9.0 REFERENCES:**

Not applicable

**10.0 REVISION HISTORY:**

**CHANGE HISTORY LOG**

<b>Revision No.</b>	<b>Change Control No.</b>	<b>Details of Changes</b>	<b>Reason for Change</b>	<b>Effective Date</b>	<b>Updated By</b>