



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Procedure for Operation and Cleaning of Laminar Air Flow Unit and Bio Safety Cabinet	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a Procedure for Operation and cleaning of Laminar Air Flow Unit and Bio Safety Cabinet.

2.0 SCOPE:

This SOP is applicable for Operation and cleaning of Laminar Air Flow Unit and Bio Safety Cabinet in Microbiology Section of Quality Control Laboratory.

Make : Airfil (Sterility Room)

Instrument ID :

Make : Airfil (MLT Room)

Instrument ID :

Make : Multitech (BET Room)

Instrument ID :

Make : Airfil (Bio Assay Room)

Instrument ID :

Make : Airfil (MLT Room-2)

Instrument ID :

3.0 RESPONSIBILITY:

Operating Person-Microbiology

4.0 ACCOUNTABILITY:

Head – QC

5.0 ABBREVIATIONS:

IPA	Isopropyl Alcohol
ID No.	Identification Number
LAF	Laminar Air Flow
Ltd.	Limited
QA	Quality Assurance
QC	Quality Control
SOP	Standard Operating Procedure
UV	Ultra violet



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6.0 PROCEDURE:

6.1 General Conditions:

6.1.1 Magnehelic gauges reading should be within the specified limits.

6.1.2 Filter should be cleaned as per schedule / requirements.

6.2 Operation of LAF and Bio Safety Cabinet:

6.2.1 Connect the main switch to main supply. Switch “ON” the mains.

6.2.2 There are three switches and a megnehlic gauge in the side panel of instrument.

1. Blower
2. Tube Light
3. UV light

6.2.3 Clean the working bench of LAF/ Bio Safety Cabinet with lint free duster moistened in 0.22 μ filtered 70 % IPA or approved disinfectant as per schedule in a straight and superposed way.

6.2.4 The airflow should be kept “ON” for about 30 min before carrying out activity if it is switched off for any reason i.e. corrective and preventive maintenance and record the saturation time on presterilized petri plate lid and transcribe the same in **Annexure-I**, Titled “**LAF/Bio Safety Cabinet Operation and Cleaning Log Book**”. Check the reading of Magnehelic Gauge; it should be in between 2 to 8 mmwc for pre filter and 5 to 15 mmwc for HEPA filter when airflow is ON.

6.2.5 During working switch “ON” the tube light. After completion of work switch “OFF” the light of LAF/ Bio Safety Cabinet.

6.2.6 After completion of work clean the surfaces of the LAF/ Bio Safety Cabinet with 0.22 μ filtered 70 % IPA or approved disinfectant as per schedule.

6.2.7 Record the Operation and cleaning of LAF/ Bio Safety Cabinet details on presterilized petri plate lid and after completion of activity transcribe the detail in **Annexure-I**, Titled “**LAF/Bio Safety Cabinet Operation and Cleaning Log Book**”.

6.3 Cleaning:

6.3.1 Cleaning of pre filter to be carried out by engineering personnel as per SOP.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure – I	LAF/Bio Safety Cabinet Operation and Cleaning Log Book	

ENCLOSURES: SOP Training Record.



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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

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

