



STANDARD OPERATING PROCEDURE

Department: Production

SOP No.:

Title: Process of Waste Disposal

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

1.0 OBJECTIVE:

To lay down the procedure for waste disposal.

2.0 SCOPE:

This procedure is applicable to disposal in production department.

3.0 RESPONSIBILITY:

Officer /Executive/Assistant Manager

Head Production: To ensure execution & compliance.

Head QA: To ensure the compliance.

4.0 PROCEDURE:

- 4.1 The polythene bags (used for Granulation, raw material, compression, Capsule and coating) sent to scrap yard with scrap label.
- 4.2 All the unused labels / cartons / shippers / tagger seal / induction wad/shrink film are to be torn into pieces and deposited in the waste bin.
- 4.3 After completion of packing check the weight of foil rejected, film and shrink film during packing, these are collected with scrap label.
- 4.4 These all scrap are collected by housekeeping person and sent to scrap-yard.
- 4.5 Collect the rejected tablets, Capsules or granules generated during each stage of the process in a polythene bag.
- 4.6 Take it to the washing area; put purified water so as to soak the tablet, capsule or granules.
- 4.7 Send the soaked material rejects to ETP for disposal.
- 4.8 The dust collected from the vacuum cleaner, de-duster, dust-collector and all the rejects generated during in-process checks also has to be disposed as per the above procedure mentioned on 4.5, 4.6 and 4.7.



PHARMA DEVILS

PRODUCTION DEPARTMENT

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4.9 Rejected punches, finger bags, sieves, screens and utensils are sent to scrap yard with scrap label. These shall be defaced before sending to scrap.

5.0 ANNEXURE (S):

Nil

6.0 REFERENCE (S):

Nil

7.0 ABBREVIATION (S) /DEFINITION (S) :

ETP : Effluent Treatment Plant.

QA : Quality Assurance

SOP : Standard Operating Procedure

REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	----	----	New SOP	---