



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Assurance	SOP No.:
Title: Sanitation of Microbiology Laboratory	Effective Date:
Supersedes: Nil	Review Date:
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1.0 PURPOSE

To lay down the procedure for cleaning and sanitation of Microbiology laboratory.

2.0 SCOPE

This Standard Operating Procedure is applicable at microbiology section of Quality Control department of

3.0 RESPONSIBILITY

3.1 Microbiologist / Executive - Quality control.

3.1.1 Responsible for cleaning and sanitation of Microbiology laboratory.

3.2 HOD/Designee

3.2.1 Ensure proper control and compliance of the SOP.

4.0 DEFINITION

4.1 NA

5.0 PROCEDURE

5.1 General Instructions

5.1.1 The area shall be maintained clean.

5.1.2 There shall not be any visual contamination in the area.

5.1.3 Use antiseptic/disinfectants regularly as mentioned in current version of SOP "Preparation of Disinfectant Solution"

5.1.4 Avoid any fibrous or unsuitable material in the Clean Area.

5.1.5 Follow the Entry and Exit Procedure in Microbiology Laboratory as per Current Version of SOP.

5.1.6 Clean the hands with 70 % IPA v/v or other disinfectant (if any) prior to start of work.

5.1.7 Put 'ON' the UV light of LAF before work and after completion of work if required.

5.1.8 Carry out daily/weekly cleaning exercise thoroughly according to the procedure.

5.2 Cleaning and sanitation/Disinfection



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- 5.2.1 Waste bins Take out all the waste bins and collect the waste material in a polythene bag and ensure that waste bins are empty.
- 5.2.2 Clean the all waste bins with the help of lint free cloth and mop with 70 % IPA and Place on its respective area with polythene bag.
- 5.2.3 Floor and Walls: Daily in the morning or after completion of work, clean the entire Microbiology Laboratory.
- 5.2.4 Daily mop the floor surface with disinfectant given in Annexure-I. The rotation for use of disinfectant for cleaning shall be as given in Table.

Disinfectant Name	Schedule
Lonzagard HWS-256 – 0.4 %	Alternate Week
Lonzagard R-82 - 0.4 %	Alternate Week

- 5.2.5 Daily before moping, clean the mop with Purified water. After moping the mop shall be cleaned and to be dipped in 5 % v/v of Lonzagard DR-25 aN solution.
- 5.2.5 Follow the above mentioned schedule for moping the wall the surfaces with disinfectant solutions.
- 5.2.6 Trolley and LAF Bench: Daily mop the trolley, LAF Bench and work surfaces with 70 % IPA.
- 5.2.7 Glasses: Weekly spray “Colin” on door and partition glass panels and wipe with a dry lint free cloth or paper.
- 5.2.8 Spraying: Daily after completion of activities in critical areas like Microbiology Analysis Room, spray with 0.4 % Lonzagard HWS-256 or Lonzagard R-82 solution. The rotation for use of disinfectants for spraying shall be as given in Table
- 5.2.9 The drain shall be cleaned with purified water followed by disinfectant in rotation as per Table

Disinfectant Name	Schedule
Lonzagard HWS-256 – 0.4 %	Alternate Week
Lonzagard R-82 - 0.4 %	Alternate Week

- 5.2.10 In case the microbial load increases spray the areas with 1 % concentration of the above solutions.



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5.2.11 Record the activities as per Annexure-I

6.0 ANNEXURE

6.1 Annexure-I Cleaning and sanitation record

7.0 ABBREVIATIONS

7.1 **SOP** : Standard Operating Procedure

7.2 **QC** : Quality Control

7.3 **NA** : Not Applicable

7.4 **CC** : Change Control

7.5 **HOD** : Head of Department

7.6 **QA** : Quality Assurance

7.7 **v/v** : volume/volume

8.0 REFERENCES

8.1 Nil

