



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Cleaning of Footwear	Effective Date:
Supersedes: Nil	Review Date:
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PURPOSE:

The purpose of this SOP is to lay down a procedure for the cleaning of the laboratory footwear used in the Microbiology laboratory.

SCOPE:

This SOP describes the procedure for cleaning of the laboratory footwear used in Microbiology laboratory located at

RESPONSIBILITY:

Trained technician shall be responsible for cleaning of the laboratory footwear used in Microbiology laboratory. Officer/Executive-Quality Control shall be responsible for the checking and compliance of the procedure.

ACCOUNTABILITY:

Head –QC department.

PROCEDURE:

1.0 Usage of the laboratory shoes

1.1 The laboratory Chappals are used in the Microbiology laboratory by the Microbiologist /visitor in the general Microbiology area.

2.0 Cleaning of the footwear.

2.1 The technician shall collect the laboratory Chappals from the shoe rack in Change room and Airlock-I to the washing area.

2.2 The Chappals shall be cleaned in the SS sink with purified water and then shall be brushed with soap solution to make it clean.

2.3 The shoes shall again be cleaned with purified water in the SS sink.



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2.4 The cleaned Chappals shall be dried in the granite slab of the clean zone of the washing room.

2.5 After the drying, the Chappals shall be taken to Change room and Airlock-I and shall be placed in the SS shoe rack beneath the SS cross over bench.

2.5.1 The frequency of cleaning shall be once in a week and preferably on Saturday and shall be recorded in Annexure-I.

2.5.2

ANNEXURE(S):

Annexure-I Cleaning Record of Laboratory Foot Wear used in Microbiology Laboratory.

REFERENCES:

NIL.