



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Cleaning of Glassware	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 PURPOSE**

To lay down the procedure for Cleaning of Glass ware.

**2.0 SCOPE**

This is applicable to Microbiology lab

**3.0 RESPONSIBILITY**

Microbiologist

**4.0 PROCEDURE**

**4.1 Precautions**

- 4.1.1 All cleaning operations shall be carried out in washing area.
- 4.1.2 Potable water shall be used for washing of glasswares.
- 4.1.3 Rinsing shall be done with Purified water.
- 4.1.4 Cleaning agents may be hazardous & must be handled carefully as per the instruction given by the manufacturer.
- 4.1.5 Protective clothing such as Aprons, Hand gloves, and Eye shields must be worn while handling of glassware and preparing the cleaning agents.

**4.2 Procedure for cleaning**

- 4.2.1 After complete analysis, deactivate the glassware containing cytotoxic drug using deactivation medium as SOP.
- 4.2.2 Flasks, beakers, pipettes, bottles and measuring cylinders are to be cleaned in the following manner.
- 4.2.3 Microbial contaminated glassware shall be decontaminated as per SOP.



# PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

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- 4.2.4 Wash the used glassware with plenty of potable water.
- 4.2.5 Then rinse the glassware with 2 % detergent solution prepared in purified water.
- 4.2.6 Rinse the glassware with plenty of potable water till it is free from detergent.
- 4.2.7 Again rinse with purified water 3 to 4 times.
- 4.2.8 Keep the glass ware in oven for drying at 60°C

### 5.0 ABBREVIATIONS AND DEFINITIONS

SOP	Standard Operating Procedure
QCM	Quality Control Microbiology
QAD	Quality Assurance Department
Rev.	Revision
No.	Number
%	Percent
°C	Degree Centigrade

### 6.0 REFERENCE DOCUMENTS

Disposal of contaminated material  
Handling of cytotoxic drugs and related wastes

### 7.0 ANNEXURE/ATTACHMENTS

Annexure I: Form-1- DAILY CLEANING LOG OF GLASSWARE.

### 8.0 Revision Log

Revision Number	Effective Date	Reason for Revision